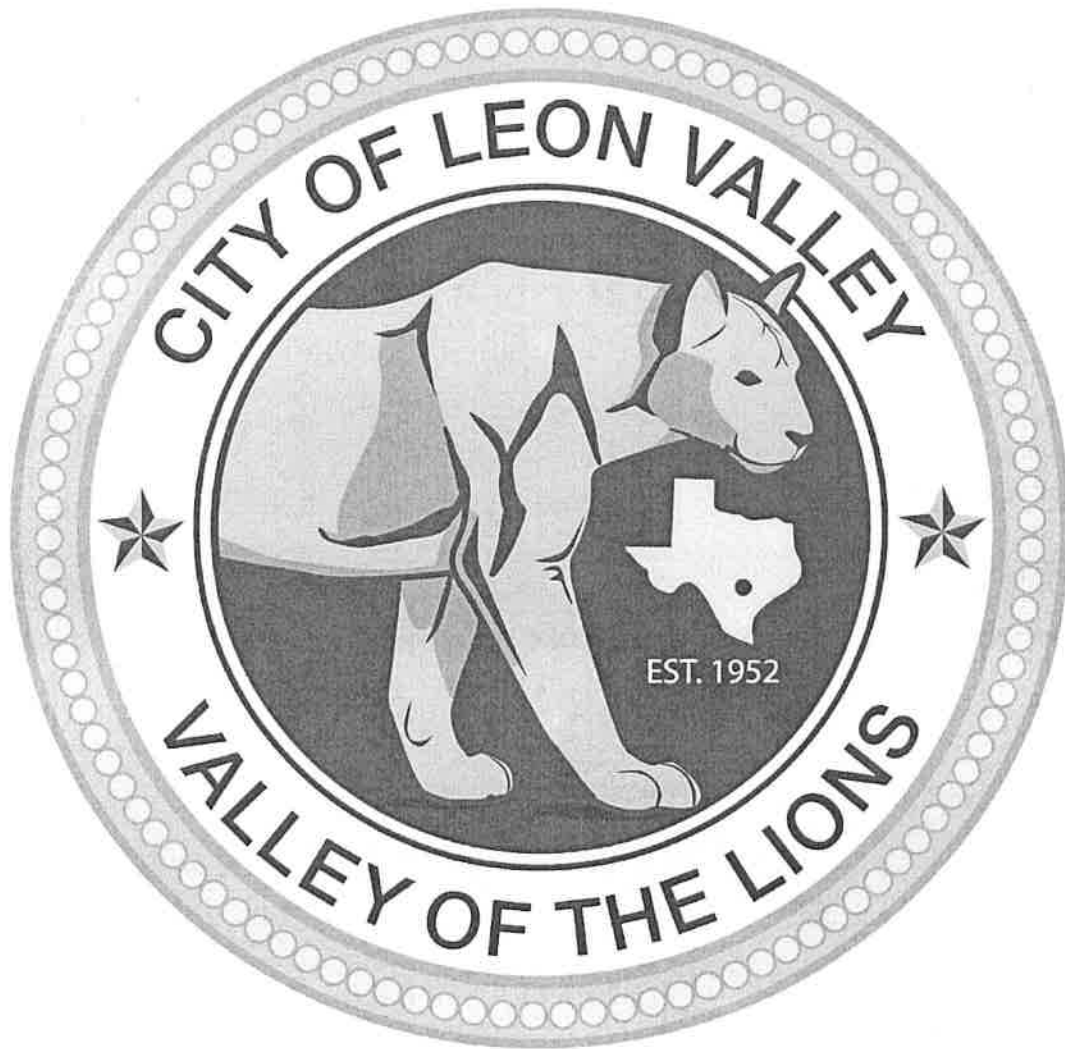


# CITY OF LEON VALLEY



## ANNUAL OPERATING BUDGET FY 2020

# **City of Leon Valley, Texas**

## **List of Principal Officers**

### **Fiscal Year 2020**

#### **Elected Officials**

Chris Riley, Mayor

Council Place 1	Donna Charles
Council Place 2	Catherine Rodriguez
Council Place 3	Monica Alcocer
Council Place 4	Benny Martinez
Council Place 5	Will Bradshaw

#### **City Officials**

Kelly Kuenstler, City Manager

Finance Director	Vickie Wallace
City Secretary	Sandra Passailaigue
Planning and Zoning Director	Brandon Melland
Police Chief	Joseph Salvaggio
Fire Chief	Michael Naughton
Library Director	Sandy Underwood
Public Works Director	Melinda Moritz
Human Resource Director	Crystal Caldera
City Attorney	Denise Frederick

# User's Guide to the Budget Document

## Overview

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

## Budget Tabs

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

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

***User's Guide*** - This section provides the reader with 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 kinds of services provided by each department. Individual department summaries contain department description, mission statement, program narrative with accomplishments and objectives, personnel, 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 about the needs of the City each fiscal year and apply available resources to these needs to the extent possible. The CAP is funded each fiscal year by the Available Reserve, which is the amount left in the fund reserve at the end of the previous fiscal year less a minimum fund balance of \$1,000,000 for General Fund and \$350,000 for the Enterprise Fund.

## Budget Basis

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

The Enterprise Fund (Water and Sewer) is prepared using the full accrual method of accounting for both revenue and expense similar to a commercial enterprise; Revenues

are recognized when they are earned, and 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 begins on October 1<sup>st</sup> and ends on September 30<sup>th</sup> of each year. Budgetary preparation and control is exercised at the department 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, with the exception of interest on general long-term debt which is recognized when due. Sales and property taxes are considered "measurable" when in the hands of intermediary collecting governments and are recognized as revenue at that time.

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

### **Fund Accounting**

The City's accounts are organized on the basis of funds and account groups, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which are comprised of each fund's assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

## **Fund Types**

### ***Governmental Fund Types***

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

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

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

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

*Crime Control and Prevention Fund* - accounts for the expenditures of funds received from a 1/8 cent sales tax that is specifically dedicated to crime control and prevention.

*Child Safety Fund* - accounts for expenditures for the school crossing guard program.

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

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

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

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

### ***Enterprise Fund***

***Enterprise Fund*** - This fund accounts for operations which are intended to be self-supported through user charges.

## **GENERAL FUND**

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### **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 have been established. The General Fund contains such services as municipal court, finance, city manager and council, police, fire, EMS, library, streets, parks, and planning and zoning.

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**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
BEGINNING FUND BALANCE	\$ 3,144,351	\$ 3,347,568	\$ 3,347,568	\$ 2,645,314
<b>REVENUES</b>				
Ad Valorem Taxes	4,250,391	4,369,720	4,369,720	4,679,227
Sales Taxes	2,779,168	2,702,489	2,847,759	2,847,759
Franchise Fees	961,149	934,251	959,773	926,903
Licenses, Permits, Fees and Fines	2,532,581	3,012,685	3,575,877	3,717,989
Grants	1,516,054	4,550	110,316	4,550
Other	688,696	400,970	378,588	379,072
<b>TOTAL REVENUES</b>	<b>12,728,038</b>	<b>11,424,665</b>	<b>12,242,033</b>	<b>12,555,500</b>
<b>OTHER FUNDING SOURCES</b>				
Transfers In	-	-	-	-
Capital Reserve		1,388,039	1,388,039	725,655
Capital Reserve-Non-Capital		20,000	20,000	-
<b>TOTAL OTHER FUNDING SOURCES</b>	<b>-</b>	<b>1,408,039</b>	<b>1,408,039</b>	<b>725,655</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>12,728,038</b>	<b>12,832,704</b>	<b>13,650,072</b>	<b>13,281,155</b>
<b>EXPENDITURES</b>				
Personnel Services	6,687,612	8,392,110	8,392,110	8,942,216
Supplies	883,944	676,725	676,725	752,864
Contractual Services	1,816,003	2,487,413	2,487,413	2,838,560
Capital Outlay	3,137,262	1,388,039	1,388,039	725,655
<b>TOTAL EXPENDITURES</b>	<b>12,524,821</b>	<b>12,944,287</b>	<b>12,944,287</b>	<b>13,259,295</b>
<b>OTHER FINANCING USES</b>				
Transfers Out	-	-	-	-
<b>TOTAL OTHER FINANCING USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>12,524,821</b>	<b>12,944,287</b>	<b>12,944,287</b>	<b>13,259,295</b>
ENDING FUND BALANCE	\$ 3,347,568	\$ 1,827,946	\$ 2,645,314	\$ 1,941,519

**GENERAL FUND  
SCHEDULE OF REVENUES BY SOURCE**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>Ad Valorem Taxes</b>				
Current	\$ 4,241,820	\$ 4,311,000	\$ 4,311,000	\$ 4,620,507
Delinquent	8,570	32,210	32,210	32,210
Penalty and Interest	-	26,510	26,510	26,510
<b>Total Ad Valorem Taxes</b>	<b>4,250,391</b>	<b>4,369,720</b>	<b>4,369,720</b>	<b>4,679,227</b>
<b>Sales Taxes</b>				
City Sales Tax	2,441,054	2,367,570	2,502,080	2,502,080
Economic Development Sales tax	303,785	299,919	311,379	311,379
Alcoholic Beverage Sales Tax	34,329	35,000	34,300	34,300
<b>Total Sales Taxes</b>	<b>2,779,168</b>	<b>2,702,489</b>	<b>2,847,759</b>	<b>2,847,759</b>
<b>Franchise Fees</b>				
City Public Service	707,722	703,700	707,722	707,722
Telecommunications Fee	38,330	40,000	37,100	4,230
San Antonio Water System	1,151	1,151	1,151	1,151
Waste Management	56,797	42,000	56,700	56,700
Cable	154,402	145,000	154,400	154,400
Grey Forest Utilities	2,746	2,400	2,700	2,700
<b>Total Franchise Fees</b>	<b>961,149</b>	<b>934,251</b>	<b>959,773</b>	<b>926,903</b>
<b>Licenses, Permits, Fees and Fines</b>				
Building Department	218,272	188,000	300,000	300,000
Contractor's Registration	12,400	15,000	12,400	12,400
Renter's Registration	4,745	5,300	4,600	4,600
Animal Licenses and Tags	440	480	440	440
Animal Control Fees	50	815	500	500
Special and Solicitors	100	300	100	100
Zoning and Board of Adjustment	6,900	7,000	6,500	6,500
Subdivision Platting Fees	3,585	2,500	3,000	3,000
Occupation, Liquor, and Food	42,360	47,500	47,500	47,500
Property Room Fee	2,350	2,040	2,040	2,040
Property Room Auctions	-	-	78,000	78,000
Municipal Court Fines	422,639	387,000	600,000	600,000
Red Light Camera Fines	1,151,359	1,759,446	1,759,446	1,901,558
Red Light Camera Late Fees	86,182	20,000	120,000	120,000
Impound Lot Fees	192,228	222,000	230,000	230,000
Impound Lot Auctions	120,942	78,000	120,000	120,000
Recreation Fee	17,140	15,000	20,000	20,000
Fire Inspection Fees	100	4	5,151	5,151
Garage Sale Permit Fees	1,476	1,500	1,400	1,400
EMS Fees	248,424	260,000	264,000	264,000
Book Fines	889	800	800	800
<b>Total Licenses, Permits, Fees and Fines</b>	<b>2,532,581</b>	<b>3,012,685</b>	<b>3,575,877</b>	<b>3,717,989</b>



<i>Schedule of Revenues Continued</i>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>Grants</b>				
EMS/Trauma System	6,760	4,550	4,550	4,550
TxDot-Evers Road Bridge	1,485,444	-	105,766	-
AACOG Grant	23,850	-		-
<b>Total Grants</b>	<b>1,516,054</b>	<b>4,550</b>	<b>110,316</b>	<b>4,550</b>
<b>Other</b>				
Library Non Resident Users	2,390	2,000	2,000	2,000
Interest Income	99,353	85,000	120,000	120,000
Sprint Tower Lease	14,520	14,520	15,488	15,972
Pool Revenue	2,028	39,000	2,000	2,000
Credit Card Processing Fees	23,824	17,000	36,000	36,000
Parks Bucks Program	805	800	800	800
Library Memorial Donations	2,796	600	1,500	1,500
Sale of Surplus Property	9,532	10,000	10,000	10,000
Junior Law Enforcement	5,200	3,900	3,900	3,900
Special Events	38,752	64,000	39,000	39,000
Towing Contract	4,595	4,350	4,500	4,500
Miscellaneous	438,470	109,000	109,000	109,000
Leon Valley Café Lease	12,600	10,800	14,400	14,400
ASSPP	33,831	40,000	20,000	20,000
<b>Total Other</b>	<b>688,696</b>	<b>400,970</b>	<b>378,588</b>	<b>379,072</b>
<b>TOTAL REVENUES</b>	<b>\$ 12,728,038</b>	<b>\$ 11,424,665</b>	<b>\$ 12,242,033</b>	<b>\$ 12,555,500</b>

**GENERAL FUND  
SCHEDULE OF EXPENDITURES BY DEPARTMENT**

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	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Municipal Court	\$ 130,471	\$ 145,241	\$ 145,241	\$ 176,705
Finance	218,048	198,945	198,945	210,803
City Manager and Council	582,027	622,765	622,765	608,956
Police	3,349,430	4,756,120	4,756,120	4,970,287
Fire	2,938,558	3,208,158	3,208,158	3,457,686
Public Works	3,797,026	2,052,893	2,052,893	1,483,549
Planning and Zoning	372,303	527,989	527,989	607,936
Economic Development	137,134	309,610	309,610	311,379
Special Events	113,414	84,400	84,400	129,004
Parks and Recreation	484,300	605,146	605,146	847,031
Library	402,111	433,020	433,020	455,959
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,524,821</b>	<b>\$ 12,944,287</b>	<b>\$ 12,944,287</b>	<b>\$ 13,259,295</b>

**DEPARTMENT DESCRIPTION AND MISSION**

Municipal Court 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 Municipal Court 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 2018-2019:**

- Continue to effectively collect on warrants.
- Continue to ensure employee professional growth through training.
- Provide the highest level of professional and efficient customer service; the court is taking on a paperless initiative.
- Increase community outreach to pay online, specifically red-light camera tickets.

**Objectives for FY 2019-2020:**

- Continue to effectively collect on warrants.
- Continue to ensure employee professional growth through training.
- Ensure new court personnel become level I Texas Municipal Court Certified.
- Continue to increase community outreach to pay online.
- Provide the highest level of professional and efficient customer service.
- Advance in our paperless efforts in Municipal Court.

**MUNICIPAL COURT****GENERAL FUND**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 61,901	\$ 47,838	\$ 47,838	\$ 48,788
Supplies	12,546	14,982	14,982	19,975
Contractual Services	56,023	82,421	82,421	107,942
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 130,471</b>	<b>\$ 145,241</b>	<b>\$ 145,241</b>	<b>\$ 176,705</b>

	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Senior Clerk	0.55	0.55	0.23	0.23
Assistant Deputy Court Clerk	0.55	0.55	0.23	0.23
Deputy Court Clerk	0.00	0.00	0.23	0.23
<b>TOTAL</b>	<b>1.10</b>	<b>1.10</b>	<b>0.69</b>	<b>0.69</b>

**DEPARTMENT DESCRIPTION AND MISSION**

The purpose of the finance department is 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 include accounts payable, cash management, grant administration, internal audit and purchasing, 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 2018-2019:**

- Prepared, submitted and was awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) Program for the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2017.
- Assisted City Manager with preparation of annual budget.
- Prepared salary and benefit costs for budget preparation.
- Assisted Department Heads with the preparation of their Budget and Capital acquisition Plans.
- Conducted training for department heads on online budget preparation on an as needed basis.
- Conducted Incode training for department heads on an as needed basis.
- Coordinated and assisted external auditor with annual audit.
- Ensured time frames were met with regard to timely preparation and presentation of the annual audit.
- Prepared schedules for the CAFR.
- Reviewed records management schedule and prepared records that are to be destroyed.
- Continued to train the new Assistant Finance Director.

- Served as liaison for the Beautification Committee.
- Explored ways to make the functions of the Finance Department more efficient.
- Implemented paperless daily cash collections system.

**Objectives for FY 2019-2020:**

- Prepare and submit fiscal year 2019 CAFR to GFOA for Certificate of Achievement for Excellence in Financial Reporting Program.
- Continue to develop and update the Financial Transparency Tab on the City's webpage.
- Continue to improve information reporting, budgeting and forecasting.
- Continue to review and update internal controls.
- Assist City Manager with preparation of annual budget.
- Continue to prepare salary and benefit costs for budget preparation.
- Coordinate and assist external auditor with annual audit.
- Continue to ensure time frames are met with regard to timely preparation and presentation of the annual audit.
- Continue to prepare schedules for the CAFR.
- Continue to train the Assistant Finance Director.
- Continue to explore ways to make the functions of the Finance Department more efficient.
- Continue to serve as liaison for the Beautification Committee.

**FINANCE****GENERAL FUND**

<b>EXPENDITURES</b>	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
Personnel Services	\$ 137,307	\$ 109,774	\$ 109,774	\$ 118,082
Supplies	2,521	4,140	4,140	6,640
Contractual Services	78,220	85,031	85,031	86,081
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 218,048</b>	<b>\$ 198,945</b>	<b>\$ 198,945</b>	<b>\$ 210,803</b>

<b>STAFFING</b>	<b>BUDGET 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>BUDGET 2019-2020</b>
Finance Director	0.50	0.50	0.35	0.35
Assistant Finance Director	0.50	0.50	0.35	0.35
Purchasing Agent	0.50	0.50	0.35	0.35
Acct Payable/Payroll Clerk	0.50	0.00	0.00	0.00
<b>TOTAL</b>	<b>2.00</b>	<b>1.50</b>	<b>1.05</b>	<b>1.05</b>

**DEPARTMENT DESCRIPTION AND MISSION**

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;
- Compete for top talent with effective recruitment strategies, efficient recruitment processes, effective retention and an attractive total rewards package;
- Commit to help create an environment where all employees can thrive;
- Support the talent development of our employees through professional and career development;
- Deliver Human Resource services, programs, and communications that add value for our prospective employees, current employees, and retirees;
- Seek ways to increase communication with and involvement of the citizens;



- Develop strategies to mitigate traffic congestion throughout the City of 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 Manager's Office partners with the Mayor and City Council in achieving the goals and objectives set forth for the City of Leon Valley. To this end, a key factor is the identification of priorities and the establishment of management procedures that develops and effectively utilizes City resources. As the City's Chief Administrative Officer, the City Manager's responsibilities include organizational management; fiscal management; program development and City service evaluation. The City Manager must be aware of new methods as they apply to City services. New developments in the area of public policy are researched and analyzed to organize a process of program planning in anticipation of future City 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 its official documents; supports the administrative needs of the City Council and City Manager; provides access to public information; conducts fair and impartial City elections; and provides responsive customer service to our diverse external and internal customer base.

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

The City Attorney drafts and reviews contracts, ordinances, and resolutions; advises the City Council, City Manager and all City departments on many legal issues that arise on a daily basis at the City; and serves as the Municipal Court Prosecutor.

### **PROGRAM NARRATIVE**

#### **Accomplishments for FY 2018-2019:**

- Coordinated the recognition of City volunteer members and programs.
- Through a formal bidding process, coordinated the selection of health insurance broker and City group benefits.

## **CITY MANAGER AND COUNCIL**

## **GENERAL FUND**

- Successful compliance of the new Affordable Care Act requirements, saving the City money by doing it in-house.
- Began implementing Physical Assessments of staffing as established by their essential job functions.
- 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.
- Maintained the City's Code of Ordinances with routine updates to include electronic version.
- Continued using Granicus and the MinuteTraq Agendas and Minutes Program to allow all departments to work together on a single system for drafting, submitting and searching meeting topics and documents in an effort to assist all departments in creating organized City Council agendas, packets and minutes in a consistent manner.
- Trained Community Development staff on the use of Granicus and the MinuteTraq Agendas and Minutes Program to create and organize the Zoning Commission agendas, packets and minutes in a consistent manner; as well as make the information accessible to the public as the City Council meeting information is.

### **Objectives for FY 2019-2020:**

- Continue transitioning to electronic records through the application of the Texas State Library and Archives Commission's approved standards in the Human Resource Department.
- Maintain the Leon Valley City Code of Ordinances through annual Supplements.
- Oversee legal requirements for all City elections, promoting communications to keep voters informed and coordinating joint elections with Bexar County Elections Department.
- Continue "green" communication efforts to keep the public and employees informed with the use of electronic messaging through updated website, emails, Leon Valley ENews, and timely messages on the local business marquee that have been made available to the City

- Continue to implement Physical Assessments of staffing as established by their essential job functions.
- Continue to provide staffing needs 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.
- Continue to provide excellent customer service to all internal and external customers.
- 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 and Granicus/MinuteTraq 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.
- Increase transparency by providing live streaming of the City Council meetings with the use of Granicus.
- Coordinate the recognition of City volunteer members and programs.
- Add the Board of Adjustment to Granicus/MinuteTraq for increased transparency and staff efficiency.
- Update the City's Record Management Ordinance and Procedures.

**CITY MANAGER AND COUNCIL****GENERAL FUND**

<b>EXPENDITURES</b>	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
Personnel Services	\$ 321,627	343,614	343,614	282,589
Supplies	22,359	65,004	65,004	32,870
Contractual Services	232,083	201,513	201,513	276,442
Capital Outlay	5,956	12,634	12,634	17,055
<b>TOTAL Department Budget</b>	<b>\$ 582,027</b>	<b>\$ 622,765</b>	<b>\$ 622,765</b>	<b>\$ 608,956</b>

<b>STAFFING</b>	<b>BUDGET 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>BUDGET 2019-2020</b>
City Manager	0.50	0.50	0.25	0.25
HR Director/ACM	0.50	0.50	0.50	0.50
City Attorney	0.50	0.32	0.22	0.00
City Secretary	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	0.30	0.30
IT Specialist	0.50	0.50	0.00	0.00
Animal Control Officer	0.00	0.00	0.00	0.00
Code Enforcement Officer	0.00	0.00	0.00	0.00
Special Events Coordinator	0.00	0.00	0.56	0.00
<b>TOTAL</b>	<b>3.00</b>	<b>3.32</b>	<b>2.83</b>	<b>2.05</b>

**DEPARTMENT DESCRIPTION AND MISSION**

The mission of the Leon Valley Police Department is to impartially enforce the law in a fair, unbiased and consistent manner, recognizing both the statutory and judicial limitation of its authority, and the constitutional rights of all persons, regardless of race, ethnicity, creed, or gender. Our duties include diligently serving the public through the prevention of crime, preservation of the public peace, protection of lives and property, the detection and arrest of violators, and the enforcement of all laws and ordinances. Our officers strive for excellence and professionalism in every aspect of our duties, solving problems through partnerships with the Leon Valley community. The Police Department consists of four Divisions: Police Department, Impound Lot, Red-Light Camera and Traffic Safety Divisions.

**POLICE SUMMARY****GENERAL FUND**

<b>EXPENDITURES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 2,437,131	\$ 3,450,700	\$ 3,450,700	\$ 3,779,037
Supplies	262,516	131,020	131,020	165,345
Contractual Services	573,796	858,100	858,100	985,905
Capital Outlay	75,988	316,300	316,300	40,000
<b>TOTAL Department Budget</b>	<b>\$ 3,349,430</b>	<b>\$ 4,756,120</b>	<b>\$ 4,756,120</b>	<b>\$ 4,970,287</b>

<b>STAFFING</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Police Chief	1.00	1.00	1.00	1.00
Assistant Police Chief	0.00	0.00	0.00	1.00
Captain	1.00	1.00	1.00	0.00
Sergeant	4.00	3.00	5.00	5.00
Corporal	3.00	3.00	3.00	3.00
Lieutenant	1.00	1.00	2.00	2.00
Detective	3.00	3.00	3.00	3.00
Patrol Officer	14.00	14.00	19.00	19.00
Narcotics Officer	2.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00
Animal Control/Code Enf.	0.00	1.90	1.90	1.90
Red Light Camera Admin.	0.00	0.00	3.35	3.35
Impound Lot Officer	0.50	0.50	2.00	2.00
<b>TOTAL</b>	<b>32.90</b>	<b>26.00</b>	<b>44.25</b>	<b>44.25</b>

Includes officers paid in the Crime Control and Police Seizure Fund

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**DIVISION DESCRIPTION AND MISSION**

The police department has four divisions: Police Department, Impound Lot, Red-Light Camera and Traffic Safety Program. These divisions are comprised of 45 full-time and 11 reserve officers who strive to meet the law enforcement needs of our community by being the most effective, pro-active, transparent and economically efficient agency for our citizens. The Administrative Division endeavors to enhance public understanding and support of police services, activities and programs. They promote a spirit of cooperation and partnership with our community, working closely with the citizens to resolve disputes and deter crime. The Patrol Division responds to calls for public service, uphold the law, protect citizen's rights, maintain the peace, and protect the public. The detectives in the Criminal Investigations Division are well versed in all aspects of criminal investigations, working closely with local, state and federal agencies to ensure criminals are brought to justice. Our investigators collect evidence, conduct interviews, prepare and execute search warrants, prepare criminal case files, and develop all aspects of a criminal case for presentation to the district attorney for criminal prosecution. Our Code Compliance and Animal Control Sections ensure all City and State code, zoning, and animal control laws are upheld, in an effort to protect the health, safety and welfare of all citizens within the City of Leon Valley. The Leon Valley Impound Lot receives and releases vehicle removed from the streets as abandoned, for traffic violations, and criminal offenses.

**PROGRAM NARRATIVE****Accomplishments for FY 2018-2019:**

- Oversaw the Citizen's Police Advisory Committee. This committee is composed of 18 citizens from throughout the community whom provide suggestions to the department on ordinances, equipment, programs, and special projects. They bring critical input on the implementation of the Photographic Traffic Control System program, impound lot, Swap Spot, and the Citizens Police Academy. The members also made recommendations to City Council to create/change five different municipal codes, and brought 121 community issues to our attention, which were promptly rectified and resolved.
- Continued with the highly successful Neighborhood Officer Program in 18 neighborhoods. These officers provide their direct contact information to all citizens in their respected areas to allow the citizens to provide direct dialogue to

## POLICE DEPARTMENT

## GENERAL FUND

the officers, and the officers to take direct ownership of policing the neighborhood.

- Utilized the Police Forfeiture Funds to purchase \$291,000 in state-of-the-art equipment for the Police Department. The equipment purchases included new radios, vehicles, and an in-car camera system at no cost to the tax payers.
- Continued and expanded Community Policing Programs that included involvement in events such as Blue Santa, Red Ribbon Drug Prevention Week, Drug Take Back Program, Anti-Bullying, Bike Rodeo's, Vehicle Burglary Prevention Campaign, Neighborhood Watch Programs, Crime Prevention, Cystic Fibrosis Tower Climb, Special Olympics Law Enforcement Torch Run, Special Olympics Fire Truck Pull, Pastoral Council, Boots-and-Badges Program, and the Citizens Police Academy.
- Applied for and received grants for new weapons and a new in-car camera systems for all patrol vehicles. These grants total more than \$73,000 and included 10 new camera systems and new weapons for each officer on the department.
- Promoted and executed another successful National Night Out event, where 16 different events were held throughout the City.
- Implemented the Photographic Traffic Control System with 14 cameras installed throughout the City. With the program, the department expanded the police department by eight additional officers, which include administrative hearing officers and traffic control officers.
- Created a Game Room ordinance prohibiting illicit game rooms from opening up and operating within the City of Leon Valley. The ordinance was benchmarked by several other agencies across the State of Texas. In addition, new ordinances for No Through Trucks in all neighborhoods, Animal Control, Handheld Devices, and Hotel/Motel Registration were created with the help of the Citizens Police Advisory Committee, and were approved by council.
- Animal Control handled 375 calls for stray, injured, or lost animals in our community. The City proudly continued with its no kill status, with all animals being returned or adopted back out into the community.
- Code Enforcement Officers responded to 3348 calls for service in the community. These calls for service included investigations for high weeds, abandoned vehicles, health and safety code violations, dangerous structures, illegally operating businesses, removal of illegal signs, and fire safety violations.



## POLICE DEPARTMENT

## GENERAL FUND

- Patrol officers responded to 24,326 calls for service, while maintaining the current response time of less than four minutes for life threatening emergency service calls in Leon Valley.
- Implemented a property crime initiative to stop crimes before they are committed. Dedicated efforts resulted in a reduction in burglary of habitations by 26%, burglary of vehicles by 34%, and burglary of a building by 49%.
- Fairly enforced all City Ordinances, State of Texas laws, and the federal statutes of the United States. Officers made 1,395 arrests for various felony and misdemeanor charges.
- Maintained safety and security on the streets of Leon Valley by enforcing traffic laws and issuing more than 5,984 citations for 9,107 moving and non-moving violations. Officers also wrote 1,369 warning citations.
- Adopted and trained the Marshall High School Law Enforcement course, and the Police Explorer Program in law enforcement subjects. Successfully put on the Leon Valley Junior Law Enforcement Competition, where 125 students from 18 high school and law enforcement posts competed.
- Conducted more than 40 presentations to schools, residential and business communities on crime prevention, drugs, elderly crimes, property crimes, church security, and traffic safety.
- Worked with schools and day care facilities in the area to identify more than 500 needy children for the Blue Santa Program. Raised donations and delivered gifts to them and held a Christmas Party with Santa for the children and their families.
- Our DEA Task Force Officers seized over \$2.5 million in cash, homes, planes, vehicles and other assets from illegally obtained drug proceeds and organized crime money laundering schemes.
- Sought for and received approval to remove, destroy or auction off over 1000 pieces of property that no longer had evidentiary value. Items removed brought more than \$60,000 into the general fund.
- CID broke up a high-level safe burglary ring operating in Leon Valley and throughout the Bexar County Area. Detectives recovered stolen coins, gold and silver as well as guns taken from burglaries throughout the region.
- Filed 83 felony charges for various violations of local, state and federal laws.

**Objectives for FY 2019-2020:**

- Finalize the rewrite of all general manual and standard operating procedures, adopting Texas Police Chiefs Association recommended best practices policies.
- Increase officer presence in our neighborhoods and remain pro-active to the needs of our Citizens.
- Continue to work to increase the number of Neighborhood Watch Programs and urge communities to create additional neighborhood associations in Leon Valley.
- Continued to pursue a cooperative effort in the fight against drugs and worked closely with the Police Department to resolve citizen's complaints on suspected drug activity.
- Increase property crime undercover enforcement and further develop mechanisms to inform the public about crime prevention measures.
- Further grow Community Policing programs such as the Leon Valley Blue Santa program, Boots-and-Badges, Citizens Police Academy, Citizens Police Advisory Committee, Pastoral Council, Senior Next-of-Kin Notification Program, Orphaned Animal Foster Program, Special Olympics Law Enforcement Torch Run, Cystic Fibrosis Tower Climb, and Leon Valley Animal Donation Program.
- Seek additional grants and funding opportunities to support additional programs, equipment, and more officers.
- Develop an Animal Fostering Program and a Leon Valley Animal Donation Initiative.
- Recruit and retain qualified applicants for our Reserve Police Officer program.
- Work closely with the Citizens Police Advisory Committee to implement data driven programs to meet the law enforcement needs of our citizens.
- Continue to build on the traffic enforcement program to respond professionally to citizen complaints of traffic violation in neighborhoods and school zones.
- Work closely with businesses and residents to eradicate graffiti, address code violations, and proactively respond to locations that become a public nuisance.
- Maintain a proactive investigation force with an objective to reduce opportunities for criminal activity before it occurs.
- Work closely with the District Attorney's Office, Bexar County Sheriff's Department, San Antonio Police Department, and other local law enforcement agencies to solve crime and prosecute criminals to the fullest extent of the law.

**POLICE DEPARTMENT****GENERAL FUND**

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- Implement covert programs to seek out and arrest criminals intent on breaking the law in our community.
- Further develop property crime reduction programs to address the property crimes being committed in Leon Valley.
- Utilize intelligence driven data to identify locations and proactively address where crime is occurring, or locations that are becoming a nuisance under the law.

**POLICE****GENERAL FUNI**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 2,056,245	\$ 2,479,970	\$ 2,479,970	\$ 2,539,652
Supplies	120,503	93,320	93,320	120,900
Contractual Services	111,231	94,296	94,296	115,622
Capital Outlay	28,663	50,000	50,000	-
<b>TOTAL Department Budget</b>	<b>\$ 2,316,642</b>	<b>\$ 2,717,586</b>	<b>\$ 2,717,586</b>	<b>\$ 2,776,174</b>

	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Police Chief	1.00	1.00	0.75	0.75
Captain	1.00	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	0.75	0.75
Animal Control/Code Enforcement	0.00	1.00	1.90	1.90
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.40</b>	<b>3.40</b>

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**DESCRIPTION AND MISSION**

The Impound Lot is a program that falls under the direction of the Administrative Division. The program consists of one sworn and one civilian team member manage the daily intake, release, and management of the vehicles entering into or leaving the impound lot. This program is responsible for the safekeeping of the vehicles, light maintenance on vehicles left long term, and preparing for, and executing six vehicle auctions per year. The impound lot is responsible for making notifications to vehicle owners and lien holders in accordance with local and state laws, and filing all paperwork with the State of Texas when an abandoned car is sold, destroyed, or repurposed within the City of Leon Valley.

**PROGRAM NARRATIVE****Accomplishments for FY 2018-2019:**

- The Leon Valley Police Impound Lot continued to accept all non-wrecked vehicles towed within the City limits. Our officers towed 942 vehicles and the pound collected \$191,855 in storage and administrative fees.
- The City seized/auctioned 198 abandoned vehicles at five auctions for a total of \$146,000 collected for the general fund.
- The impound lot provided four vehicles that were repurposed for use by the City, saving taxpayers well over \$50,000 in vehicle expenses.

**Objectives for FY 2019-2020:**

- Provide secure, professional, and efficient impound services to the citizens whose cars come into our custody.

**POLICE IMPOUND LOT**

**GENERAL FUND**

<b>EXPENDITURES</b>	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
Personnel Services	\$ -	\$ -	\$ -	\$ 151,381
Supplies	-	-	-	5,800
Contractual Services	-	-	-	13,500
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 170,681</b>

<b>STAFFING</b>	<b>BUDGET 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>BUDGET 2019-2020</b>
Impound Lot Officer	0.00	0.50	2.00	2.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.50</b>	<b>2.00</b>	<b>2.00</b>

**DIVISION DESCRIPTION AND MISSION**

The purpose of the Traffic Safety Division is to provide data driven traffic enforcement efforts to keenly focus our traffic control officers on traffic safety initiatives in an effort to reduce accidents, address problem traffic areas, and respond to community concerns throughout Leon Valley.

**PROGRAM NARRATIVE****Accomplishments for FY 2018-2019:**

- This division is 100% funded through the Tier II monies collected from the Photographic Traffic Control System violations. These officers are in the field and available to handle citizens complaints dealing with traffic related incidents throughout the community.
- Hired and trained four new officers for the program. These new officers are assigned to areas of high traffic problems to reduce incidents through issuance of citations or warnings for violations witnessed in their presence or view.
- Developed a traffic reporting tracking system to ensure citizens complaints are answered and resolved in a timely manner.

**Objectives for FY 2019-2020:**

- Respond to citizen complaints of traffic problem areas on roads throughout Leon Valley.

**POLICE TRAFFIC SAFETY PROGRAM****GENERAL FUND**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 162,723	\$ 410,005	\$ 410,005	\$ 533,423
Supplies	88,364	24,200	24,200	33,145
Contractual Services	75,458	7,000	7,000	10,000
Capital Outlay	12,500	266,300	266,300	40,000
<b>TOTAL Department Budget</b>	<b>\$ 339,045</b>	<b>\$ 707,505</b>	<b>\$ 707,505</b>	<b>\$ 616,568</b>

	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Patrol Officer	0.00	0.00	4.00	4.00
Traffic Investigator	0.00	0.00	1.00	1.00
Lieutenant	0.00	0.00	1.00	1.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>6.00</b>	<b>6.00</b>



**DIVISION DESCRIPTION AND MISSION**

The purpose of the Red-Light Camera Division is to provide oversight for the photographic traffic enforcement system throughout Leon Valley. Members of this division investigate, approve, and adjudicate civil traffic violations documented by our automated traffic control system. The traffic enforcement system was installed in FY18 and currently has 14 cameras at ten intersections. The number one goal of the program is to reduce traffic accidents along the major thoroughfares throughout the City of Leon Valley.

**PROGRAM NARRATIVE****Accomplishments for FY 2018-2019:**

- Presented three new red-light camera locations to the Citizens Police Advisory Committee and City Council. Both voted unanimously to approve the addition of three new cameras to the original 11 systems previously installed. The three new systems came on line in March 2019.
- The Red-Light Camera Program documented 82,461 incidents of red light running, with 61,737 citations being issued in the first full year of operation. The implementation of the program has resulted in a 47% reduction in incidents of red-light running, and a 66% reduction in citations since inception.
- In the first ten-months of the program, intersections with camera systems enjoyed a 43% reduction in accidents, to include a 63% reduction in angled crashes, 38% reduction in rear end crashes, and a 55% reduction in injuries.
- Funds from the program allowed the City to purchase new traffic control lights, road signage, a flashing crosswalk for school children, and a new "Jaws of Life" at no expense to the citizens of our community.

**Objectives for FY 2019-2020:**

- Continue to develop policies and processes, and review, approve, and oversee adjudication of the civil citations issued by the automated traffic control system.
- Monitor the camera systems to ensure that only those who commit violations are ticketed and held accountable for the indiscretions.

**POLICE RED LIGHT CAMERA****GENERAL FUND**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 218,162	\$ 560,725	\$ 560,725	\$ 554,581
Supplies	53,649	13,500	13,500	5,500
Contractual Services	387,107	756,804	756,804	846,783
Capital Outlay	34,825	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 693,742</b>	<b>\$ 1,331,029</b>	<b>\$ 1,331,029</b>	<b>\$ 1,406,864</b>

	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Sergeant	0.00	0.00	1.00	1.00
Patrol Officer	0.00	0.00	2.00	2.00
Adminstration	0.00	0.00	3.85	3.85
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>6.85</b>	<b>6.85</b>

**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.

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.

**DIVISION DESCRIPTION**

The Fire Department is divided into two functional sections; Administrative Section and Operations Section.

The mission of the Administrative 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 emergency warning equipment, and governs overall disaster responses and mitigation capabilities for the City.

The Fire Chief, Assistant Fire Chief and Deputy Fire Marshal are trained to respond to “all risks” and maintain certifications in structural firefighting, Emergency Medical Services, various types of technical rescue, hazardous materials/WMD, and arson investigation. The Fire Chief, Assistant Fire Chief and Deputy Fire Marshal maintain certification as Peace Officers and credentials in Emergency Management.

## **FIRE DEPARTMENT**

## **GENERAL FUND**

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The Fire Chief, Assistant Fire Chief and Deputy Fire Marshal work 40-hour work weeks and are subject to recall during emergencies. The Deputy Fire Marshal who serves as a Fire Inspector, Fire/Arson Investigator, and Fire Prevention Officer. The Administrative Division also has an Executive Administrative Assistant who is responsible for managing the business functions of the department, to include EMS service billing, records management, supplies management, and event scheduling. The Executive Administrative Assistant works 8AM-5PM, Monday through Friday.

The Operations Section is responsible for the suppressing fires, providing rescue services, providing emergency medical services, promoting public safety, provide fire prevention service and education. Operation personnel are trained as certified Texas Firefighters, certified Texas basic emergency medical technicians or paramedics and are trained to handle basic hazardous material operations. The Operations Sections is staffed 24/7/365 by a minimum of 6 personnel at all times. Staffing is broken down into three shifts working 24/48-hour shift. Each shift consists of a Captain (1), Lieutenant (1), Engineer (1) and Firefighters (5). All personnel are certified by the Texas Department of State Health Service as an EMT or Paramedic.

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 Technician, 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.

**Objectives for FY 2019-2020:**

- Promote a highly motivated and well-trained workforce.
- Strive to maintain an average response time under 5 minutes.
- Cultivate and strengthen relationships with stakeholders, governing bodies and our residents.
- Initiate revised fire prevention program.
- Seek to improve operational efficiency and effectiveness by shaping, enhancing, and adapting to changing circumstances.
- Seek to maintain/improve our current ISO rating of 3.

**Major Budgeted Items:**

• Self-Contained Breathing Apparatus	\$100,000
• Security Fencing Around Fire Station	\$ 10,400
• IPlan Table	\$ 12,700
• Mobile Radios	\$ 28,500
• 12-Lead Cardiac Monitors	\$ 70,500
• Mechanical CPR Devices	\$ 29,000
• Thermal Imaging Cameras	\$ 13,500
• Computer Server and Software	\$ 18,000

**FIRE****GENERAL FUNI**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 2,394,749	\$ 2,716,116	\$ 2,716,116	\$ 2,861,667
Supplies	191,214	96,164	96,164	128,664
Contractual Services	161,159	226,378	226,378	184,755
Capital Outlay	191,436	169,500	169,500	282,600
<b>TOTAL Department Budget</b>	<b>\$ 2,938,558</b>	<b>\$ 3,208,158</b>	<b>\$ 3,208,158</b>	<b>\$ 3,457,686</b>

	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
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	3.00	3.00	3.00	3.00
Deputy Fire Marshal	1.00	1.00	1.00	1.00
Engineer	3.00	3.00	3.00	3.00
Firefighter	15.00	15.00	15.00	15.00
Secretary	1.00	1.00	1.00	1.00
<b>TOTAL</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>

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**PROGRAM NARRATIVE**

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, janitorial services, vehicle maintenance, traffic counts and special activities (Christmas, Neighborhood Renewal Program, Earthwise Living, Community Center, Fourth of July, etc.). This department also administers grant projects through the Texas Department of Transportation and Bexar County Community Development Block Grant programs.

**. Accomplishments for FY 2018-2019:**

- Continued to monitor EPA Plume Project and well testing.
- Provided staff support to Citizen Advisory Group and Tree Advisory Board.
- Conducted semiannual spring and fall trash and large item pickup.
- Repaired/replaced various street signs through the city.
- Cleared debris, mowed grass, trimmed and maintained all city buildings, park, creeks, drainage ditches and right of ways.
- Assisted Police and Fire Departments, Library and City Hall as needed.
- Continued energy savings program, lights, filters, water, reseal windows, etc.
- Repaired erosion damage along Huebner Creek and low water crossings.
- Repaired and maintained streets throughout City.
- Repaired and maintained sidewalks.
- Provided support for city events.
- Removed fallen trees, trim overgrown limbs for emergency vehicle clearance.
- Updated mapping on software system for service requests.

- Responded to various service requests from residents or city.
- Remodeled wall for Police Department clerk office space.
- Open pools and provide maintenance support for summer use.
- Built Police Department carport to protect police vehicles.
- Repaired old / installed new sidewalks along western portion of Evers Road.
- Supported Bexar County with Huebner Creek LC-17 Phase III project.
- Awarded grant from AACOG for new waste/recycling stations for Parks.
- Constructed new Evers Road Huebner Creek Bridge.
- Constructed LID parking lot at City Hall with grant from SARA.
- Awarded grant from CDBG to replace water and sewer mains on Cades Cove.
- Continue to support the functions at the Leon Valley Cafe.
- Monitored Hodges and Althea streets one-way project
- Replaced traffic signal system at Huebner and Evers with new system, resulting in savings of electricity and safer passage of vehicles in that intersection.
- Replaced traffic signal system at Wurzbach and Exchange Parkway with new system, resulting in savings of electricity and safer passage of vehicles in that intersection.
- Conducted city-wide drainage study and developed master drainage plan.
- Assisted Police Department with creation of an Impound Lot.
- Conducted two Neighborhood Renewal Program events in the Old Mill Subdivision with assistance from volunteers.

**Objectives for FY 2019-2020:**

- Continue to monitor EPA Plume Project and well testing.
- Provide staff support to Citizen Advisory Group.
- Conduct 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, and over 150 acres of park, creeks, drainage ditches and right of ways.
- Assist Police and Fire Departments, Library and City Hall as needed.
- Continue energy savings program, lights, filters, water, reseal windows, etc.
- Repair any erosion damage along Huebner Creek and low water crossings.
  
- Continue accreditation efforts for Public Works by creation of an Operations Manual, using Best Management Practices.



**PUBLIC WORKS****GENERAL FUND**

- 
- Manage Street Maintenance Program using sales tax revenue funds throughout City.
  - Complete the Sidewalk bid package for Evers Rd.
  - Repair and maintain curbs and sidewalks.
  - Remove fallen trees, trim overgrown for emergency vehicle clearance.
  - Provide support services for city events.
  - Replace dead trees and other vegetation in public areas.
  - Continue supervision of telecommunications contractors.
  - Apply for grants for infrastructure rehabilitation where appropriate
  - Support El Verde 2020.
  - Assure the continued maintenance programs for all city property.
  - Continue pothole repair program throughout city.
  - Support Bexar County with Huebner Creek project.
  - Open both pools and provide maintenance support.
  - Complete FY 19 street maintenance program goals. Assure the continued maintenance programs for all city property.
  - Implement Year Two of the Street Maintenance Program.
  - Move the Library Annex to the records storage building site.
  - Demolish records storage building.

**PUBLIC WORKS****GENERAL FUND**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 681,523	\$ 851,697	\$ 851,697	\$ 862,673
Supplies	186,691	227,565	227,565	182,000
Contractual Services	190,770	416,026	416,026	340,376
Capital Outlay	2,738,042	557,605	557,605	98,500
<b>TOTAL Department Budget</b>	<b>\$ 3,797,026</b>	<b>\$ 2,052,893</b>	<b>\$ 2,052,893</b>	<b>\$ 1,483,549</b>

	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Director of Public Works	0.40	0.40	0.40	0.40
Assistant Director	0.40	0.40	0.40	0.40
Building Operations Foreman	0.00	0.00	0.00	0.00
Field Foreman	0.50	0.50	0.00	0.00
Mechanic Foreman	0.80	0.50	0.50	0.50
Crew Leader	2.30	2.30	2.80	2.80
Maintenance Crewman	1.50	1.50	6.20	6.20
Construction Crewman	5.70	5.70	1.50	1.50
Mechanic	0.80	0.50	0.00	0.00
Library Custodian	0.90	0.90	0.90	0.00
Animal Control Officer	1.00	0.00	0.00	0.00
Code Enforcement Officer	0.90	0.00	0.00	0.00
<b>TOTAL</b>	<b>13.30</b>	<b>12.70</b>	<b>12.70</b>	<b>11.80</b>

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**DEPARTMENT DESCRIPTION**

The Planning and Zoning Department's mission is to:

*Foster a vibrant and economically sustainable community for existing residents and businesses; provide superior customer service to those wishing to build and develop within the community; and serve as a trusted resource to the community for information and guidance pertaining to growth and development.*

The Planning and Zoning Department (PZD) achieves this mission by upholding the following responsibilities:

1. Planning & Zoning: Maintain a Comprehensive Master Plan and up-to-date Land Development Regulations; and develop long-range plans as needed. Process zoning, variance, and plat requests.
2. Permitting & Inspections: Review development plans and permit requests to ensure compliance with City codes and adopted building, health, and fire codes.
3. Outreach: Maintain a department web-page, which includes zoning maps, development maps; and provide prompt response to all specific inquiries.

The PZD consists of 4 full-time staff and anticipates adding up to two interns. The Department is tasked with long-range planning, zoning, subdivision administration, flood plain management, building and fire plan review and inspections, issuance of certificates of occupancy, and health inspections.

**PROGRAM NARRATIVE****Accomplishments for FY 2018-2019:**

- Assisted in the continuation of the On-It and Audit programs to assure Leon Valley businesses comply with all local and state codes, and to assure the proper amount of sales tax revenue is being credited to Leon Valley.
- Initiated revisions to the Certificate of Occupancy application and review process including the development of processes for Certificates of Completion for shell buildings and multi-tenant structures.
- Made significant progress on resolving the Soccer Field and San Antonio Aquarium Rule 11 (lawsuits)
- Navigated several contentious zone change case to completion, including the St. John Baptist Church.

- Developed formal procedures for plan review and approval.
- Initiated and completed several development code amendments including:
  - Board of Adjustment Criteria
  - Institutional Uses
  - Certificates of Occupancy
  - Non-Chartered Financial Institutions
  - Front-Yard Fences
  
- Initiated revisions to the Growth Management, Future Land Use, and Transportation sections of the 2018 Master Plan.
- Continued records management scheduling, documented permit and inspection records, and shredded nonessential documents.
- Completed annual licensing and registration mail-outs.
- Reviewed and processed building and related permits, zoning change, specific use permits, Board of Adjustment cases, and plat cases.
- Continued to license and monitor food establishments and alcoholic beverage establishments to ensure the safety of our citizen's health.
- Continued the conversion of historic department documents to digital format for ease in search ability.
- Fulfilled a significant increase in open-records requests pertaining to the Planning and Zoning Department.
- Coordinated with the new Business Relations Director regarding Code Enforcement and Economic Development matters.
- Successfully implemented Minute Trak system for the Zoning Commission.
- Initiated major revisions to the City's Signage regulations.
- Served as a primary contributor/liaison for the City of Leon Valleys interests in the multi-jurisdictional Bandera Road Planning long-term planning effort.

- Completed the following tasks toward the implementation of the My Permit Now building permitting software:
  - Worked through remaining hurdles with the City's Incode System;
  - Executed an inter-local contract for the software;
  - Began implementation.

**Objectives for FY 2019-2020:**Long-Range Planning

- Complete the on-going overhaul of the City's Zoning Code.
- Complete revisions to the Growth Management, Future Land Use, and Transportation sections of the 2018 Master Plan.
- Complete an overhaul of the City's Subdivision Code, including environmental and transportation design requirements.
- Complete revisions to the City's Sign Code
- Complete legislative steps necessary to change the *Zoning* Commission to a *Planning and Zoning* Commission for the purpose of expanding the role and authority of the commission.
- Complete legislative steps necessary to establish an Urban Design Commission for the purpose of providing recommendations to the Council specifically regarding urban design issues including architecture, landscaping, signage, and alternative compliance to certain design regulations; as well as to potentially consolidate several existing committees into one.

Permitting & Inspections

- Complete the on-going overhaul of the City's permitting, inspection, and certificate of occupancy issuance process by carrying out the following:
  - Implement the My Permit Now web-based software to assist developers and builders in obtaining permits and inspections, and to enhance Staff efficiency.
  - Finalize internal procedures for future permitting and plan review procedures.
  - Update the City's "Developer's Guide" to assist builders and developers in understanding and planning for City regulations and procedures.

- Update the City's Development Fee Schedule to ensure that development fees reimburse all actual costs incurred to the City during the development review process; including supplies, City Staff, and outside consultants.
- Continue revising the City's building code to ensure new permitting and inspection processes are codified for legal enforcement.
  - Adopt all newest versions of applicable international building codes.
- Revise all Planning and Zoning Department applications and associated submittal documents (including deadlines schedules), to ensure consistency with My Permit Now digital software.
- Continue provide additional training to permitting staff, including permit technician training through the International Code Council.

#### Outreach

- Update and enhance the Community Development Department web-page to be more interactive, including a web version of the City's Zoning Map, regularly updated current development maps, and more robust FAQ's.

**PLANNING AND ZONING****GENERAL FUND**

<b>EXPENDITURES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 208,727	\$ 320,189	\$ 320,189	\$ 368,104
Supplies	6,351	11,500	11,500	10,800
Contractual Services	157,225	184,300	184,300	216,532
Capital Outlay	-	12,000	12,000	12,500
<b>TOTAL Department Budget</b>	<b>\$ 372,303</b>	<b>\$ 527,989</b>	<b>\$ 527,989</b>	<b>\$ 607,936</b>

<b>STAFFING</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Planning & Zoning Director	0.80	1.00	0.50	0.50
Asst. Planning & Zoning Director	0.00	1.00	1.00	1.00
Business Relations Director	0.00	0.00	0.51	0.51
Planning Tech	1.00	1.00	1.00	1.00
Permit Tech	0.80	0.75	0.75	0.75
<b>TOTAL</b>	<b>2.60</b>	<b>3.75</b>	<b>3.76</b>	<b>3.76</b>

**DEPARTMENT DESCRIPTION AND MISSION**

The Economic Development Department (EDD) serves as the City of Leon Valley's business arm. EDD focuses on three areas of activity: 1) promote the development and expansion of new and existing business enterprises within Leon Valley; 2) serve as the City liaison with the Leon Valley business community; and 3) 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.



**ECONOMIC DEVELOPMENT****GENERAL FUND**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 46,903	\$ 96,472	\$ 96,472	\$ 136,868
Supplies	3,093	-	-	11,220
Contractual Services	87,138	213,138	213,138	163,291
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 137,134</b>	<b>\$ 309,610</b>	<b>\$ 309,610</b>	<b>\$ 311,379</b>

	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
City Manager	0.00	0.00	0.25	0.25
Business Relations Director	0.00	0.00	0.41	0.41
Special Events Coordinator	0.00	0.40	0.10	0.00
City Attorney	0.00	0.19	0.19	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.59</b>	<b>0.95</b>	<b>0.66</b>

**DEPARTMENT DESCRIPTION AND MISSION**

The City sponsors several special events in collaboration with the City's Community Events Committee. The following are programmed City events: July 4<sup>th</sup> Celebration, Soap Box Derby, Holiday Tree Lighting Ceremony, Beethoven Concert, Grandparents' Day Concert, and Earthwise Living Day.

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.

**SPECIAL EVENTS****GENERAL FUND**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 18,946	\$ 20,250	\$ 20,250	\$ 22,254
Supplies	94,467	64,150	64,150	106,750
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 113,414</b>	<b>\$ 84,400</b>	<b>\$ 84,400</b>	<b>\$ 129,004</b>

	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**DEPARTMENT DESCRIPTION AND MISSION**

The goal of the Parks and Recreation Department is to provide excellent parks, recreational green space, and cultural opportunities. The mission of the Parks and Recreation Department is to monitor and revise the Parks Master Plan, encourage development of new recreational programs, continue to improve park spaces, continue to develop the hike & bike trail system, develop a program to encourage residents to take advantage of outside amenities, and to provide cultural opportunities to our citizens and guests. The Department will enhance the citizens' quality of life by providing safe, well-maintained parks and public places; preserving open space and historic resources; caring for people; strengthening the bonds of community; and creating opportunities for enrichment. This department works with the Reservation Clerk for rentals in the park and provides staff support to the Park Commission

**PROGRAM NARRATIVE****Accomplishments for FY 2018-2019:**

- Continued to plant trees at Raymond Rimkus Park, Old Mill Park, and Steurenthaler-Silo Park
- Refreshed the Community Garden area and encouraged citizens to participate in gardening.
- Power washed and maintained playground area, replaced worn playground equipment, installed new bicycle parking equipment, replaced old signage, and restored fall zone material.
- Provided flood debris cleanup for flooding events.
- Replaced worn signage and walking path at Rimkus Park.
- Removed dead trees and replaced with new plantings.
- Maintained swimming pools and repaired/replaced broken equipment and components.
- Assumed Staff Liaison position with Hike & Bike Trail Committee.
- Continued development of Steurenthaler-Silo, Old Mill and The Ridge parks, and the Hetherington Trail.
- Provided staff support to Park Commission and submitted a revised Parks Master Plan.

## **PARKS AND RECREATION**

## **GENERAL FUND**

- Provided management and program oversight to City pools contractor.
- Revised Park Ordinance and increased fees for park usage.
- Prepared design, engineering, and did partial construction of bio-swale at Forest Meadow entrance to Raymond Rimkus Park.
- Started development of the Peachtree Park.
- Worked with the Community Development Department to start the first Adopt-a-Spot program for citizen led projects in the parks.
- Construct the LID parking lot at Shadow Mist park property.
- Supported city events at the parks.
- Worked with United States Army Corp of Engineers to abate erosion along Huebner Creek.
- Purchased recycling and garbage stations for the parks and pools through an AACOG Solid Waste Grant
- Applied for a CDBG Grant for park improvements to the Old Mill Park.

### **Objectives for FY 2019-2020:**

- Construct remaining portion of bio-swale project in Rimkus Park near the Forest Meadow entrance.
- Construct a new pedestrian path in the vacant lot next to the large parking lot at Rimkus Park.
- Continue to support activities at the Community Garden area and encourage citizens to participate.
  
- Provide management and program oversight to City pools contractor.
- Work with Park Commission to create programs for citizen participation at the parks.
- Work with Community Development in the Adopt-a-Spot program for citizen led projects in the parks.
- Complete the Silo, Old Mill, The Ridge, Shadow Mist, and Peachtree parks, and the Hetherington Trail.
- Rehabilitate park amenities as needed at all parks, mow grass, creeks and trim trees, and repair sidewalks and walkways.

**PARKS AND RECREATION**

**GENERAL FUND**

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- Continue to support City events.
- Plant and maintain new trees in all parks for El Verde 2020 project.
- Development erosion control project along Huebner Creek, from Evers to Bandera Road.
- Repair athletic field surface and irrigation system.
- Provide management and program oversight to City pool contractor.
- Provide staff support to Park Commission.
- Provide staff support and assistance to Hike & Bike Trail Advisory Committee.

**PARKS AND RECREATION**

**GENERAL FUND**

<b>EXPENDITURES</b>	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
Personnel Services	\$ 68,935	\$ 78,116	\$ 78,116	\$ 83,271
Supplies	67,072	32,000	32,000	52,000
Contractual Services	222,453	180,030	180,030	436,760
Capital Outlay	125,840	315,000	315,000	275,000
<b>TOTAL Department Budget</b>	<b>\$ 484,300</b>	<b>\$ 605,146</b>	<b>\$ 605,146</b>	<b>\$ 847,031</b>

<b>STAFFING</b>	<b>BUDGET 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>BUDGET 2019-2020</b>
Maintenance Crewman	1.50	1.50	1.50	1.50
<b>TOTAL</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

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**DEPARTMENT DESCRIPTION AND MISSION**

The Leon Valley Public Library is the city's friendly gateway to the worlds of learning, imagination, creativity, and community interaction. The primary mission of the Leon Valley Public Library is to provide quality educational and information resources, historical and cultural opportunities, and recreational activities enriching the entire community.

**PROGRAM NARRATIVE****Accomplishments for FY 2018-2019:**

- All technology wiring in library upgraded from CAT5 to CAT6. Added WiFi in children's wing and meeting room. Increased Internet speed from 15/2 to 200/10.
- Statistical increase from prior year, attributed to being open seven days a week vs. five days a week and to increased marketing and exposure:
  - Door Count increased 21%
  - Circulation increased 11%
  - Program attendance increased 59%
  - WiFi Usage increased 15%
  - Facebook Reaches increased 46%
- Completed first full year of being open seven days a week at 52 hours per week as opposed to five days a week at 40 hours weekly prior year.
- Received Achievement of Library Excellence Award for 2018 from TML Library Directors Association for fifth consecutive year.
- Received "Most Loved Library" Award from HulaFrog – a NW Bexar county parents group.
- Website – Added online resources for teens, seniors and open source free photos.
- Grants/Gifts received:
  - Tocker Foundation \$11,715 technology grant to replace two public computers, purchase specialized public library computer security software and computer session control software, and all labor to uninstall old programs and install new on 11 computers.
  - Texas Book Festival Grant \$2500 for Large Type Book collection development.
  - HEB Community Support Award of \$500 to go toward Summer Reading.
  - Received 10 copies of a book to support the Read Across Texas program initiative.



- Partnership with NASA Solar System Ambassador for STEAM programming and events as well as Citizen Scientist programs.
- Summer Reading record attendance at individual programs (maximum of 750!)
- Strategic Plan for Library: goals met or significant progress made to date.
- Collection Evaluation/Weeding done on Adult Non-Fiction.
- Purchased AED for library as opposed to leasing in past.
- Added immigration/naturalization materials to collection.
- New Monthly Groups Formed: Book Club, Knit/Crochet.
- Provided numerous Symphony presentations via partnership formed with SA Symphony Education Coordinator.

**Objectives for FY 2019-2020:**

- Continue to offer personal and specialized customer service to residents of all ages.
- Focus programming efforts on teens and adults by adding creative programming.
- Expand eBook service awareness among members.
- Apply for any available program / collection enrichment grants as may be available through public or private sources.
- 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.
- Continue innovative programming efforts, increasing number of programs offered for all age groups as well as attendance at programs.
- Expand Spanish Language Collection in both number and type of offerings.
- Expand partnerships for programming, including partnerships with the ISD and local businesses.
- Staff training in service and general skills so that everyone is cross trained.
- Re-evaluate use of library space to best utilize amount/arrangement of shelving and areas. Concentration on relocating fiction and non-fiction due to collection size changes. Also concentration on Young Adult and Quiet Areas and allocation.

**LIBRARY****GENERAL FUND**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 309,861	\$ 357,344	\$ 357,344	\$ 378,883
Supplies	35,112	30,200	30,200	36,600
Contractual Services	57,137	40,476	40,476	40,476
Capital Outlay	-	5,000	5,000	-
<b>TOTAL Department Budget</b>	<b>\$ 402,111</b>	<b>\$ 433,020</b>	<b>\$ 433,020</b>	<b>\$ 455,959</b>

	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Librarian	1.00	1.00	1.00	1.00
Assistant Librarian	1.00	1.00	1.00	1.00
Library Technician	1.00	1.00	1.00	1.00
Library Clerk	1.50	2.50	2.50	2.50
Summer Hires	0.10	0.00	0.00	0.00
<b>TOTAL</b>	<b>4.60</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>

## **ENTERPRISE FUND**

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### **FUND NARRATIVE**

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**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>OPERATING REVENUES</b>				
Water Sales	\$ 1,644,331	\$ 1,430,200	\$ 1,507,233	\$ 1,507,233
Water Supply Fee	140,350	140,000	140,000	140,000
Sewer Sales	2,311,944	2,293,000	2,293,000	2,312,000
Connection & Platting	1,375	1,500	1,500	1,500
Customer Penalties	71,740	67,500	67,500	67,900
Tapping Fees	22,613	16,000	16,000	16,000
Storm Water Fees	393,896	388,100	388,100	390,000
<b>TOTAL OPERATING REVENUES</b>	<b>4,586,249</b>	<b>4,336,300</b>	<b>4,413,333</b>	<b>4,434,633</b>
<b>OPERATING EXPENSES</b>				
General & Administrative	768,355	897,797	897,797	950,247
Water System	1,389,587	1,366,997	1,366,997	1,117,980
Sewer System	1,960,445	2,121,515	2,121,515	1,938,497
Storm Water	335,060	262,448	262,448	253,179
Depreciation	203,787	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>4,657,234</b>	<b>4,648,757</b>	<b>4,648,757</b>	<b>4,259,903</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>(70,985)</b>	<b>(312,457)</b>	<b>(235,424)</b>	<b>174,730</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Interest Income and Other	583,506	53,300	130,100	133,400
Water Supply Reserve	-	140,000	140,000	140,000
Non-operating Transfer Out	47,650	(107,113)	(107,113)	(105,114)
Interest Expense	(63,647)	-	-	-
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>567,509</b>	<b>86,187</b>	<b>162,987</b>	<b>168,286</b>
<b>NET INCOME (LOSS)(Excluding Depreciation)</b>	<b>496,524</b>	<b>(226,270)</b>	<b>(72,437)</b>	<b>343,016</b>
<b>CHANGES IN WORKING CAPITAL</b>				
<b>NET INCOME (LOSS)</b>	<b>496,524</b>	<b>(226,270)</b>	<b>(72,437)</b>	<b>343,016</b>
<b>SOURCES (USES) OF WORKING CAPITAL</b>				
Additions to Fixed Assets	-	(1,093,400)	(1,093,400)	(600,000)
<b>TOTAL SOURCES (USES) OF WORKING CAPITAL</b>	<b>-</b>	<b>(1,093,400)</b>	<b>(1,093,400)</b>	<b>(600,000)</b>
<b>NET INCREASE (DECREASE) IN WORKING CAPITAL</b>	<b>496,524</b>	<b>(1,319,670)</b>	<b>(1,165,837)</b>	<b>(256,984)</b>
BEGINNING FUND BALANCE	2,666,005	3,162,529	3,162,529	1,996,692
<b>*ENDING FUND BALANCE</b>	<b>\$ 3,162,529</b>	<b>\$ 1,842,859</b>	<b>\$ 1,996,692</b>	<b>\$ 1,739,708</b>

**WATER AND SEWER FUND  
SCHEDULE OF OPERATING REVENUES BY SOURCE**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>OPERATING REVENUES</b>				
<b>Water Sales</b>				
Metered Water	\$ 1,467,285	\$ 1,250,000	\$ 1,327,033	\$ 1,327,033
Edwards Aquifer Fee	174,034	180,000	180,000	180,000
Bulk Water	3,012	200	200	200
Water Supply Fee	140,350	140,000	140,000	140,000
<b>Total Water Sales</b>	<b>1,784,681</b>	<b>1,570,200</b>	<b>1,647,233</b>	<b>1,647,233</b>
<b>Sewer Sales</b>				
City Service (SAWS)	2,300,183	2,281,000	2,281,000	2,300,000
City Surcharge	11,760	12,000	12,000	12,000
<b>Total Sewer Sales</b>	<b>2,311,944</b>	<b>2,293,000</b>	<b>2,293,000</b>	<b>2,312,000</b>
<b>Storm Water</b>				
Storm Water Fees	294,353	280,000	280,000	290,000
Storm Water Fee-SAWS Billing	99,543	108,100	108,100	100,000
<b>Total Storm Water Fees</b>	<b>393,896</b>	<b>388,100</b>	<b>388,100</b>	<b>390,000</b>
<b>Connection Fees</b>				
Connection Fees	1,375	1,500	1,500	1,500
<b>Total Connection Fees</b>	<b>1,375</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Customer Fees</b>				
Customer Penalties	53,879	50,000	50,000	50,000
Customer Disconnection Fees	8,460	8,000	8,000	8,500
Storm Water Penalties	3,307	3,500	3,500	3,400
TECQ Public Health Fee	6,094	6,000	6,000	6,000
<b>Total Customer Fees</b>	<b>71,740</b>	<b>67,500</b>	<b>67,500</b>	<b>67,900</b>
<b>Tapping Fees</b>				
Water Tap Fees	22,613	15,000	15,000	15,000
Sewer Tap Fees	-	1,000	1,000	1,000
<b>Total Tapping Fees</b>	<b>22,613</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 4,586,249</b>	<b>\$ 4,336,300</b>	<b>\$ 4,413,333</b>	<b>\$ 4,434,633</b>

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

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>Non-Operating Revenues</b>				
Interest Income	\$ 60,337	\$ 35,000	\$ 88,000	\$ 88,000
Impact Fees	37,193	10,000	37,100	37,100
Miscellaneous Income	-	5,000	5,000	5,000
CDBG Reimbursement	485,976	-	-	-
Water Lease	-	3,300	3,300	3,300
<b>Total Non-Operating Revenues</b>	<b>583,506</b>	<b>53,300</b>	<b>130,100</b>	<b>133,400</b>
<b>Non-Operating Expenses</b>				
Transfer out to Debt Service	-	(107,113)	(107,113)	(105,114)
<b>Total Non-Operating Expenses</b>	<b>-</b>	<b>(107,113)</b>	<b>(107,113)</b>	<b>(105,114)</b>
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>\$ 583,506</b>	<b>\$ (53,813)</b>	<b>\$ 22,987</b>	<b>\$ 28,286</b>

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

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	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>Additions to Fixed Assets</b>				
General & Administrative	-	-	-	-
Water System	-	515,000	515,000	600,000
Sewer System	-	198,400	198,400	-
Storm Water	-	380,000	380,000	-
<b>Total Additions to Fixed Assets</b>	<b>\$ -</b>	<b>\$ 1,093,400</b>	<b>\$ 1,093,400</b>	<b>\$ 600,000</b>

**DEPARTMENT DESCRIPTION AND MISSION**

The Administrative Department provides 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.



**GENERAL AND ADMINISTRATIVE****WATER AND SEWER FUND**

<b>EXPENSES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 652,805	\$ 791,519	\$ 791,519	\$ 773,269
Supplies	17,902	16,500	16,500	14,300
Contractual Services	97,648	89,778	89,778	162,678
Capital Outlay		-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 768,355</b>	<b>\$ 897,797</b>	<b>\$ 897,797</b>	<b>\$ 950,247</b>

<b>STAFFING</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Director of Public Works	0.50	0.50	0.50	0.50
Assist. Director of Public Wks	0.50	0.50	0.50	0.50
City Manager	0.45	0.45	0.45	0.45
City Secretary	0.50	0.50	0.50	0.50
HR Director/ACM	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	0.00	0.00	0.00
Senior Court Clerk	0.45	0.45	0.57	0.57
Assistant Senior Court Clerk	0.45	0.45	0.57	0.57
Deputy Court Clerk	1.00	1.00	0.57	0.57
Executive Assistant to CM	0.50	0.50	0.50	0.50
Receptionist	0.50	0.50	0.50	0.50
IT Specialist	0.50	0.50	0.00	0.00
City Attorney	0.00	0.50	0.50	0.00
Planning and Zoning Director	0.00	0.50	0.50	0.50
<b>TOTAL</b>	<b>7.60</b>	<b>8.15</b>	<b>7.46</b>	<b>6.96</b>

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 2,500 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 actions, and new meter installations. Repair of fire hydrants is coordinated with the Fire Department. The Department conducts meter repair and replacement and leak detection programs. The department is also responsible for finding and correcting unaccounted 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 2018-2019:**

- Replaced old valves in Grass Hill subdivision.
- Installed new fire hydrants in Monte Robles and Blackberry.
- Installed new meters to upgraded touch read meters under the meter replacement program.
- Installed replacement water lines and curb stops as needed.
- Continue to coordinate with the Fire Department and installed new “quick connect” on existing fire hydrants.
- Installed new water and sewer service connections for infill housing development, and commercial development.
- Maintained three elevated storage tanks and one groundwater storage tank.
- Tested backflow protection device for Recycled Water System.
- Maintained the Grass Hill and Huebner Chlorine control systems.
- 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.
- Completed the Grass Hill Station Emergency Generator Project.
- Completed the Cade’s Cove Water and Sewer Main Replacement Project.

- Completed the Grass Hill Ground Storage Tank Rehab and Painting Project.
- Completed the Bluebird Water Main extension and looping project.
- Received a renewed Superior Rating Status from the TCEQ for our water system.

**Objectives for FY 2019-2020:**

- Replace portions of water and sewer mains as identified in the main ranking program.
- Maintain and conduct an annual inspection of the three elevated and one ground storage tanks.
- Conduct an acoustic leak detection survey of the entire water system.
- Complete the Grass Hill Ground Storage Tank rehab completing the 2016 Bond Program Improvements.
- Rehabilitate the Marshall Elevated Storage Tank.
- Update the water and sewer GIS mapping.
- Continue to assist developers with water and sewer service for any new residential or commercial development.
- Complete the Blacksmith and Wagon Spoke CDBG water main replacement project.
- Continue the water meter repair/replacement program.
- Identify and 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.
- Identify two priority areas to replace older water mains and replace with C-900 pipe.
- 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.
- Conduct water sampling for analysis per the TCEQ. Perform all required reporting.
- Repair any reported leaks under driveways, sidewalks, etc. and replace materials as needed.
- Identify water and sewer mains and rank for replacement.
- Replace Sun Valley subdivision fire hydrants and add any cut off valve

**WATER SYSTEM****WATER AND SEWER FUND**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 382,579	\$ 459,627	\$ 459,627	\$ 493,294
Supplies	68,882	96,000	96,000	96,000
Contractual Services	938,126	811,370	811,370	528,686
Capital Outlay	-	515,000	515,000	600,000
<b>TOTAL Department Budget</b>	<b>\$ 1,389,587</b>	<b>\$ 1,881,997</b>	<b>\$ 1,881,997</b>	<b>\$ 1,717,980</b>

	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Water Foreman	0.80	0.80	0.80	0.80
Construction Crew Leader	0.20	0.20	0.20	0.20
Utility Billing Clerk	0.78	0.78	0.78	0.78
Construction Crew	0.60	0.60	0.60	0.60
Mechanic	0.50	0.50	0.50	0.50
Utility Maintenance Crew Leader	0.80	0.80	0.80	0.80
Utility Maintenance Crew	1.60	1.60	1.60	1.60
Maintenance Crew	0.70	0.70	0.70	0.70
<b>TOTAL</b>	<b>5.98</b>	<b>5.98</b>	<b>5.98</b>	<b>5.98</b>

**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 2018-2019:**

- Performed sewer camera video and sewer jet machine to clear mains and lines.
- Maintained sewer mains and lines.
- Videotaped the Grass Hill sewer lines and worked with City Engineer to develop the Grass Hill Sewer Improvement Project. Bid package completed.
- Completed the Cade's Cove CDBG sewer main replacement project.
- Completed the Poss Rd. Sewer Main replacement project.
- Conducted annual Sewer Line Cleaning Program.
- Continue the low-flow toilet rebate/replacement program Assisted public with Sewer Locates.

**Objectives for FY 2019-2020:**

- Televised 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.
- Replace damaged sewer mains, identified from videotaped footage.
- Continue low-flow toilet replacement program.
- Complete the Grass Hill Sewer Main replacement project.
- Complete the Blacksmith and Wagon Spoke sewer main replacement project.

**SEWER SYSTEM****WATER AND SEWER FUND**

<b>EXPENSES</b>	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
Personnel Services	\$ 111,458	\$ 159,602	\$ 159,602	\$ 169,994
Supplies	1,851	2,000	2,000	3,000
Contractual Services	1,847,136	1,959,913	1,959,913	1,765,503
Capital Outlay		198,400	198,400	-
<b>TOTAL Department Budget</b>	<b>\$ 1,960,445</b>	<b>\$ 2,319,915</b>	<b>\$ 2,319,915</b>	<b>\$ 1,938,497</b>

<b>STAFFING</b>	<b>BUDGET 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>BUDGET 2019-2020</b>
Water Foreman	0.20	0.20	0.20	0.20
Construction Crew Leader	0.20	0.20	0.20	0.20
Utility Billing Clerk	0.12	0.12	0.12	0.12
Construction Crew	0.60	0.60	0.60	0.60
Utility Maintenance Crew Leader	0.20	0.20	0.20	0.20
Utility Maintenance Crew	0.40	0.40	0.40	0.40
Maintenance Crew	0.20	0.20	0.20	0.20
<b>TOTAL</b>	<b>1.92</b>	<b>1.92</b>	<b>1.92</b>	<b>1.92</b>

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 2018-2019:**

- Completed six times per year street sweeping program.
- Identified construction activity for proper storm water runoff control.
- Participate in educational activities such as Earthwise Living Day and 2018 Basura Bash, with coordination of volunteers and cleanup day efforts.
- Installed medallions on storm drain inlets.
- Developed maintenance program for public parking areas.
- Mowed and cleaned debris from Zarzamora and Huebner Creeks.
- Mowed and maintained storm drain inlet/outlets.
- Received the USACE Huebner Creek Drainage Study.
- Completed the Huebner/Timberhill Drainage Improvement Project.
- De-silted the Timberhill drainage way.
- Completed PS & E for bio-swale at Raymond Rimkus Park.

**Objectives for FY 2019-2020:**

- Continue mow and de-silting program for both creeks.
- Develop maintenance program for public parking areas.
- Continue inspections of construction activity to ensure Best Management Practices.
- Complete Annual Report for MS4 Permit.
- Participate in the 2020 Basura Bash and Earthwise Living Day.
- Investigate funding for the USACE Huebner Creek Improvements.
- Complete the LID parking lot located at Shadow Mist.
- Budget for street sweeper, to move contracting street sweeping to in-house operations.
- Complete the bio-swale project at Rimkus Park.
- Conduct Stormwater public education.
- Continue maintenance of storm drains.
- Perform flood/drainage remediation at identified areas as per the Master Drainage Plan of the City.
- Identify additional opportunities for the construction of a LID parking lot.
- Mow and maintain storm drain inlet/outlets.
- Install medallions on remaining/new storm drain inlets.



**STORM WATER****WATER AND SEWER FUND**

<b>EXPENSES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 121,593	\$ 154,548	\$ 154,548	\$ 158,779
Supplies	6,259	11,000	11,000	6,000
Contractual Services	207,209	96,900	96,900	88,400
Capital Outlay		407,750	407,750	-
<b>TOTAL Department Budget</b>	<b>\$ 335,060</b>	<b>\$ 670,198</b>	<b>\$ 670,198</b>	<b>\$ 253,179</b>

<b>STAFFING</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
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	0.00	0.00	0.00
Deputy Court Clerk	0.00	0.00	0.00	0.00
Director of Public Works	0.10	0.10	0.10	0.10
Assist. Director of Public Wks	0.10	0.10	0.10	0.10
Utility Billing Clerk	0.10	0.10	0.10	0.10
Code Enforcement	0.10	0.10	0.10	0.10
Construction Crew Leader	0.10	0.10	0.10	0.10
Library Custodian	0.10	0.10	0.10	0.00
Maintenance Crew Leader	0.20	0.20	0.20	0.20
Maintenance Crew	0.70	0.70	0.70	0.70
Construction Crew	0.30	0.30	0.30	0.30
<b>TOTAL</b>	<b>2.10</b>	<b>2.05</b>	<b>2.05</b>	<b>1.95</b>

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

## **GRANT FUND**

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### **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**

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	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>BEGINNING FUND BALANCE</b>	\$ 1,147	\$ 2,743	\$ 2,743	\$ 1,356
<b>REVENUES</b>				
Grants	3,163	3,162	3,162	3,162
<b>TOTAL REVENUES</b>	<b>3,163</b>	<b>3,162</b>	<b>3,162</b>	<b>3,162</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>4,310</b>	<b>5,905</b>	<b>5,905</b>	<b>4,518</b>
<b>EXPENDITURES</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	1,567	4,549	4,549	3,162
Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,567</b>	<b>4,549</b>	<b>4,549</b>	<b>3,162</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,743</b>	<b>\$ 1,356</b>	<b>\$ 1,356</b>	<b>\$ 1,356</b>

**PROGRAM DESCRIPTION**

Senate Bill 1135, passed by the 74<sup>th</sup> 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.

**LEOSE ALLOCATION POLICE****GRANT FUND**

<b>EXPENDITURES</b>	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	1,284	3,051	3,051	2,368
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 1,284</b>	<b>\$ 3,051</b>	<b>\$ 3,051</b>	<b>\$ 2,368</b>

<b>STAFFING</b>	<b>GRADE</b>	<b>BUDGET 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>BUDGET 2019-2020</b>
		0.0	0.0	0.0	0.0
<b>TOTAL</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**PROGRAM DESCRIPTION**

Senate Bill 1135, passed by the 74<sup>th</sup> 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.

**LEOSE ALLOCATION FIRE****GRANT FUND**

<b>EXPENDITURES</b>	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	282	1,498	1,498	794
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 282</b>	<b>\$ 1,498</b>	<b>\$ 1,498</b>	<b>\$ 794</b>

<b>STAFFING</b>	<b>GRADE</b>	<b>BUDGET 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>BUDGET 2019-2020</b>
		0.0	0.0	0.0	0.0
<b>TOTAL</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

## **LEON VALLEY CRIME CONTROL & PREVENTION DISTRICT**

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### **FUND DESCRIPTION AND MISSION**

The Crime Control & 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 & Prevention District Act to enable cities to create a special district that can collect a sales tax specifically dedicated to crime Control and reduction.

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



**CRIME CONTROL & PREVENTION DISTRICT  
SUMMARY OF REVENUES AND EXPENDITURES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
BEGINNING FUND BALANCE	\$ 291,829	\$ 288,387	\$ 288,387	\$ 249,564
<b>REVENUES</b>				
Tax Revenue	298,059	292,360	305,510	305,510
Interest	2,335	-	3,500	3,500
<b>TOTAL REVENUES</b>	<b>300,394</b>	<b>292,360</b>	<b>309,010</b>	<b>309,010</b>
<b>OTHER FINANCING SOURCES</b>				
Transfers in	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>592,223</b>	<b>580,747</b>	<b>597,397</b>	<b>558,574</b>
<b>EXPENDITURES</b>				
Personnel Services	303,707	337,733	337,733	370,735
Supplies	129	-	-	-
Contractual Services	-	10,100	10,100	10,100
Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>303,836</b>	<b>347,833</b>	<b>347,833</b>	<b>380,835</b>
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>303,836</b>	<b>347,833</b>	<b>347,833</b>	<b>380,835</b>
ENDING FUND BALANCE	\$ 288,387	\$ 232,914	\$ 249,564	\$ 177,739

**CRIME CONTROL & PREVENTION DISTRICT**

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	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 303,707	\$ 337,733	\$ 337,733	\$ 370,735
Supplies	129	-	-	-
Contractual Services	-	10,100	10,100	10,100
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 303,836</b>	<b>\$ 347,833</b>	<b>\$ 347,833</b>	<b>\$ 380,835</b>

	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Assistant Chief	1.00	1.00	1.00	1.00
Sergeant	1.00	1.00	1.00	1.00
Police Officer	2.00	2.00	1.00	1.00
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>

## **BUILDING SECURITY FUND**

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### **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.

Art. 102.017 of the Texas Code of Criminal Procedure allows a municipality to create a municipal court building security fund and require a defendant convicted of a misdemeanor offense in municipal court to pay a \$3 security fee as a cost of court. This fee must be deposited in a fund known as the Municipal Court Building Security Fund. These funds may only be used for security personnel, services, and items related to buildings that house the operations of municipal courts. "Security personnel, services and items" include:

- X-ray machines;
- Handheld metal detectors;
- Identification cards and systems;
- Electronic locking and surveillance equipment;
- Video teleconferencing systems, personnel, signage, confiscated weapon inventory and tracking systems;
- Locks, chains, alarms, or similar security devices including bullet-proof glass;
- Continuing education on security issues for court or security personnel; and
- Warrant officers and related equipment.

**BUILDING SECURITY FUND  
SUMMARY OF REVENUES AND EXPENDITURES**

	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
BEGINNING FUND BALANCE	\$ 1,661	\$ 7,009	\$ 7,009	\$ 14,411
<b>REVENUES</b>				
Building Security Fees	10,573	8,000	15,000	15,000
<b>TOTAL REVENUES</b>	<b>10,573</b>	<b>8,000</b>	<b>15,000</b>	<b>15,000</b>
<b>OTHER FINANCING SOURCES</b>				
Transfers in	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>12,234</b>	<b>15,009</b>	<b>22,009</b>	<b>29,411</b>
<b>EXPENDITURES</b>				
Personnel Services	5,223	7,498	7,498	7,947
Supplies	-	-	-	-
Contractual Services	3	100	100	100
Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>5,225</b>	<b>7,598</b>	<b>7,598</b>	<b>8,047</b>
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>5,225</b>	<b>7,598</b>	<b>7,598</b>	<b>8,047</b>
ENDING FUND BALANCE	\$ 7,009	\$ 7,411	\$ 14,411	\$ 21,364

## BUILDING SECURITY FUND

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<b>EXPENDITURES</b>	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
Personnel Services	\$ 5,223	\$ 7,498	\$ 7,498	\$ 7,947
Supplies	-	-	-	-
Contractual Services	3	100	100	100
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 5,225</b>	<b>\$ 7,598</b>	<b>\$ 7,598</b>	<b>\$ 8,047</b>

<b>STAFFING</b>	<b>BUDGET 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>BUDGET 2019-2020</b>
Officer	0.16	0.16	0.16	0.16
<b>TOTAL</b>	<b>0.16</b>	<b>0.16</b>	<b>0.16</b>	<b>0.16</b>

## **CHILD SAFETY**

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### **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**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
BEGINNING FUND BALANCE	\$ 15,732	\$ 19,040	\$ 19,040	\$ 18,614
<b>REVENUES</b>				
Child Safety Fees	15,557	14,000	17,000	17,000
<b>TOTAL REVENUES</b>	<b>15,557</b>	<b>14,000</b>	<b>17,000</b>	<b>17,000</b>
<b>OTHER FINANCING SOURCES</b>				
Transfers In	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>31,289</b>	<b>33,040</b>	<b>36,040</b>	<b>35,614</b>
<b>EXPENDITURES</b>				
Personnel Services	12,250	17,426	17,426	17,623
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>12,250</b>	<b>17,426</b>	<b>17,426</b>	<b>17,623</b>
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>12,250</b>	<b>17,426</b>	<b>17,426</b>	<b>17,623</b>
ENDING FUND BALANCE	\$ 19,040	\$ 15,614	\$ 18,614	\$ 17,991

**SCHOOL CROSSING GUARDS****CHILD SAFETY FUND**

<b>EXPENDITURES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 12,250	\$ 17,426	\$ 17,426	\$ 17,623
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 12,250</b>	<b>\$ 17,426</b>	<b>\$ 17,426</b>	<b>\$ 17,623</b>

<b>STAFFING</b>	<b>GRADE</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
School Crossing Guards	^	0.70	0.70	0.70	0.70
<b>TOTAL</b>		<b>0.70</b>	<b>0.70</b>	<b>0.70</b>	<b>0.70</b>

FOOTNOTE: ^ - Part-Time Personnel



## **COURT TECHNOLOGY**

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### **FUND DESCRIPTION AND MISSION**

To enhance technology within the Municipal Court system.

Art. 102.0172 of the Texas Code of Criminal Procedure allows a municipality to require a defendant convicted of a misdemeanor offense in municipal court to pay a technology fee not to exceed \$4 as a cost of court. This fund may be used only to finance the purchase of or to maintain technological enhancements for a municipal court, including:

- Computer systems;
- Computer networks;
- Computer hardware;
- Computer software;
- Imaging systems;
- Electronic kiosks;
- Electronic ticket writers; and
- Docket management systems.

**MUNICIPAL COURT TECHNOLOGY FUND  
SUMMARY OF REVENUES AND EXPENDITURES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
BEGINNING FUND BALANCE	\$ 13,656	\$ 14,501	\$ 14,501	\$ 18,218
<b>REVENUES</b>				
Court Technology Fees	14,128	10,600	21,000	21,000
<b>TOTAL REVENUES</b>	<b>14,128</b>	<b>10,600</b>	<b>21,000</b>	<b>21,000</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>27,784</b>	<b>25,101</b>	<b>35,501</b>	<b>39,218</b>
<b>EXPENDITURES</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	13,283	17,283	17,283	39,000
Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>13,283</b>	<b>17,283</b>	<b>17,283</b>	<b>39,000</b>
ENDING FUND BALANCE	\$ 14,501	\$ 7,818	\$ 18,218	\$ 218

**MUNICIPAL COURT TECHNOLOGY FUND**

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<b>EXPENDITURES</b>	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	13,283	17,283	17,283	39,000
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ 13,283</b>	<b>\$ 17,283</b>	<b>\$ 17,283</b>	<b>\$ 39,000</b>

<b>STAFFING</b>	<b>GRADE</b>	<b>BUDGET 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>BUDGET 2019-2020</b>
		0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## DEBT SERVICE FUND

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### FUND DESCRIPTION AND MISSION

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

Issue	Outstanding as of 9/30/19	Purpose
2009 PPFCO	\$635,000	Funds the purchase a fire a ladder truck.
2012 GO Bonds	\$6,110,000	Funds police, fire and administration complex Construction and renovations.
2016 Certificates of Obligation	\$1,875,000	Funds utility projects.

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

**DEBT SERVICE FUND  
SUMMARY OF REVENUES AND EXPENDITURES**

	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
BEGINNING FUND BALANCE	\$ 339,875	\$ 350,176	\$ 350,176	\$ 412,029
<b>REVENUES</b>				
Ad Valorem Taxes	690,361	700,852	700,852	657,529
<b>TOTAL REVENUES</b>	690,361	700,852	700,852	657,529
<b>OTHER FINANCING SOURCES</b>				
Transfers In	750	103,863	103,863	105,114
<b>TOTAL OTHER FINANCING SOURCES</b>	750	103,863	103,863	105,114
<b>TOTAL RESOURCES AVAILABLE</b>	1,030,986	1,154,891	1,154,891	1,174,672
<b>EXPENDITURES</b>				
Bond Principal	475,000	480,000	480,000	490,000
Interest	203,810	259,862	259,862	248,105
Fees	2,000	3,000	3,000	3,000
<b>TOTAL EXPENDITURES</b>	680,810	742,862	742,862	741,105
<b>OTHER FINANCING SOURCES (USES)</b>				
Bond Refunding	-	-	-	-
Residual Equity Transfer	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	-	-	-	-
<b>TOTAL EXPENDITURES AND OTHER USES</b>	680,810	742,862	742,862	741,105
ENDING FUND BALANCE	\$ 350,176	\$ 412,029	\$ 412,029	\$ 433,567

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

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>Ad Valorem Taxes</b>				
Current	\$ 688,968	\$ 689,899	\$ 689,899	\$ 656,229
Delinquent	1,394	6,135	6,135	1,300
Penalty and Interest	-	4,818	4,818	-
<b>Total Ad Valorem Taxes</b>	<b>\$ 690,361</b>	<b>\$ 700,852</b>	<b>\$ 700,852</b>	<b>\$ 657,529</b>
 <b>TOTAL REVENUES</b>	 <b>\$ 690,361</b>	 <b>\$ 700,852</b>	 <b>\$ 700,852</b>	 <b>\$ 657,529</b>

## **COMMUNITY CENTER FUND**

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### **FUND 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 are 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 2018-2019:**

- Maximized facility efficiency, cleanliness and maintenance for safety purposes, and for the enhancement of the clients' rental experience.
- Replaced existing air conditioning units at the Community Center.

#### **Objectives for FY 2019-2020:**

- Develop new marketing strategies to generate more revenues.
- Investigate an enterprise-based program for booking and reserving the facilities.
- Remodel Community Center Kitchen. Paint the interior and exterior of the Community Center to attract clients and expand revenue base of the facility.

**COMMUNITY CENTER FUND  
SUMMARY OF REVENUES AND EXPENDITURES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
BEGINNING FUND BALANCE	\$ 95,429	\$ 77,383	\$ 77,383	\$ 80,052
<b>REVENUES</b>				
Hotel/Motel Taxes	94,639	88,000	99,000	99,000
Rental Fees	61,176	57,400	61,200	61,200
Miscellaneous	20,085	-	-	-
<b>TOTAL REVENUES</b>	<b>175,901</b>	<b>145,400</b>	<b>160,200</b>	<b>160,200</b>
<b>OTHER FINANCING SOURCES</b>				
Fund Balance	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>271,330</b>	<b>222,783</b>	<b>237,583</b>	<b>240,252</b>
<b>EXPENDITURES</b>				
Personnel Services	72,798	77,042	77,042	97,778
Supplies	20,112	8,400	8,400	25,797
Contractual Services	101,037	58,845	58,845	61,433
Capital Outlay	-	58,244	13,244	55,244
<b>TOTAL EXPENDITURES</b>	<b>193,947</b>	<b>202,531</b>	<b>157,531</b>	<b>240,252</b>
<b>OTHER FINANCING USES</b>				
Transfers Out	-	-	-	-
<b>TOTAL OTHER FINANCING USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>193,947</b>	<b>202,531</b>	<b>157,531</b>	<b>240,252</b>
ENDING FUND BALANCE	\$ 77,383	\$ 20,252	\$ 80,052	\$ (0)



## COMMUNITY CENTER FUND

<b>EXPENDITURES</b>	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
Personnel Services	\$ 72,798	\$ 77,042	\$ 77,042	\$ 97,778
Supplies	20,112	8,400	8,400	25,797
Contractual Services	101,037	58,845	58,845	61,433
Capital Outlay	-	58,244	13,244	55,244
<b>TOTAL Department Budget</b>	<b>\$ 193,947</b>	<b>\$ 202,531</b>	<b>\$ 157,531</b>	<b>\$ 240,252</b>

<b>STAFFING</b>	<b>BUDGET 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>BUDGET 2019-2020</b>
Business Relations Director	0.00	0.00	0.00	0.08
Special Events Coordinator	0.20	0.60	0.60	1.00
Administrative Assistant	0.70	0.50	0.00	0.00
Maintenance Crew	0.10	0.20	0.20	0.20
Permit Technician	0.20	0.25	0.25	0.25
<b>TOTAL</b>	<b>1.20</b>	<b>1.55</b>	<b>1.05</b>	<b>1.53</b>

## **STREET MAINTENANCE TAX**

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### **FUND DESCRIPTION AND MISSION**

The City held an election in November of 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 and sidewalks that existed on the date of the election to adopt the tax.

**STREET MAINTENANCE TAX FUND  
SUMMARY OF REVENUES AND EXPENDITURES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
BEGINNING FUND BALANCE	\$ 1,247,292	\$ 1,799,403	\$ 1,799,403	\$ 1,250,153
<b>REVENUES</b>				
Sales Tax	610,188	591,827	625,750	625,750
Interest	18,119	6,545	25,000	25,000
<b>TOTAL REVENUES</b>	<b>628,308</b>	<b>598,372</b>	<b>650,750</b>	<b>650,750</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>1,875,600</b>	<b>2,397,775</b>	<b>2,450,153</b>	<b>1,900,903</b>
<b>EXPENDITURES</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	76,196	1,461,362	1,200,000	1,900,903
Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>76,196</b>	<b>1,461,362</b>	<b>1,200,000</b>	<b>1,900,903</b>
ENDING FUND BALANCE	\$ 1,799,403	\$ 936,413	\$ 1,250,153	\$ -

## **POLICE FORFEITURE FUND**

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### **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**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
BEGINNING FUND BALANCE	\$ 491,479	\$ 938,113	\$ 938,113	\$ 521,204
<b>REVENUES</b>				
Seizures	752,077	-	230,000	-
Interest/Miscellaneous	13,284		13,284	
<b>TOTAL REVENUES</b>	<b>765,361</b>	<b>-</b>	<b>243,284</b>	<b>-</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>1,256,840</b>	<b>938,113</b>	<b>1,181,397</b>	<b>521,204</b>
<b>EXPENDITURES</b>				
Personnel Services	99,274	135,663	135,663	145,571
Supplies	183,355	8,800	8,800	19,633
Contractual Services	36,099	174,897	174,897	131,000
Capital Outlay	-	340,833	340,833	225,000
<b>TOTAL EXPENDITURES</b>	<b>318,727</b>	<b>660,193</b>	<b>660,193</b>	<b>521,204</b>
ENDING FUND BALANCE	\$ 938,113	\$ 277,920	\$ 521,204	\$ 0

**STATE**

**POLICE FORFEITURE TRUST FUND**

<b>EXPENDITURES</b>	<b>ACTUAL 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>ESTIMATED 2018-2019</b>	<b>BUDGET 2019-2020</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies				-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
<b>TOTAL Department Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>STAFFING</b>	<b>GRADE</b>	<b>BUDGET 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>BUDGET 2018-2019</b>	<b>BUDGET 2019-2020</b>
		0.0	0.0	0.0	0.0
<b>TOTAL</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**FEDERAL****POLICE FORFEITURE TRUST FUND**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>
Personnel Services	\$ 99,274	\$ 135,663	\$ 135,663	\$ 145,571
Supplies	183,355	8,800	8,800	19,633
Contractual Services	36,099	174,897	174,897	131,000
Capital Outlay	-	340,833	340,833	225,000
<b>TOTAL Department Budget</b>	<b>\$ 318,727</b>	<b>\$ 660,193</b>	<b>\$ 660,193</b>	<b>\$ 521,204</b>

		<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>STAFFING</b>	<b>GRADE</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Police Officer		1.0	2.0	2.0	2.0
<b>TOTAL</b>		<b>0.0</b>	<b>0.0</b>	<b>2.0</b>	<b>2.0</b>







Manager and Council

Item	Acquisition Date	Purchase Type	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Future Needs
Server Upgrade	Replacement	Replacement	17,055					
Roof top Air Conditioning Unit x 2	Replacement	Replacement					100,000	
<b>TOTAL MANAGER AND COUNCIL</b>			\$ 17,055	\$ -	\$ -	\$ -	\$ 100,000	\$ -

Item	Acquisition Date	Purchase Type	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Future Needs
Painting (Exterior) City Hall	New	New		50,000				
<b>TOTAL MANAGER AND COUNCIL</b>			\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -

**Police Department**

Item	Acquisition Date	Purchase Type	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Future Needs
<b>TOTAL POLICE</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Future Needs
<b>TOTAL POLICE</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Fire Department

Item	Acquisition Date	Purchase Type	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Future Needs
Self Contained Breathing Apparatus	2019	Replacement	100,000					
12 lead ECG Monitor (LP12) (x 2 units)	2003	Replacement	70,500					
Mobile Radios	New	New	28,500					
Mechanical CPR Device (x 2 units)	New	New	29,000					
iPlanTable	New	New	12,700					
Thermal Imaging Camera (x 2 units)	1989/2003	Replacement	13,500					
FD Application Server	New	New	18,000					
Perimeter Fence for FD	New	New	10,400					
Ambulance Power Stretcher	2010	Replacement		35,000				
2000 Pierce Ladder Truck	2000	Replacement		1,450,000	60,000			
Command Vehicle	2013	Replacement			35,000			
Ambulance Power Stretcher	2010	Replacement				10,000		
Stair Chair (x 2 units)	2011	Replacement					60,000	
Assistant Command Vehicle	2014	Replacement						
<b>TOTAL FIRE DEPARTMENT</b>			<b>\$ 282,600</b>	<b>\$ 1,485,000</b>	<b>\$ 95,000</b>	<b>\$ 10,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>

Item	Acquisition Date	Purchase Type	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Future Needs
Fire Station Technology	2013	Replacement	120,000					
Utility Terrain Vehicle	2013	Replacement	12,000					
Gear Extractor	2013	Replacement	10,000					
Ambulance with Power Load System	2014	Replacement	220,000					
12 lead ECG Monitor (LP15) (x 2 units)	2008	Replacement		76,000			235,000	
Rescue Air Bags	2013	Replacement		30,000			65,000	
Ambulance	2014	Replacement			220,000		1,500,000	
Brush Truck	2015	Replacement				125,000		
Ambulance with Power Load System	2018	Replacement						
Fire Marshal Vehicle	2019	Replacement						
Platform Fire Apparatus*****	2009	Replacement						
<b>TOTAL FIRE DEPARTMENT</b>			<b>\$ 362,000</b>	<b>\$ 106,000</b>	<b>\$ 220,000</b>	<b>\$ 125,000</b>	<b>\$ 1,800,000</b>	<b>\$ -</b>

**City of Leon Valley  
Fire/EMS  
Request for Capital  
Fiscal Year 2020**

**Item Description:**

- 11-Self-Contained Breathing Apparatuses (SCBA's) with spare bottles
- 3-Rapid Intervention Packs

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

The fire department is required by the Texas Commission of fire protection to have an SCBA and a spare bottle for each seated position on in-service vehicles. All SCBA's have a lifespan of 15 years maximum and can be only two NFPA revisions back. With the purchase of 11 new pack in the last two years the standard has changed and bottles and mask do not interchange and operate differently. This poses a huge safety issue for firefighter have to remember which mask and pack they are using. The remaining SCBA's will be non-compliant later this year and will need to be replaced. Purchasing over multiple poses safety issues for the firefighters and increased cost by having to maintain two standards of equipment.

there are currently additional Scba's scheduled in the upcoming years. These funds could be used to offset this purchase.

<b>NUMBER OF ITEMS</b>	1 Lot
<b>COST PER ITEM</b>	100,000
<b>ADDITIONAL COST PER ITEM</b>	
<b>TOTAL</b>	<u><u>\$100,000</u></u>

**City of Leon Valley  
Fire/EMS  
Request for Capital  
Fiscal Year 2020**

**Item Description:**

Replacement 12-Lead Cardiac Monitor with batteries and charger  
Case and accessories to make completely functional

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

LVFD currently owns 5 12-Lead cardiac monitors. 3-Physio Control Life Pak 12's which were purchased in 2003 and 2-Physio Control Life Pak 15's purchased in 2013. the expected life of a cardiac monitor is no more than 10 years. The current 3 schedules would be replaced with only 2. There will also be a change to a different vendor which will save approximately 26% from our current vendor of this item. The current heart monitors will me moved to the engine and truck and the newest monitors will be place on the EMS units providing the most current technology.

<b>NUMBER OF ITEMS</b>	2
<b>COST PER ITEM</b>	\$35,000
<b>ADDITIONAL COST PER ITEM</b>	\$250 Shipping
<b>TOTAL</b>	<u><u>\$70,500</u></u>

**City of Leon Valley  
Fire/EMS  
Request for Capital  
Fiscal Year 2020**

**Item Description:**

6 Mobile radios for remaining Fire/EMS Vehicles 136-174, 762-870 MHz

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

Mobile radio system for the remaining vehicles that do not currently have radios installed. These radios are part of the Bexar County Radio System and are propriety to the current system. These radios allow for emergency communication for all local and state-wide emergency communications. This radio matches all other existing radios in both Police and Fire. These radios will insure interoperability with our Police and surrounding jurisdictions.

<b>NUMBER OF ITEMS</b>	1 Lot
<b>COST PER ITEM</b>	\$28,500
<b>ADDITIONAL COST PER ITEM</b>	
<b>TOTAL</b>	\$28,500

**City of Leon Valley  
Fire/EMS  
Request for Capital  
Fiscal Year 2020**

**Item Description: Mechanical CPR Device (Zoll Auto Pulse)**  
Mechanical CPR Device (Zoll Auto Pulse)

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
Mechanical CPR is and has been the current standard of care in the pre-hospital setting. Simply stated, this device provides consistent and uninterrupted chest compressions offering improved blood flow during cardiac arrest. Secondly, it takes the place of a fire fighter by doing chest compressions and thus allowing for increased manpower for other calls. Currently, these devices are in all the surrounding jurisdictions including SAFD, Shavano Park, Helotes, District &, District 2 and Acadian.

<b>NUMBER OF ITEMS</b>	2
<b>COST PER ITEM</b>	\$14,500
<b>ADDITIONAL COST PER ITEM</b>	
<b>TOTAL</b>	\$29,000



**City of Leon Valley  
Fire/EMS  
Request for Capital  
Fiscal Year 2020**

**Item Description:**  
IPlanTable

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
This device will allow for review of building, Fire Sprinkler and fire alarm plans. The ability to move and review plans electronically will speed up the plan review process and allow for more detailed documentation directly to the plans and allow for electronic transmission following plan review. This device will move fire and community development closer to a paperless solution to plan and document storage.

<b>NUMBER OF ITEMS</b>	1
<b>COST PER ITEM</b>	12,500
<b>ADDITIONAL COST PER ITEM</b>	200
<b>TOTAL</b>	<u><u>\$12,700</u></u>

**City of Leon Valley  
Fire/EMS  
Request for Capital  
Fiscal Year 2020**

**Item Description:** Thermal Imaging Camera  
Thermal Imaging Camera

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

Two of our three thermal imaging cameras (TIC) are inoperative and past the useful service life by two fold. These TIC's are use on every fire for quick search and rescue. Since the early 1990"s, this has been the basic standard for all fire units. Our current units are beyond service and repairs and batteries are no longer available. Currently, LVFD only has one reliable TIC on the engine. Arriving fire fighter use the TIC outside to locate the hottest part of the fire and to look for extension and crews making entry use the TIC for quickly locating anyone remaining inside the structure.

<b>NUMBER OF ITEMS</b>	2
<b>COST PER ITEM</b>	\$6,750
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$13,500</u></u>

**City of Leon Valley  
Fire/EMS  
Request for Capital  
Fiscal Year 2020**

**Item Description: Server and Network Security**

Network Server for FD applications, file storage and access control  
 POE access points  
 Network Firewall  
 Data Back up appliance and cloud-base storage

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

Update the current home based computer system with a business class server for applications and security. Currently, there is no server, storage or network security installed at the FD building. This purchase will allow for security of our files, back-ups of all data and the ability to preserve or restore files in the event of a computer crash or virus.

<b>NUMBER OF ITEMS</b>	1		
<b>COST PER ITEM</b>		\$18,000	
<b>ADDITIONAL COST PER ITEM</b>		\$330 per month for data back-up to the cloud*****	
<b>TOTAL</b>		<u><u>\$18,000</u></u>	

**City of Leon Valley  
Fire/EMS  
Request for Capital  
Fiscal Year 2020**

**Item Description:** Chain link fence  
Chain Link Fence

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
Once the construction surrounding the FD is completed, the construction fence will be removed. This fence will need to be replaced with a permanent fence to maintain facility security. A six foot chain-link fence would be constructed.

<b>NUMBER OF ITEMS</b>	1
<b>COST PER ITEM</b>	10,400
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$10,400</u></u>

## Public Works

Item	Acquisition Date	Purchase Type	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Future Needs
Gas Pumps	1990	Replacement	30,000					
M1 F150 Pick-Up 1/2 Ton	2012	Replacement	40,000					
Sidewalks	Various	Replacement	20,000					
Copier	2010	Replacement	8,500					
Car Wash Equipment	2002	Replacement		15,000				
M8 2500 Pick-Up 3/4 Ton	2003	Replacement		45,000				
C-13 Asphalt Paver Machine	1999	Replacement		60,000				
C-11 Solar Tech Arrow Board	2006	Replacement		20,000				
Sidewalks	Replacement	Replacement		20,000				
S51 John Deere Riding Mower	2009	Replacement		10,000				
S26 Gator	2006	Replacement		25,000				
C7 Front End Loader	1999	Replacement			150,000			
Auto Lift	2001	Replacement			7,000			
Sidewalks	Replacement	Replacement			25,000			
M5 F350 Pick-Up 1 Ton	2006	Replacement			37,000			
HVAC System	2000	Replacement			20,000			
M3 F150 Pick -Up 1/2 Ton	2012	Replacement			40,000			
M2 Case Backhoe	2010	Replacement			130,000			
M12 Bobcat Tractor	2003	Replacement				65,000		
Sidewalks	Replacement	Replacement				20,000		
C-18 Big Roller	1999	Replacement					90,000	
Sidewalks	Replacement	Replacement					25,000	
M14 F150 Pick-Up 1/2 Ton	2013	Replacement					40,000	
C-12A Doosan Compressor	2013	Replacement					20,000	
C-10A Leeboy Motor Grader	2014	Replacement					100,000	
<b>TOTAL PUBLIC WORKS</b>			<b>\$ 98,500</b>	<b>\$ 195,000</b>	<b>\$ 409,000</b>	<b>\$ 85,000</b>	<b>\$ 275,000</b>	<b>\$ -</b>

**Public Works**

Item	Acquisition Date	Purchase Type	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Future Needs
M16 Chevy Silverado 1/2 Ton	2017	Replacement	25,000					
Server	2017	Replacement	7,000					
Sidewalks	Replacement	Replacement	25,000	25,000				150,000
Sidewalks	Replacement	Replacement						115,000
Traffic Signal System - Wurzbach	2017	Replacement						150,000
All Building Generator	2017	Replacement						25,000
Traffic Signal System - Huebner/Evers	2017	Replacement						12,000
S141 ATV	2017	Replacement						
Plotter	2017	Replacement						
<b>TOTAL PUBLIC WORKS</b>			<b>\$ 57,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 452,000</b>

**City of Leon Valley  
Public Works  
Request for Capital  
Fiscal Year 2020**

**Item Description:**

Gas and diesel pumps and related software.

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

Existing gas pumps are very old and are deteriorating. The software is not able to communicate with new Windows operating systems and modern printers. Public Works vehicles are filled up every day with these pumps. The new technology will provide for better security and inventory functions.

<b>NUMBER OF ITEMS</b>	2
<b>COST PER ITEM</b>	15,000
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$30,000</u></u>

**City of Leon Valley  
Public Works  
Request for Capital  
Fiscal Year 2020**

**Item Description:**

Replace F150 1/2 pickup truck with new F250 pickup truck with utility bed.

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

Existing truck has high mileage and standard bed. Maintenance Crew has no place to store tools, equipment and supplies. A new truck with heavier body and utility type bed will allow the Crew to pull the wood chipper and secure supplies and equipment, as well as haul a four man crew.

<b>NUMBER OF ITEMS</b>	1	
<b>COST PER ITEM</b>		40,000
<b>ADDITIONAL COST PER ITEM</b>		-
<b>TOTAL</b>		<u><u>\$40,000</u></u>



**City of Leon Valley  
Public Works  
Request for Capital  
Fiscal Year 2020**

**Item Description:**  
New sidewalks

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
This will allow Public Works Crew to install new sidewalks to promote walkability.

<b>NUMBER OF ITEMS</b>	1
<b>COST PER ITEM</b>	-
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$20,000</u></u>

**City of Leon Valley  
Public Works  
Request for Capital  
Fiscal Year 2020**

**Item Description:**  
New copier

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
The existing copier has frequent breakdowns and repair invoices. A new copier will reduce time lost from breakdowns and speed up processing of packets and other documents.

<b>NUMBER OF ITEMS</b>	1
<b>COST PER ITEM</b>	8,500
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$8,500</u></u>

**Planning and Zoning**

Item	Acquisition Date	Purchase Type	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Future Needs
iPlan Table	New	New	12,500	12,500				
iPlan Table	New	New		12,500				
<b>TOTAL PLANNING AND ZONING</b>			\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Future Needs
<b>TOTAL PLANNING AND ZONING</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Leon Valley  
 Planning and Zoning  
 Request for Capital  
 Fiscal Year 2020**

**Item Description:**  
 i PlanTable FH-ELT494KST 49"

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
 The i Plan tables provide the ability to digitize the review of permit and plan submittals which will reduce staff time in workflow and transfer of documents between departments; and also provide an added service to the development community alleviating the need for costly production of printed documents and the need to deliver. Applicants can quickly submit initial and resubmittal documents digitally. The i Plan table will also provide the ability to optimize the services provided by the City's new permitting software, My Permit Now.

<b>NUMBER OF ITEMS</b>	1
<b>COST PER ITEM</b>	\$ 12,500
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$12,500</u></u>

Economic Development

Item	Acquisition Date	Purchase Type	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Future Needs
TOTAL ECONOMIC DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Item	Acquisition Date	Purchase Type	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Future Needs
TOTAL ECONOMIC DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Parks**

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>Future Needs</i>
Shade structures at new parks	2020	New	180,000					
RRP butterfly garden pavilion	2020	New	20,000					
Fitness Equipment - Linkwood Trail	2020	New	15,000					
Peach Tree Park	New	New	60,000					
<b>TOTAL PARKS</b>			<b>\$ 275,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>Future Needs</i>
RRP Multi-purpose play structure	1996	Replacement				125,000		
RRP Playground equipment Natural Area	2013	Replacement				50,000		
RRP Shade Structures	2019	Replacement				160,000		
Silo fitness equipment	2016	Replacement				15,000	15,000	
Silo Park Pavilion	2018	Replacement					50,000	
Silo Park Playscape	2018	Replacement					16,000	
Old Mill fencing	2018	Replacement					50,000	
Old Mill Park Playscape	2018	Replacement					40,000	
Ridge Park fitness equipment	2018	Replacement					15,000	
Ridge Park Pavilion	2019	Replacement					15,000	
Ridge Park Playscape	2019	Replacement					50,000	
<b>TOTAL PARKS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 251,000</b>	<b>\$ -</b>

**City of Leon Valley  
Parks  
Request for Capital  
Fiscal Year 2020**

**Item Description:**  
Shade cover at Silo, Old Mill, and The Ridge Parks

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
The playground and fitness equipment areas are in the direct sun and the equipment becomes very hot during the summer months. Shade covering will allow citizens to use the equipment during the summer months.

<b>NUMBER OF ITEMS</b>	3
<b>COST PER ITEM</b>	60,000
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$180,000</u></u>

**City of Leon Valley  
Parks  
Request for Capital  
Fiscal Year 2020**

**Item Description:**  
Pavilion at Raymond Rimkus Park

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
A new pavilion will complement the boi-swale area and provide shaded seating at the proposed butterfly garden.

<b>NUMBER OF ITEMS</b>	1
<b>COST PER ITEM</b>	20,000
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$20,000</u></u>



**City of Leon Valley  
Parks  
Request for Capital  
Fiscal Year 2020**

**Item Description:**  
Fitness Equipment at the Linkwood Trail

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
This is to start the development of this trail area.

<b>NUMBER OF ITEMS</b>	1
<b>COST PER ITEM</b>	15,000
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$15,000</u></u>

**City of Leon Valley  
Parks  
Request for Capital  
Fiscal Year 2020**

**Item Description:**

Park equipment for the Peachtree Park, to include paving materials, benches, landscaping, lighting, fixtures, and equipment.

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

This is to complete the development of this pocket park.

NUMBER OF ITEMS	1	
COST PER ITEM	60,000	
ADDITIONAL COST PER ITEM	-	
TOTAL		\$60,000

Library

Item	Acquisition Date	Purchase Type	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Non Funded
Air Units 3 @approx. \$10K each	Replacement	Replacement		30,000				
Air Units 2 @approx. \$10K each	Replacement	Replacement				20,000		
<b>TOTAL LIBRARY</b>			\$ -	\$ 30,000	\$ -	\$ 20,000	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Non Funded
Air Units 3 @approx. \$10K each	Replacement	Replacement	30,000					
<b>TOTAL LIBRARY</b>			\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Future Needs
<b>TOTAL BY FISCAL YEAR</b>	\$ 685,655	\$ 1,710,000	\$ 504,000	\$ 115,000	\$ 435,000	\$ -

	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Future Needs
<b>TOTAL BY FISCAL YEAR</b>	\$ 449,000	\$ 181,000	\$ 220,000	\$ 475,000	\$ 2,051,000	\$ 452,000

**CITY OF LEON VALLEY  
ENTERPRISE FUND 10 YEAR CAPITAL ACQUISITION PLAN  
FY 2020**

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>Future Needs</i>
WA - Purchase Water Rights	2019	New	140,000					
WA-Elevated Storage Tank - Marshall	2001	Rehab	400,000					
WA-W1 Dump Truck Mid-Size	1994	Replacement	60,000					
WA - Purchase Water Rights	2019	New		140,000				
WA - Replace Water Mains City-Wide	1960-1990	Replacement		150,000				
WA - Elevated Storage Tank - Grass Hill	1999	Rehab		400,000				
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement		150,000				
WA - Purchase Water Rights	2019	New			140,000			
WA - Elevated Storage Tank - Taylor		Rehab			400,000			
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement			150,000			
WA - Replace Water Mains City-Wide	1960-1990	Replacement				150,000		
WA-W8 Case Backhoe	2009	Replacement				130,000		
WA - W3 1/2 Ton Pickup Truck	2013	Replacement				40,000		
STW - Purchase Water Rights	2018	New				140,000		
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement				150,000		
WA-W6 Utility Truck F350 3/4 Ton	1995	Replacement					40,000	
STW - Purchase Water Rights	2018	New					140,000	
WA - Replace water Mains City-Wide	1960 - 1990	Replacement					150,000	
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement					150,000	
SW - W10 3/4 Ton Pickup Truck	2016	Replacement					40,000	
SW - W11 Sewer Jet Machine	2016	Replacement					35,000	
<b>TOTAL BY FISCAL YEAR</b>			<b>\$ 600,000</b>	<b>\$ 840,000</b>	<b>\$ 690,000</b>	<b>\$ 610,000</b>	<b>\$ 555,000</b>	<b>\$ -</b>

**CITY OF LEON VALLEY  
ENTERPRISE FUND 10 YEAR CAPITAL ACQUISITION PLAN  
FY 2020**

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>Future Needs</i>
WA - Replace Water Mains City-Wide	1960 - 1990	Replacement	150,000					
WA - Purchase Water Rights	2018	New	140,000					
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement	150,000					
WA - Replace Water Mains City-Wide	1960 - 1990	Replacement		150,000				
WA - Purchase Water Rights	New	New		140,000				
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement		150,000				
WA - Replace Water Mains City-Wide	1960 - 1990	Replacement			150,000			
WA - Purchase Water Rights	New	New			140,000			
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement			150,000			
WA - Replace Water Mains City-Wide	1960 - 1990	Replacement				150,000		
WA - Purchase Water Rights	New	New				140,000		
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement				150,000		
STW - Streetsweeper	2018	New					200,000	
STW - M18 John Deere Mower Tractor w/S	2018	New					75,000	
<b>TOTAL BY FISCAL YEAR</b>			<b>\$ 440,000</b>	<b>\$ 440,000</b>	<b>\$ 440,000</b>	<b>\$ 440,000</b>	<b>\$ 275,000</b>	<b>\$ -</b>

**City of Leon Valley  
Enterprise Fund  
Request for Capital  
Fiscal Year 2020**

**Item Description:**  
20 acre feet of water rights

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
This is an annual purchase to eventually relinquish water leases and protect our water availability.

<b>NUMBER OF ITEMS</b>	20
<b>COST PER ITEM</b>	6,600
<b>ADDITIONAL COST PER ITEM</b>	6,000
<b>TOTAL</b>	<u><u>\$140,000</u></u>

**City of Leon Valley  
Enterprise Fund  
Request for Capital  
Fiscal Year 2020**

**Item Description:**  
Rehabilitate the John Marshall elevated water tank.

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
An inspection has revealed that the tank can withstand one more rehabilitation prior to being replaced. The new coatings should last approximately 10-15 years.

<b>NUMBER OF ITEMS</b>	1
<b>COST PER ITEM</b>	400,000
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$400,000</u></u>

**City of Leon Valley  
Enterprise Fund  
Request for Capital  
Fiscal Year 2020**

**Item Description:**

Replace 1994 W-1 mid-sized dump truck.

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

The truck is used by the Water Crew at repair sites to haul sand, gravel, and soil. This truck is also used to pull the sewer jet machine and various other trailer mounted equipment. The truck is past its economic life and is in poor condition.

<b>NUMBER OF ITEMS</b>	1
<b>COST PER ITEM</b>	60,000
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$60,000</u></u>



**City of Leon Valley  
Community Center  
Request for Capital  
Fiscal Year 2020**

**Item Description:**

Replace an old A/C system with a new A/C system at the Leon Valley Conference Center. System has been failing and been repaired several times in the last 6-12 months.

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

The replacement of the air conditioning units will allow the City to continue to rent the Conference Center.

<b>NUMBER OF ITEMS</b>	Varies
<b>COST PER ITEM</b>	Varies
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$42,000</u></u>

**City of Leon Valley  
Community Center  
Request for Capital  
Fiscal Year 2020**

**Item Description:**

Demo existing cabinets, countertops and disconnect plumbing. Furnish and install new melamine cabinets with standard grade Laminate tops by Willsonart or Formica brands. Cabinets to include existing 12 ft base cabinets along back wall Additional 4 ft of base cabinets along left corner to form L – Shape. Move existing island two feet to allow more space at ice maker. New laminate tops to replace existing. Four feet of additional tops for new cabinet configuration. Cabinet doors to include locks. Furnish and install new stainless sink, new faucet and disposal. Sink allowance \$350.00 Disposal allowance \$125.00 Faucet allowance \$350.00 Rework electrical wiring after moving island two feet and reinstalling electrical outlets on island. Haul away and properly dispose of all job related debris.

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

Upgrade kitchen to generate more interest in rental.

<b>NUMBER OF ITEMS</b>	Varies
<b>COST PER ITEM</b>	Varies
<b>ADDITIONAL COST PER ITEM</b>	-
<b>TOTAL</b>	<u><u>\$13,244</u></u>

**CITY OF LEON VALLEY  
COMMUNITY CENTER FUND 10 YEAR CAPITAL ACQUISITION PLAN  
FY 2020**

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>Future Needs</i>
A/C (4) Units Conference Center	2000	Replacement	42,000					
Community Center Remodel	2000	Replacement	13,244					
Conference Center Restrooms	2000	Replacement		20,000				
Conference Center Kitchen	New	New			40,000			
<b>TOTAL BY FISCAL YEAR</b>			<b>\$ 55,244</b>	<b>\$ 20,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>Future Needs</i>
A/C (2) Units Community Center	2018	Replacement				28,000		
A/C (2) Units Conference Center							21,000	
<b>TOTAL BY FISCAL YEAR</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,000</b>	<b>\$ 21,000</b>	<b>\$ -</b>

**CITY OF LEON VALLEY  
POLICE FORFEITURE 10 YEAR CAPITAL ACQUISITION PLAN  
FY 2020**

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>Future Needs</i>
Detective Police Vehicles (3)	Variable	Replacement	105,000					
Police Patrol Vehicles (3 w/equip)	Variable	Replacement	120,000					
Undercover Police Vehicles (2)	Variable	Replacement		74,200				
Mobile Digital Terminals	Variable	Replacement		57,500				
Office Furniture	Variable	Replacement		20,000				
Police Patrol Vehicles (2 w/equip)	Variable	Replacement			85,000			
Multi Function Copier	Variable	Replacement			7,500			
In-Car Camera Systems	Variable	Replacement				112,000		
Police Patrol Vehicles (2 w/equip)	Variable	Replacement				87,500		
Undercover Police Vehicles (2)	Variable	Replacement				74,500		
Video Server	Variable	Replacement					47,500	
In-Car Camera Systems	Variable	Replacement					57,700	
Multi Function Copier	Variable	Replacement					7,650	
Police Police Vehicles (2)	Variable	Replacement					90,000	
<b>TOTAL BY FISCAL YEAR</b>			<b>\$ 225,000</b>	<b>\$ 151,700</b>	<b>\$ 92,500</b>	<b>\$ 274,000</b>	<b>\$ 202,850</b>	<b>\$ -</b>

**CITY OF LEON VALLEY  
POLICE FORFEITURE 10 YEAR CAPITAL ACQUISITION PLAN  
FY 2020**

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>Future Needs</i>
Police Patrol Vehicles (2 w/equip)	Variable	Replacement	92,700					
Undercover Police Vehicles (2)	Variable	Replacement	80,000					
Detective Police Vehicles (2)	Variable	Replacement	80,000					
Office Furniture	Variable	Replacement		20,000				
Mobile Digital Terminals	Variable	Replacement		66,000				
Police Patrol Vehicles (w/equip)	Variable	Replacement		95,500				
Detective Police Vehicles (2)	Variable	Replacement		82,500				
Undercover Police Vehicles (2)	Variable	Replacement			85,000			
Multi Function Copier	Variable	Replacement			8,400			
Detective Police Vehicles (2)	Variable	Replacement			85,000			
Police Patrol Vehicles (w/equip)	Variable	Replacement			98,500			
In-Car Camera Systems	Variable	Replacement				128,800		
Police Patrol Vehicles (2 w/equip)	Variable	Replacement				101,300		
Video Server	Variable	Replacement					54,600	
In-Car Camera Systems	Variable	Replacement					66,325	
Multi Function Copier	Variable	Replacement					9,000	
Police Police Vehicles (2)	Variable	Replacement					104,400	
<b>TOTAL BY FISCAL YEAR</b>			<b>\$ 252,700</b>	<b>\$ 264,000</b>	<b>\$ 276,900</b>	<b>\$ 230,100</b>	<b>\$ 234,325</b>	<b>\$ -</b>

**City of Leon Valley  
Police Forfeiture Fund  
Request for Capital  
Fiscal Year 2020**

**Item Description:**  
Police Undercover Vehicle with Emergency Accessories.

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
The purchase of three detective vehicles in FY19-20 will allow an efficient response by the detectives in the Criminal Investigations Division. All of these vehicles are to be rotated out as all three have more than 100,000 miles on them. These vehicles are used to provide surveillance, emergency crime scene response and to transport witnesses from crime scenes.

<b>NUMBER OF ITEMS</b>	3	
<b>COST PER ITEM</b>	\$35,000	
<b>ADDITIONAL COST PER ITEM</b>	\$0	
<b>TOTAL</b>		<u><u>\$105,000</u></u>

**City of Leon Valley  
Police Forfeiture Fund  
Request for Capital  
Fiscal Year 2020**

**Item Description:**  
Police Patrol Vehicle with Emergency Accessories.

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
The purchase of three new patrol vehicles will allow us to rotate three vehicles out of the patrol fleet that will be more than seven years old when they are replaced. These vehicles are out of warranty and repairs have become costly due to the high mileage and high idle time the vehicles have accumulated since being put into the fleet. The additional cost for item listed below includes emergency lights, partitions, rifle stands, push bumpers, and vehicle decals (wrap).

<b>NUMBER OF ITEMS</b>	3
<b>COST PER ITEM</b>	\$30,000
<b>ADDITIONAL COST PER ITEM</b>	\$10,000
<b>TOTAL</b>	<u><u>\$120,000</u></u>

**CITY OF LEON VALLEY  
RED LIGHT CAMERAS 10 YEAR CAPITAL ACQUISITION PLAN  
FY2020**

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>Future Needs</i>
Police Traffic Vehicle with equip. (Tier 2)	Variable	Replacement	40,000					
Police Traffic Vehicles (2 w/equip)	Variable	Replacement		82,400				
Mobile Digital Terminals	Variable	Replacement		20,000				
Office Furniture	Variable	Replacement			10,000			
Police Traffic Vehicles (2 w/equip)	Variable	Replacement				87,344		
In-Car Camera Systems	Variable	Replacement				30,000		
Jaws of Life (Tier 2)	Variable	Replacement					52,500	
In-Car Camera Systems	Variable	Replacement					72,500	
Police Patrol Vehicle (1 w/equip)	Variable	Replacement					45,000	
<b>TOTAL BY FISCAL YEAR</b>			<b>\$ 40,000</b>	<b>\$ 102,400</b>	<b>\$ 10,000</b>	<b>\$ 117,344</b>	<b>\$ 170,000</b>	<b>\$ -</b>

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>	<i>FY 24-25</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>Future Needs</i>
Police Patrol Vehicle (1 w/equip)	Variable	Replacement	46,300					
Mobile Digital Terminals	Variable	Replacement		27,600				
Office Furniture	Variable	Replacement			12,500			
Police Patrol Vehicles (2 w/equip)	Variable	Replacement			98,300			
Police Patrol Vehicle (1 w/equip)	Variable	Replacement				50,600		
Jaws of Life (Tier 2)	Variable	Replacement					58,000	
In-Car Camera Systems	Variable	Replacement					79,700	
Police Patrol Vehicle (1 w/equip)	Variable	Replacement					41,500	
<b>TOTAL BY FISCAL YEAR</b>			<b>\$ 46,300</b>	<b>\$ 27,600</b>	<b>\$ 110,800</b>	<b>\$ 50,600</b>	<b>\$ 179,200</b>	<b>\$ -</b>



**City of Leon Valley  
Red Light Cameras - Tier 2  
Request for Capital  
Fiscal Year 2020**

**Item Description:**

Police Traffic Vehicle with Emergency Accessories.

**Description of Benefit from Purchase in Improved Service or Lower Cost:**

The purchase of an additional patrol vehicle will provide the much needed resources to continue and grow the Photographic Traffic Control System Traffic Safety Unit. The City will benefit from having additional patrols on the street to answer calls for service and accidents. In addition, the focused aspect of the Traffic Safety Unit will help resolve many lingering traffic related issues for the citizens.

<b>NUMBER OF ITEMS</b>	1
<b>COST PER ITEM</b>	30,000
<b>ADDITIONAL COST PER ITEM</b>	10,000
<b>TOTAL</b>	<u><u>\$40,000</u></u>

**CITY OF LEON VALLEY  
IMPOUND LOT 10 YEAR CAPITAL ACQUISITION PLAN  
FY 2020**

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>Future Needs</i>
<b>TOTAL BY FISCAL YEAR</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>Future Needs</i>
<b>TOTAL BY FISCAL YEAR</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -