

CITY OF LEON VALLEY



ANNUAL OPERATING BUDGET FY 2021

City of Leon Valley, Texas

List of Principal Officers

Fiscal Year 2021

Elected Officials

Chris Riley, Mayor

Council Place 1	Donna Charles
Council Place 2	Catherine Rodriguez
Council Place 3	Monica Alcocer
Council Place 4	Matthew Hodde
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	Regina Reed
Public Works Director	Melinda Moritz
Human Resource Director	Crystal Caldera

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 Ten 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 1st and ends on September 30th 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

FUND NARRATIVE

The General Fund accounts for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities except for those in which a separate fund has been established. The General Fund contains such services as 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.

**City of Leon Valley, Texas
Annual Operating Budget
Fiscal Year 2020-2021**

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$90,433 or 1.957%. The property tax revenue to be raised from new property added to the tax roll this year is \$84,729.

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

FOR: Charles, Rodriguez, Alcocer, Hodde

AGAINST: Bradshaw

PRESENT and not voting: None

ABSENT: None

Property Tax Comparison:

	<u>FY 2020</u>	<u>FY 2021</u>
Adopted	\$0.545390	\$0.535904
No New Revenue Tax Rate	\$0.545390	\$0.535904
No New Revenue Operating Tax Rate	\$0.475745	\$0.469629
Maximum Operating Rate	\$0.513804	\$0.486066
Debt Tax Rate	\$0.068213	\$0.063742
Voter Approval Tax Rate	\$0.582017	\$0.549808

Fiscal year 2021 City debt obligations secured by property taxes is \$8,130,000.

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
BEGINNING FUND BALANCE	\$ 2,955,483	\$ 3,780,312	\$ 3,780,312	\$ 1,556,546
REVENUES				
Ad Valorem Taxes	4,477,714	4,679,227	4,679,227	4,769,660
Sales Taxes	2,824,338	2,847,759	2,712,162	2,741,057
Franchise Fees	920,205	926,903	882,717	882,717
Licenses, Permits, Fees and Fines	4,052,755	3,717,989	3,256,620	3,544,548
Grants	209,073	4,550	3,130	3,130
Other	466,891	379,072	291,362	311,945
TOTAL REVENUES	12,950,976	12,555,500	11,825,218	12,253,057
OTHER FUNDING SOURCES				
Transfers In (ED Project Funding)	-	-	504,545	-
Capital Reserve	-	1,479,285	1,479,285	232,000
Capital Reserve-Non-Capital	-	96,250	96,250	30,000
TOTAL OTHER FUNDING SOURCES	-	1,575,535	2,080,080	262,000
TOTAL RESOURCES AVAILABLE	12,950,976	14,131,035	13,905,298	12,515,057
EXPENDITURES				
Personnel Services	7,819,839	9,005,037	8,891,246	8,933,165
Supplies	707,399	864,114	845,974	755,640
Contractual Services	2,316,444	3,343,105	3,337,024	2,549,107
Capital Outlay	1,282,465	1,479,285	1,479,285	232,000
TOTAL EXPENDITURES	12,126,147	14,691,541	14,553,529	12,469,912
OTHER FINANCING USES				
Transfers Out	-	-	-	-
TOTAL OTHER FINANCING USES	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	12,126,147	14,691,541	14,553,529	12,469,912
ENDING FUND BALANCE	\$ 3,780,312	\$ 1,644,271	\$ 1,556,546	\$ 1,339,691

**GENERAL FUND
SCHEDULE OF REVENUES BY SOURCE**

	ACTUAL 2018-2019	BUDGET 2019-2020	ESTIMATED 2019-2020	BUDGET 2020-2021
Ad Valorem Taxes				
Current	\$ 4,452,736	\$ 4,620,507	\$ 4,620,507	\$ 4,710,940
Delinquent	3,846	32,210	32,210	32,210
Penalty and Interest	21,132	26,510	26,510	26,510
Total Ad Valorem Taxes	4,477,714	4,679,227	4,679,227	4,769,660
Sales Taxes				
City Sales Tax	2,480,697	2,502,080	2,381,469	2,406,276
Economic Development Sales tax	308,743	311,379	296,393	299,481
Alcoholic Beverage Sales Tax	34,898	34,300	34,300	35,300
Total Sales Taxes	2,824,338	2,847,759	2,712,162	2,741,057
Franchise Fees				
City Public Service	669,625	707,722	669,600	669,600
Telecommunications Fee	36,815	4,230	29,000	29,000
Node Pole Rental	1,000			
San Antonio Water System	1,287	1,151	1,151	1,151
Waste Management	50,563	56,700	53,000	53,000
Cable	158,048	154,400	127,100	127,100
Grey Forest Utilities	2,866	2,700	2,866	2,866
Total Franchise Fees	920,205	926,903	882,717	882,717
Licenses, Permits, Fees and Fines				
Building Department	515,053	300,000	200,000	200,000
Contractor's Registration	13,300	12,400	12,400	12,400
Renter's Registration	5,785	4,600	4,600	4,600
Animal Licenses and Tags	595	440	440	440
Animal Control Fees	240	500	150	150
Special and Solicitors	300	100	100	100
Zoning and Board of Adjustment	7,250	6,500	6,500	6,500
Subdivision Platting Fees	5,133	3,000	3,000	3,000
Occupation, Liquor, and Food	49,980	47,500	49,000	49,000
Property Room Fee	2,575	2,040	1,500	1,500
Property Room Auctions	42,715	78,000	5,000	5,000
Municipal Court Fines	615,502	600,000	375,000	600,000
Red Light Camera Fines	1,938,711	1,901,558	1,901,558	1,860,858
Red Light Camera Late Fees	196,120	120,000	150,000	150,000
Impound Lot Fees	215,790	230,000	117,355	215,700
Impound Lot Auctions	74,418	120,000	81,652	81,600
Recreation Fee	22,715	20,000	9,665	15,000
Fire Inspection Fees	15,103	5,151	7,500	7,500
Garage Sale Permit Fees	1,192	1,400	700	700
EMS Fees	329,283	264,000	330,000	330,000
Book Fines	996	800	500	500
Total Licenses, Permits, Fees and Fines	4,052,755	3,717,989	3,256,620	3,544,548

<i>Schedule of Revenues Continued</i>	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Grants				
EMS/Trauma System	3,130	4,550	3,130	3,130
TxDot-Evers Road Bridge	105,767	-	-	-
AACOG Grant	19,949	-	-	-
STEP Grant	11,408			
Criminal Justice Grants	68,820			
Total Grants	209,073	4,550	3,130	3,130
Other				
Library Non Resident Users	2,750	2,000	1,000	1,000
Interest Income	182,132	120,000	100,000	100,000
Sprint Tower Lease	15,488	15,972	15,972	15,972
Pool Revenue	40,113	2,000	2,000	20,000
Credit Card Processing Fees	36,371	36,000	25,000	36,000
Parks Bucks Program	800	800	800	800
Library Memorial Donations	1,155	1,500	1,500	1,500
Sale of Surplus Property	21,371	10,000	16,250	10,000
Blue Santa	900	3,900	3,900	3,900
Special Events	77,859	39,000	8,022	39,000
Towing Contract	3,855	4,500	2,000	3,855
Miscellaneous	47,280	109,000	82,000	47,000
Leon Valley Café Lease	13,500	14,400	9,600	9,600
ASSPP	23,318	20,000	23,318	23,318
Total Other	466,891	379,072	291,362	311,945
TOTAL REVENUES	\$ 12,950,976	\$ 12,555,500	\$ 11,825,218	\$ 12,253,057

**GENERAL FUND
SCHEDULE OF EXPENDITURES BY DEPARTMENT**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Municipal Court	\$ 133,414	\$ 176,705	\$ 173,573	\$ 183,895
Finance	181,984	210,803	191,096	175,513
City Manager and Council	601,319	671,777	671,777	778,926
Police	4,994,212	5,210,287	5,210,287	4,919,631
Fire	2,901,392	3,863,936	3,838,811	3,284,832
Public Works	1,600,741	1,687,179	1,670,354	1,470,372
Planning and Zoning	515,028	607,936	588,497	482,618
Economic Development	162,698	815,924	815,924	298,914
Special Events	106,867	129,004	129,004	114,380
Parks and Recreation	478,242	847,031	847,031	329,871
Library	450,251	470,959	417,175	430,960
TOTAL EXPENDITURES	\$ 12,126,147	\$ 14,691,541	\$ 14,553,529	\$ 12,469,912

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 2019-2020:**

- 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.
- All court personnel become level I Texas Municipal Court Certified.
- Outreach to the local school in the City to provide awareness for traffic safety
- Participated in Municipal Court week
- Reviewed all the fines and fees to make sure we are collections the appropriate cost for each violation issued.
- Have reviewed and maintained the complaints to be accurate with each citation
- Have been able to effectively process the city auctions
- Keep up to date by viewing webinar class on the latest legislative changes.

Objectives for FY 2020-2021:

- Continue to effectively collect on warrants.
- Continue to ensure employee professional growth through training.
- Continue to increase community outreach to pay online.
- Provide the highest level of professional and efficient customer service.
- Put in to practice the paperless process for court Municipal Court.

MUNICIPAL COURT**GENERAL FUND**

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 43,221	\$ 48,788	\$ 45,656	\$ 36,885
Supplies	18,000	19,975	19,975	15,200
Contractual Services	72,193	107,942	107,942	131,810
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 133,414	\$ 176,705	\$ 173,573	\$ 183,895

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021
Senior Clerk	0.55	0.23	0.23	0.23
Assistant Deputy Court Clerk	0.55	0.23	0.23	0.23
Deputy Court Clerk	0.00	0.23	0.23	0.23
TOTAL	1.10	0.69	0.69	0.69

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 2019-2020:**

- 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, 2018.
- 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.
- Training the new Assistant Finance Director.

- Explored ways to make the functions of the Finance Department more efficient.
- Implemented paperless daily cash collections system.

Objectives for FY 2020-2021:

- 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 new Assistant Finance Director.
- Continue to explore ways to make the functions of the Finance Department more efficient.

FINANCE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 105,861	\$ 118,082	\$ 107,596	\$ 96,306
Supplies	5,600	6,640	3,500	2,000
Contractual Services	70,523	86,081	80,000	77,207
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 181,984	\$ 210,803	\$ 191,096	\$ 175,513

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2017-2018	2018-2019	2019-2020	2020-2021
Finance Director	0.50	0.35	0.35	0.35
Assistant Finance Director	0.50	0.35	0.35	0.35
Purchasing Agent	0.50	0.35	0.35	0.00
TOTAL	1.50	1.05	1.05	0.70

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 Office of the City Secretary, comprised of two staff members, is responsible for a multitude of duties that support, facilitate and strengthen the Leon Valley governmental process by assisting the City Council in fulfilling its duties and responsibilities, publishing required legal notices in the official newspaper of the City as dictated by state law, attending the City Council meetings, as well as preparing and archiving the minutes of the meetings, coordinating the various boards and commissions and the appointment process of new members, safeguarding and improving the public access to records, documents and files of the City, including responding to requests for information, coordinating and conducting all City elections, managing and updating the Leon Valley Code of Ordinances, and for the maintenance schedule of City Hall and the Leon Valley Police Department.

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 2019-2020:**

- Through a formal bidding process, coordinated the selection of health insurance broker and City group benefits.
- 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 the Planning and Zoning Department staff on the use of Granicus and the MinuteTraq Agendas and Minutes Program to create and organize the Board of Adjustment 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 2020-2021:

- 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 marquees 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.
- Present to City Council an updated Records Management Ordinance and then implement said ordinance.
- Coordinate with each department to implement the revised records management retention schedule and hold more staff training events.
- 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 LexisNexis 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.

CITY MANAGER AND COUNCIL**GENERAL FUND**

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 322,393	345,410	345,410	404,465
Supplies	20,570	32,870	32,870	35,230
Contractual Services	249,856	276,442	276,442	339,231
Capital Outlay	8,500	17,055	17,055	-
TOTAL Department Budget	\$ 601,319	\$ 671,777	\$ 671,777	\$ 778,926

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021
City Manager	0.50	0.25	0.25	0.25
HR Director/ACM	0.50	0.50	0.50	0.50
City Attorney	0.32	0.00	0.00	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	0.50	0.30	0.30	0.30
IT Specialist	0.50	0.00	0.00	0.50
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	0.56	0.00	0.00
Assistant to the City Secretary	0.00	0.00	0.00	1.00
TOTAL	3.32	2.61	2.05	3.55

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**

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 3,233,298	\$ 3,779,037	\$ 3,779,037	\$ 3,825,166
Supplies	160,654	165,345	165,345	97,260
Contractual Services	913,445	985,905	985,905	997,205
Capital Outlay	686,815	280,000	280,000	-
TOTAL Department Budget	\$ 4,994,212	\$ 5,210,287	\$ 5,210,287	\$ 4,919,631

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021
Police Chief	1.00	1.00	1.00	1.00
Assistant Police Chief	0.00	0.00	1.00	1.00
Captain	1.00	1.00	0.00	0.00
Sergeant	3.00	5.00	5.00	5.00
Corporal	3.00	3.00	3.00	3.00
Lieutenant	1.00	2.00	2.00	2.00
Detective	3.00	3.00	3.00	3.00
Patrol Officer	14.00	19.00	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.	1.90	1.90	1.90	1.90
Red Light Camera Admin.	0.00	3.35	3.35	3.35
Impound Lot Officer	0.50	2.00	2.00	2.00
TOTAL	32.90	26.00	44.25	44.25

Includes officers paid in the Crime Control and Police Seizure Fund

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 2019-2020:**

- 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 137 community issues to our attention, which were promptly rectified and resolved.
Enhanced 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 the officers, and the officers to take direct ownership of policing the neighborhood.

POLICE DEPARTMENT

GENERAL FUND

- Utilized the Police Forfeiture Funds to purchase \$295,591 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.
- Responded swiftly to the COVID-19 Pandemic. The Police Department led the way in ensuring seniors were fed, prescriptions were picked up, and household chores were attended to, ensuring the most impacted could shelter in their homes safely.
- Applied for and received grants for new officer body camera systems for all patrol officers. This grant brought in more than \$68,000 and included 50 new camera systems for each officer on the department.
- Promoted and executed another successful National Night Out event, where 15 different events were held throughout the City.
- Continued 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.
- Worked closely with the Citizens Police Advisory Committee to develop a comprehensive change to both the Animal Ordinance, Noise Ordinance, and Sign Code Ordinance. All ordinances were approved by council.
- Animal Control handled 516 calls for stray, injured, or lost animals in our community. The Animal Control officers issued 20 citations, and used 193 written warnings to gain compliance. 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 1397 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. Code Enforcement officers gave 107 citations, utilizing 315 written warnings and persuasion to gain compliance and rectify the violations.

POLICE DEPARTMENT

GENERAL FUND

- Patrol officers responded to 16,037 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 24%, burglary of vehicles by 35%, and burglary of a building by 46% over the last two years.
- Over the last two years crimes throughout Leon Valley have come down tremendously. The following are just some of the reductions our City has enjoyed: Aggravated Assaults -74%, Aggravated Robbery -75%, Assault Threat/Physical Contact -45%, Assault Bodily Injury -23%, Criminal Mischief -31%, Deadly Conduct -40%, Graffiti -83%, Robbery -70%, Sexual Assault -72%, and Theft of Motor Vehicle -34%.
- Fairly enforced all City Ordinances, State of Texas laws, and the federal statutes of the United States. Officers made 752 arrests for various felony and misdemeanor charges, and wrote 4,823 reports for calls for service.
- Maintained safety and security on the streets of Leon Valley by enforcing traffic laws and issuing more than 3289 citations for 4,559 moving and non-moving violations. Officers also wrote 1957 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 120 students from 16 high school and law enforcement posts competed.
- Conducted more than 35 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 600 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 \$277,000 in cash and assets from illegally obtained drug proceeds and organized crime money laundering.
- Sought for and received approval to remove, destroy or auction off 411 pieces of property that no longer had evidentiary value. Items removed brought additional money into the general fund.
- Filed 80 felony cases and 21 misdemeanor cases for various violations of local, state and federal laws.

Objectives for FY 2020-2021:

- 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**

- 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**

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 2,382,994	\$ 2,539,652	\$ 2,539,652	\$ 2,606,604
Supplies	88,810	120,900	120,900	83,460
Contractual Services	119,086	115,622	115,622	102,922
Capital Outlay	31,621	-	-	-
TOTAL Department Budget	\$ 2,622,511	\$ 2,776,174	\$ 2,776,174	\$ 2,792,986

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021
Police Chief	1.00	0.75	0.75	0.75
Captain	0.00	0.00	0.00	0.00
Administrative Assistant	1.00	0.75	0.75	0.75
Animal Control/Code Enforcement	1.00	1.90	1.90	1.90
Code Compliance Officer/Businesses	0.00	0.00	0.00	1.00
TOTAL	3.00	3.40	3.40	4.40

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 2019-2020:**

- 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 citizen complaints dealing with traffic related incidents throughout the community.
- Hired and trained one new traffic detective for the program. The five officers assigned to Traffic Safety 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 citizen's complaints are answered and resolved in a timely manner.

Objectives for FY 2020-2021:

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

POLICE TRAFFIC SAFETY PROGRAM**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 366,322	\$ 533,423	\$ 533,423	\$ 522,194
Supplies	63,270	33,145	33,145	9,800
Contractual Services	62,941	10,000	10,000	20,000
Capital Outlay	108,524	280,000	280,000	-
TOTAL Department Budget	\$ 601,057	\$ 856,568	\$ 856,568	\$ 551,994

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2017-2018	2018-2019	2019-2020	2020-2021
Patrol Officer	0.00	4.00	4.00	4.00
Traffic Investigator	0.00	1.00	1.00	1.00
Lieutenant	0.00	1.00	1.00	1.00
TOTAL	0.00	6.00	6.00	6.00

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 2019-2020:**

- The Red-Light Camera Program documented 74,368 incidents of red light running, with 53,244 citations being issued over this time frame. The implementation of the program has resulted in an additional 10% reduction in incidents of red-light running over FY2019. In addition, there has been a reduction of 14% reduction in citations being issued in FY2020 when compared to 2019.
- This year the intersections with camera systems enjoyed a 31% reduction in accidents, to include an 80% reduction in injury accidents, and an 84% reduction in injuries overall.
- 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 2020-2021:

- 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**

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 483,982	\$ 554,581	\$ 554,581	\$ 549,031
Supplies	8,574	5,500	5,500	2,100
Contractual Services	731,418	846,783	846,783	864,783
Capital Outlay	546,670	-	-	-
TOTAL Department Budget	\$ 1,770,644	\$ 1,406,864	\$ 1,406,864	\$ 1,415,914

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021
Sergeant	0.00	1.00	1.00	1.00
Patrol Officer	0.00	2.00	2.00	2.00
Administration	0.00	3.85	3.85	3.85
IT Specialist	0.00	0.00	0.00	0.20
TOTAL	0.00	6.85	6.85	7.05

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 2019-2020:**

- The Leon Valley Police Impound Lot continued to accept all non-wrecked vehicles towed within the City limits. Our officers towed 645 vehicles and the pound collected \$127,895 in storage and administrative fees.
- The City seized/auctioned 120 abandoned vehicles at four auctions for a total of \$77,866 collected for the general fund.
- The impound lot provided three vehicles that were repurposed for use by the City, saving taxpayers well over \$50,000 in vehicle expenses.

Objectives for FY 2020-2021:

- Provide secure, professional, and efficient impound services to the citizens whose cars come into our custody.
- Work with outside agencies to offer Impound Lot services for a fee.

POLICE IMPOUND LOT

GENERAL FUND

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ -	\$ 151,381	\$ 151,381	\$ 147,337
Supplies	-	5,800	5,800	1,900
Contractual Services	-	13,500	13,500	9,500
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ -	\$ 170,681	\$ 170,681	\$ 158,737

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2017-2018	2018-2019	2019-2020	2020-2021
Impound Lot Officer	0.50	2.00	2.00	2.00
TOTAL	0.50	2.00	2.00	2.00

DEPARTMENT DESCRIPTION AND MISSION

The primary mission of the Fire Department is to prevent and/or minimize the loss of life and property within the corporate limits of the City by establishing control over fires, sudden medical emergencies and the consequences of natural and manmade disasters.

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

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.

PROGRAM NARRATIVE

Accomplishments for FY 2019 – 2020

- Entered into EMS training agreements with John Marshall High School, San Antonio College, and U.S. Army Combat Medic Training Program.
- Actively participating in the John Marshall High School student mentoring program.
- Improved staffing levels to meet the minimum staffing requirements.
- Participated and received funds from the ASSPP (Ambulance Service Supplemental Payment Program).

- Maintain the use and collection of funds from Fire Recovery Services.
- Maintained Texas Forestry Service FireWise status for the entire City of Leon Valley.
- Improved EMS service to community with the acquisition of 3 new Zoll heart monitors and 3 new mechanical CPR devices.

Objectives for FY 2020-2021:

- Promote a highly motivated and well-trained workforce by providing staff with the opportunity to improve and excel at their position.
- Maintain an average response time under 5 minutes.
- Cultivate and strengthen relationships with stakeholders, governing bodies and our residents throughout the community.
- Initiate revised fire prevention and life safety programs.
- Continue to apply for grants to improve of fire prevention programs.
- Continue to implement practices that meet the TFMA (Texas Fire Marshals Association) Best Practices model.
- 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.
- Continue to apply for grants through FEMA for the AFG.
- Work to decrease the number of times the fire department has no personnel available to respond to calls due to call volume.
- Continue preparing for our proposed Citizen Fire Academy.
- Continue to implement practices that meet the TFCA (Texas Fire Chiefs Association) Best Practices model.
- Continue to participate and received funds from the ASSPP (Ambulance Service Supplemental Payment Program).
- Maintain the use and collection of funds from Fire Recovery Services.
- Maintain the lowest possible fire loss rates.

FIRE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 2,454,000	\$ 2,861,667	\$ 2,836,542	\$ 2,827,052
Supplies	90,301	224,914	224,914	113,000
Contractual Services	220,447	184,755	184,755	192,780
Capital Outlay	136,644	592,600	592,600	152,000
TOTAL Department Budget	\$ 2,901,392	\$ 3,863,936	\$ 3,838,811	\$ 3,284,832

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2017-2018	2018-2019	2019-2020	2020-2021
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	0.00
Mobile Health Authority	0.00	0.00	0.00	1.00
TOTAL	28.00	28.00	28.00	28.00

PROGRAM NARRATIVE

The mission of this department is to construct, operate, maintain and repair the City's infrastructure including streets, sidewalks, curbs, drains, rights-of-way, 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 2019-2020:

- 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, with Years 1 and 2 Street Maintenance Project.
- Reranked city street condition with new digital/video surveillance program.
- Repaired and maintained sidewalks.
- Constructed remaining section of sidewalk along Evers Road near Seneca, and the ADA sidewalk linking Canterfield to the Silo Park.
- 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.
- Opened pools and provided maintenance support for summer use.
- Supported Bexar County with Huebner Creek LC-17 Phase III project.
- Awarded grant from AACOG for new waste/recycling stations for Parks.
- Continue to support the functions at the Leon Valley Cafe.
- Monitored Hodges and Althea streets one-way project
- 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 two Neighborhood Renewal Program events in the Old Mill Subdivision with assistance from volunteers.
- Performed city facility electrical preventative maintenance review in support of El Verde by 2025 energy reduction planning.
- Worked with ICLEI-USA to develop baseline for carbon zero initiatives in El Verde by 2025.
- Performed building inspection and review of all city facilities for ADA compliance and made recommendations for replacement of non-compliant structures and facilities.

Objectives for FY 2020-2021:

- Continue to monitor EPA Plume Project and well testing.
- Provide staff support to Citizen Advisory Group, and Tree Advisory Board.
- 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.
- Continue to support El Verde by 2025 initiatives by creation of new policies and procedures for carbon reduction.
- Create electric vehicle stations at various city facilities in support of El Verde by 2025.
- Continue to apply for grants through Bexar County CDBG.

PUBLIC WORKS**GENERAL FUND**

- Manage Street Maintenance Program using sales tax revenue funds throughout City.
- 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 20-21 street maintenance program goals.
- Assure the continued maintenance programs for all city property.
- Implement Year 3 of the Street Maintenance Program.
- Move the Library Annex to the records storage building site.
- Demolish records storage building.

PUBLIC WORKS**GENERAL FUND**

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 790,545	\$ 862,673	\$ 845,848	\$ 858,718
Supplies	235,347	182,000	182,000	301,000
Contractual Services	323,294	340,376	340,376	230,654
Capital Outlay	251,555	302,130	302,130	80,000
TOTAL Department Budget	\$ 1,600,741	\$ 1,687,179	\$ 1,670,354	\$ 1,470,372

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021
Director of Public Works	0.40	0.40	0.40	0.40
Assistant Director	0.40	0.40	0.40	0.40
Field Foreman	0.50	0.00	0.00	0.00
Mechanic Foreman	0.50	0.50	0.50	0.50
Crew Leader	2.30	2.80	2.80	2.80
Maintenance Crewman	1.50	6.20	6.20	6.20
Construction Crewman	5.70	1.50	1.50	1.50
Mechanic	0.50	0.00	0.00	0.00
Library Custodian	0.90	0.90	0.00	0.00
TOTAL	12.70	12.70	11.80	11.80

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 2019-2020:**

- Implemented a restructuring of the City's Planning and Zoning Department, which included the replacement of the Assistant Director position with an Associate Planner position that is focused on zoning matters.
- 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.
- Implemented the My Permit Now digital permitting software system which automates workflow in the City's development process and enables the City's customers to apply and pay for permits and inspections on-line and track the approval progress of their project through a web-portal based platform.
- Made significant progress on resolving the Soccer Field and San Antonio Aquarium Rule 11 (lawsuits).

- Completed the 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 and to legally permit them to guide the update of the City's Comprehensive Master Plan.
- Worked with the Planning and Zoning Commission to develop a detailed Request for Proposals for Planning Consultants to perform an update to the City's Comprehensive Master Plan.
- Continued records management scheduling, documented permit and inspection records, and shredded nonessential documents.
- 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 number of open-records requests pertaining to the Planning and Zoning Department.
- Coordinated with the Business Relations Director regarding Code Enforcement and Economic Development matters.
- Successfully implemented the Minute Trak system software for the Board of Adjustment.
- Completed the process of rewriting the City's Sign Code.
- Served as a primary contributor/liaison for the City of Leon Valleys interests in the multi-jurisdictional Bandera Road Planning long-term planning effort.

Objectives for FY 2020-2021:Long-Range Planning

- Initiate and make significant progress on the creation of a Unified Development Code for the City.
- Complete an update to the City's Comprehensive Master Plan.
- Develop a Stormwater Master Plan Design Criteria Manual.

- 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.
- 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.
- Implement Geographic Information Software within the department in order to provide web-based planning data for the citizens and customers.

Permitting & Inspections

- Complete the on-going overhaul of the City's permitting, inspection, and certificate of occupancy issuance process by carrying out the following:
 - Continue to refine the new My Permit Now web-based software system 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.
 - Continue revising the City's building code to ensure new permitting and inspection processes are codified for legal enforcement.
- Continue to provide additional training to permitting staff, including permit technician training through the International Code Council.

Outreach

- Update and enhance the Planning and Zoning 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**

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 319,921	\$ 368,104	\$ 348,665	\$ 283,978
Supplies	9,551	10,800	10,800	4,500
Contractual Services	183,460	216,532	216,532	194,140
Capital Outlay	2,096	12,500	12,500	-
TOTAL Department Budget	\$ 515,028	\$ 607,936	\$ 588,497	\$ 482,618

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021
Planning & Zoning Director	1.00	0.50	0.50	0.50
Asst. Planning & Zoning Director	1.00	1.00	1.00	1.00
Business Relations Director	0.00	0.51	0.51	0.51
Planning Tech	1.00	1.00	1.00	0.00
Permit Tech	0.75	0.75	0.75	1.00
TOTAL	3.75	3.76	3.76	3.01

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**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 102,487	\$ 136,868	\$ 136,868	\$ 133,860
Supplies	4,073	11,220	11,220	9,200
Contractual Services	56,138	667,836	667,836	155,854
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 162,698	\$ 815,924	\$ 815,924	\$ 298,914

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2017-2018	2018-2019	2019-2020	2020-2021
City Manager	0.00	0.25	0.25	0.25
Business Relations Director	0.00	0.41	0.41	0.41
Special Events Coordinator	0.40	0.25	0.25	0.25
City Attorney	0.19	0.00	0.00	0.00
TOTAL	0.59	0.91	0.91	0.91

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 4th 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**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 17,508	\$ 22,254	\$ 22,254	\$ 24,030
Supplies	89,359	106,750	106,750	90,350
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 106,867	\$ 129,004	\$ 129,004	\$ 114,380

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2017-2018	2018-2019	2019-2020	2020-2021
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

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 2019-2020:**

- 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.

- Provided management and program oversight to City pools contractor.
- Revised Park Ordinance and increased fees for park usage.
- Prepared design, engineering, and performed 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.
- Installed shade coverings over all playground and fitness equipment stations at all parks.

Objectives for FY 2020-2021:

- 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 Ridge at Leon Valley and Peachtree parks, and the Linkwood and 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

- 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 staff support to Park Commission.
- Continue to develop the Huebner Creek Greenway Hike & Bike Trail.
- Provide staff support and assistance to Hike & Bike Trail Advisory Committee.

PARKS AND RECREATION

GENERAL FUND

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 57,631	\$ 83,271	\$ 83,271	\$ 79,471
Supplies	37,844	52,000	52,000	56,500
Contractual Services	185,912	436,760	436,760	193,900
Capital Outlay	196,855	275,000	275,000	-
TOTAL Department Budget	\$ 478,242	\$ 847,031	\$ 847,031	\$ 329,871

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021
Maintenance Crewman	1.50	1.50	1.50	1.50
TOTAL	1.50	1.50	1.50	1.50

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 2019-2020:**

- Purchased eight additional computers. This purchase updates the majority of the library's patron computer lab leaving only 3 computers needing update.
- Expanded library services virtually during COVID-19 Closure: Virtual Storytime, Virtual Crafts and social media: Blogging, Facebook, Twitter and Instagram
- Leon Valley Public Library received publicity on Spectrum News: "Story on How Libraries Are Evolving During COVID-19."
- Received Achievement of Library Excellence Award for 2019 from TML Library Directors Association for sixth consecutive year.
- Received "Most Loved Library" Award from HulaFrog – a NW Bexar county parents' group
- Grants: \$15,000 Texas Counts Pooled Fund for the Leon Valley Complete Count Committee (Census)
- Staff Liaison to Leon Valley Complete Count Committee—promotion of the US Census to the residents of Leon Valley
- Website – Redesigned website for a modern and user-friendly appeal.
- Strategic Plan for Library: goals met, or significant progress made to date.
- Collection Evaluation/Weeding done on Adult DVD collection, Adult Fiction and Non-Fiction.
- Incorporated new Library classes: job search, resume, eBooks, social media, and basic computers.
- Incorporated Spring Break Performers.
- Partnered with the School of Science and Technology and Oak Hill Terrance Elementary.

Objectives for FY 2020-2021:

- 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.

LIBRARY**GENERAL FUND**

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 372,975	\$ 378,883	\$ 340,099	\$ 363,234
Supplies	36,100	51,600	36,600	31,400
Contractual Services	41,176	40,476	40,476	36,326
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 450,251	\$ 470,959	\$ 417,175	\$ 430,960

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021
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	2.50	2.50	2.50	1.50
Summer Hires	0.10	0.00	0.00	0.00
TOTAL	5.60	5.50	5.50	4.50

ENTERPRISE FUND

FUND NARRATIVE

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

WATER AND SEWER FUND
INCOME STATEMENT AND CHANGES IN WORKING CAPITAL

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
OPERATING REVENUES				
Water Sales	\$ 1,844,794	\$ 1,507,233	\$ 1,574,875	\$ 1,709,267
Water Supply Fee	136,226	140,000	136,229	136,229
Sewer Sales	2,488,626	2,312,000	2,307,700	2,308,300
Connection & Platting	375	1,500	500	500
Customer Penalties	72,491	67,900	72,280	72,280
Tapping Fees	37,614	16,000	15,000	15,000
Storm Water Fees	410,552	390,000	401,777	401,777
TOTAL OPERATING REVENUES	4,990,678	4,434,633	4,508,361	4,643,353
OPERATING EXPENSES				
General & Administrative	1,070,479	950,247	950,247	936,631
Water System	1,304,314	1,117,980	1,117,980	1,083,572
Sewer System	2,099,492	1,938,497	1,938,497	1,906,753
Storm Water	183,806	253,179	253,179	200,954
Depreciation	262,001	-	-	-
TOTAL OPERATING EXPENSES	4,920,092	4,259,903	4,259,903	4,127,910
NET OPERATING INCOME (LOSS)	70,586	174,730	248,458	515,443
NON-OPERATING REVENUES (EXPENSES)				
Interest Income and Other	623,131	1,810,882	1,807,582	60,500
Water Supply Reserve	-	140,000	140,000	130,000
Non-operating Transfer Out	481	(105,114)	(105,114)	(108,114)
Interest Expense	(58,558)	-	-	-
TOTAL NON-OPERATING REVENUES (EXPENSES)	565,054	1,845,768	1,842,468	82,386
NET INCOME (LOSS)(Excluding Depreciation)	635,640	2,020,498	2,090,926	597,829
CHANGES IN WORKING CAPITAL				
NET INCOME (LOSS)	635,640	2,020,498	2,090,926	597,829
SOURCES (USES) OF WORKING CAPITAL				
Additions to Fixed Assets	-	(2,695,980)	(2,695,980)	(597,500)
TOTAL SOURCES (USES) OF WORKING CAPITAL	-	(2,695,980)	(2,695,980)	(597,500)
NET INCREASE (DECREASE) IN WORKING CAPITAL	635,640	(675,482)	(605,054)	329
BEGINNING FUND BALANCE	2,315,478	2,951,118	2,951,118	2,346,064
*ENDING FUND BALANCE	\$ 2,951,118	\$ 2,275,636	\$ 2,346,064	\$ 2,346,393

WATER AND SEWER FUND
SCHEDULE OF OPERATING REVENUES BY SOURCE

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
OPERATING REVENUES				
Water Sales				
Metered Water	\$ 1,671,910	\$ 1,327,033	\$ 1,400,000	\$ 1,534,392
Edwards Aquifer Fee	169,026	180,000	174,675	174,675
Bulk Water	3,859	200	200	200
Water Supply Fee	136,226	140,000	136,229	136,229
Total Water Sales	1,981,020	1,647,233	1,711,104	1,845,496
Sewer Sales				
City Service (SAWS)	2,477,316	2,300,000	2,296,000	2,296,600
City Surcharge	11,309	12,000	11,700	11,700
Total Sewer Sales	2,488,626	2,312,000	2,307,700	2,308,300
Storm Water				
Storm Water Fees	298,608	290,000	295,028	295,028
Storm Water Fee-SAWS Billing	111,944	100,000	106,749	106,749
Total Storm Water Fees	410,552	390,000	401,777	401,777
Connection Fees				
Connection Fees	375	1,500	500	500
Total Connection Fees	375	1,500	500	500
Customer Fees				
Customer Penalties	53,715	50,000	53,500	53,500
Customer Disconnection Fees	9,330	8,500	8,880	8,880
Storm Water Penalties	3,323	3,400	3,300	3,300
TECQ Public Health Fee	6,123	6,000	6,600	6,600
Total Customer Fees	72,491	67,900	72,280	72,280
Tapping Fees				
Water Tap Fees	37,614	15,000	15,000	15,000
Sewer Tap Fees	-	1,000	-	-
Total Tapping Fees	37,614	16,000	15,000	15,000
TOTAL OPERATING REVENUES	\$ 4,990,678	\$ 4,434,633	\$ 4,508,361	\$ 4,643,353

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

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Non-Operating Revenues				
Interest Income	\$ 92,436	\$ 88,000	\$ 88,000	\$ 50,000
Impact Fees	227,763	37,100	37,100	10,000
Miscellaneous Income	300	318,482	318,482	500
Bexar County Reimbursement	302,632	1,364,000	1,364,000	-
Water Lease	-	3,300	-	-
Total Non-Operating Revenues	623,131	1,810,882	1,807,582	60,500
Non-Operating Expenses				
Transfer out to Debt Service	-	(105,114)	(105,114)	(108,114)
Total Non-Operating Expenses	-	(105,114)	(105,114)	(108,114)
TOTAL NON-OPERATING REVENUES (EXPENSES)	\$ 623,131	\$ 1,705,768	\$ 1,702,468	\$ (47,614)

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

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>
	<u>2018-2019</u>	<u>2019-2020</u>	<u>2019-2020</u>	<u>2020-2021</u>
Additions to Fixed Assets				
General & Administrative	-	-	-	-
Water System	-	775,000	775,000	537,500
Sewer System	-	-	-	-
Storm Water	-	1,975,680	1,975,680	60,000
Total Additions to Fixed Assets	\$ -	\$ 2,750,680	\$ 2,750,680	\$ 597,500

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, provides direction for operations and maintenance of City wide sanitary sewer collection system, and provides maintenance and operations of the Stormwater System in accordance with MS4 permitting regulations.

GENERAL AND ADMINISTRATIVE**WATER AND SEWER FUND**

EXPENSES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 963,961	\$ 773,269	\$ 773,269	\$ 750,628
Supplies	16,211	14,300	14,300	16,200
Contractual Services	90,306	162,678	162,678	169,803
Capital Outlay		-	-	-
TOTAL Department Budget	\$ 1,070,479	\$ 950,247	\$ 950,247	\$ 936,631

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2016-2017	2017-2018	2018-2019	2019-2020
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	0.00
IT Specialist	0.00	0.00	0.00	0.30
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
City Attorney	0.50	0.50	0.00	0.00
Planning and Zoning Director	0.00	0.50	0.50	0.50
TOTAL	7.15	7.65	6.96	6.81

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 2,600 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 through an on-going leak detection and repair program. Personnel are also involved in Edwards Aquifer Authority (EAA) critical period management plan operations.

PROGRAM NARRATIVE**Accomplishments for FY 2019-2020:**

- 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 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 Ground Storage Tank Rehab and Painting Project.
- Received a renewed Superior Rating Status from the TCEQ for our water system.
- Completed the Blacksmith and Wagon Spoke CDBG water main replacement project.
- Replace Sun Valley subdivision fire hydrants and added water cut off valves.

Objectives for FY 2020-2021:

- Replace portions of water and sewer mains as identified in the water and sewer 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.
- Rehabilitate the Grass Hill 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.
- Apply for CDBG funding to replace the water mains, services, valves, and fire hydrants on Settlers Ridge.
- 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.
- Continue to monitor water and sewer mains and rank for replacement.

WATER SYSTEM**WATER AND SEWER FUND**

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 545,245	\$ 493,294	\$ 493,294	\$ 504,031
Supplies	78,222	96,000	96,000	87,000
Contractual Services	680,847	528,686	528,686	492,541
Capital Outlay	-	775,000	775,000	537,500
TOTAL Department Budget	\$ 1,304,314	\$ 1,892,980	\$ 1,892,980	\$ 1,621,072

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2016-2017	2017-2018	2018-2019	2019-2020
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
TOTAL	5.98	5.98	5.98	5.98

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 2019-2020:**

- 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.
- Completed the Blacksmith and Wagon Spoke 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 2020-2021:

- Televise video of sewer mains; commercial and residential.
- Run sewer camera for video and sewer jet machine to clear lines.
- Maintain sewer lines, point repairs, line replacements and install clean outs.
- Replace damaged sewer mains, identified from videotaped footage.
- Continue low-flow toilet replacement program.
- Complete the Grass Hill Sewer Main replacement project.
- Complete the Settler's Ridge sewer main replacement project.

SEWER SYSTEM**WATER AND SEWER FUND**

EXPENSES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 131,649	\$ 169,994	\$ 169,994	\$ 173,250
Supplies	848	3,000	3,000	3,000
Contractual Services	1,966,996	1,765,503	1,765,503	1,730,503
Capital Outlay		-	-	-
TOTAL Department Budget	\$ 2,099,492	\$ 1,938,497	\$ 1,938,497	\$ 1,906,753

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2016-2017	2017-2018	2018-2019	2019-2020
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
TOTAL	1.92	1.92	1.92	1.92

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

DEPARTMENT DESCRIPTION AND MISSION

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

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

PROGRAM NARRATIVE**Accomplishments for FY 2019-2020:**

- 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 2019 and Basura Bash, with coordination of volunteers and cleanup day efforts.
- 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.
- De-silted the Timberhill drainage way.
- Completed the bio-swale at Raymond Rimkus Park.
- Constructed drainage improvements to low water walking path in Raymond Rimkus Park.
- Performed the engineering and design for \$1.346 million drainage remediation project in the Seneca West subdivision.

Objectives for FY 2020-2021:

- Continue mowing 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 2021 Basura Bash and Earthwise Living Day.
- Investigate funding for the USACE Huebner Creek Improvements.
- Complete the LID parking lot located at Shadow Mist.
- Continue new in-house street sweeping program, with neighborhood scheduling.
- Commence construction of the Seneca West drainage remediation project.
- 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**

EXPENSES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 134,292	\$ 158,779	\$ 158,779	\$ 155,954
Supplies	1,621	6,000	6,000	11,000
Contractual Services	47,893	88,400	88,400	34,000
Capital Outlay	-	1,920,980	1,920,980	60,000
TOTAL Department Budget	\$ 183,806	\$ 2,174,159	\$ 2,174,159	\$ 260,954

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2016-2017	2017-2018	2018-2019	2019-2020
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	0.00
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
TOTAL	2.10	2.05	2.05	1.90

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

GRANT FUND

FUND NARRATIVE

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

**GRANT FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
BEGINNING FUND BALANCE	\$ 2,744	\$ 2,744	\$ 2,744	\$ 3,061
REVENUES				
Grants	3,479	3,162	3,479	3,479
TOTAL REVENUES	3,479	3,162	3,479	3,479
TOTAL RESOURCES AVAILABLE	6,223	5,906	6,223	6,540
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	3,479	3,162	3,162	3,479
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	3,479	3,162	3,162	3,479
ENDING FUND BALANCE	\$ 2,744	\$ 2,744	\$ 3,061	\$ 3,061

PROGRAM DESCRIPTION

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

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

This program includes funds for the Leon Valley Police Department.

LEOSE ALLOCATION POLICE**GRANT FUND**

EXPENDITURES	ACTUAL 2018-2019	BUDGET 2019-2020	ESTIMATED 2019-2020	BUDGET 2020-2021
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	2,683	2,368	2,368	2,683
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 2,683	\$ 2,368	\$ 2,368	\$ 2,683

STAFFING	GRADE	BUDGET 2017-2018	BUDGET 2018-2019	BUDGET 2019-2020	BUDGET 2020-2021
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

PROGRAM DESCRIPTION

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

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

This program includes funds for the Leon Valley Fire Department.

LEOSE ALLOCATION FIRE**GRANT FUND**

EXPENDITURES	ACTUAL 2018-2019	BUDGET 2019-2020	ESTIMATED 2019-2020	BUDGET 2020-2021
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	796	794	794	796
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 796	\$ 794	\$ 794	\$ 796

STAFFING	GRADE	BUDGET 2017-2018	BUDGET 2018-2019	BUDGET 2019-2020	BUDGET 2020-2021
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

LEON VALLEY CRIME CONTROL & PREVENTION DISTRICT

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**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
BEGINNING FUND BALANCE	\$ 288,385	\$ 256,479	\$ 256,479	\$ 148,744
REVENUES				
Tax Revenue	302,334	305,510	272,100	272,100
Interest	3,587	3,500	1,000	1,000
TOTAL REVENUES	305,921	309,010	273,100	273,100
OTHER FINANCING SOURCES				
Transfers in	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	594,306	565,489	529,579	421,844
EXPENDITURES				
Personnel Services	337,396	370,735	370,735	357,971
Supplies	-	-	-	-
Contractual Services	431	10,100	10,100	10,100
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	337,827	380,835	380,835	368,071
TOTAL EXPENDITURES & OTHER USES	337,827	380,835	380,835	368,071
ENDING FUND BALANCE	\$ 256,479	\$ 184,654	\$ 148,744	\$ 53,773

CRIME CONTROL & PREVENTION DISTRICT

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 337,396	\$ 370,735	\$ 370,735	\$ 357,971
Supplies	-	-	-	-
Contractual Services	431	10,100	10,100	10,100
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 337,827	\$ 380,835	\$ 380,835	\$ 368,071

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2017-2018	2018-2019	2019-2020	2020-2021
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
TOTAL	4.00	4.00	3.00	3.00

BUILDING SECURITY FUND

FUND DESCRIPTION AND MISSION

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

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**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
BEGINNING FUND BALANCE	\$ 7,009	\$ 15,878	\$ 15,878	\$ 17,214
REVENUES				
Building Security Fees	15,730	15,000	8,934	11,000
TOTAL REVENUES	15,730	15,000	8,934	11,000
OTHER FINANCING SOURCES				
Transfers in	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	22,739	30,878	24,812	28,214
EXPENDITURES				
Personnel Services	6,861	7,947	7,498	8,145
Supplies	-	-	-	-
Contractual Services	-	100	100	100
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	6,861	8,047	7,598	8,245
TOTAL EXPENDITURES & OTHER USES	6,861	8,047	7,598	8,245
ENDING FUND BALANCE	\$ 15,878	\$ 22,831	\$ 17,214	\$ 19,969

BUILDING SECURITY FUND

EXPENDITURES	ACTUAL 2018-2019	BUDGET 2019-2020	ESTIMATED 2019-2020	BUDGET 2020-2021
Personnel Services	\$ 6,861	\$ 7,947	\$ 7,498	\$ 8,145
Supplies		-	-	-
Contractual Services	-	100	100	100
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 6,861	\$ 8,047	\$ 7,598	\$ 8,245

STAFFING	BUDGET 2017-2018	BUDGET 2018-2019	BUDGET 2019-2020	BUDGET 2020-2021
Officer	0.08	0.08	0.08	0.08
TOTAL	0.08	0.08	0.08	0.08

CHILD SAFETY

FUND DESCRIPTION AND MISSION

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

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

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
BEGINNING FUND BALANCE	\$ 19,040	\$ 24,593	\$ 24,593	\$ 18,741
REVENUES				
Child Safety Fees	19,391	17,000	11,771	11,771
TOTAL REVENUES	19,391	17,000	11,771	11,771
OTHER FINANCING SOURCES				
Transfers In	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	38,431	41,593	36,364	30,512
EXPENDITURES				
Personnel Services	13,838	17,623	17,623	17,323
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	13,838	17,623	17,623	17,323
TOTAL EXPENDITURES & OTHER USES	13,838	17,623	17,623	17,323
ENDING FUND BALANCE	\$ 24,593	\$ 23,970	\$ 18,741	\$ 13,189

SCHOOL CROSSING GUARDS**CHILD SAFETY FUND**

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 13,838	\$ 17,623	\$ 17,623	\$ 17,323
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 13,838	\$ 17,623	\$ 17,623	\$ 17,323

STAFFING	GRADE	BUDGET	BUDGET	BUDGET	BUDGET
		2017-2018	2018-2019	2019-2020	2020-2021
School Crossing Guards	^	0.70	0.70	0.70	0.70
TOTAL		0.70	0.70	0.70	0.70

FOOTNOTE: ^ - Part-Time Personnel

COURT TECHNOLOGY

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**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
BEGINNING FUND BALANCE	\$ 14,500	\$ 18,467	\$ 18,467	\$ (3,596)
REVENUES				
Court Technology Fees	20,932	21,000	10,904	14,500
TOTAL REVENUES	20,932	21,000	10,904	14,500
TOTAL RESOURCES AVAILABLE	35,432	39,467	29,371	10,904
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	16,965	39,000	32,967	10,904
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	16,965	39,000	32,967	10,904
ENDING FUND BALANCE	\$ 18,467	\$ 467	\$ (3,596)	\$ -

MUNICIPAL COURT TECHNOLOGY FUND

EXPENDITURES	ACTUAL 2018-2019	BUDGET 2019-2020	ESTIMATED 2019-2020	BUDGET 2020-2021
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	16,965	39,000	32,967	14,500
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 16,965	\$ 39,000	\$ 32,967	\$ 14,500

STAFFING	GRADE	BUDGET 2017-2018	BUDGET 2018-2019	BUDGET 2019-2020	BUDGET 2020-2021
		0.00	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00

DEBT SERVICE FUND

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 9/30/20	Purpose
2009 PPFCO	\$585,000	Funds the purchase a fire a ladder truck.
2012 GO Bonds	\$5,710,000	Funds police, fire and administration complex Construction and renovations.
2016 Certificates of Obligation	\$1,835,000	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**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
BEGINNING FUND BALANCE	\$ 350,176	\$ 341,449	\$ 341,449	\$ 362,987
REVENUES				
Ad Valorem Taxes	627,250	657,529	657,529	636,335
TOTAL REVENUES	627,250	657,529	657,529	636,335
OTHER FINANCING SOURCES				
Transfers In	(481)	105,114	105,114	108,114
TOTAL OTHER FINANCING SOURCES	(481)	105,114	105,114	108,114
TOTAL RESOURCES AVAILABLE	976,945	1,104,092	1,104,092	1,107,436
EXPENDITURES				
Bond Principal	440,000	490,000	490,000	505,000
Interest	193,496	248,105	248,105	235,903
Fees	2,000	3,000	3,000	3,000
TOTAL EXPENDITURES	635,496	741,105	741,105	743,903
OTHER FINANCING SOURCES (USES)				
Bond Refunding	-	-	-	-
Residual Equity Transfer	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	635,496	741,105	741,105	743,903
ENDING FUND BALANCE	\$ 341,449	\$ 362,987	\$ 362,987	\$ 363,533

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

	<u>ACTUAL</u> <u>2018-2019</u>	<u>BUDGET</u> <u>2019-2020</u>	<u>ESTIMATED</u> <u>2019-2020</u>	<u>BUDGET</u> <u>2020-2021</u>
Ad Valorem Taxes				
Current	\$ 630,230	\$ 656,229	\$ 656,229	\$ 635,035
Delinquent	(6,319)	1,300	1,300	1,300
Penalty and Interest	3,339	-	-	-
Total Ad Valorem Taxes	<u>\$ 627,250</u>	<u>\$ 657,529</u>	<u>\$ 657,529</u>	<u>\$ 636,335</u>
TOTAL REVENUES	<u>\$ 627,250</u>	<u>\$ 657,529</u>	<u>\$ 657,529</u>	<u>\$ 636,335</u>

COMMUNITY CENTER FUND

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 2019-2020:

- 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.
- Implemented an enterprise-based program for booking and reserving the facilities.

Objectives for FY 2020-2021:

- Develop new marketing strategies to generate more revenues.
- Remodel Community Center facility to include kitchen, restrooms, paint the interior and exterior of the Community Center to attract clients and expand revenue base of the facility.
- Replace the A/C units at the Conference Center and remodel the restrooms to continue to generate more revenues.

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

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
BEGINNING FUND BALANCE	\$ 77,381	\$ 125,927	\$ 125,927	\$ 58,049
REVENUES				
Hotel/Motel Taxes	89,936	99,000	50,000	75,000
Rental Fees	77,660	61,200	14,966	14,966
Miscellaneous	19,768	179,240	191,063	-
TOTAL REVENUES	187,364	339,440	256,029	89,966
OTHER FINANCING SOURCES				
Fund Balance	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	264,745	465,367	381,956	148,015
EXPENDITURES				
Personnel Services	45,585	97,778	65,000	82,702
Supplies	5,074	25,797	2,300	7,500
Contractual Services	54,613	73,256	22,123	53,960
Capital Outlay	33,546	234,484	234,484	-
TOTAL EXPENDITURES	138,818	431,315	323,907	144,162
OTHER FINANCING USES				
Transfers Out	-	-	-	-
TOTAL OTHER FINANCING USES	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	138,818	431,315	323,907	144,162
ENDING FUND BALANCE	\$ 125,927	\$ 34,052	\$ 58,049	\$ 3,853

COMMUNITY CENTER FUND

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 45,585	\$ 97,778	\$ 65,000	\$ 82,702
Supplies	5,074	25,797	2,300	7,500
Contractual Services	54,613	73,256	22,123	53,960
Capital Outlay	33,546	234,484	234,484	-
TOTAL Department Budget	\$ 138,818	\$ 431,315	\$ 323,907	\$ 144,162

STAFFING	BUDGET	BUDGET	BUDGET	BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021
Business Relations Director	0.00	0.00	0.08	0.08
Special Events Coordinator	0.60	0.60	1.00	1.00
Administrative Assistant	0.50	0.00	0.00	0.00
Maintenance Crew	0.20	0.20	0.20	0.20
Permit Technician	0.25	0.25	0.25	0.25
TOTAL	1.55	1.05	1.53	1.53

STREET MAINTENANCE TAX

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**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
BEGINNING FUND BALANCE	\$ 1,799,403	\$ 1,242,412	\$ 1,242,412	\$ -
REVENUES				
Sales Tax	620,103	625,750	595,298	595,298
Interest	35,510	25,000	13,400	13,400
TOTAL REVENUES	655,613	650,750	608,698	608,698
TOTAL RESOURCES AVAILABLE	2,455,016	1,893,162	1,851,110	608,698
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	1,068	-	-	-
Contractual Services	1,211,536	1,900,903	1,851,110	608,698
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	1,212,604	1,900,903	1,851,110	608,698
ENDING FUND BALANCE	\$ 1,242,412	\$ (7,741)	\$ -	\$ -

POLICE FORFEITURE FUND

FUND DESCRIPTION AND MISSION

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

**POLICE FORFEITURE TRUST FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
BEGINNING FUND BALANCE	\$ 934,113	\$ 420,671	\$ 420,671	\$ 336,950
REVENUES				
Seizures	107,302	-	295,000	-
Interest/Miscellaneous	12,672		3,000	
TOTAL REVENUES	119,974	-	298,000	-
TOTAL RESOURCES AVAILABLE	1,054,087	420,671	718,671	336,950
EXPENDITURES				
Personnel Services	121,002	145,571	145,571	146,378
Supplies	66,405	19,633	1,150	-
Contractual Services	179,108	131,000	70,000	140,000
Capital Outlay	266,901	225,000	165,000	-
TOTAL EXPENDITURES	633,416	521,204	381,721	286,378
ENDING FUND BALANCE	\$ 420,671	\$ (100,533)	\$ 336,950	\$ 50,572

FEDERAL**POLICE FORFEITURE TRUST FUND**

EXPENDITURES	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2018-2019	2019-2020	2019-2020	2020-2021
Personnel Services	\$ 121,002	\$ 145,571	\$ 145,571	\$ 146,378
Supplies	66,405	19,633	1,150	
Contractual Services	179,108	131,000	70,000	140,000
Capital Outlay	266,901	225,000	165,000	
TOTAL Department Budget	\$ 633,416	\$ 521,204	\$ 381,721	\$ 286,378

STAFFING	GRADE	BUDGET	BUDGET	BUDGET	BUDGET
		2017-2018	2018-2019	2019-2020	2020-2021
Police Officer		1.0	2.0	2.0	2.0
TOTAL		0.0	0.0	2.0	2.0

Manager and Council

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>Future Needs</i>
Server Upgrade Rooftop Air Conditioning Unit x 2	Replacement Replacement	Replacement Replacement				100,000		
TOTAL MANAGER AND COUNCIL			\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>FY 29-30</i>	<i>Future Needs</i>
Painting (Exterior) City Hall	New	New	50,000					
TOTAL MANAGER AND COUNCIL			\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -

Police Department

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>Future Needs</i>
TOTAL POLICE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>FY 29-30</i>	<i>Future Needs</i>
TOTAL POLICE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Fire Department

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>Future Needs</i>
Perimeter Fence	New	New	12,000					
Ladder Truck (Annual Lease/Purchase)	2000	Replacement	140,000					
Live Fire Trainer	2020	New		18,000				
Hand-Held Radio (15)	2020	New		75,375				
Outside Storage	2020	New		10,000				
Command Vehicle	2013	Replacement		60,000				
Ambulance Power Stretcher (2)	2010	Replacement		70,000				
Stair Chair (3 units)	2011	Replacement			20,000			
Assistant Command Vehicle	2014	Replacement				60,000		
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 (M159)	2014	Replacement					250,000	
TOTAL FIRE DEPARTMENT			\$ 152,000	\$ 233,375	\$ 20,000	\$ 60,000	\$ 392,000	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>FY 29-30</i>	<i>Future Needs</i>
12 lead ECG Monitor (LP15) (x 2 units)	2008, 2013	Replacement	76,000					
Rescue Air Bags	2013	Replacement	30,000					
FD Application Server	2019	Replacement	25,000					
Thermal Imaging Camera	2019	Replacement		28,000				
Ambulance	2014	Replacement		220,000				
Brush Truck	2015	Replacement			125,000			
Ambulance with Power Load System (M159)	2018	Replacement				270,000		
Fire Marshal Vehicle	2019	Replacement				65,000		
Platform Fire Apparatus*****	2009	Replacement				1,500,000		
Mechanical CPR Device (3)	2019	Replacement					50,000	
Cardiac Monitors (3)	2019	Replacement					120,000	
Ambulance with Power Load System (M159)	2019	Replacement					270,000	
TOTAL FIRE DEPARTMENT			\$ 131,000	\$ 248,000	\$ 125,000	\$ 1,835,000	\$ 440,000	\$ -

City of Leon Valley
Fire/EMS
Request for Capital
Fiscal Year 2021

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.

NUMBER OF ITEMS	1
COST PER ITEM	12,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$12,000</u></u>

**City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2021**

Item Description:

Replacement Arial Apparatus

Cost is the estimated annual payment for a 10 year lease purchase

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

Replacement of our current 1999 Pierce Ladder truck. This vehicle has met its expected duty cycle. This replacement will take approximately 400 days to build from the conclusion of the pre-build meetings. This replacement will help insure our current ISO rating stays in place or improves.

NUMBER OF ITEMS	1
COST PER ITEM	140,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$140,000</u></u>

Public Works

Item	Acquisition Date	Purchase Type	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Future Needs
Concrete Conveyor	New	New	23,500					
Tire Changing Equipment	Replacement	Replacement	9,000					
Car Wash Equipment	2002	Replacement	7,500					
Community Center Kitchen Equipment	New	New	40,000					
C11 Solar Tech Arrow Board	2006	Replacement		5,000				
S51 John Deere Riding Mower	2009	Replacement		5,000				
M8 2500 Pick-Up 3/4 Ton	2003	Replacement		45,000				
Sidewalks	Replacement	Replacement		20,000				
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				
S26 Gator	2006	Replacement			25,000			
M12 Bobcat Tractor	2003	Replacement			65,000			
C13 Asphalt Paver Machine	1999	Replacement			60,000			
Sidewalks	Replacement	Replacement			20,000			
C18 Big Roller	1999	Replacement				90,000		
Sidewalks	Replacement	Replacement				25,000		
M14 F150 Pick-Up 1/2 Ton	2013	Replacement				40,000		
C12A Doosan Compressor	2013	Replacement				20,000		
C10A Leeboy Motor Grader	2014	Replacement				100,000		
M16 Chevy Silverado 1/2 Ton	2017	Replacement					25,000	
Server	2017	Replacement					7,000	
Sidewalks	Replacement	Replacement					25,000	
TOTAL PUBLIC WORKS			\$ 80,000	\$ 484,000	\$ 170,000	\$ 275,000	\$ 57,000	\$ -

**City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2021**

Item Description:
Concrete conveyor.

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

This item will be used to load materials into the concrete mixer. Currently, staff has made a homemade rig to load rock, sand, and concrete into the mixer. The rig uses the Bobcat and backhoe, which causes concrete to clog the radiators. The Crew is unable to stop and clean the Bobcat and backhoe, as the concrete must be transported to the jobsite as soon as it is mixed. The equipment then has hardened concrete in the radiator. In addition to the potential damage to the equipment, the Crew has to stand on ladders and dig into the bucket on the backhoe, which could cause a crewmember to become injured.

NUMBER OF ITEMS	1
COST PER ITEM	23,500
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$23,500</u></u>

**City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2021**

Item Description:

Tire changing equipment.

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

This is to replace the existing tire changing equipment. The existing equipment is obsolete and parts are becoming hard to find.

NUMBER OF ITEMS	1
COST PER ITEM	9,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$9,000</u></u>

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2021

Item Description:

Vehicle and equipment washing equipment.

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

This item will replace the existing car wash equipment , which is past its useful life and is costing more money in repairs than it would if replaced. All of Public Works, Construction, Water and Sewer, Police and Administrative vehicles and heavy equipment use this car wash weekly. The funding would be shared between Public Works, Enterprise, and Stormwater.

NUMBER OF ITEMS	1
COST PER ITEM	7,500
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$7,500</u></u>

City of Leon Valley
Public Works Department
Request for Capital
Fiscal Year 2021

Item Description:

Community Center Kitchen Equipment

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

The Community Center Upgrades Project includes improvements to both the interior and exterior of the Community Center to include electrical, plumbing, mechanical, restroom upgrades, flooring, painting, av equipment and kitchen equipment. This request for capital is for the kitchen equipment and includes: Gas Hot Plate, Gas hoses, Gas Griddle and Stand, Electric Convection Oven, Vent Hood, Exhaust Fan, Ice Maker, Coffee/Tea Maker, High Temperature Warewasher, Buffet/Cafeteria Hot Food Soup Station, Sink, Re-Rinse Faucet and Backsplash

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

Public Works

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>FY 29-30</i>	<i>Future Needs</i>
Sidewalks	Replacement	Replacement	25,000					
Traffic Signal System - Wurzbach	2017	Replacement						150,000
All Building Generator	Replacement	Replacement						115,000
Traffic Signal System - Huebner/Evers	2017	Replacement						150,000
S141 ATV	2017	Replacement						25,000
Plotter	2017	Replacement						12,000
TOTAL PUBLIC WORKS			\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 452,000

Economic Development

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>Future Needs</i>
TOTAL ECONOMIC DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>FY 29-30</i>	<i>Future Needs</i>
TOTAL ECONOMIC DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Parks

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>Future Needs</i>
Utility Vehicle	New	New		23,000				
Commercial Grade Mower	New	New		5,000				
Linkwood Trail Fencing	New	New		25,000				
Outdoor Fitness Equipment - RRP	New	New		21,000				
Prefabricated Restrooms - RRP	New	New		225,250				
Forest Oaks Pool Shade Cover	New	New		41,000				
Autism Shelters (4)	New	New		43,000				
Dog Park	New	New		60,000				
TOTAL PARKS			\$ -	\$ 443,250	\$ -	\$ -	\$ -	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>FY 29-30</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			
Silo Park Pavilion	2018	Replacement				15,000		
Silo Park Playscape	2018	Replacement				50,000		
Old Mill Pavilion	2018	Replacement				16,000		
Old Mill Park Playscape	2018	Replacement				50,000		
Old Mill fencing	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		
TOTAL PARKS			\$ -	\$ -	\$ 350,000	\$ 251,000	\$ -	\$ -

Library

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>Non Funded</i>
Air Unit 1 @ approx. \$10K each	Replacement	Replacement		10,000				
Air Units 2 @approx. \$10K each	Replacement	Replacement				20,000		
Air Units 3 @approx. \$10K each	Replacement	Replacement					30,000	
TOTAL LIBRARY			\$ -	\$ 10,000	\$ -	\$ 20,000	\$ -	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>FY 29-30</i>	<i>Non Funded</i>
TOTAL LIBRARY			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>Future Needs</i>
TOTAL BY FISCAL YEAR	\$ 232,000	\$ 1,170,625	\$ 190,000	\$ 455,000	\$ 449,000	\$ -

	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>FY 29-30</i>	<i>Future Needs</i>
TOTAL BY FISCAL YEAR	\$ 206,000	\$ 248,000	\$ 475,000	\$ 2,086,000	\$ 440,000	\$ 452,000

CITY OF LEON VALLEY
ENTERPRISE FUND 10 YEAR CAPITAL ACQUISITION PLAN
FY 2021

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>Future Needs</i>
WA - Purchase Water Rights	2019	New	130,000					
WA - Elevated Storage Tank - John Marsha	1999	Rehab	400,000					
WA - Replace 1/2 Cost of Car Wash	1988	Replacement	7,500					
STW - Hydro Turf	New	New	60,000					
WA - Replace Water Mains City-Wide	1960-1990	Replacement		150,000				
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		460,000				
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement		250,000				
WA - Replace water mains city-wide	1960-1990	Replacement		250,000				
WA - Replace Water Mains City-Wide	1960-1990	Replacement			250,000			
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			250,000			
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				250,000		
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement				250,000		
SW - W10 3/4 Ton Pickup Truck	2016	Replacement				40,000		
SW - W11 Sewer Jet Machine	2016	Replacement				35,000		
WA - Replace Water Mains City-Wide	1960 - 1990	Replacement					250,000	
WA - Purchase Water Rights	2018	New					140,000	
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement					250,000	
TOTAL BY FISCAL YEAR			\$ 597,500	\$ 1,400,000	\$ 810,000	\$ 755,000	\$ 640,000	\$ -

**CITY OF LEON VALLEY
 ENTERPRISE FUND 10 YEAR CAPITAL ACQUISITION PLAN
 FY 2021**

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 25-26</i>	<i>FY 26-27</i>	<i>FY 27-28</i>	<i>FY 28-29</i>	<i>FY 29-30</i>	<i>Future Needs</i>
WA - Replace Water Mains City-Wide	1960 - 1990	Replacement	250,000					
WA - Purchase Water Rights	New	New	140,000					
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement	250,000					
WA - Replace Water Mains City-Wide	1960 - 1990	Replacement		250,000				
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			250,000			
STW - Streetsweeper	2018	New				200,000		
STW - M18 John Deere Mower Tractor w/S	2018	New				75,000		
WA - Replace John Marshall elevated tank	1939	Replacement				2,000,000		
TOTAL BY FISCAL YEAR			\$ 640,000	\$ 540,000	\$ 540,000	\$ 2,275,000	\$ -	\$ -

City of Leon Valley
Enterprise Fund - Water
Request for Capital
Fiscal Year 2021

Item Description:

Water Rights - 20 acre feet

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

This is an annual program to purchase water rights in place of a 300 acre feet water rights lease. The goal is to own 2000 acre feet of water rights in order to be able to provide adequate water resources to the public in cases of water use restrictions and peak demand.

NUMBER OF ITEMS	20
COST PER ITEM	6,500
ADDITIONAL COST PER ITEM	closing costs, annual participation in Regional Water Alliance
TOTAL	<u><u>\$130,000</u></u>

City of Leon Valley
Enterprise Fund - Water
Request for Capital
Fiscal Year 2021

Item Description:

Rehabilitate the John Marshall elevated water tank.

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

Rehabilitating this tank will assure a sanitary water supply to the citizens, as well as help to preserve the integrity of the tank. Tank rehabilitation is required by law.

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

**City of Leon Valley
Enterprise Fund - Water
Request for Capital
Fiscal Year 2021**

Item Description:

Replace vehicle and equipment washing equipment.

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

The current vehicle and equipment washing equipment has outlived its current economic and useful life. It has been repaired over 10 times in the past two years and parts are becoming obsolete. The equipment is used to wash vehicles and equipment from all city departments.

NUMBER OF ITEMS	1
COST PER ITEM	7,500
ADDITIONAL COST PER ITEM	-
TOTAL	<u>\$7,500</u>

City of Leon Valley
Enterprise Fund - Stormwater
Request for Capital
Fiscal Year 2021

Item Description:

HydroTurf for three stormwater channels.

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

This is a hard armored solution for permanent erosion protection for the drains located at Seneca and Edinborough, above the Evers Road bridge at Huebner Creek, and for the drain on Seneca at Evers. The system will reduce erosion, scour, and sediment from floodwaters and protect existing drainage structures.

NUMBER OF ITEMS	3
COST PER ITEM	20,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$60,000</u></u>