

# City of Leon Valley

## Annual Operating Budget



# **City of Leon Valley, Texas**

## **List of Principal Officers**

**Fiscal Year 2024**

### **Elected Officials**

Chris Riley, Mayor

|                 |                |
|-----------------|----------------|
| Council Place 1 | Benny Martinez |
| Council Place 2 | Josh Stevens   |
| Council Place 3 | Philip Campos  |
| Council Place 4 | Rey Orozco     |
| Council Place 5 | Will Bradshaw  |

### **City Officials**

Dr. Crystal Caldera, City Manager

|                              |                      |
|------------------------------|----------------------|
| Human Resource Director      | Lisa Hernandez       |
| Finance Director             | Carol Goering        |
| City Secretary               | Saundra Passailaigue |
| Planning and Zoning Director | Mindy Teague         |
| Police Chief                 | David Gonzalez       |
| Fire Chief                   | Michael Naughton     |
| Library Director             | Regina Reed          |
| Public Works Director        | Melinda Moritz       |

## **GENERAL FUND**

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### **FUND NARRATIVE**

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

**GENERAL FUND  
SUMMARY OF REVENUES AND EXPENDITURES**

|  | ACTUAL<br>2021-2022  | BUDGET<br>2022-2023  | ESTIMATED<br>2022-2023 | BUDGET<br>2023-2024  |
|--|----------------------|----------------------|------------------------|----------------------|
| <b>BEGINNING FUND BALANCE</b>          | <b>\$ 3,398,783</b>  | <b>\$ 4,568,316</b>  | <b>\$ 4,568,316</b>    | <b>\$ 3,862,209</b>  |
| <b>Revenues</b>                        |                      |                      |                        |                      |
| Ad Valorem Taxes                       | 5,271,893            | 5,476,000            | 5,476,000              | 5,470,447            |
| Sales Taxes                            | 3,688,365            | 3,719,631            | 3,719,631              | 3,789,946            |
| Franchise Fees                         | 941,466              | 911,798              | 911,798                | 1,001,820            |
| Licenses, Permits, Fees, Fines         | 1,304,875            | 1,576,080            | 1,276,080              | 1,237,800            |
| Grants                                 | 37,112               | 150,000              | 938,976                | 1,335,312            |
| Other                                  | 412,943              | 500,516              | 580,116                | 749,582              |
| <b>Total Revenues</b>                  | <b>11,656,654</b>    | <b>12,334,025</b>    | <b>12,902,601</b>      | <b>13,584,907</b>    |
| <b>Other Funding Sources</b>           |                      |                      |                        |                      |
| Transfer in-ARP Funds                  | -                    | 190,350              | -                      | 330,000              |
| Transfer-Personnel Shared Services     | -                    | 1,762,209            | 1,762,209              | 1,803,856            |
| Contractual Shared Services            | -                    | 127,000              | 127,000                | -                    |
| Fund Balance                           | -                    | 1,035                | -                      | -                    |
| Tree Mitigation Fds (Sprinkler System) | -                    | -                    | -                      | 227,000              |
| <b>Total Other Funding Sources</b>     | <b>-</b>             | <b>2,080,594</b>     | <b>1,889,209</b>       | <b>2,360,856</b>     |
| <b>TOTAL RESOURCES</b>                 | <b>\$ 11,656,654</b> | <b>\$ 14,414,619</b> | <b>\$ 14,791,810</b>   | <b>\$ 15,945,763</b> |
| <b>Expenditures</b>                    |                      |                      |                        |                      |
| Personnel Services                     | 7,305,729            | 9,967,490            | 9,967,490              | 10,366,433           |
| Supplies                               | 817,812              | 875,810.00           | 875,810.00             | 915,270              |
| Contractual Services                   | 2,142,676            | 2,443,546            | 3,010,221              | 2,959,848            |
| Capital Outlay                         | 263,288              | 86,925               | 86,925                 | 2,689,390            |
| <b>Total Expenditures</b>              | <b>10,529,505</b>    | <b>13,373,771</b>    | <b>13,940,446</b>      | <b>16,930,941</b>    |
| <b>Other Financing Uses</b>            |                      |                      |                        |                      |
| Transfer to Capital                    | -                    | 1,200,569            | 1,200,569              | -                    |
| Transfer Out EDCD to GF                | -                    | 62,884               | -                      | -                    |
| Transfer to ARP (Unused from FY 22)    | -                    | 356,902              | 356,902                | -                    |
| <b>Total Other Financing Uses</b>      | <b>-</b>             | <b>1,620,355</b>     | <b>1,557,471</b>       | <b>-</b>             |
| <b>TOTAL EXPENDITURES</b>              | <b>\$ 10,529,505</b> | <b>\$ 14,994,126</b> | <b>\$ 15,497,917</b>   | <b>\$ 16,930,941</b> |
| <b>ENDING FUND BALANCE</b>             | <b>\$ 4,525,932</b>  | <b>\$ 3,988,809</b>  | <b>\$ 3,862,209</b>    | <b>\$ 2,877,030</b>  |

**GENERAL FUND  
SCHEDULE OF REVENUES BY SOURCE**

|                                 | <b>ACTUAL</b>    | <b>BUDGET</b>    | <b>ESTIMATED</b> | <b>BUDGET</b>    |
|---------------------------------|------------------|------------------|------------------|------------------|
|                                 | <b>2021-2022</b> | <b>2022-2023</b> | <b>2022-2023</b> | <b>2023-2024</b> |
| <b>Ad Valorem Taxes</b>         |                  |                  |                  |                  |
| Current                         | 5,270,672        | 5,426,000        | 5,426,000        | 5,420,447        |
| Delinquent                      | -                | 25,000           | 25,000           | 25,000           |
| Penalty and Interest            | 1,221            | 25,000           | 25,000           | 25,000           |
| <b>Total Ad Valorem Taxes</b>   | <b>5,271,893</b> | <b>5,476,000</b> | <b>5,476,000</b> | <b>5,470,447</b> |
| <b>Sales Taxes</b>              |                  |                  |                  |                  |
| City Sales Tax                  | 3,232,731        | 3,271,631        | 3,271,631        | 3,332,946        |
| Alcoholic Beverage Sales Tax    | 29,758           | 34,000           | 34,000           | 30,000           |
| Economic Development Sales Tax  | 408,025          | 399,000          | 399,000          | 409,000          |
| Vehicle Inventory Tax           | 17,851           | 15,000           | 15,000           | 18,000           |
| <b>Total Sales Taxes</b>        | <b>3,688,365</b> | <b>3,719,631</b> | <b>3,704,631</b> | <b>3,789,946</b> |
| <b>Franchise Fees</b>           |                  |                  |                  |                  |
| City Public Service             | 742,177          | 700,000          | 700,000          | 801,000          |
| Telecommunication Fees          | 8,083            | 11,000           | 11,000           | 8,000            |
| Node Pole Rental                | 750              | 1,000            | 1,000            | 750              |
| ROW Fees                        | 11,870           | 6,000            | 6,000            | 11,870           |
| San Antonio Water System        | -                | 1,298            | 1,298            | 1,300            |
| Sanitation                      | 64,644           | 55,000           | 55,000           | 65,000           |
| PEG Fees                        | 18,769           | 10,000           | 10,000           | 18,700           |
| Franchise Fees                  | 93,366           | 125,000          | 125,000          | 93,400           |
| Grey Forest Utilities           | 1,807            | 2,500            | 2,500            | 1,800            |
| <b>Total Franchise Fees</b>     | <b>941,466</b>   | <b>911,798</b>   | <b>911,798</b>   | <b>1,001,820</b> |
| <b>Licenses, Fees and Fines</b> |                  |                  |                  |                  |
| Building Department             | 410,915          | 450,000          | 150,000          | 253,000          |
| Contractor's Registration       | -                | -                | -                | -                |
| Renter's Registration           | -                | -                | -                | -                |
| Animal Licenses and Tags        | -                | -                | -                | -                |
| Animal Control Fees             | 510              | 500              | 500              | 500              |
| Property Room Fee               | 1,900            | 1,500            | 1,500            | 1,900            |
| Property Room Auctions          | 2,979            | 3,000            | 3,000            | 3,000            |
| Special and Solicitors          | 2,400            | 1,000            | 1,000            | 2,400            |
| Zoning and Board of Adjustment  | 3,965            | 3,000            | 3,000            | -                |
| Subdivision Platting Fees       | -                | -                | -                | -                |
| Occupation, Liquor, and Food    | -                | -                | -                | -                |
| Warrant Fees                    | 48,224           | 55,000           | 55,000           | 48,500           |
| Municipal Court Fines           | 309,367          | 450,000          | 450,000          | 373,700          |
| Red Light Camera Fines          | -                | -                | -                | -                |
| Red Light Camera Late Fees      | -                | -                | -                | -                |

**GENERAL FUND  
SCHEDULE OF REVENUES BY SOURCE**

|                                       | <b>ACTUAL</b>    | <b>BUDGET</b>    | <b>ESTIMATED</b> | <b>BUDGET</b>    |
|---------------------------------------|------------------|------------------|------------------|------------------|
|                                       | <b>2021-2022</b> | <b>2022-2023</b> | <b>2022-2023</b> | <b>2023-2024</b> |
| Impound Lot Fees                      | 70,075           | 60,000           | 60,000           | 100,000          |
| Impound Lot Auctions                  | 64,764           | 71,080           | 71,080           | 65,000           |
| Recreation Fee                        | 26,548           | 31,000           | 31,000           | 26,600           |
| Fire Inspection Fees                  | -                | -                | -                | -                |
| Garage Sale Permit Fees               | -                | -                | -                | -                |
| EMS Fees                              | 362,828          | 450,000          | 450,000          | 362,800          |
| Book Fines                            | 400              | -                | -                | 400              |
| <b>Total Licenses, Fees and Fines</b> | <b>1,304,875</b> | <b>1,576,080</b> | <b>1,276,080</b> | <b>1,237,800</b> |
| <b>Grants</b>                         |                  |                  |                  |                  |
| PD Grants                             | -                | 25,000           | 25,000           | 25,000           |
| Fire Grants                           | 18,215           | 50,000           | 50,000           | 50,000           |
| Library Grants                        | 18,897           | 75,000           | 75,000           | -                |
| EMS/Trauma System                     | -                | -                | -                | -                |
| Criminal Justice Grant                | -                | -                | -                | -                |
| Hike and Bike                         | -                | -                | 788,976          | 1,260,312        |
| <b>Total Grants</b>                   | <b>37,112</b>    | <b>150,000</b>   | <b>938,976</b>   | <b>1,335,312</b> |
| <b>Other</b>                          |                  |                  |                  |                  |
| Interest Income                       | 56,409           | 50,400           | 130,000          | 305,000          |
| EDCD Interest                         | -                | 5,500            | 5,500            | 11,000           |
| Sprint Tower Lease                    | 17,303           | 15,972           | 15,972           | 15,972           |
| Pool Revenue                          | 61,558           | 50,000           | 50,000           | 50,000           |
| Credit Card Processing Fees           | 29,302           | 51,000           | 51,000           | 39,400           |
| Parks Bucks Program                   | 710              | 744              | 744              | 710              |
| Miscellaneous                         | 61,076           | 100,000          | 100,000          | 100,000          |
| Library Non Resident Users            | 3,000            | 2,500            | 2,500            | 3,000            |
| Library Memorial Donations            | 290              | 100              | 100              | 300              |
| EDCD Miscellaneous Revenue            | -                | -                | -                | -                |
| Sale of Surplus Property              | 25,750           | 10,000           | 10,000           | 10,000           |
| Towing Contract                       | -                | 500              | 500              | -                |
| Special Events                        | 52,530           | 50,000           | 50,000           | 80,000           |
| Blue Santa                            | 5,366            | 4,200            | 4,200            | 4,200            |
| CARES Act Reimbursement               | -                | -                | -                | -                |
| Café Lease                            | 9,105            | 9,600            | 9,600            | -                |
| ASSPP                                 | -                | 100,000          | 100,000          | 30,000           |
| DEA Reimbursement                     | 17,596           | 50,000           | 50,000           | 50,000           |
| TXDOT Reimbursement                   | -                | -                | -                | -                |
| Insurance Proceeds                    | 72,948           | -                | -                | 50,000           |
| <b>Total Other</b>                    | <b>412,943</b>   | <b>500,516</b>   | <b>580,116</b>   | <b>749,582</b>   |

**GENERAL FUND  
SCHEDULE OF REVENUES BY SOURCE**

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|                       | <u>ACTUAL</u>        | <u>BUDGET</u>        | <u>ESTIMATED</u>     | <u>BUDGET</u>        |
|-----------------------|----------------------|----------------------|----------------------|----------------------|
|                       | <u>2021-2022</u>     | <u>2022-2023</u>     | <u>2022-2023</u>     | <u>2023-2024</u>     |
| <b>TOTAL REVENUES</b> | <b>\$ 11,656,654</b> | <b>\$ 12,334,025</b> | <b>\$ 12,887,601</b> | <b>\$ 13,584,907</b> |

**GENERAL FUND  
SCHEDULE OF EXPENDITURES BY DEPARTMENT**

|                           | <b>ACTUAL</b>        | <b>BUDGET</b>        | <b>ESTIMATED</b>     | <b>BUDGET</b>        |
|---------------------------|----------------------|----------------------|----------------------|----------------------|
|                           | <b>2021-2022</b>     | <b>2022-2023</b>     | <b>2022-2023</b>     | <b>2023-2024</b>     |
| Municipal Court           | 178,324              | 419,050              | 419,050              | 426,289              |
| Finance                   | 167,984              | 407,845              | 407,845              | 465,686              |
| City Manager & Council    | 847,905              | 1,329,819            | 1,329,819            | 1,110,434            |
| Information Technology    | -                    | -                    | -                    | 315,718              |
| Police                    | 2,635,719            | 3,311,063            | 3,311,063            | 3,542,439            |
| Red Light Camera          | 1,843,427            | 2,244,574            | 2,244,574            | -                    |
| Impound Lot               | 128,833              | 113,594              | (113,594)            | 134,402              |
| Fire                      | 3,553,890            | 3,623,269            | 3,623,269            | 3,900,409            |
| Public Works              | 1,409,878            | 2,232,693            | 2,232,693            | 2,522,719            |
| Planning & Zoning         | 380,187              | 515,534              | 515,534              | 649,790              |
| Economic Development      | 294,434              | 292,549              | 292,549              | 393,099              |
| Special Events            | 125,493              | 140,350              | 140,350              | 144,606              |
| Parks & Recreation        | 306,853              | 281,400              | 281,400              | 2,767,490            |
| Library                   | 500,006              | 572,648              | 572,648              | 557,862              |
| <b>TOTAL EXPENDITURES</b> | <b>\$ 12,372,932</b> | <b>\$ 15,484,387</b> | <b>\$ 15,257,199</b> | <b>\$ 16,930,943</b> |

**DEPARTMENT DESCRIPTION AND MISSION**

Municipal Court Office is responsible for the day-to-day receipting and processing of all City revenue and the functions of the Municipal Court.

The mission of the Municipal Court is to maintain the highest standards of professionalism and ethics, in compliance with the governing rules and regulation. 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 2022-2023:**

- We continue offering options on how to appear in court via phone, in person, and remotely.
- All the court documents and citation downloads are in the TCM system which is a paperless program. We are paper light with the exception of documents we have defendants signs to scan back in TCM.
- Continuously review and maintain complaints to be accurate with each citation.
- Maintain good record keeping of all accounts regarding court.
- Affirm that court cost fees are being distributed accordingly regarding the type of citations.
- Ensure that we are meeting the OCA recommendation with court procedures.
- Continue taking over the phone payment for court, building payments, and sometimes water transactions.
- Communicate and forward correspondence regarding court documentation more efficiently with defendants, judges, and prosecutors.
- Cross-trained a new employee that came on board with our department.
- Set up a system in the courtroom that is more productive for court hearings.

**Objectives for FY 2023-2024:**

- Strive to improve the quality of our services, thereby promoting public trust and confidence in the judicial system.
- Continue to effectively collect on warrants.
- Maintain the highest level of Municipal Court education available.
- Intergrade or get access to video evidence on our own.

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

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- Have all the documentation court needs in one program to obtain for each case.
- Continue to maintain good record keeping on all city ordinance violation for the city.
- Carry on with cross training in our department as we currently do.

**COURT  
EXPENDITURES**

|                                   | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                   | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>         |                   |                   |                   |                   |
| Salaries                          | 23,500            | 194,610           | 194,610           | 201,753           |
| Retirement Plan                   | 4,419             | 36,937            | 36,937            | 40,310            |
| Group Insurance                   | 9,801             | 33,187            | 33,187            | 36,547            |
| Worker Compensation               | 1,523             | 345               | 345               | 357               |
| Liability Insurance               | 3,217             | -                 | -                 | -                 |
| Social Security                   | 1,651             | 14,888            | 14,888            | 15,434            |
| Longevity Pay                     | 544               | 2,108             | 2,108             | 3,333             |
| <b>Total Personnel Services</b>   | <b>44,655</b>     | <b>282,075</b>    | <b>282,075</b>    | <b>297,734</b>    |
| <b>SUPPLIES</b>                   |                   |                   |                   |                   |
| Office Supplies                   | 1,854             | 1,500             | 1,500             | 1,500             |
| Operating Supplies                | 12,399            | 10,200            | 10,200            | 7,430             |
| Repairs & Maintenance - Internal  | -                 | 250               | 250               | 250               |
| Misc. Supplies                    | 837               | 1,750             | 1,750             | 2,160             |
| <b>Total Supplies</b>             | <b>15,090</b>     | <b>13,700</b>     | <b>13,700</b>     | <b>11,340</b>     |
| <b>CONTRACTUAL SERVICES</b>       |                   |                   |                   |                   |
| Professional Services             | 57,845            | 68,200            | 68,200            | 57,965            |
| Contractual Services              | 14,272            | -                 | -                 | -                 |
| Utilities - Gas, Water, Electric  | 12,202            | -                 | -                 | 15,000            |
| Printing                          | 2,193             | 2,000             | 2,000             | 700               |
| Advertising                       | 143               | 600               | 600               | 600               |
| Travel                            | 1,121             | 2,000             | 2,000             | 3,000             |
| Membership, Dues & Licenses       | -                 | 275               | 275               | 350               |
| Subscriptions to Publications     | -                 | 200               | 200               | 200               |
| Credit Card Processing Fee        | 30,803            | 50,000            | 50,000            | 39,400            |
| <b>Total Contractual Services</b> | <b>118,579</b>    | <b>123,275</b>    | <b>123,275</b>    | <b>117,215</b>    |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ 178,324</b> | <b>\$ 419,050</b> | <b>\$ 419,050</b> | <b>\$ 426,289</b> |

**DEPARTMENT DESCRIPTION AND MISSION**

The purpose of the finance department is to optimally manage the City's finances through its accounting, purchasing and billing functions in order to ensure the proper safeguarding and preservation of City assets. The Finance Department accomplishes this mission by ensuring all the financial operations and transactions of the City which include accounts payable, cash management, grant administration, internal audit and purchasing, are adequately managed and accounted for in accordance with Generally Accepted Accounting Principles, Governmental Accounting Standards Board Pronouncements and other legally mandated standards as required by Federal, State and City laws. The Finance Department assists the City Manager with developing and compiling the City's annual operating budget and is also responsible for compiling the City's financial statements and Annual Comprehensive Financial Report (ACFR).

**PROGRAM NARRATIVE****Accomplishments for FY 2022-2023:**

- Prepared, submitted and was awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) Program for the Annual Comprehensive Financial Report (ACFR) for the fiscal year ended September 30, 2022.
- 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.
- 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 ACFR.
- Reviewed records management schedule and prepared records that are to be destroyed.
- Explored ways to make the functions of the Finance Department more efficient.

**Objectives for FY 2023-2024:**

- Prepare and submit fiscal year 2023 ACFR to GFOA for Certificate of Achievement for Excellence in Financial Reporting Program.
- Continue to improve information reporting, budgeting and forecasting.
- Continue to review and update internal controls.
- Assist City Manager with preparation of annual budget.
- 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 ACFR.
- Continue to train the Assistant Finance Director.
- Continue to explore ways to make the functions of the Finance Department more efficient.

**FINANCE  
EXPENDITURES**

|                                   | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                   | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>         |                   |                   |                   |                   |
| Salaries                          | 54,715            | 237,760           | 237,760           | 288,807           |
| Retirement Plan                   | 7,880             | 45,127            | 45,127            | 47,714            |
| Group Insurance                   | 3,380             | 24,890            | 24,890            | 27,410            |
| Worker Compensation               | -                 | 421               | 421               | 423               |
| Liability Insurance               | -                 | -                 | -                 | -                 |
| Social Security                   | 4,081             | 18,189            | 18,189            | 18,269            |
| Longevity Pay                     | -                 | 3,056             | 3,056             | 3,198             |
| <b>Total Personnel Services</b>   | <b>70,056</b>     | <b>329,443</b>    | <b>329,443</b>    | <b>385,821</b>    |
| <b>SUPPLIES</b>                   |                   |                   |                   |                   |
| Office Supplies                   | 3,262             | 1,500             | 1,500             | 3,000             |
| Operating Supplies                | 1,431             | 1,000             | 1,000             | 2,800             |
| Misc. Supplies                    | -                 | -                 | -                 | 1,000             |
| <b>Total Supplies</b>             | <b>4,693</b>      | <b>2,500</b>      | <b>2,500</b>      | <b>6,800</b>      |
| <b>CONTRACTUAL SERVICES</b>       |                   |                   |                   |                   |
| Professional Services             | 67,114            | 47,000            | 47,000            | 49,265            |
| Utilities - Telephone             | 854               | -                 | -                 | -                 |
| Utilities - Gas, Water, Electric  | 11,173            | -                 | -                 | 13,000            |
| Printing                          | -                 | 250               | 250               | 350               |
| Advertising                       | 1,800             | 500               | 500               | 2,000             |
| Travel                            | 5,845             | 5,000             | 5,000             | 3,000             |
| Membership, Dues & Licenses       | 3,449             | 3,000             | 3,000             | 450               |
| Liability Insurance               | 3,000             | 20,152            | 20,152            | 5,000             |
| <b>Total Contractual Services</b> | <b>93,235</b>     | <b>75,902</b>     | <b>75,902</b>     | <b>73,065</b>     |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ 167,984</b> | <b>\$ 407,845</b> | <b>\$ 407,845</b> | <b>\$ 465,686</b> |

- 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 is responsible for a multitude of duties that support, facilitate and strengthen the Leon Valley governmental process by assisting the City Manager, City Council and City Staff in fulfilling their 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 providing administrative and management support to the City's policies and procedures. To set programs, policies and procedures 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.

### **PROGRAM NARRATIVE**

#### **Accomplishments for FY 2022-2023:**

- 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 the online 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.
- Maintained the City's Contract Inventory.
- Began implementation of JustFOIA to process open record requests.

**Objectives for FY 2023-2024:**

- 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 guidance to staffing needs using a multi-source approach using third party agencies, contractors, temp hires, and direct hires to ensure timely response to staffing vacancies and keeping within budget.
- Continue to provide excellent customer service to all internal and external customers.
- Continue to promote efficient and effective training and current safety programs to all departments with the goal of reducing insurance claims: health, workers' compensation, property/liability claims, and keeping you with safety regulations.
- 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.

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

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- Human Resources to continue educational development with professional associations to ensure employment policies and methods of best practices are in compliance with federal, state and local laws.
- Conduct a record destruction in accordance with the Record Management Program and approved by the Record Management Committee.
- Coordinate with each department to implement the revised records management retention schedule and hold more staff training events.
- Continue to process open record requests with all departments and research ways to make information more readily available to the public using a newly revised City website and MuniDocs.
- Continue the implementation of the Contract Management Program.
- Maintain the Leon Valley City Code of Ordinances through bi-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 training in the Texas Municipal Clerks Certification Program for recertification (City Secretary).

**CITY MANAGER & COUNCIL  
EXPENDITURES**

|                                    | <b>ACTUAL</b>     | <b>BUDGET</b>       | <b>ESTIMATED</b>    | <b>BUDGET</b>       |
|------------------------------------|-------------------|---------------------|---------------------|---------------------|
|                                    | <b>2021-2022</b>  | <b>2022-2023</b>    | <b>2022-2023</b>    | <b>2023-2024</b>    |
| <b>PERSONNEL SERVICES</b>          |                   |                     |                     |                     |
| Salaries                           | 195,660           | 393,910             | 393,910             | 427,632             |
| Retirement Plan                    | 54,214            | 80,463              | 80,463              | 91,440              |
| Group Insurance                    | 22,862            | 33,187              | 33,187              | 36,547              |
| Worker Compensation                | -                 | 751                 | 751                 | 811                 |
| Liability Insurance                | -                 | -                   | -                   | -                   |
| Unemployment Compensation          | -                 | -                   | -                   | -                   |
| Social Security                    | 22,763            | 32,431              | 32,431              | 35,011              |
| Car Allowance                      | 1,558             | 6,000               | 6,000               | 6,000               |
| ARP Premium Pay                    | 99,000            | -                   | -                   | -                   |
| Other Benefits                     | 6,346             | 24,026              | 24,026              | 24,026              |
| Special Pay                        | 405               | -                   | -                   | -                   |
| Longevity Pay                      | 2,271             | 5,084               | 5,084               | 5,457               |
| <b>Total Personnel Services</b>    | <b>405,079</b>    | <b>575,852</b>      | <b>575,852</b>      | <b>626,923</b>      |
| <b>SUPPLIES</b>                    |                   |                     |                     |                     |
| Operating Supplies                 | 458               | 30,640              | 30,640              | 23,150              |
| Repairs & Maintenance - Internal   | 35,361            | 4,500               | 4,500               | 2,000               |
| Misc. Supplies                     | 5,058             | -                   | -                   | -                   |
| Employee Award Program             | 4,635             | 3,300               | 3,300               | 4,800               |
| Coronavirus Expenses               | 1,960             | -                   | -                   | -                   |
| <b>Total Supplies</b>              | <b>47,472</b>     | <b>38,440</b>       | <b>38,440</b>       | <b>29,950</b>       |
| <b>CONTRACTUAL SERVICES</b>        |                   |                     |                     |                     |
| Professional Services              | 52,561            | 29,142              | 29,142              | 29,394              |
| Contractual Services               | 206,918           | 214,920             | 214,920             | 229,412             |
| Utilities - Telephone              | 23,219            | 80,000              | 80,000              | 25,000              |
| Utilities - Gas, Water, Electric   | 12,018            | 280,000             | 280,000             | 17,800              |
| Printing                           | 31,891            | 45,000              | 45,000              | 45,000              |
| Advertising                        | 1,985             | 9,150               | 9,150               | 10,475              |
| Repairs and Maintenance - External | 1,034             | -                   | -                   | -                   |
| Travel                             | 11,104            | 35,000              | 35,000              | 38,900              |
| Membership, Dues & Licenses        | 6,592             | 10,709              | 10,709              | 10,709              |
| Subscriptions to Publications      | 767               | 1,795               | 1,795               | 1,870               |
| Liability Insurance                | 21,848            | 9,811               | 9,811               | 30,000              |
| American Rescue Plan               | 5,134             | -                   | -                   | -                   |
| <b>Total Contractual Services</b>  | <b>375,071</b>    | <b>715,527</b>      | <b>715,527</b>      | <b>438,560</b>      |
| <b>CAPITAL OUTLAY</b>              |                   |                     |                     |                     |
| Other Machinery & Equipment        | 20,283            | -                   | -                   | 15,000              |
| <b>Total Capital Outlay</b>        | <b>20,283</b>     | <b>-</b>            | <b>-</b>            | <b>15,000</b>       |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 847,905</b> | <b>\$ 1,329,819</b> | <b>\$ 1,329,819</b> | <b>\$ 1,110,434</b> |

**DEPARTMENT DESCRIPTION**

The Technology Department develops and implements the strategy to keep all city departments up to date with current technology and information security based on industry best practices. Personnel in all departments within the city rely on various levels of technology to perform their duties. It is the mission of the Information Technology department to maintain all these systems at their peak both operationally and securing them from threats.

The 2023-2024 fiscal year marks the return of this department being managed in-house. This budget was developed to ensure that the level of technology can meet the needs of each department through upgrades to critical systems such as servers and user devices.

As this is the first budget for this department there are only objectives to be met and they are described below.

**Objectives for FY 2023-2024:**

- Maintain a more stable network for all departments through the implementation of more cloud-based systems.
- Strengthen cyber security policies and user training to protect the technology and data for the city.
- Reduce downtime due to major and minor technology component failures. This will be accomplished through replacement of aging or out-of-compliant hardware and software.
- Migrate from the commercial Microsoft 365 suite to the more secure Government Microsoft 365.
- Increase the virtualization of server hardware to provide a more reliable and cost-effective way of managing departments and data.
- Implement a network-wide monitoring and alerting system. Data from this system will provide valuable insight for future technology purchases that need to be replaced.
- Maintain a ticket-based help desk system to provide triage of reported issues and develop an in-house knowledge base that includes self-help articles for easy end-user fixes.

**INFORMATION TECHNOLOGY  
EXPENDITURES**

|                                   | <b>ACTUAL</b>    | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|-----------------------------------|------------------|-------------------|-------------------|-------------------|
|                                   | <b>2021-2022</b> | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>         |                  |                   |                   |                   |
| Salaries                          | -                | 94,333            | 94,333            | 86,426            |
| Retirement Plan                   | -                | 17,904            | 17,904            | 17,268            |
| Group Insurance                   | -                | 8,297             | 8,297             | 9,137             |
| Worker Compensation               | -                | 167               | 167               | 153               |
| Social Security                   | -                | 7,217             | 7,217             | 6,612             |
| Longevity Pay                     | -                | 40                | 40                | -                 |
| <b>Total Personnel Services</b>   | -                | 127,958           | 127,958           | 119,596           |
| <b>SUPPLIES</b>                   |                  |                   |                   |                   |
| Office Supplies                   | -                | 1,000             | 1,000             | 1,000             |
| Operating Supplies                | -                | -                 | -                 | 6,500             |
| Repairs & Maintenance - Internal  | -                | 5,000             | 5,000             | 5,500             |
| <b>Total Supplies</b>             | -                | 6,000             | 6,000             | 13,000            |
| <b>CONTRACTUAL</b>                |                  |                   |                   |                   |
| Professional Services             | -                | -                 | -                 | -                 |
| Contractual Services              | -                | 181,225           | 181,225           | 163,647           |
| Repairs and Maintenance-External  | -                | -                 | -                 | 16,300            |
| Travel                            | -                | -                 | -                 | 3,000             |
| Memberships, Dues & Licenses      | -                | -                 | -                 | 175               |
| <b>Total Contractual Services</b> | -                | 181,225           | 181,225           | 183,122           |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ -</b>      | <b>\$ 315,183</b> | <b>\$ 315,183</b> | <b>\$ 315,718</b> |

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**DEPARTMENT DESCRIPTION AND MISSION**

The Police Department is broken down into three sections: Administration, Patrol, and Criminal Investigations. Code Compliance, Animal Control, and Impound Lot are sub-sections of Administration and Criminal Investigations, and the Red-Light Camera program is a sub-section of Administration, Patrol and Criminal Investigations. The Administrative Section 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 citizens to resolve disputes and deter crime. The Patrol Section responds to calls for public service, upholds the law, protects citizen's rights, maintains the peace, and protects 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 officers ensure all City and State codes, zoning, and animal control laws are upheld, to protect the health, safety, and welfare of all citizens within the City of Leon Valley. The Leon Valley Impound Lot receives, and releases vehicles removed from the streets as abandoned, for traffic violations, and criminal offenses. The Red-Light Camera program provides oversight for the entire photographic traffic enforcement system, citation issuance, violation hearings and as a by-product provides funding for traffic safety initiatives which are conducted, managed, and administered by the Administration, Patrol and Criminal Investigations.

**PROGRAM NARRATIVE****Accomplishments for FY 2022-2023:**

- The Citizen's Police Advisory Committee had been inactive since February 2020. The committee began meeting again in March 2022. This committee is composed of citizens from throughout the community who provide suggestions to the department on ordinances, equipment, programs, and special projects. They have brought forward critical input to the Police Department.
- Utilized Police Forfeiture Funds to purchase equipment for the Police Department. The equipment purchases included vehicles, and computers at no cost to taxpayers.
- Applied for and received grants for bullet resistant vests, rifle body armor and ballistic shields for officers.
- Continued the Photographic Traffic Control System with 14 cameras installed throughout the city.

- Updated and standardized various equipment items used by officers daily.
- Patrol officers responded to calls for service, while maintaining low response times for life threatening emergency service calls in Leon Valley.
- Fairly enforced all City Ordinances, State of Texas laws, and the federal statutes of the United States. Officers made arrests for various felony and misdemeanor charges and wrote police reports for calls for service.
- Maintained safety and security on the streets of Leon Valley by enforcing traffic laws and issuing warnings and citations for moving and non-moving violations.
- Conducted presentations to schools, residential and business communities on crime prevention, drugs, elderly crimes, property crimes, business and home security, church security, and traffic safety.
- Worked with schools and day care facilities in the area to identify needy children for the Blue Santa Program. Raised donations and delivered gifts to the children and their families.
- Our DEA Task Force Officers seized cash and assets from illegally obtained drug proceeds and organized crime money laundering.
- Sought and received approval to remove, destroy or auction off property that no longer had evidentiary value. Items removed brought additional money into the general fund.
- Detectives filed felony and misdemeanor cases for various violations of local, state and federal laws.

**Objectives for FY 2023-2024:**

- Continuing work on the rewrite of all general manual and standard operating procedures, adopting Texas Police Chiefs Association recommended best practices policies and standard operating procedures.
- Increase officer presence in our neighborhoods and remain pro-active to the needs of our Citizens.
- Continued 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 community 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.
- Seek additional grants and funding opportunities to support additional programs, equipment, and more officers.
- Continuing work on Animal Control and Code Compliance issues.
- Recruit and retain qualified applicants for our Reserve Police Officer program.

- Work closely with citizens 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 violations 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.
- Implement covert programs to seek out and arrest criminals 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  
EXPENDITURES**

|                                    | <b>ACTUAL</b>       | <b>BUDGET</b>       | <b>ESTIMATED</b>    | <b>BUDGET</b>       |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                    | <b>2021-2022</b>    | <b>2022-2023</b>    | <b>2022-2023</b>    | <b>2023-2024</b>    |
| <b>PERSONNEL SERVICES</b>          |                     |                     |                     |                     |
| Salaries                           | 1,371,470.00        | 1,928,934           | 1,928,934           | 2,018,077           |
| Retirement Plan                    | 296,322.00          | 400,336             | 400,336             | 443,745             |
| Group Insurance                    | 179,534.00          | 257,201             | 257,201             | 283,241             |
| Worker Compensation                | 22,299.00           | 48,061              | 48,061              | 50,722              |
| Physical Examinations              | 1,125.00            | -                   | -                   | -                   |
| Unemployment Compensation          | 1,031.00            | -                   | -                   | -                   |
| Overtime                           | 185,682.00          | 95,000              | 95,000              | 95,000              |
| Social Security                    | 124,401.00          | 161,358             | 161,358             | 170,201             |
| Clothing Allowance                 | 25,988.00           | 21,000              | 21,000              | 30,000              |
| Standby                            | 7,680.00            | -                   | -                   | 6,240               |
| Special Pay                        | 70,906.00           | 4,030               | 4,030               | 7,930               |
| Certification Pay                  | 94.00               | 60,288              | 60,288              | 67,600              |
| Longevity Pay                      | 18,721.00           | 18,740              | 18,740              | 20,305              |
| <b>Total Personnel Services</b>    | <b>2,305,253</b>    | <b>2,994,948</b>    | <b>2,994,948</b>    | <b>3,193,061</b>    |
| <b>SUPPLIES</b>                    |                     |                     |                     |                     |
| Office Supplies                    | 2,177               | 5,000               | 5,000               | 5,000               |
| Operating Supplies                 | 92,662              | 72,000              | 72,000              | 75,000              |
| Misc. Supplies                     | 60,305              | 33,500              | 33,500              | 35,000              |
| Blue Santa                         | 613                 | 4,200               | 4,200               | 4,200               |
| <b>Total Supplies</b>              | <b>155,757</b>      | <b>114,700</b>      | <b>114,700</b>      | <b>119,200</b>      |
| <b>CONTRACTUAL SERVICES</b>        |                     |                     |                     |                     |
| Professional Services              | 34,919              | 15,000              | 15,000              | 15,000              |
| Contractual Services               | 39,954              | 54,000              | 54,000              | 52,678              |
| Utilities - Telephone              | 13,409              | -                   | -                   | 14,000              |
| Utilities - Gas, Water, Electric   | 13,286              | -                   | -                   | 14,000              |
| Printing                           | -                   | 2,500               | 2,500               | 2,500               |
| Repairs and Maintenance - External | 41,092              | 32,000              | 32,000              | 32,000              |
| Travel                             | 1,979               | 2,500               | 2,500               | 3,000               |
| Membership, Dues & Licenses        | 290                 | 1,500               | 1,500               | 1,500               |
| Subscriptions to Publications      | -                   | 500                 | 500                 | 500                 |
| Grant Expense                      | -                   | 25,000              | 25,000              | 25,000              |
| Liability Insurance                | 29,780              | 68,415              | 68,415              | 70,000              |
| <b>Total Contractual Services</b>  | <b>174,709</b>      | <b>201,415</b>      | <b>201,415</b>      | <b>230,178</b>      |
| <b>CAPITAL OUTLAY</b>              |                     |                     |                     |                     |
| Vehicles                           | -                   | -                   | -                   | -                   |
| Other Machinery and Equipment      | -                   | -                   | -                   | -                   |
| <b>Total Capital Outlay</b>        | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 2,635,719</b> | <b>\$ 3,311,063</b> | <b>\$ 3,311,063</b> | <b>\$ 3,542,439</b> |

**DEPARTMENT 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 2022-2023:**

- The Leon Valley Police Impound Lot continued to accept all non-wrecked vehicles towed within the City limits. Our officers towed vehicles and the impound collected storage and administrative fees.
- The City seized/auctioned abandoned vehicles at two auctions. Funds collected go to the general fund.

**Objectives for FY 2023-2024:**

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

**IMPOUND LOT  
EXPENDITURES**

|                                   | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                   | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>         |                   |                   |                   |                   |
| Salaries                          | 76,779            | 61,891            | 61,891            | 75,943            |
| Retirement Plan                   | 14,766            | 13,089            | 13,089            | 16,646            |
| Group Insurance                   | -                 | 8,297             | 8,297             | 9,137             |
| Worker Compensation               | -                 | 1,588             | 1,588             | 1,918             |
| Social Security                   | 6,299             | 5,276             | 5,276             | 6,373             |
| Clothing Allowance                | -                 | 700               | 700               | 1,000             |
| Standby                           | 10,970            | -                 | -                 | -                 |
| Special Pay                       | 6,615             | 3,120             | 3,120             | 3,120             |
| Certification Pay                 | -                 | 3,250             | 3,250             | 3,250             |
| Longevity Pay                     | 5,036             | 4,983             | 4,983             | 5,115             |
| <b>Total Personnel Services</b>   | <b>120,465</b>    | <b>102,194</b>    | <b>102,194</b>    | <b>122,502</b>    |
| <b>SUPPLIES</b>                   |                   |                   |                   |                   |
| Office Supplies                   | 710               | 1,900             | 1,900             | 400               |
| Operating Supplies                | -                 | -                 | -                 | 1,500             |
| Misc. Supplies                    | 1,500             | -                 | -                 | -                 |
| <b>Total Supplies</b>             | <b>2,210</b>      | <b>1,900</b>      | <b>1,900</b>      | <b>1,900</b>      |
| <b>CONTRACTUAL SERVICES</b>       |                   |                   |                   |                   |
| Professional Services             | 742               | 1,500             | 1,500             | 2,000             |
| Contractual Services              | 4,716             | 5,000             | 5,000             | 5,000             |
| Advertising                       | 700               | 3,000             | 3,000             | 3,000             |
| <b>Total Contractual Services</b> | <b>6,158</b>      | <b>9,500</b>      | <b>9,500</b>      | <b>10,000</b>     |
| <b>CAPITAL OUTLAY</b>             |                   |                   |                   |                   |
| Office Equipment                  | -                 | -                 | -                 | -                 |
| Vehicles                          | -                 | -                 | -                 | -                 |
| Other Machinery & Equipment       | -                 | -                 | -                 | -                 |
| Land                              | -                 | -                 | -                 | -                 |
| Improvements                      | -                 | -                 | -                 | -                 |
| <b>Total Capital Outlay</b>       | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ 128,833</b> | <b>\$ 113,594</b> | <b>\$ 113,594</b> | <b>\$ 134,402</b> |

**DEPARTMENT DESCRIPTION AND MISSION**

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, Deputy Fire Marshal and Mobile Integrated Health 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 must also maintain certification as Peace Officers and credentials in Emergency Management.

The Fire Chief, Assistant Fire Chief, Deputy Fire Marshal and Mobile Integrated Health crew work 40-hour work weeks and are subject to recall during emergencies. 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 always staffed 24/7/365 by a minimum of 6 personnel. Staffing is broken down into three shifts working 48/96-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.

## **FIRE DEPARTMENT**

## **GENERAL FUND**

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), Pediatric Cardiac Life Support (PALS), Basis Life Support (BLS), Basic Trauma Life Support (BTLS), Pediatric Pre-hospital Provider Course (PPPC) and other EMS specialty classes.

### **PROGRAM NARRATIVE**

#### **Accomplishments for FY 2022–2023:**

- Continue EMS training agreements with John Marshall High School, San Antonio College, U.S. Army Combat Medic, and U.S. Air Force PJ Training Programs.
- 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.
- Collected and distributed over 2000lbs of food through the Blessing Box program.
- Collected and distributed essential school supplies and back packs for over 50 elementary school kids.
- Improved healthcare and mental wellness services to community through the Mobile Integrated Health program.
- Purchased a new Class A Pumper to replace the articulating platform.
- Purchased a new 107-foot Aerial Ladder truck to replace the current 25-year old ladder truck

#### **Objectives for FY 2023-2024:**

- Increase staff to accommodate for greater demand for services, especially EMS services
- Purchase a new EMS unit to replace our current 2007 Frazer
- Promote a highly motivated and well-trained workforce by providing staff with the opportunity to improve and excel at their position.

**FIRE DEPARTMENT****GENERAL FUND**

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- 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, AFG, TIFMAS and STRAC
- 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 the return of the CERT program through BCOEM
- 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  
EXPENDITURES**

|                                    | <b>ACTUAL</b>       | <b>BUDGET</b>       | <b>ESTIMATED</b>    | <b>BUDGET</b>    |
|------------------------------------|---------------------|---------------------|---------------------|------------------|
|                                    | <b>2021-2022</b>    | <b>2022-2023</b>    | <b>2022-2023</b>    | <b>2023-2024</b> |
| <b>PERSONNEL SERVICES</b>          |                     |                     |                     |                  |
| Salaries                           | 1,550,360           | 1,862,590           | 1,862,590           | 1,786,198        |
| Retirement Plan                    | 351,292             | 406,280             | 406,280             | 411,088          |
| Group Insurance                    | 240,728             | 224,014             | 224,014             | 237,557          |
| Worker Compensation                | 30,981              | 55,669              | 55,669              | 53,508           |
| Physical Examinations              | 16,412              | 16,000              | 16,000              | 16,000           |
| Overtime                           | 265,923             | 140,000             | 140,000             | 140,000          |
| Social Security                    | 143,129             | 163,754             | 163,754             | 157,399          |
| Clothing Allowance                 | 20,379              | 18,900              | 18,900              | 18,980           |
| Other Benefits                     | 1,350               | -                   | -                   | -                |
| Special Pay                        | 114,780             | -                   | -                   | -                |
| Certification Pay                  | 160                 | 119,080             | 119,080             | 112,320          |
| Longevity Pay                      | 20,060              | 19,877              | 19,877              | 18,770           |
| <b>Total Personnel Services</b>    | <b>2,755,554</b>    | <b>3,026,164</b>    | <b>3,026,164</b>    | <b>2,951,820</b> |
| <b>SUPPLIES</b>                    |                     |                     |                     |                  |
| Office Supplies                    | 14,079              | 13,000              | 13,000              | 7,500            |
| Operating Supplies                 | 112,420             | 110,000             | 110,000             | 132,000          |
| Repairs & Maintenance - Internal   | 4,485               | 10,000              | 10,000              | 12,000           |
| Misc. Supplies                     | 5,921               | -                   | -                   | -                |
| EMS Supplies                       | 98,678              | 84,000              | 84,000              | 84,900           |
| <b>Total Supplies</b>              | <b>235,583</b>      | <b>217,000</b>      | <b>217,000</b>      | <b>236,400</b>   |
| <b>CONTRACTUAL SERVICES</b>        |                     |                     |                     |                  |
| Professional Services              | 4,951               | 4,900               | 4,900               | 3,024            |
| Contractual Services               | 55,669              | 57,225              | 57,225              | 67,200           |
| Utilities - Telephone              | 8,654               | -                   | -                   | 10,320           |
| Utilities - Gas, Water, Electric   | 30,076              | -                   | -                   | 32,000           |
| Printing                           | -                   | 300                 | 300                 | 500              |
| Advertising                        | 2,372               | 3,200               | 3,200               | 3,500            |
| Repairs and Maintenance - External | 173,051             | 120,000             | 120,000             | 100,000          |
| Travel                             | 24,105              | 22,100              | 22,100              | 25,000           |
| Membership, Dues & Licenses        | 9,113               | 10,500              | 10,500              | 17,344           |
| Subscriptions to Publications      | 717                 | 4,800               | 4,800               | 1,300            |
| Grant Expense                      | -                   | 50,000              | 50,000              | 50,000           |
| Liability Insurance                | 37,328              | 20,155              | 20,155              | 40,000           |
| <b>Total Contractual Services</b>  | <b>346,036</b>      | <b>293,180</b>      | <b>293,180</b>      | <b>350,188</b>   |
| <b>CAPITAL OUTLAY</b>              |                     |                     |                     |                  |
| Vehicles                           | -                   | -                   | -                   | 330,000          |
| Lease Purchase                     | -                   | 86,925              | 86,925              | -                |
| Other Machinery & Equipment        | 73,935              | -                   | -                   | 32,000           |
| Improvements                       | -                   | -                   | -                   | -                |
| American Rescue Plan               | 142,782             | -                   | -                   | -                |
| <b>Total Capital Outlay</b>        | <b>216,717</b>      | <b>86,925</b>       | <b>86,925</b>       | <b>362,000</b>   |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 3,553,890</b> | <b>\$ 3,623,269</b> | <b>\$ 3,623,269</b> | <b>3,900,409</b> |

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**DEPARTMENT DESCRIPTION AND MISSION**

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.

**PROGRAM NARRATIVE****Accomplishments for FY 2022-2023:**

- Continue to monitor EPA Plume Project and well testing.
- Conduct Spring and Fall trash and large item pickup.
- Continue to support El Verde by 2025 initiatives by creation of new policies and procedures for carbon reduction.
- Propose electric vehicle stations at various city facilities in support of El Verde by 2025.
- Continue to apply for grants through Bexar County CDBG.
- Repair/replace various street signs through the city.
- Provide maintenance to clear debris, mow grass in each mow zone, trim and maintain all city buildings, and over 150 acres of creeks, drainage ditches and right of ways.
- Assist Police, Fire, Library and City Hall as needed.
- Continue energy savings program, lights, filters, water, reseal windows, etc.
- Repair erosion damage along Huebner Creek and low water crossings.
- Continue accreditation efforts for Public Works.

## **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.
- Demolish records storage building.

### **Objectives for FY 2023-2024:**

- Replace dead trees and other vegetation in public areas.
- Continue supervision of telecommunications contractors.
- Apply for grants for infrastructure rehabilitation where appropriate.
- Assure the continued maintenance programs for all city property.
- Continue pothole repair program throughout city.
- Support Bexar County with Huebner Creek LC-17 Flood Control project.
- Open both pools and provide maintenance support.
- Complete annual street maintenance program goals.
- Assure the continued maintenance programs for all city property.
- Provide staff support to the Bandera Rd. Groundwater Plume Superfund Site Community Advisory Group (CAG).
- Repair/replace various street signs through the city.
- Provide maintenance to clear debris, mow grass in each mow zone, trim and maintain all city buildings, and over 150 acres of park, creeks, drainage ditches and right of ways.
- Assist Police, Fire, Library and City Hall as needed.
- Continue energy savings program, lights, filters, water, reseal windows, etc.
- Repair erosion damage along Huebner Creek and low water crossings.
- Continue accreditation efforts for Public Works.
- Repair and maintain curbs and sidewalks.

**PUBLIC WORKS  
EXPENDITURES**

|                                    | <b>ACTUAL</b>       | <b>BUDGET</b>       | <b>ESTIMATED</b>    | <b>BUDGET</b>       |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                    | <b>2021-2022</b>    | <b>2022-2023</b>    | <b>2022-2023</b>    | <b>2023-2024</b>    |
| <b>PERSONNEL SERVICES</b>          |                     |                     |                     |                     |
| Salaries                           | 519,598             | 1,078,492           | 1,078,492           | 1,100,200           |
| Retirement Plan                    | 97,769              | 218,042             | 218,042             | 235,139             |
| Group Insurance                    | 111,316             | 165,936             | 165,936             | 182,736             |
| Worker Compensation                | 37,651              | 23,903              | 23,903              | 24,125              |
| Liability Insurance                | -                   | -                   | -                   | -                   |
| Overtime                           | 5,061               | 60,000              | 60,000              | 60,000              |
| Social Security                    | 40,281              | 87,883              | 87,883              | 90,031              |
| Special Pay                        | 7,005               | -                   | -                   | -                   |
| Certification Pay                  | 201                 | 9,360               | 9,360               | 15,070              |
| Longevity Pay                      | 12,331              | 14,242              | 14,242              | 22,782              |
| <b>Total Personnel Services</b>    | <b>831,213</b>      | <b>1,657,858</b>    | <b>1,657,858</b>    | <b>1,730,082</b>    |
| <b>SUPPLIES</b>                    |                     |                     |                     |                     |
| Office Supplies                    | 3,865               | 15,000              | 15,000              | 3,000               |
| Operating Supplies                 | 67,134              | 90,000              | 90,000              | 102,320             |
| Repairs & Maintenance - Internal   | 52,079              | 58,315              | 58,315              | 44,815              |
| Misc. Supplies                     | 49,580              | 35,000              | 35,000              | 42,500              |
| <b>Total Supplies</b>              | <b>172,658</b>      | <b>198,315</b>      | <b>198,315</b>      | <b>192,635</b>      |
| <b>CONTRACTUAL SERVICES</b>        |                     |                     |                     |                     |
| Professional Services              | 64,652              | 146,440             | 146,440             | 106,440             |
| Contractual Services               | 58,697              | 71,917              | 71,917              | 120,062             |
| Utilities - Telephone              | 5,510               | -                   | -                   | 4,000               |
| Utilities - Gas, Water, Electric   | 61,464              | -                   | -                   | 70,000              |
| Printing                           | -                   | 6,000               | 6,000               | 6,000               |
| Advertising                        | -                   | 5,000               | 5,000               | 5,000               |
| Repairs and Maintenance - External | 189,347             | 50,000              | 50,000              | 70,000              |
| Single Audit                       | -                   | 4,500               | 4,500               | 4,500               |
| Equipment Rental                   | -                   | 13,000              | 13,000              | 13,000              |
| Travel                             | 1,494               | 15,000              | 15,000              | 10,000              |
| Membership, Dues & Licenses        | 2,042               | 3,230               | 3,230               | 5,000               |
| Liability Insurance                | 22,802              | 61,433              | 61,433              | 71,000              |
| <b>Total Contractual Services</b>  | <b>406,007</b>      | <b>376,520</b>      | <b>376,520</b>      | <b>485,002</b>      |
| <b>CAPITAL OUTLAY</b>              |                     |                     |                     |                     |
| Vehicles                           | -                   | -                   | -                   | -                   |
| Other Machinery & Equipment        | -                   | -                   | -                   | 90,000              |
| Improvements                       | -                   | -                   | -                   | 25,000              |
| <b>Total Capital Outlay</b>        | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>115,000</b>      |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 1,409,878</b> | <b>\$ 2,232,693</b> | <b>\$ 2,232,693</b> | <b>\$ 2,522,719</b> |

**DEPARTMENT DESCRIPTION AND MISSION**

To promote and foster a wholesome, active, community environment and to protect the health, safety, and welfare of citizens in a proactive and neighborhood-based formula, through public education and positive behavior reinforcement.

The Planning and Zoning Department is a multi-faceted team tasked with the responsibilities of zoning, planning, platting, permits, subdivision administration and tree preservation, building inspections, health inspections, workshops, and public information. The team is committed to providing a wholesome, active, community environment in Leon Valley. The public health, safety, and welfare of Leon Valley will be advanced in a proactive neighborhood-based initiative through public education and positive behavior reinforcement.

**PROGRAM NARRATIVE****Accomplishments for FY 2022-2023:**

- Utilized Sustainability, Gateway, and Commercial/Industrial Overlay Standards with projects.
- Adoption of new building codes.
- Revision of Code of Ordinances that is used by this department.
- Update Zoning map.
- Customizing permitting software.
- Updated forms that are used for this department.
- RFP's for health and building.
- Create a welcome packet.
- Continue to clean up open permits.
- Facilitate large development projects.

**Objectives for FY 2023-2024:**

- Update Fee Schedule.
- Further revision and analysis of the Code of Ordinances that is used by this department.
- Update Master Plan.
- Further customizing permitting software.
- Continuing training for staff.

**PLANNING & ZONING  
EXPENDITURES**

|                                   | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                   | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>         |                   |                   |                   |                   |
| Salaries                          | 120,177           | 198,674           | 198,674           | 201,632           |
| Retirement Plan                   | 23,471            | 37,708            | 37,708            | 40,286            |
| Group Insurance                   | 20,346            | 24,890            | 24,890            | 27,410            |
| Worker Compensation               | -                 | 352               | 352               | 357               |
| Overtime                          | 164               | -                 | -                 | -                 |
| Social Security                   | 9,414             | 15,199            | 15,199            | 15,425            |
| Other Benefits                    | 59                | -                 | -                 | -                 |
| Longevity Pay                     | 1,102             | 80                | 80                | 200               |
| <b>Total Personnel Services</b>   | <b>174,732</b>    | <b>276,904</b>    | <b>276,904</b>    | <b>285,311</b>    |
| <b>SUPPLIES</b>                   |                   |                   |                   |                   |
| Office Supplies                   | 1,148             | 1,030             | 1,030             | 2,000             |
| Operating Supplies                | 4,593             | 2,750             | 2,750             | 4,000             |
| Repairs & Maintenance - Internal  | -                 | 500               | 500               | 500               |
| Misc. Supplies                    | 727               | 1,000             | 1,000             | 500               |
| <b>Total Supplies</b>             | <b>6,468</b>      | <b>5,280</b>      | <b>5,280</b>      | <b>7,000</b>      |
| <b>CONTRACTUAL SERVICES</b>       |                   |                   |                   |                   |
| Professional Services             | 162,556           | 171,150           | 171,150           | 275,195           |
| Contractual Services              | 4,663             | 50,400            | 50,400            | 50,400            |
| Utilities - Telephone             | 1,940             | -                 | -                 | 1,940             |
| Utilities - Gas, Water, Electric  | 17,145            | -                 | -                 | 17,144            |
| Printing                          | 28                | 1,500             | 1,500             | 1,500             |
| Advertising                       | 4,555             | 2,300             | 2,300             | 2,300             |
| Travel                            | -                 | 7,000             | 7,000             | 7,000             |
| Membership, Dues & Licenses       | 219               | 1,000             | 1,000             | 1,500             |
| Subscriptions to Publications     | -                 | -                 | -                 | 500               |
| Liability Insurance               | 7,881             | -                 | -                 | -                 |
| <b>Total Contractual Services</b> | <b>198,987</b>    | <b>233,350</b>    | <b>233,350</b>    | <b>357,479</b>    |
| <b>CAPITAL OUTLAY</b>             |                   |                   |                   |                   |
| Office Equipment                  | -                 | -                 | -                 | -                 |
| Vehicles                          | -                 | -                 | -                 | -                 |
| Other Machinery & Equipment       | -                 | -                 | -                 | -                 |
| Land                              | -                 | -                 | -                 | -                 |
| Improvements                      | -                 | -                 | -                 | -                 |
| American Rescue Plan              | -                 | -                 | -                 | -                 |
| <b>Total Capital Outlay</b>       | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ 380,187</b> | <b>\$ 515,534</b> | <b>\$ 515,534</b> | <b>\$ 649,790</b> |

**DEPARTMENT DESCRIPTION AND MISSION**

The Economic & Community Development Department (ECD) serves as the City of Leon Valley's business arm. ECD 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 & COMMUNITY DEVELOPMENT  
EXPENDITURES**

|                                   | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                   | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>         |                   |                   |                   |                   |
| Salaries                          | 130,449           | 110,972           | 110,972           | 106,363           |
| Retirement Plan                   | 24,278            | 21,063            | 21,063            | 31,543            |
| Group Insurance                   | 9,934             | 10,371            | 10,371            | 13,705            |
| Worker Compensation               | 512               | 197               | 197               | 280               |
| Liability Insurance               | -                 | -                 | -                 | -                 |
| Social Security                   | 10,232            | 8,489             | 8,489             | 12,077            |
| Car Allowance                     | 1,558             | -                 | -                 | 1,500             |
| Other Benefits                    | 6,475             | -                 | -                 | 6,006             |
| Longevity Pay                     | 239               | 300               | 300               | 666               |
| Shared Services                   | -                 | -                 | -                 | -                 |
| <b>Total Personnel Services</b>   | <b>183,677</b>    | <b>151,392</b>    | <b>151,392</b>    | <b>172,139</b>    |
| <b>SUPPLIES</b>                   |                   |                   |                   |                   |
| Office Supplies                   | 408               | 650               | 650               | 950               |
| Operating Supplies                | 4,458             | 12,625            | 12,625            | 10,525            |
| <b>Total Supplies</b>             | <b>4,866</b>      | <b>13,275</b>     | <b>13,275</b>     | <b>11,475</b>     |
| <b>CONTRACTUAL SERVICES</b>       |                   |                   |                   |                   |
| Professional Services             | 132               | 4,500             | 4,500             | 10,000            |
| Contractual Services              | 25,882            | 19,135            | 19,135            | 33,235            |
| Utilities - Telephone             | -                 | -                 | -                 | -                 |
| Utilities - Gas, Water, Electric  | -                 | -                 | -                 | -                 |
| Advertising                       | 2,715             | 1,500             | 1,500             | 4,500             |
| Repairs & Maintenance - External  | -                 | -                 | -                 | 300               |
| Travel                            | 3,462             | 5,000             | 5,000             | 5,195             |
| Membership, Dues & Licenses       | 1,082             | 1,422             | 1,422             | 1,346             |
| Subscriptions to Publications     | 125               | 100               | 100               | 950               |
| Project Funding                   | 71,969            | 65,000            | 65,000            | 121,959           |
| 4th of July Funding               | -                 | 30,000            | 30,000            | 30,000            |
| Liability Insurance               | 524               | 1,225             | 1,225             | 2,000             |
| <b>Total Contractual Services</b> | <b>105,891</b>    | <b>127,882</b>    | <b>127,882</b>    | <b>209,485</b>    |
| <b>CAPITAL OUTLAY</b>             |                   |                   |                   |                   |
| Office Equipment                  | -                 | -                 | -                 | -                 |
| Vehicles                          | -                 | -                 | -                 | -                 |
| Other Machinery & Equipment       | -                 | -                 | -                 | -                 |
| Land                              | -                 | -                 | -                 | -                 |
| Improvements                      | -                 | -                 | -                 | -                 |
| <b>Total Capital Outlay</b>       | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ 294,434</b> | <b>\$ 292,549</b> | <b>\$ 292,549</b> | <b>\$ 393,099</b> |

**DEPARTMENT DESCRIPTION AND MISSION**

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

The mission of the Special Event program is to provide a sense of community, recreation and entertainment to enhance the quality of life of the Leon Valley citizenry, and to promote tourism of the City.

**SPECIAL EVENTS  
EXPENDITURES**

|                                 | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                 | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>       |                   |                   |                   |                   |
| Retirement Plan                 | 4,797             | 500               | 500               | 4,596             |
| Overtime                        | 26,856            | 18,000            | 18,000            | 23,000            |
| Social Security                 | 1,981             | 1,500             | 1,500             | 1,760             |
| <b>Total Personnel Services</b> | <b>33,634</b>     | <b>20,000</b>     | <b>20,000</b>     | <b>29,356</b>     |
| <b>SUPPLIES</b>                 |                   |                   |                   |                   |
| Advertising                     | 378               | 3,000             | 3,000             | 3,000             |
| Concerts                        | 13                | -                 | -                 | -                 |
| Volunteer Appreciation Dinner   | -                 | -                 | -                 | 4,000             |
| Fourth of July                  | 84,099            | 80,000            | 80,000            | 99,200            |
| Christmas Tree Lighting         | 174               | 2,850             | 2,850             | 4,350             |
| Earthwise Living Day            | 5,866             | 2,700             | 2,700             | 2,700             |
| Soap Box Derby                  | -                 | -                 | -                 | -                 |
| Concert in the Park             | -                 | 29,800            | 29,800            | -                 |
| Movies in the Park              | 1,330             | 2,000             | 2,000             | 2,000             |
| <b>Total Supplies</b>           | <b>91,859</b>     | <b>120,350</b>    | <b>120,350</b>    | <b>115,250</b>    |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 125,493</b> | <b>\$ 140,350</b> | <b>\$ 140,350</b> | <b>\$ 144,606</b> |

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**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 2022-2023:**

- Constructed a new pedestrian path at the Linkwood Pavona Place walking trail.
- Continued to support activities at the Community Garden area and encourage citizens to participate.
- Provide management and program oversight to City pools contractor.
- Provided staff support to Park Commission and work with the Commission to create programs for citizen participation at the parks.
- Completed the Ridge at Leon Valley and Hetherington trails.
- Rehabilitate Park amenities as needed at all parks, mow grass, creeks and trim trees, and repair sidewalks and walkways.
- Continue to support City events.
- Plant and maintain new trees in all parks for El Verde 2020 project.
- Developed erosion control project along Huebner Creek, from Bandera Road to Poss Road, in the Huebner-Onion Natural Area Park.
- Repair athletic field surface and irrigation system.
- Continue to develop the Huebner Creek Greenway Hike & Bike Trail.
- Maintained swimming pools and repaired/replaced broken equipment and components.

**Objectives for FY 2023-2024:**

- Construct a Dog 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.
- Rehabilitate Park amenities as needed at all parks, mow grass, creeks and trim trees, and repair sidewalks and walkways.
- Continue to support City events.
- Plant and maintain new trees in all parks for El Verde 2020 project.
- Continue to develop erosion control projects along Huebner Creek, from Poss to Evers Road.
- Repair athletic field surface and irrigation system.
- Continue to develop the Huebner Creek Greenway Hike & Bike Trail.
- Provide staff support and assistance to the Park Commission.

**PARK & RECREATION  
EXPENDITURES**

|                                    | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>       |
|------------------------------------|-------------------|-------------------|-------------------|---------------------|
|                                    | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>    |
| <b>PERSONNEL SERVICES</b>          |                   |                   |                   |                     |
| Salaries                           | 15,892            | -                 | -                 | -                   |
| Retirement Plan                    | 2,833             | -                 | -                 | -                   |
| Group Insurance                    | 9,314             | -                 | -                 | -                   |
| Worker Compensation                | -                 | -                 | -                 | -                   |
| Liability Insurance                | -                 | -                 | -                 | -                   |
| Social Security                    | 1,176             | -                 | -                 | -                   |
| Special Pay                        | -                 | -                 | -                 | -                   |
| Longevity Pay                      | -                 | -                 | -                 | -                   |
| <b>Total Personnel Services</b>    | <b>29,215</b>     | <b>-</b>          | <b>-</b>          | <b>-</b>            |
| <b>SUPPLIES</b>                    |                   |                   |                   |                     |
| Operating Supplies                 | 15,348            | 45,000            | 45,000            | 45,000              |
| Repairs & Maintenance - Internal   | 18,779            | 47,100            | 47,100            | 47,500              |
| Misc. Supplies                     | 3,577             | 12,000            | 12,000            | 29,500              |
| <b>Total Supplies</b>              | <b>37,704</b>     | <b>104,100</b>    | <b>104,100</b>    | <b>122,000</b>      |
| <b>CONTRACTUAL SERVICES</b>        |                   |                   |                   |                     |
| Professional Services              | 10,700            | 8,700             | 8,700             | 15,700              |
| Contractual Services               | 138,992           | 125,000           | 125,000           | 345,000             |
| Utilities - Telephone              | 1,981             | -                 | -                 | 2,400               |
| Utilities - Gas, Water, Electric   | 49,629            | -                 | -                 | 40,000              |
| Printing                           | -                 | 5,000             | 5,000             | 5,000               |
| Advertising                        | 533               | 8,500             | 8,500             | 8,500               |
| Repairs and Maintenance - External | 7,724             | 25,000            | 25,000            | 25,000              |
| Travel                             | -                 | 2,000             | 2,000             | 1,000               |
| Membership, Dues & Licenses        | 20                | 55                | 55                | 1,500               |
| Liability Insurance                | 4,067             | 3,045             | 3,045             | 4,000               |
| <b>Total Contractual Services</b>  | <b>213,646</b>    | <b>177,300</b>    | <b>177,300</b>    | <b>448,100</b>      |
| <b>CAPITAL OUTLAY</b>              |                   |                   |                   |                     |
| Other Machinery & Equipment        | -                 | -                 | -                 | -                   |
| Improvements                       | 26,288            | -                 | -                 | 2,197,390           |
| <b>Total Capital Outlay</b>        | <b>26,288</b>     | <b>-</b>          | <b>-</b>          | <b>2,197,390</b>    |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 306,853</b> | <b>\$ 281,400</b> | <b>\$ 281,400</b> | <b>\$ 2,767,490</b> |

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**DEPARTMENT DESCRIPTION AND MISSION**

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

**PROGRAM NARRATIVE****Accomplishments for FY 2022-2023:**

- We were awarded the Achievement of Library Excellence Award for 2022 by the Texas Municipal League Library Directors Association.
- Due to the focus on expanding our Spanish materials, circulation of the Spanish Collection increased by 458%.
- We partnered with Chick-fil-A to host onsite storytimes for homeschoolers.
- We provide onsite programming and materials checkout at Christian Village once a month.
- We held a CPR Class in collaboration with CPR San Antonio, and thanks to a generous donation, all attendees obtained their CPR Certifications free of charge.
- We hosted two Master of Library Science students from Texas Women's University for their last term internship.
- We received a grant from the Texas State Library and Archives Commission to become a Family Place Library, the first in Bexar County.
- We began digitizing and cataloging our archives collection into an online library.
- Last year, we received a grant from the Hancher Foundation and used the funds to purchase new seating and a computer furniture system. This year, we installed the new furniture in the Library.
- The Young Adult area was brightened and revitalized by Public Works through a fresh coat of paint.
- We began working with the Library Advisory Board on a new Strategic Plan for the Library.
- We continued to partner with other City departments and the community to host our annual Big Rig Petting Zoo as our Summer Reading Kickoff program.
- We partnered with the Earth Wise Living Board to host speaking events at the library.
- We continued to partner with Abled Body to provide Yoga to the community.

**Objectives for FY 2023-2024:**

- Continue working with the Library Advisory Board to finalize and implement the Library's new Strategic Plan.
- Create a Technology Plan outlining future updates, replacements, and purchases to improve technology for library patrons and staff.
- Continue working on digitizing the archive and bring in more volunteers to help.
- Start a lapsit program that caters to babies aged 0 to 18 months and incorporates programming suitable for their developmental needs.
- Create a parenting section within the children's area of the Library.
- Host our first Five Week parent-child workshop as a Family Place Library.
- Continue looking for and applying for grants to help us enhance programming and update the Library's appearance.

**LIBRARY  
EXPENDITURES**

|                                    | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                    | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>          |                   |                   |                   |                   |
| Salaries                           | 259,462.9         | 297,516           | 297,516           | 314,557           |
| Retirement Plan                    | 40,442.8          | 56,468            | 56,468            | 62,848            |
| Group Insurance                    | 29,454.1          | 41,484            | 41,484            | 45,684            |
| Worker Compensation                | -                 | 707               | 707               | 747               |
| Liability Insurance                | -                 | -                 | -                 | -                 |
| Social Security                    | 19,952.5          | 22,760            | 22,760            | 24,064            |
| Longevity Pay                      | 2,884.0           | 3,768             | 3,768             | 4,188             |
| <b>Total Personnel Services</b>    | <b>352,196</b>    | <b>422,703</b>    | <b>422,703</b>    | <b>452,088</b>    |
| <b>SUPPLIES</b>                    |                   |                   |                   |                   |
| Office Supplies                    | 2,863             | 2,700             | 2,700             | 3,000             |
| Operating Supplies                 | 3,570             | 2,350             | 2,350             | 4,000             |
| Repairs & Maintenance - Internal   | 113               | 800               | 800               | 1,000             |
| Misc. Supplies                     | 9,117             | 11,800            | 11,800            | 10,500            |
| Library Supplies                   | 27,684            | 21,600            | 21,600            | 28,820            |
| Gifts and Memorials                | 106               | 1,000             | 1,000             | 1,000             |
| <b>Total Supplies</b>              | <b>43,452</b>     | <b>40,250</b>     | <b>40,250</b>     | <b>48,320</b>     |
| <b>CONTRACTUAL SERVICES</b>        |                   |                   |                   |                   |
| Professional Services              | 879               | 1,150             | 1,150             | 1,150             |
| Contractual Services               | 30,993            | 19,550            | 19,550            | 19,054            |
| Utilities - Telephone              | 2,259             | -                 | -                 | 3,000             |
| Utilities - Gas, Water, Electric   | 15,275            | -                 | -                 | 17,000            |
| Printing                           | 200               | 500               | 500               | 750               |
| Repairs and Maintenance - External | 889               | 3,000             | 3,000             | 3,000             |
| Travel                             | 4,105             | 1,500             | 1,500             | 3,000             |
| Membership, Dues & Licenses        | 2,193             | 2,750             | 2,750             | 3,000             |
| Subscriptions to Publications      | 1,498             | 2,000             | 2,000             | 2,500             |
| Liability Insurance                | 4,814             | 4,245             | 4,245             | 5,000             |
| Grant Expenses                     | 39,114            | 75,000            | 75,000            | -                 |
| American Rescue Plan               | 2,138             | -                 | -                 | -                 |
| <b>Total Contractual Services</b>  | <b>104,358</b>    | <b>109,695</b>    | <b>109,695</b>    | <b>57,454</b>     |
| <b>CAPITAL OUTLAY</b>              |                   |                   |                   |                   |
| Improvements                       | -                 | -                 | -                 | -                 |
| <b>Total Capital Outlay</b>        | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 500,006</b> | <b>\$ 572,648</b> | <b>\$ 572,648</b> | <b>\$ 557,862</b> |

## **ENTERPRISE FUND**

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### **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 three departments: Water System, Sewer System, and Stormwater.

**WATER, SEWER AND STORMWATER  
SUMMARY OF REVENUES AND EXPENSES**

|  | ACTUAL<br>2021-2022 | BUDGET<br>2022-2023 | ESTIMATED<br>2022-2023 | BUDGET<br>2023-2024 |
|--|---------------------|---------------------|------------------------|---------------------|
| <b>OPERATING REVENUES</b>                          |                     |                     |                        |                     |
| Water Sales  | \$ 2,157,443        | \$ 2,013,433        | \$ 2,013,433           | \$ 2,090,215        |
| Sewer Sales  | 2,577,726           | 2,486,600           | 2,486,600              | 2,516,542           |
| Stormwater Fees                                    | 414,147             | 592,388             | 592,388                | 583,679             |
| Customer Penalties                                 | 58,967              | 50,000              | 50,000                 | 51,576              |
| Tapping Fees                                       | 165,566             | -                   | -                      | 10,000              |
| Connection & Platting                              | 7,500               | 12,750              | 12,750                 | 8,360               |
| <b>TOTAL OPERATING REVENUES</b>                    | <b>5,381,349</b>    | <b>5,155,171</b>    | <b>5,155,171</b>       | <b>5,260,372</b>    |
| <b>OPERATING EXPENSES</b>                          |                     |                     |                        |                     |
| General & Administrative                           | 765,084             | -                   | -                      | -                   |
| Water System                                       | 2,023,947           | 1,002,017           | 683,285                | 1,264,795           |
| Sewer System                                       | 2,219,658           | 2,204,520           | 2,204,520              | 2,263,872           |
| Stormwater   | 240,444             | 822,246             | 189,079                | 175,600             |
| Depreciation                                       | 308,233             | -                   | -                      | -                   |
| <b>TOTAL OPERATING EXPENSES</b>                    | <b>5,557,366</b>    | <b>4,028,783</b>    | <b>3,076,884</b>       | <b>3,704,267</b>    |
| <b>NET OPERATING INCOME (LOSS)</b>                 | <b>(176,017)</b>    | <b>1,126,388</b>    | <b>2,078,287</b>       | <b>1,556,105</b>    |
| <b>NON-OPERATING REVENUES (EXPENSES)</b>           |                     |                     |                        |                     |
| Interest Income and Other                          | 28,490              | 6,200               | 6,200                  | 60,500              |
| Transfers In-ARPA                                  | 230,000             | 19,191              | 19,191                 | 224,382             |
| Bexar County Seneca Drainage Reimbursement         | 546,778             | -                   | -                      | -                   |
| Non-Operating Transfer Out-Debt Service            | -                   | (107,863)           | (107,863)              | (105,363)           |
| Transfer Out Shared Personnel Services             | -                   | (1,299,604)         | (1,299,604)            | (1,380,646)         |
| Transfer Out Shared Contractual Services           | (393,124)           | (127,000)           | (127,000)              | -                   |
| Transfer to ARP (Unused from FY 22)                | -                   | (25,680)            | (25,680)               | -                   |
| Interest Expense                                   | (55,815)            | -                   | -                      | -                   |
| <b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>     | <b>356,329</b>      | <b>(1,534,756)</b>  | <b>(1,534,756)</b>     | <b>(1,201,127)</b>  |
| <b>NET INCOME (LOSS)</b>                           | <b>180,312</b>      | <b>(408,368)</b>    | <b>543,531</b>         | <b>354,978</b>      |
| <b>CHANGES IN WORKING CAPITAL</b>                  |                     |                     |                        |                     |
| <b>NET INCOME (LOSS)</b>                           | <b>180,312</b>      | <b>(408,368)</b>    | <b>543,531</b>         | <b>354,978</b>      |
| <b>SOURCES (USES) OF WORKING CAPITAL</b>           |                     |                     |                        |                     |
| Additions to Fixed Assets- Transfer Out to Capital | -                   | (1,244,050)         | (1,244,050)            | (914,382)           |
| <b>TOTAL SOURCES (USES) OF WORKING CAPITAL</b>     | <b>-</b>            | <b>(1,244,050)</b>  | <b>(1,244,050)</b>     | <b>(914,382)</b>    |
| <b>NET INCREASE (DECREASE) IN WORKING CAPITAL</b>  | <b>180,312</b>      | <b>(1,652,418)</b>  | <b>(700,519)</b>       | <b>(559,404)</b>    |
| BEGINNING FUND BALANCE                             | 3,150,191           | 3,330,503           | 3,330,503              | 2,629,984           |
| <b>*ENDING FUND BALANCE</b>                        | <b>\$ 3,330,503</b> | <b>\$ 1,678,085</b> | <b>\$ 2,629,984</b>    | <b>\$ 2,070,580</b> |

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

|                                 | ACTUAL              | BUDGET              | ESTIMATED           | BUDGET              |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                 | 2021-2022           | 2022-2023           | 2022-2023           | 2022-2024           |
| <b>OPERATING REVENUES</b>       |                     |                     |                     |                     |
| <b>Water Sales</b>              |                     |                     |                     |                     |
| Metered Water                   | 1,829,880           | \$ 1,700,000        | \$ 1,700,000        | 1,770,253           |
| Edwards Aquifer Fee             | 178,214             | 170,000             | 170,000             | 172,593             |
| Bulk Water                      | -                   | 2,300               | 2,300               | 2,300               |
| Water Supply Fee                | 143,169             | 135,000             | 135,000             | 138,969             |
| TCEQ Public Health Fee          | 6,180               | 6,133               | 6,133               | 6,100               |
| <b>Total Water Sales</b>        | <b>2,157,443</b>    | <b>2,013,433</b>    | <b>2,013,433</b>    | <b>2,090,215</b>    |
| <b>Sewer Sales</b>              |                     |                     |                     |                     |
| City Service (SAWS)             | 2,567,913           | 2,477,000           | 2,477,000           | 2,507,356           |
| City Surcharge                  | 9,813               | 9,600               | 9,600               | 9,186               |
| <b>Total Sewer Sales</b>        | <b>2,577,726</b>    | <b>2,486,600</b>    | <b>2,486,600</b>    | <b>2,516,542</b>    |
| <b>Storm Water</b>              |                     |                     |                     |                     |
| Storm Water Fees                | 291,308             | 394,288             | 394,288             | 396,797.00          |
| Storm Water Fee-SAWS Billing    | 118,917             | 195,000             | 195,000             | 183,647.00          |
| Storm Water Penalties           | 3,922               | 3,100               | 3,100               | 3,235.00            |
| <b>Total Storm Water Fees</b>   | <b>414,147</b>      | <b>592,388</b>      | <b>592,388</b>      | <b>583,679</b>      |
| <b>Connection Fees</b>          |                     |                     |                     |                     |
| Connection Fees                 | -                   | -                   | -                   | 350                 |
| <b>Total Connection Fees</b>    | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>350</b>          |
| <b>Customer Fees</b>            |                     |                     |                     |                     |
| Customer Penalties              | 58,967              | 50,000              | 50,000              | 51,576              |
| Customer Disconnection Fees     | 7,500               | 12,750              | 12,750              | 8,010               |
| <b>Total Customer Fees</b>      | <b>66,467</b>       | <b>62,750</b>       | <b>62,750</b>       | <b>59,586</b>       |
| <b>Tapping Fees</b>             |                     |                     |                     |                     |
| Water Tap Fees                  | 165,566             | -                   | -                   | 10,000              |
| Sewer Tap Fees                  | -                   | -                   | -                   | -                   |
| <b>Total Tapping Fees</b>       | <b>165,566</b>      | <b>-</b>            | <b>-</b>            | <b>10,000</b>       |
| <b>TOTAL OPERATING REVENUES</b> | <b>\$ 5,381,349</b> | <b>\$ 5,155,171</b> | <b>\$ 5,155,171</b> | <b>\$ 5,260,372</b> |

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

|  | <b>ACTUAL</b>     | <b>BUDGET</b>         | <b>ESTIMATED</b>      | <b>BUDGET</b>      |
|--|-------------------|-----------------------|-----------------------|--------------------|
|  | <b>2021-2022</b>  | <b>2022-2023</b>      | <b>2022-2023</b>      | <b>2023-2024</b>   |
| <b>Non-Operating Revenues</b>                  |                   |                       |                       |                    |
| Interest Income                                | \$ 28,490         | \$ 6,200              | \$ 100,000            | \$ 50,000          |
| Impact Fees                                    | -                 | -                     | -                     | 10,000             |
| Miscellaneous Income                           | 181,363           | -                     | -                     | 500                |
| Bexar County Reimbursement                     | 448,235           | -                     | -                     | -                  |
| American Rescue Plan                           | 25,680            | 19,191                | 19,191                | -                  |
| Transfer in from Other Funds                   | -                 | -                     | -                     | -                  |
| <b>Total Non-Operating Revenues</b>            | <b>683,768</b>    | <b>25,391</b>         | <b>119,191</b>        | <b>60,500</b>      |
| <b>Non-Operating Expenses</b>                  |                   |                       |                       |                    |
| Transfer out to Debt Service                   | -                 | (107,863)             | (107,863)             | (105,363)          |
| Transfers to Capital                           | -                 | (1,244,050)           | (1,244,050)           | -                  |
| Transfer to ARP (Unused from FY 22)            | -                 | (25,680)              | (25,680)              | -                  |
| <b>Total Non-Operating Expenses</b>            | <b>-</b>          | <b>(1,377,593)</b>    | <b>(1,377,593)</b>    | <b>(105,363)</b>   |
| <b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b> | <b>\$ 683,768</b> | <b>\$ (1,352,202)</b> | <b>\$ (1,258,402)</b> | <b>\$ (44,863)</b> |

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

|  | ACTUAL      | BUDGET              | ESTIMATED           | BUDGET            |
|--|-------------|---------------------|---------------------|-------------------|
|  | 2021-2022   | 2022-2023           | 2022-2023           | 2023-2024         |
| <b>Additions to Fixed Assets</b>       |             |                     |                     |                   |
| General & Administrative               | -           | -                   | -                   | -                 |
| Water System                           | -           | 836,500             | 836,500             | 440,000           |
| Sewer System                           | -           | 250,000             | 250,000             | 474,382           |
| Storm Water                            | -           | 157,550             | 157,550             | -                 |
| <b>Total Additions to Fixed Assets</b> | <b>\$ -</b> | <b>\$ 1,244,050</b> | <b>\$ 1,244,050</b> | <b>\$ 914,382</b> |

## **WATER**

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### **ENTERPRISE FUND**

#### **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, and to plan for future water needs. Included is the maintenance of records, reports, and support for the water system and billing department in the reading of meters, customer actions, and new meter installations. The Department conducts meter repair and replacement; water storage tank rehabilitation and well maintenance; water main, fire hydrant, curb stop, valve and lateral replacement activities. The department is also responsible for finding and correcting unaccounted water loss through an on-going leak detection and repair program. Personnel are also responsible for Edwards Aquifer Authority (EAA) critical period management plan operations.

#### **PROGRAM NARRATIVE**

##### **Accomplishments for FY 2022-2023:**

- Replaced non or partially functioning water valves in
- Installed new fire hydrants in
- 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.
- Flushed dead end water mains per schedule.
- Repaired irrigation systems at Rimkus Park, Community and Conference Centers, Library and City Hall.
- Completed the Huebner Elevated Water Storage Tank Rehabilitation project.
- Completed the Huebner Water Well Generator Project.
- Completed the Blacksmith Water Main Replacement Project.
- Received a renewed Superior Rating Status from the TCEQ for our water system.
- Monitored water rates and investigated funding resources to provide for water main replacement.

**Objectives for FY 2023-2024:**

- 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.
- Update the water and sewer GIS mapping.
- Continue to assist developers with water and sewer service for any new residential or commercial development.
- Continue the water meter repair/replacement program.
- Replace fire hydrants as needed with newer “quick-connect” type hydrants.
- Install replacement meters to upgraded touch read meters for meter replacement program.
- Install replacement curb stops.
- Test backflow prevention 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****ENTERPRISE FUND**

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- Continue to monitor water rates and identify methods to fund water main replacement.
- Replace fire hydrants in the
- Maintain irrigation systems at Rimkus Park, Conference and Community Centers, Library and City Hall.

**WATER  
EXPENSES**

|                                    | <b>ACTUAL</b>       | <b>BUDGET</b>       | <b>ESTIMATED</b>    | <b>BUDGET</b>       |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                    | <b>2021-2022</b>    | <b>2022-2023</b>    | <b>2022-2023</b>    | <b>2023-2024</b>    |
| <b>PERSONNEL SERVICES</b>          |                     |                     |                     |                     |
| Salaries                           | 260,942             | 206,359             | 206,359             | 213,280             |
| Retirement Plan                    | 56,330              | 41,159              | 41,159              | 45,041              |
| Group Insurance                    | 50,658              | 33,187              | 33,187              | 36,547              |
| Worker Compensation                | 12,626              | 4,216               | 4,216               | 4,382               |
| Liability Insurance                | 15,780              | -                   | -                   | -                   |
| Overtime                           | 22,424              | 8,000               | 8,000               | 8,000               |
| Social Security                    | 23,130              | 16,589              | 16,589              | 17,246              |
| Car Allowance                      | -                   | -                   | -                   | -                   |
| Other Benefits                     | -                   | -                   | -                   | -                   |
| Standby                            | 11,709              | -                   | -                   | -                   |
| Special Pay                        | 5,654               | -                   | -                   | -                   |
| Certification Pay                  | 150                 | 2,495               | 2,495               | 3,632               |
| 2021 Winter Storm                  | -                   | -                   | -                   | -                   |
| Longevity Pay                      | 13,869              | 6,726               | 6,726               | 7,722               |
| <b>Total Personnel Services</b>    | <b>473,272</b>      | <b>318,732</b>      | <b>318,732</b>      | <b>335,850</b>      |
| <b>SUPPLIES</b>                    |                     |                     |                     |                     |
| Office Supplies                    | 501                 | 3,500               | 3,500               | 3,000               |
| Operating Supplies                 | 41,760              | 30,500              | 30,500              | 39,000              |
| Repairs & Maintenance - Internal   | 49,798              | 136,400             | 136,400             | 136,400             |
| Misc. Supplies                     | 18,568              | 15,000              | 15,000              | 15,000              |
| Water Conservation Program         | -                   | 2,000               | 2,000               | 2,000               |
| <b>Total Supplies</b>              | <b>110,627</b>      | <b>187,400</b>      | <b>187,400</b>      | <b>195,400</b>      |
| <b>CONTRACTUAL SERVICES</b>        |                     |                     |                     |                     |
| Professional Services              | 20,266              | 20,555              | 20,555              | 50,555              |
| Contractual Services               | 235,114             | 297,735             | 297,735             | 369,490             |
| Utilities - Telephone              | 12,609              | -                   | -                   | 17,000              |
| Utilities - Gas, Water, Electric   | 100,434             | -                   | -                   | 100,000             |
| Printing                           | 2,070               | 3,000               | 3,000               | 3,000               |
| Advertising                        | 2,873               | 5,000               | 5,000               | 5,000               |
| Repairs and Maintenance - External | 1,062,710           | 145,000             | 145,000             | 145,000             |
| Equipment Rental                   | -                   | 1,500               | 1,500               | 1,500               |
| Travel                             | 3,296               | 7,000               | 7,000               | 10,000              |
| Membership, Dues & Licenses        | 676                 | 2,000               | 2,000               | 2,000               |
| Liability Insurance                | -                   | 14,095              | 14,095              | 30,000              |
| <b>Total Contractual Services</b>  | <b>1,440,048</b>    | <b>495,885</b>      | <b>495,885</b>      | <b>733,545</b>      |
| <b>CAPITAL OUTLAY</b>              |                     |                     |                     |                     |
| Vehicles                           | -                   | -                   | -                   | -                   |
| Other Machinery & Equipment        | -                   | -                   | -                   | 50,000              |
| Water Rights                       | -                   | -                   | -                   | 140,000             |
| Improvements                       | -                   | -                   | -                   | 250,000             |
| American Rescue Plan               | -                   | -                   | -                   | -                   |
| <b>Total Capital Outlay</b>        | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>440,000</b>      |
| <b>TOTAL EXPENSES</b>              | <b>\$ 2,023,947</b> | <b>\$ 1,002,017</b> | <b>\$ 1,002,017</b> | <b>\$ 1,704,795</b> |

**DEPARTMENT DESCRIPTION AND MISSION**

This department provides 24-hour personnel for operations and maintenance of the sanitary sewer collection system. Included in the 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 2022-2023:**

- Performed sewer camera video and sewer jet machine activities to clear mains and lines.
- Maintained sewer mains and lines.
- Conducted annual Sewer Line Cleaning Program.
- Continue the low-flow toilet rebate/replacement program.
- Assisted public with sewer locating services.
- Monitored sewer rates and investigated funding resources to provide for sewer main replacement.
- Applied for and was granted CDBG funding to replace the sewer main and manholes at the Hidden Meadow apartment property.

**Objectives for FY 2023-2024:**

- Televisive 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 Hidden Meadow Sewer Main replacement project with CDBG funding.
- Perform sewer cleaning activities.
- Continue to monitor sewer rates and identify methods to fund sewer main replacement.

**SEWER  
EXPENSES**

|                                    | <b>ACTUAL</b>       | <b>BUDGET</b>       | <b>ESTIMATED</b>    | <b>BUDGET</b>       |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                    | <b>2021-2022</b>    | <b>2022-2023</b>    | <b>2022-2023</b>    | <b>2023-2024</b>    |
| <b>PERSONNEL SERVICES</b>          |                     |                     |                     |                     |
| Salaries                           | 80,904              | 51,590              | 51,590              | 53,320              |
| Retirement Plan                    | 15,250              | 11,429              | 11,429              | 12,407              |
| Group Insurance                    | 14,595              | 8,297               | 8,297               | 9,137               |
| Worker Compensation                | 4,798               | 1,171               | 1,171               | 1,207               |
| Liability Insurance                | 24,115              | -                   | -                   | -                   |
| Overtime                           | 60                  | 8,000               | 8,000               | 8,000               |
| Social Security                    | 6,340               | 4,606               | 4,606               | 4,751               |
| Standby                            | -                   | -                   | -                   | -                   |
| Special Pay                        | 1,348               | -                   | -                   | -                   |
| Certification Pay                  | 42                  | 624                 | 624                 | 778                 |
| Longevity Pay                      | 2,905               | 1,682               | 1,682               | 1,930               |
| <b>Total Personnel Services</b>    | <b>150,357</b>      | <b>87,398</b>       | <b>87,398</b>       | <b>91,530</b>       |
| <b>SUPPLIES</b>                    |                     |                     |                     |                     |
| Office Supplies                    | -                   | 200                 | 200                 | -                   |
| Operating Supplies                 | -                   | 5,000               | 5,000               | 5,000               |
| Repairs & Maintenance - Internal   | -                   | 27,500              | 27,500              | 27,500              |
| Misc. Supplies                     | -                   | 5,000               | 5,000               | 27,500              |
| <b>Total Supplies</b>              | <b>-</b>            | <b>37,700</b>       | <b>37,700</b>       | <b>60,000</b>       |
| <b>CONTRACTUAL SERVICES</b>        |                     |                     |                     |                     |
| Professional Services              | 5,070               | 25,555              | 25,555              | 50,555              |
| Contractual Services               | 1,700,869           | 1,977,787           | 1,977,787           | 1,977,787           |
| Utilities - Telephone              | -                   | -                   | -                   | -                   |
| Utilities - Gas, Water, Electric   | 542                 | -                   | -                   | -                   |
| Printing                           | -                   | -                   | -                   | -                   |
| Advertising                        | -                   | -                   | -                   | -                   |
| Repairs and Maintenance - External | 352,098             | 60,000              | 60,000              | 60,000              |
| Liability Insurance                | -                   | 2,080               | 2,080               | 10,000              |
| Travel                             | -                   | -                   | -                   | -                   |
| Sewer Surcharge                    | 10,722              | 14,000              | 14,000              | 14,000              |
| <b>Total Contractual Services</b>  | <b>2,069,301</b>    | <b>2,079,422</b>    | <b>2,079,422</b>    | <b>2,112,342</b>    |
| <b>CAPITAL OUTLAY</b>              |                     |                     |                     |                     |
| Improvements                       | -                   | -                   | -                   | 474,382             |
| <b>Total Capital Outlay</b>        | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>474,382</b>      |
| <b>TOTAL EXPENSES</b>              | <b>\$ 2,219,658</b> | <b>\$ 2,204,520</b> | <b>\$ 2,204,520</b> | <b>\$ 2,738,254</b> |

**DEPARTMENT DESCRIPTION AND MISSION**

The goal of this program is to reduce the discharge of pollutants into drainage systems, creeks and streams to the maximum extent practicable, to protect water quality, and to satisfy the 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 2022-2023:**

- Completed four times per year street sweeping program.
- Identified construction activity for proper storm water runoff control.
- Participate in educational activities such as Earthwise Living Day, with coordination of volunteers.
- Participated in the 2023 Basura Bash creek and river clean up event.
- Continue maintenance program for public parking areas.
- Mowed and cleaned debris from Zarzamora and Huebner Creeks.
- Mowed and maintained storm drain inlet/outlets.
- Started construction on the Seneca West Drainage Project.
- Revised the Stormwater Fee Schedule.
- Engineered and designed flood and erosion control project for Huebner Creek, from Bandera Road to Poss Road.

**Objectives for FY 2023-2024:**

- Continue mowing and de-silting program for both creeks.
- Continue inspections of construction activity to ensure Best Management Practices.
- Complete Annual Report for MS4 Permit.
- Participate in the 2024 Basura Bash and Earthwise Living Day.
- Investigate funding for Huebner Creek erosion control.
- Continue street sweeping program, with neighborhood notification and scheduling.
- Finalize construction of the Seneca West drainage remediation project.
- Conduct Stormwater public education.
- Continue maintenance of storm drains.
- Provide maintenance of existing LID parking lot at City Hall.
- Perform flood/drainage remediation at identified areas.
- 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.

## STORMWATER EXPENSES

|                                    | ACTUAL<br>2021-2022 | BUDGET<br>2022-2023 | ESTIMATED<br>2022-2023 | BUDGET<br>2023-2024 |
|------------------------------------|---------------------|---------------------|------------------------|---------------------|
| <b>PERSONNEL SERVICES</b>          |                     |                     |                        |                     |
| Salaries                           | 87,043              | -                   | -                      | -                   |
| Retirement Plan                    | 16,073              | -                   | -                      | -                   |
| Group Insurance                    | 15,174              | -                   | -                      | -                   |
| Overtime                           | 19                  | -                   | -                      | -                   |
| Social Security                    | 6,809               | -                   | -                      | -                   |
| Car Allowance                      | 312                 | -                   | -                      | -                   |
| Other Benefits                     | 1,224               | -                   | -                      | -                   |
| Special Pay                        | 958                 | -                   | -                      | -                   |
| Certification Pay                  | 24                  | -                   | -                      | -                   |
| Longevity Pay                      | 1,773               | -                   | -                      | -                   |
| <b>Total Personnel Services</b>    | <b>129,409</b>      | <b>-</b>            | <b>-</b>               | <b>-</b>            |
| <b>SUPPLIES</b>                    |                     |                     |                        |                     |
| Office Supplies                    | -                   | 3,500               | 3,500                  | -                   |
| Operating Supplies                 | 10,282              | 12,000              | 12,000                 | 10,000              |
| Repairs & Maintenance - Internal   | 214                 | 10,000              | 10,000                 | 10,000              |
| <b>Total Supplies</b>              | <b>10,496</b>       | <b>25,500</b>       | <b>25,500</b>          | <b>20,000</b>       |
| <b>Contractual Services</b>        |                     |                     |                        |                     |
| Professional Services              | 26,111              | 25,800              | 25,800                 | 30,800              |
| Contractual Services               | 25,526              | 109,500             | 109,500                | 56,500              |
| Telephone                          | 710                 | -                   | -                      | -                   |
| Printing                           | 2,077               | 3,000               | 3,000                  | 3,000               |
| Repairs and Maintenance - External | 46,115              | 20,000              | 20,000                 | 50,000              |
| Travel                             | -                   | 3,000               | 3,000                  | 5,000               |
| Membership, Dues & Licenses        | -                   | 200                 | 200                    | 300                 |
| Liability Insurance                | -                   | 2,079               | 2,079                  | 10,000              |
| <b>Total Contractual Services</b>  | <b>100,539</b>      | <b>163,579</b>      | <b>163,579</b>         | <b>155,600</b>      |
| <b>CAPITAL OUTLAY</b>              |                     |                     |                        |                     |
| Vehicles                           | -                   | -                   | -                      | -                   |
| Improvements                       | -                   | 633,167             | -                      | -                   |
| <b>Total Capital Outlay</b>        | <b>-</b>            | <b>633,167</b>      | <b>-</b>               | <b>-</b>            |
| <b>TOTAL EXPENSES</b>              | <b>\$ 240,444</b>   | <b>\$ 822,246</b>   | <b>\$ 189,079</b>      | <b>\$ 175,600</b>   |

## **RED LIGHT CAMERA PROGRAM**

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### **DIVISION DESCRIPTION AND MISSION**

The purpose of the Red-Light Camera Program is to provide oversight for the photographic traffic enforcement system throughout Leon Valley. Members of this program observe, approve, and adjudicate civil traffic violations documented by our automated traffic control system. The goal of the program is traffic safety and reduction of injuries and property loss from traffic crashes throughout the City of Leon Valley.

### **PROGRAM NARRATIVE**

#### **Accomplishments for FY 2022-2023:**

- The Red-Light Camera Program documented incidents of disregarding red-light signals, with citations being issued over this time frame.
- Funds from the program allow the City to purchase traffic safety equipment and fund traffic safety initiatives.

#### **Objectives for FY 2023-2024:**

- 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.

**RED LIGHT CAMERA AND TRAFFIC SAFETY  
SUMMARY OF REVENUES AND EXPENDITURES**

|                                     | ACTUAL<br>2021-2022 | BUDGET<br>2021-2022 | ESTIMATED<br>2022-2023 | BUDGET<br>2023-2024 |
|-------------------------------------|---------------------|---------------------|------------------------|---------------------|
| <b>BEGINNING FUND BALANCE</b>       | <b>\$600,453</b>    | <b>\$919,759</b>    | <b>\$919,759</b>       | <b>\$881,186</b>    |
| <b>Revenues</b>                     |                     |                     |                        |                     |
| Red Light Camera Fines              | 1,971,249           | 2,234,341           | 1,971,000              | 1,895,872           |
| Red Light Camera Late Fees          | 191,485             | 200,000             | 200,000                | 200,000             |
| Interest                            | -                   | 3,000               | 35,000                 | 25,000              |
| <b>Total Revenue</b>                | <b>2,162,733</b>    | <b>2,437,341</b>    | <b>2,206,000</b>       | <b>2,120,872</b>    |
| <b>Other Funding Sources</b>        |                     |                     |                        |                     |
| ARP Funds                           | -                   | 3,007               | -                      | -                   |
| Fund Balance                        | -                   | -                   | -                      | -                   |
| <b>Total Other Funding Sources</b>  | <b>-</b>            | <b>3,007</b>        | <b>-</b>               | <b>-</b>            |
| <b>TOTAL RESOURCES</b>              | <b>\$ 2,763,186</b> | <b>\$ 3,360,107</b> | <b>\$ 3,125,759</b>    | <b>\$ 3,002,058</b> |
| <b>Expenditures</b>                 |                     |                     |                        |                     |
| Personnel Services                  | 942,545             | 887,000             | 887,000                | 940,485             |
| Supplies                            | 9,853               | 4,000               | 4,000                  | 12,950              |
| Contractual Services                | 891,029             | 901,000             | 901,000                | 940,997             |
| Capital Outlay                      | -                   | -                   | -                      | 505,738             |
| <b>Total Expenditures</b>           | <b>1,843,427</b>    | <b>1,792,000</b>    | <b>1,792,000</b>       | <b>2,400,170</b>    |
| <b>Other Financing Uses</b>         |                     |                     |                        |                     |
| Shared Personnel Services to GF-RLC | -                   | 326,574             | 326,574                | 342,558             |
| Transfer to Capital-Traffic Safety  | -                   | 126,000             | 126,000                | -                   |
| <b>Total Other Financing Uses</b>   | <b>-</b>            | <b>452,574</b>      | <b>452,574</b>         | <b>342,558</b>      |
| <b>TOTAL EXPENDITURES</b>           | <b>\$ 1,843,427</b> | <b>\$ 2,244,574</b> | <b>\$ 2,244,574</b>    | <b>\$ 2,742,728</b> |
| <b>ENDING FUND BALANCE</b>          | <b>\$ 919,759</b>   | <b>\$ 1,115,534</b> | <b>\$ 881,186</b>      | <b>\$ 259,330</b>   |

**RED LIGHT CAMERA  
EXPENDITURES**

|                                    | <b>ACTUAL</b>       | <b>BUDGET</b>       | <b>ESTIMATED</b>    | <b>BUDGET</b>       |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                    | <b>2021-2022</b>    | <b>2022-2023</b>    | <b>2022-2023</b>    | <b>2023-2024</b>    |
| <b>PERSONNEL SERVICES</b>          |                     |                     |                     |                     |
| Salaries                           | 368,995             | 404,186             | 404,186             | 415,024             |
| Retirement Plan                    | 67,132              | 82,397              | 82,397              | 89,204              |
| Group Insurance                    | 42,096              | 49,781              | 49,781              | 54,821              |
| Worker Compensation                | 11,410              | 9,996               | 9,996               | 10,280              |
| Unemployment Compensation          | 1,031               | -                   | -                   | -                   |
| Overtime                           | 2,301               | -                   | -                   | -                   |
| Social Security                    | 27,046              | 33,211              | 33,211              | 34,155              |
| Clothing Allowance                 | 1,547               | 4,200               | 4,200               | 5,700               |
| Stand - By                         | -                   | 6,240               | 6,240               | 6,240               |
| Special Pay                        | 12,176              | -                   | -                   | -                   |
| Certification Pay                  | 31                  | 19,500              | 19,500              | 19,500              |
| Longevity Pay                      | 1,679               | 1,597               | 1,597               | 7,335               |
| Shared Services General Fund       | -                   | 326,574             | 326,574             | -                   |
| <b>Total Personnel Services</b>    | <b>535,444</b>      | <b>937,682</b>      | <b>937,682</b>      | <b>642,258</b>      |
| <b>SUPPLIES</b>                    |                     |                     |                     |                     |
| Office Supplies                    | 1,165               | 1,500               | 1,500               | 150                 |
| Operating Supplies                 | -                   | 2,500               | 2,500               | 3,000               |
| <b>Total Supplies</b>              | <b>1,165</b>        | <b>4,000</b>        | <b>4,000</b>        | <b>3,150</b>        |
| <b>CONTRACTUAL SERVICES</b>        |                     |                     |                     |                     |
| Professional Services              | 16,403              | 1,000               | 1,000               | 1,000               |
| Contractual Services               | 859,123             | 900,000             | 900,000             | 886,000             |
| Utilities - Telephone              | -                   | -                   | -                   | -                   |
| Utilities - Gas, Water, Electric   | -                   | -                   | -                   | -                   |
| Printing                           | -                   | -                   | -                   | -                   |
| Advertising                        | 36                  | -                   | -                   | -                   |
| Repairs and Maintenance - External | -                   | -                   | -                   | -                   |
| <b>Total Contractual Services</b>  | <b>875,562</b>      | <b>901,000</b>      | <b>901,000</b>      | <b>887,000</b>      |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 1,412,171</b> | <b>\$ 1,842,682</b> | <b>\$ 1,842,682</b> | <b>\$ 1,532,408</b> |

**DIVISION DESCRIPTION AND MISSION**

The purpose of Traffic Safety initiative is to provide data driven traffic enforcement efforts to keenly focus our traffic control officers on traffic safety concerns to reduce crashes, address problem traffic areas, and respond to concerns identified by Leon Valley residents and business owners.

**PROGRAM NARRATIVE****Accomplishments for FY 2022-2023:**

- 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.
- The officers assigned to Traffic Safety are assigned to areas of high traffic concerns 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 2023-2024:**

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

**TRAFFIC SAFETY  
EXPENDITURES**

|                                   | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                   | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>         |                   |                   |                   |                   |
| Salaries                          | 274,438           | 175,083           | 175,083           | 179,547           |
| Retirement Plan                   | 53,266            | 38,502            | 38,502            | 41,602            |
| Group Insurance                   | 29,430            | 16,594            | 16,594            | 27,410            |
| Worker Compensation               | 2,597             | 4,671             | 4,671             | 4,794             |
| Overtime                          | 3,555             | 18,000            | 18,000            | 18,000            |
| Social Security                   | 22,070            | 15,518            | 15,518            | 15,929            |
| Clothing Allowance                | 2,018             | 2,100             | 2,100             | 3,000             |
| Standby                           | 3,600             | 3,120             | 3,120             | 3,120             |
| Special Pay                       | 13,960            | 650               | 650               | -                 |
| Certification Pay                 | -                 | -                 | -                 | 4,550             |
| Longevity Pay                     | 2,167             | 1,654             | 1,654             | 275               |
| <b>Total Personnel Services</b>   | <b>407,101</b>    | <b>275,891</b>    | <b>275,891</b>    | <b>298,227</b>    |
| <b>SUPPLIES</b>                   |                   |                   |                   |                   |
| Office Supplies                   | -                 | -                 | -                 | 300               |
| Operating Supplies                | 693               | -                 | -                 | 9,000             |
| Misc. Supplies                    | 7,995             | -                 | -                 | 500               |
| <b>Total Supplies</b>             | <b>8,688</b>      | <b>-</b>          | <b>-</b>          | <b>9,800</b>      |
| <b>CONTRACTUAL SERVICES</b>       |                   |                   |                   |                   |
| Professional Services             | 102               | -                 | -                 | 1,000             |
| Contractual Services              | 6,585             | -                 | -                 | 44,997            |
| Utilities - Telephone             | 144               | -                 | -                 | -                 |
| Repairs and Maintenance - Exte    | 8,636             | -                 | -                 | 8,000             |
| Travel                            | -                 | -                 | -                 | -                 |
| <b>Total Contractual Services</b> | <b>15,467</b>     | <b>-</b>          | <b>-</b>          | <b>53,997</b>     |
| <b>CAPITAL OUTLAY</b>             |                   |                   |                   |                   |
| Vehicles                          | -                 | -                 | -                 | 275,000           |
| Other Machinery & Equipment       | -                 | -                 | -                 | 230,738           |
| <b>Total Capital Outlay</b>       | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>505,738</b>    |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ 431,256</b> | <b>\$ 275,891</b> | <b>\$ 275,891</b> | <b>\$ 867,762</b> |

## **GRANT FUND**

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### **FUND NARRATIVE**

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

**AMERICAN RESCUE PLAN (ARP)  
SUMMARY OF REVENUES AND EXPENDITURES**

|                                      | <b>ACTUAL</b>       | <b>BUDGET</b>       | <b>ESTIMATED</b>    | <b>BUDGET</b>     |
|--------------------------------------|---------------------|---------------------|---------------------|-------------------|
|                                      | <b>2021-2022</b>    | <b>2022-2023</b>    | <b>2022-2023</b>    | <b>2023-2024</b>  |
| <b>BEGINNING FUND BALANCE</b>        | <b>\$ 1,524,627</b> | <b>\$ 2,519,238</b> | <b>\$ 2,519,238</b> | <b>\$ 554,382</b> |
| <b>Revenues</b>                      |                     |                     |                     |                   |
| ARP                                  | 1,527,460           | -                   | -                   | -                 |
| Interest                             | 5,251               | -                   | 50,000              | -                 |
| <b>Total Revenue</b>                 | <b>1,532,711</b>    | <b>-</b>            | <b>50,000</b>       | <b>-</b>          |
| <b>Other Funding Sources</b>         |                     |                     |                     |                   |
| Fund Balance                         | -                   | -                   | -                   | -                 |
| Transfer from GF (Unused FY 2022)    | -                   | 356,902             | 356,902             | -                 |
| Transfer from Water (Unused FY 2022) | -                   | 25,680              | 25,680              | -                 |
| <b>Total Other Funding Sources</b>   | <b>-</b>            | <b>382,582</b>      | <b>382,582</b>      | <b>-</b>          |
| <b>TOTAL RESOURCES</b>               | <b>\$ 3,057,338</b> | <b>\$ 2,901,820</b> | <b>\$ 2,951,820</b> | <b>\$ 554,382</b> |
| <b>Expenditures</b>                  |                     |                     |                     |                   |
| Personnel Services                   | -                   | -                   | -                   | -                 |
| Supplies                             | -                   | -                   | -                   | -                 |
| Contractual Services                 | -                   | -                   | -                   | -                 |
| Capital Outlay                       | -                   | -                   | -                   | -                 |
| <b>Total Expenditures</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>          |
| <b>Other Financing Uses</b>          |                     |                     |                     |                   |
| Transfers Out                        | 538,100             | 217,134             | -                   | 554,382           |
| Transfer to Capital                  | -                   | 2,397,438           | 2,397,438           | -                 |
| <b>Total Other Financing Uses</b>    | <b>538,100</b>      | <b>2,614,572</b>    | <b>2,397,438</b>    | <b>554,382</b>    |
| <b>TOTAL EXPENDITURES</b>            | <b>\$ 538,100</b>   | <b>\$ 2,614,572</b> | <b>\$ 2,397,438</b> | <b>\$ 554,382</b> |
| <b>ENDING FUND BALANCE</b>           | <b>\$ 2,519,238</b> | <b>\$ 287,248</b>   | <b>\$ 554,382</b>   | <b>\$ -</b>       |

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**PROGRAM DESCRIPTION**

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

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

This program includes funds for the Leon Valley Police Department.

**LEOSE FUND  
SUMMARY OF REVENUES AND EXPENDITURES**

|                               | <b>ACTUAL</b>    | <b>BUDGET</b>    | <b>ESTIMATED</b> | <b>BUDGET</b>    |
|-------------------------------|------------------|------------------|------------------|------------------|
|                               | <b>2021-2022</b> | <b>2022-2023</b> | <b>2022-2023</b> | <b>2023-2024</b> |
| <b>BEGINNING FUND BALANCE</b> | <b>\$6,165</b>   | <b>\$7,142</b>   | <b>\$7,142</b>   | <b>\$7,142</b>   |
| <b>Revenues</b>               |                  |                  |                  |                  |
| LEOSE Grant                   | 2,477            | 2,856            | 2,856            | 2,856            |
| <b>Total Revenue</b>          | <b>\$ 2,477</b>  | <b>\$ 2,856</b>  | <b>\$ 2,856</b>  | <b>\$ 2,856</b>  |
| <b>TOTAL RESOURCES</b>        | <b>\$ 8,642</b>  | <b>\$ 9,998</b>  | <b>\$ 9,998</b>  | <b>\$ 9,998</b>  |
| <b>Expenditures</b>           |                  |                  |                  |                  |
| Personnel Services            | -                | -                | -                | -                |
| Supplies                      | -                | -                | -                | -                |
| Contractual Services          | 1,500            | 2,856            | 2,856            | 5,000            |
| Capital Outlay                | -                | -                | -                | -                |
| <b>Total Expenditures</b>     | <b>\$ 1,500</b>  | <b>\$ 2,856</b>  | <b>\$ 2,856</b>  | <b>\$ 5,000</b>  |
| <b>TOTAL EXPENDITURES</b>     | <b>1,500</b>     | <b>2,856</b>     | <b>2,856</b>     | <b>5,000</b>     |
| <b>ENDING FUND BALANCE</b>    | <b>\$7,142</b>   | <b>\$7,142</b>   | <b>\$7,142</b>   | <b>\$4,998</b>   |

**LEOSE  
EXPENDITURES**

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|                             | <b>ACTUAL</b>    | <b>BUDGET</b>    | <b>ESTIMATED</b> | <b>BUDGET</b>    |
|-----------------------------|------------------|------------------|------------------|------------------|
|                             | <b>2021-2022</b> | <b>2021-2022</b> | <b>2022-2023</b> | <b>2023-2024</b> |
| <b>CONTRACTUAL SERVICES</b> |                  |                  |                  |                  |
| Travel                      | 1,500            | 2,856            | 2,856            | 5,000            |
| <b>TOTAL EXPENDITURES</b>   | <b>\$ 1,500</b>  | <b>\$ 2,856</b>  | <b>\$ 2,856</b>  | <b>\$ 5,000</b>  |

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

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### **FUND DESCRIPTION AND MISSION**

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

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

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

|                                    | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                    | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>BEGINNING FUND BALANCE</b>      | <b>\$294,506</b>  | <b>\$466,681</b>  | <b>\$466,681</b>  | <b>\$503,206</b>  |
| <b>Revenues</b>                    |                   |                   |                   |                   |
| Tax Revenue                        | 362,977           | 363,000           | 363,000           | 403,800           |
| Interest                           | 2,050             | 500               | 10,000            | 5,000             |
| <b>Total Revenue</b>               | <b>365,027</b>    | <b>363,500</b>    | <b>373,000</b>    | <b>408,800</b>    |
| <b>Other Funding Sources</b>       |                   |                   |                   |                   |
| ARP Funds                          | -                 | 3,591             | -                 | -                 |
| Fund Balance                       | -                 | -                 | -                 | -                 |
| <b>Total Other Funding Sources</b> | <b>-</b>          | <b>3,591</b>      | <b>-</b>          | <b>-</b>          |
| <b>TOTAL RESOURCES</b>             | <b>\$ 659,533</b> | <b>\$ 833,772</b> | <b>\$ 839,681</b> | <b>\$ 912,006</b> |
| <b>Expenditures</b>                |                   |                   |                   |                   |
| Personnel Services                 | 192,825           | 253,229           | 253,229           | 261,960           |
| Supplies                           | -                 | -                 | -                 | -                 |
| Contractual Services               | 27                | 10,100            | 10,100            | 10,100            |
| Capital Outlay                     | -                 | -                 | -                 | -                 |
| <b>Total Expenditures</b>          | <b>192,852</b>    | <b>263,329</b>    | <b>263,329</b>    | <b>272,060</b>    |
| <b>Other Financing Uses</b>        |                   |                   |                   |                   |
| Shared Personnal Services to GF    | -                 | 73,147            | 73,147            | 80,651            |
| <b>Total Other Financing Uses</b>  | <b>-</b>          | <b>73,147</b>     | <b>73,147</b>     | <b>80,651</b>     |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 192,852</b> | <b>\$ 336,476</b> | <b>\$ 336,476</b> | <b>\$ 352,711</b> |
| <b>ENDING FUND BALANCE</b>         | <b>\$ 466,681</b> | <b>\$ 497,297</b> | <b>\$ 503,206</b> | <b>\$ 559,295</b> |

**CRIME CONTROL DISTRICT  
EXPENDITURES**

|                                   | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                   | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>         |                   |                   |                   |                   |
| Salaries                          | 128,457           | 137,007           | 137,007           | 138,996           |
| Retirement Plan                   | 25,333            | 34,721            | 34,721            | 37,068            |
| Group Insurance                   | 12,417            | 16,594            | 16,594            | 18,274            |
| Worker Compensation               | 3,008             | 4,212             | 4,212             | 4,272             |
| Overtime                          | 2,434             | 34,000            | 34,000            | 34,000            |
| Social Security                   | 10,632            | 13,995            | 13,995            | 14,193            |
| Clothing Allowance                | 63                | 1,400             | 1,400             | 2,000             |
| Standby                           | 2,760             | 3,120             | 3,120             | 3,120             |
| Special Pay                       | 7,110             | 910               | 910               | 910               |
| Certification Pay                 | -                 | 6,500             | 6,500             | 6,500             |
| Longevity Pay                     | 612               | 770               | 770               | 2,627             |
| Shared Services                   | -                 | 73,147            | 73,147            | -                 |
| <b>Total Personnel Services</b>   | <b>192,825</b>    | <b>326,376</b>    | <b>326,376</b>    | <b>261,960</b>    |
| <b>CONTRACTUAL SERVICES</b>       |                   |                   |                   |                   |
| Professional Services             | 27                | -                 | -                 | -                 |
| Contractual Services              | -                 | 10,100            | 10,100            | 10,100            |
| <b>Total Contractual Services</b> | <b>27</b>         | <b>10,100</b>     | <b>10,100</b>     | <b>10,100</b>     |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ 192,852</b> | <b>\$ 336,476</b> | <b>\$ 336,476</b> | <b>\$ 272,060</b> |

## **BUILDING SECURITY FUND**

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### **FUND DESCRIPTION AND MISSION**

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

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

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

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

|                                    | ACTUAL<br>2021-2022 | BUDGET<br>2021-2022 | ESTIMATED<br>2022-2023 | BUDGET<br>2023-2024 |
|------------------------------------|---------------------|---------------------|------------------------|---------------------|
| <b>BEGINNING FUND BALANCE</b>      | <b>\$32,357</b>     | <b>\$49,897</b>     | <b>\$49,897</b>        | <b>\$67,897</b>     |
| <b>Revenues</b>                    |                     |                     |                        |                     |
| MC Building Security Fees          | 17,120              | 15,500              | 18,000                 | 18,000              |
| Interest                           | 228                 | -                   | -                      | -                   |
| <b>Total Revenue</b>               | <b>17,348</b>       | <b>15,500</b>       | <b>18,000</b>          | <b>18,000</b>       |
| <b>Other Funding Sources</b>       |                     |                     |                        |                     |
| Fund Balance                       | -                   | -                   | -                      | -                   |
| <b>Total Other Funding Sources</b> | <b>-</b>            | <b>-</b>            | <b>-</b>               | <b>-</b>            |
| <b>TOTAL RESOURCES</b>             | <b>\$ 49,705</b>    | <b>\$ 15,500</b>    | <b>\$ 18,000</b>       | <b>\$ 18,000</b>    |
| <b>Expenditures</b>                |                     |                     |                        |                     |
| Personnel Services                 | (192)               | -                   | -                      | -                   |
| Supplies                           | -                   | -                   | -                      | -                   |
| Contractual Services               | -                   | -                   | -                      | 10,000              |
| Capital Outlay                     | -                   | -                   | -                      | -                   |
| <b>Total Expenditures</b>          | <b>(192)</b>        | <b>-</b>            | <b>-</b>               | <b>10,000</b>       |
| <b>Other Financing Uses</b>        |                     |                     |                        |                     |
| Transfer to Capital                | -                   | -                   | -                      | -                   |
| <b>Total Other Financing Uses</b>  | <b>-</b>            | <b>-</b>            | <b>-</b>               | <b>-</b>            |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ (192)</b>     | <b>\$ -</b>         | <b>\$ -</b>            | <b>\$ 10,000</b>    |
| <b>ENDING FUND BALANCE</b>         | <b>\$ 49,897</b>    | <b>\$ 65,397</b>    | <b>\$ 67,897</b>       | <b>\$ 75,897</b>    |

**COURT BUILDING SECURITY  
EXPENDITURES**

|                                   | <b>ACTUAL</b>    | <b>BUDGET</b>    | <b>ESTIMATED</b> | <b>BUDGET</b>    |
|-----------------------------------|------------------|------------------|------------------|------------------|
|                                   | <b>2021-2022</b> | <b>2022-2023</b> | <b>2022-2023</b> | <b>2023-2024</b> |
| <b>PERSONNEL SERVICES</b>         |                  |                  |                  |                  |
| Salaries                          | (153)            | -                | -                | -                |
| Retirement Plan                   | (27)             | -                | -                | -                |
| Group Insurance                   | -                | -                | -                | -                |
| Worker Compensation               | -                | -                | -                | -                |
| Liability Insurance               | -                | -                | -                | -                |
| Overtime                          | -                | -                | -                | -                |
| Social Security                   | (12)             | -                | -                | -                |
| Special Pay                       | -                | -                | -                | -                |
| Longevity Pay                     | -                | -                | -                | -                |
| <b>Total Personnel Services</b>   | (192)            | -                | -                | -                |
| <b>CONTRACTUAL SERVICES</b>       |                  |                  |                  |                  |
| Professional Services             | -                | -                | -                | 10,000           |
| <b>Total Contractual Services</b> | -                | -                | -                | 10,000           |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ (192)</b>  | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ 10,000</b> |

## **CHILD SAFETY**

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### **FUND DESCRIPTION AND MISSION**

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

**CHILD SAFETY  
SUMMARY OF REVENUES AND EXPENDITURES**

|                                    | ACTUAL<br>2021-2022 | BUDGET<br>2022-2023 | ESTIMATED<br>2022-2023 | BUDGET<br>2023-2024 |
|------------------------------------|---------------------|---------------------|------------------------|---------------------|
| <b>BEGINNING FUND BALANCE</b>      | <b>\$41,467</b>     | <b>\$50,840</b>     | <b>\$50,840</b>        | <b>\$53,067</b>     |
| <b>Revenues</b>                    |                     |                     |                        |                     |
| MC Child Safety Fees               | 15,000              | 15,000              | 13,700                 | 13,700              |
| Interest                           | 238                 | 100                 | 1,000                  | 500                 |
| <b>Total Revenue</b>               | <b>15,239</b>       | <b>15,100</b>       | <b>14,700</b>          | <b>14,200</b>       |
| <b>Other Funding Sources</b>       |                     |                     |                        |                     |
| Fund Balance                       | -                   | -                   | -                      | -                   |
| <b>Total Other Funding Sources</b> | <b>-</b>            | <b>-</b>            | <b>-</b>               | <b>-</b>            |
| <b>TOTAL RESOURCES</b>             | <b>\$ 56,706</b>    | <b>\$ 65,940</b>    | <b>\$ 65,540</b>       | <b>\$ 67,267</b>    |
| <b>Expenditures</b>                |                     |                     |                        |                     |
| Personnel Services                 | 5,866               | 12,473              | 12,473                 | 5,953               |
| Supplies                           | -                   | -                   | -                      | -                   |
| Contractual Services               | -                   | -                   | -                      | -                   |
| Capital Outlay                     | -                   | -                   | -                      | -                   |
| <b>Total Expenditures</b>          | <b>5,866</b>        | <b>12,473</b>       | <b>12,473</b>          | <b>5,953</b>        |
| <b>Other Financing Uses</b>        |                     |                     |                        |                     |
| Transfer to Capital                | -                   | -                   | -                      | -                   |
| <b>Total Other Financing Uses</b>  | <b>-</b>            | <b>-</b>            | <b>-</b>               | <b>-</b>            |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 5,866</b>     | <b>\$ 12,473</b>    | <b>\$ 12,473</b>       | <b>\$ 5,954</b>     |
| <b>ENDING FUND BALANCE</b>         | <b>\$ 50,840</b>    | <b>\$ 53,467</b>    | <b>\$ 53,067</b>       | <b>\$ 61,313</b>    |

**CHILD SAFETY  
EXPENDITURES**

|                                 | <b>ACTUAL</b>    | <b>BUDGET</b>    | <b>ESTIMATED</b> | <b>BUDGET</b>    |
|---------------------------------|------------------|------------------|------------------|------------------|
|                                 | <b>2021-2022</b> | <b>2022-2023</b> | <b>2022-2023</b> | <b>2023-2024</b> |
| <b>PERSONNEL SERVICES</b>       |                  |                  |                  |                  |
| Salaries                        | 3,862            | 7,303            | 7,303            | 5,000            |
| Retirement Plan                 | -                | 1,426            | 1,426            | -                |
| Group Insurance                 | -                | 2,489            | 2,489            | -                |
| Worker Compensation             | 1,708            | 106              | 106              | 71               |
| Liability Insurance             | -                | -                | -                | -                |
| Social Security                 | 295              | 575              | 575              | 383              |
| Clothing Allowance              | -                | 575              | 575              | 500              |
| <b>Total Personnel Services</b> | <b>5,866</b>     | <b>12,473</b>    | <b>12,473</b>    | <b>5,953</b>     |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 5,866</b>  | <b>\$ 12,473</b> | <b>\$ 12,473</b> | <b>\$ 5,953</b>  |

## **MUNICIPAL COURT TECHNOLOGY**

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### **FUND DESCRIPTION AND MISSION**

To enhance technology within the Municipal Court system.

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

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

**COURT TECHNOLOGY  
SUMMARY OF REVENUES AND EXPENDITURES**

|                                    | <b>ACTUAL</b>    | <b>BUDGET</b>    | <b>ESTIMATED</b> | <b>BUDGET</b>    |
|------------------------------------|------------------|------------------|------------------|------------------|
|                                    | <b>2021-2022</b> | <b>2022-2023</b> | <b>2022-2023</b> | <b>2023-2024</b> |
| <b>BEGINNING FUND BALANCE</b>      | <b>\$23,564</b>  | <b>\$38,208</b>  | <b>\$38,208</b>  | <b>\$43,308</b>  |
| <b>Revenues</b>                    |                  |                  |                  |                  |
| MC Technology Fees                 | 18,172           | 16,000           | 19,000           | 19,000           |
| Interest                           | 174              | -                | 1,100            | 500              |
| <b>Total Revenue</b>               | <b>18,346</b>    | <b>16,000</b>    | <b>20,100</b>    | <b>19,500</b>    |
| <b>Other Funding Sources</b>       |                  |                  |                  |                  |
| Fund Balance                       | -                | -                | -                | -                |
| <b>Total Other Funding Sources</b> | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>TOTAL RESOURCES</b>             | <b>\$ 41,910</b> | <b>\$ 54,208</b> | <b>\$ 58,308</b> | <b>\$ 62,808</b> |
| <b>Expenditures</b>                |                  |                  |                  |                  |
| Personnel Services                 | -                | -                | -                | -                |
| Supplies                           | -                | -                | -                | -                |
| Contractual Services               | 3,703            | 15,000           | 15,000           | 15,000           |
| Capital Outlay                     | -                | -                | -                | -                |
| <b>Total Expenditures</b>          | <b>3,703</b>     | <b>15,000</b>    | <b>15,000</b>    | <b>15,000</b>    |
| <b>Other Financing Uses</b>        |                  |                  |                  |                  |
| Transfer to Capital                | -                | -                | -                | -                |
| <b>Total Other Financing Uses</b>  | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 3,703</b>  | <b>\$ 15,000</b> | <b>\$ 15,000</b> | <b>\$ 15,000</b> |
| <b>ENDING FUND BALANCE</b>         | <b>\$ 38,208</b> | <b>\$ 39,208</b> | <b>\$ 43,308</b> | <b>\$ 47,808</b> |

**COURT TECHNOLOGY  
EXPENDITURES**

|                                   | <b>ACTUAL</b>    | <b>BUDGET</b>    | <b>ESTIMATED</b> | <b>BUDGET</b>    |
|-----------------------------------|------------------|------------------|------------------|------------------|
|                                   | <b>2021-2022</b> | <b>2022-2023</b> | <b>2022-2023</b> | <b>2023-2024</b> |
| <b>CONTRACTUAL SERVICES</b>       |                  |                  |                  |                  |
| Professional Services             | 3,703            | 15,000           | 15,000           | 15,000           |
| Contractual Services              | -                | -                | -                | -                |
| <b>Total Contractual Services</b> | <b>3,703</b>     | <b>15,000</b>    | <b>15,000</b>    | <b>15,000</b>    |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ 3,703</b>  | <b>\$ 15,000</b> | <b>\$ 15,000</b> | <b>\$ 15,000</b> |

## **DEBT SERVICE FUND**

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### **FUND DESCRIPTION AND MISSION**

The Debt Service Fund is used to account for the accumulation of resources for and the payment of principal and interest on general long-term debt of the City other than revenue bonds. An ad valorem property tax rate is calculated by the City annually. Property taxes are levied on January 1 each year on all taxable property within the City. The taxes become payable on October 1 following the levy date and delinquent on February 1 of the subsequent year. The annual tax levy must be sufficient in amount to meet current year debt payment requirements.

**DEBT SERVICE  
SUMMARY OF REVENUES AND EXPENDITURES**

|                                    | <b>ACTUAL</b>       | <b>BUDGET</b>       | <b>ESTIMATED</b>    | <b>BUDGET</b>       |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                    | <b>2021-2022</b>    | <b>2022-2023</b>    | <b>2022-2023</b>    | <b>2023-2024</b>    |
| <b>BEGINNING FUND BALANCE</b>      | <b>\$419,426</b>    | <b>\$416,991</b>    | <b>\$416,991</b>    | <b>\$420,353</b>    |
| <b>Revenues</b>                    |                     |                     |                     |                     |
| Ad Valorem Taxes                   | 575,614             | 586,262             | 586,262             | 582,250             |
| Interest                           | -                   | -                   | -                   | -                   |
| <b>Total Revenue</b>               | <b>575,614</b>      | <b>586,262</b>      | <b>586,262</b>      | <b>582,250</b>      |
| <b>Other Funding Sources</b>       |                     |                     |                     |                     |
| Transfers in from Other Funds      | 107,863             | 105,113             | 105,113             | 105,363             |
| Fund Balance                       | -                   | -                   | -                   | -                   |
| <b>Total Other Funding Sources</b> | <b>107,863</b>      | <b>105,113</b>      | <b>105,113</b>      | <b>105,363</b>      |
| <b>TOTAL RESOURCES</b>             | <b>\$ 1,102,903</b> | <b>\$ 1,108,366</b> | <b>\$ 1,108,366</b> | <b>\$ 1,107,966</b> |
| <b>Expenditures</b>                |                     |                     |                     |                     |
| Principal                          | 465,000             | 480,000             | 480,000             | 495,000             |
| Interest                           | 219,862             | 205,013             | 205,013             | 189,613             |
| Fees                               | 1,050               | 3,000               | 3,000               | 3,000               |
| <b>Total Expenditures</b>          | <b>685,912</b>      | <b>688,013</b>      | <b>688,013</b>      | <b>687,613</b>      |
| <b>Other Financing Uses</b>        |                     |                     |                     |                     |
| Bond Refunding                     | -                   | -                   | -                   | -                   |
| <b>Total Other Financing Uses</b>  | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 685,912</b>   | <b>\$ 688,013</b>   | <b>\$ 688,013</b>   | <b>\$ 687,613</b>   |
| <b>ENDING FUND BALANCE</b>         | <b>\$ 416,991</b>   | <b>\$ 420,353</b>   | <b>\$ 420,353</b>   | <b>\$ 420,353</b>   |

**DEBT SERVICE  
EXPENDITURES**

|                                 | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                 | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>DEBT SERVICE</b>             |                   |                   |                   |                   |
| Principal - 2009 PPFCO          | -                 | -                 | -                 | -                 |
| Interest - 2009 PPFCO           | -                 | -                 | -                 | -                 |
| Interest - 2012 GO              | -                 | -                 | -                 | -                 |
| Principal - 2012 GO             | -                 | -                 | -                 | -                 |
| Principal - 2016 CO             | 45,000            | 50,000            | 50,000            | 50,000            |
| Interest - 2016 CO              | 60,112            | 57,863            | 57,863            | 55,363            |
| Principal - Refunding Bonds     | -                 | -                 | -                 | -                 |
| Interest - Refunding Bonds      | -                 | -                 | -                 | -                 |
| Principal - 2021 Refunding GO   | 420,000           | 430,000           | 430,000           | 445,000           |
| Interest - 2021 Refunding GO    | 159,750           | 147,150           | 147,150           | 134,250           |
| Paying Agent Fee                | 1,050             | 3,000             | 3,000             | 3,000             |
| <b>Total Personnel Services</b> | <b>685,912</b>    | <b>688,013</b>    | <b>688,013</b>    | <b>687,613</b>    |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 685,912</b> | <b>\$ 688,013</b> | <b>\$ 688,013</b> | <b>\$ 687,613</b> |

## **COMMUNITY CENTER FUND**

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### **FUND DESCRIPTION AND MISSION**

The Community Center Fund is comprised of the operations of two multipurpose centers: the Community Center, and the Conference Center. These Centers are rented to the general public for a fee and are also used for City sponsored events. The rental revenues off-set operational expenses and a portion of the revenue are also retained for the long-term maintenance of the facilities. The Hotel tax revenue fund also supports the Centers' operations.

The Centers are versatile facilities in a park-like setting and are used for a variety of activities such as civic, private, and social functions. The Conference Center was designed specifically for business conferences and events but is versatile enough to accommodate social events as well. The Conference Center is designed for events up to 150 people, and the Community Center can accommodate up to 300 people. The Centers are also used to host the City's civic events.

The mission of the Leon Valley Community and Conference Centers is to provide a multipurpose venue for area community groups such as senior citizens, civic organizations, and others, and to attract clients on a fee basis for use of the facilities for various events such as weddings, graduations, reunions, and special events.

### **PROGRAM NARRATIVE**

#### **Accomplishments for FY 2022-2023:**

- Maximized facility efficiency, cleanliness, and maintenance for safety purposes, and for the enhancement of the clients' rental experience.
- Assigned a button on website to schedule/request tours of venue. Investigated other online reservation systems.
- Increased facility rentals.

#### **Objectives for FY 2023-2024:**

- Develop a virtual option to tour the facilities.
- Expanding the Kitchenette at the Conference Center to a full Kitchen; gather quotes and plan from Public Works to execute in 2022-2023.
- Replace/renovate the restrooms at the Conference Center.
- Replace tables and chairs at the Conference Center. Feedback has requested smaller round tables for Conferences/Events at the Conference Center.

**COMMUNITY/CONFERENCE CENTER  
SUMMARY OF REVENUES AND EXPENDITURES**

|                                    | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                    | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>BEGINNING FUND BALANCE</b>      | <b>\$188,873</b>  | <b>\$228,025</b>  | <b>\$228,025</b>  | <b>\$208,358</b>  |
| <b>Revenues</b>                    |                   |                   |                   |                   |
| Hotel/Motel Taxes                  | 84,186            | 70,000            | 70,000            | 84,000            |
| Rental Fees                        | 64,292            | 50,000            | 50,000            | 64,254            |
| Interest                           | 1,470             | 100               | 5,000             | 7,200             |
| Miscellaneous                      | -                 | -                 | -                 | -                 |
| <b>Total Revenue</b>               | <b>149,948</b>    | <b>120,100</b>    | <b>125,000</b>    | <b>155,454</b>    |
| <b>Other Funding Sources</b>       |                   |                   |                   |                   |
| ARP Funds                          | -                 | 995               | -                 | -                 |
| Fund Balance                       | -                 | 23,572            | -                 | -                 |
| <b>Total Other Funding Sources</b> | <b>-</b>          | <b>24,567</b>     | <b>-</b>          | <b>-</b>          |
| <b>TOTAL RESOURCES</b>             | <b>338,821</b>    | <b>349,120</b>    | <b>353,025</b>    | <b>363,812</b>    |
| <b>Expenditures</b>                |                   |                   |                   |                   |
| Personnel Services                 | 59,240            | 73,610            | 73,610            | 89,338            |
| Supplies                           | 1,003             | 7,500             | 7,500             | 8,000             |
| Contractual Services               | 50,553            | 51,557            | 51,557            | 59,350            |
| Capital Outlay                     | -                 | 12,000            | 12,000            | 60,000            |
| <b>Total Expenditures</b>          | <b>110,796</b>    | <b>144,667</b>    | <b>144,667</b>    | <b>216,688</b>    |
| <b>Other Financing Uses</b>        |                   |                   |                   |                   |
| Transfer to Capital                | -                 | -                 | -                 | -                 |
| <b>Total Other Financing Uses</b>  | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 110,796</b> | <b>\$ 144,667</b> | <b>\$ 144,667</b> | <b>\$ 216,688</b> |
| <b>ENDING FUND BALANCE</b>         | <b>\$ 228,025</b> | <b>\$ 204,453</b> | <b>\$ 208,358</b> | <b>\$ 147,124</b> |

**COMMUNITY/CONFERENCE CENTER  
EXPENDITURES**

|                                    | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                    | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>          |                   |                   |                   |                   |
| Salaries                           | 40,973            | 53,112            | 53,112            | 64,474            |
| Retirement Plan                    | 7,359             | 10,081            | 10,081            | 12,882            |
| Group Insurance                    | 6,320             | 6,223             | 6,223             | 6,853             |
| Worker Compensation                | 1,233             | 94                | 94                | 114               |
| Liability Insurance                | 80                | -                 | -                 | -                 |
| Social Security                    | 3,099             | 4,063             | 4,063             | 4,932             |
| Special Pay                        | -                 | -                 | -                 | -                 |
| Longevity Pay                      | 176               | 38                | 38                | 83                |
| <b>Total Personnel Services</b>    | <b>59,240</b>     | <b>73,610</b>     | <b>73,610</b>     | <b>89,338</b>     |
| <b>SUPPLIES</b>                    |                   |                   |                   |                   |
| Office Supplies                    | 130               | 500               | 500               | 1,000             |
| Operating Supplies                 | 873               | 2,000             | 2,000             | 2,000             |
| Repairs & Maintenance - Internal   | -                 | 4,500             | 4,500             | 4,500             |
| Misc. Supplies                     | -                 | 500               | 500               | 500               |
| <b>Total Supplies</b>              | <b>1,003</b>      | <b>7,500</b>      | <b>7,500</b>      | <b>8,000</b>      |
| <b>CONTRACTUAL SERVICES</b>        |                   |                   |                   |                   |
| Professional Services              | 2,399             | 2,110             | 2,110             | 3,500             |
| Contractual Services               | 6,574             | 3,200             | 3,200             | 3,200             |
| Utilities - Telephone              | 10,474            | 9,000             | 9,000             | 14,800            |
| Utilities - Gas, Water, Electric   | 22,791            | 28,000            | 28,000            | 28,000            |
| Printing                           | -                 | 200               | 200               | 200               |
| Advertising                        | 2,680             | 2,100             | 2,100             | 2,100             |
| Repairs and Maintenance - External | 4,001             | 2,000             | 2,000             | 2,000             |
| Membership, Dues & Licenses        | 1,223             | 550               | 550               | 550               |
| Liability Insurance                | 410               | 4,397             | 4,397             | 5,000             |
| <b>Total Contractual Services</b>  | <b>50,553</b>     | <b>51,557</b>     | <b>51,557</b>     | <b>59,350</b>     |
| <b>CAPITAL OUTLAY</b>              |                   |                   |                   |                   |
| Office Equipment                   | -                 | 12,000            | 12,000            | -                 |
| Improvements                       | -                 | -                 | -                 | 60,000            |
| Other Machinery & Equipment        | -                 | -                 | -                 | -                 |
| <b>Total Capital Outlay</b>        | <b>-</b>          | <b>12,000</b>     | <b>12,000</b>     | <b>60,000</b>     |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 110,796</b> | <b>\$ 144,667</b> | <b>\$ 144,667</b> | <b>\$ 216,688</b> |

## **STREET MAINTENANCE TAX**

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### **FUND DESCRIPTION AND MISSION**

The City held an election in November of 2007, under Chapter 327 of the Texas Tax Code, to adopt an additional 1/4% city sales and use tax for Municipal Street Maintenance. The tax was re-authorized on November 8, 2011. State law requires the creation of a separate fund for these funds.

The sales tax may be used only to maintain and repair municipal streets and sidewalks that existed on the date of the election to adopt the tax.

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**STREET MAINTENANCE  
SUMMARY OF REVENUES AND EXPENDITURES**

|                                    | <b>ACTUAL</b>       | <b>BUDGET</b>       | <b>ESTIMATED</b>    | <b>BUDGET</b>       |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                    | <b>2021-2022</b>    | <b>2022-2023</b>    | <b>2022-2023</b>    | <b>2023-2024</b>    |
| <b>BEGINNING FUND BALANCE</b>      | <b>\$1,359,760</b>  | <b>\$1,245,523</b>  | <b>\$1,245,523</b>  | <b>\$525,192</b>    |
| <b>Revenues</b>                    |                     |                     |                     |                     |
| Sales Taxes                        | 816,051             | 799,000             | 798,000             | 798,000             |
| Interest                           | 6,722               | 4,000               | 36,000              | 30,000              |
| <b>Total Revenue</b>               | <b>822,773</b>      | <b>803,000</b>      | <b>834,000</b>      | <b>828,000</b>      |
| <b>Other Funding Sources</b>       |                     |                     |                     |                     |
| Transfer in-Water                  | 272,399             | -                   | -                   | -                   |
| Fund Balance                       | -                   | 163,052             | -                   | -                   |
| <b>Total Other Funding Sources</b> | <b>272,399</b>      | <b>163,052</b>      | <b>-</b>            | <b>-</b>            |
| <b>TOTAL RESOURCES</b>             | <b>\$ 2,454,932</b> | <b>\$ 2,048,523</b> | <b>\$ 2,079,523</b> | <b>\$ 1,353,192</b> |
| <b>Expenditures</b>                |                     |                     |                     |                     |
| Personnel Services                 | -                   | -                   | -                   | -                   |
| Supplies                           | -                   | -                   | -                   | -                   |
| Contractual Services               | 1,209,409           | 966,052             | 1,554,331           | 720,000             |
| <b>Total Expenditures</b>          | <b>1,209,409</b>    | <b>966,052</b>      | <b>1,554,331</b>    | <b>720,000</b>      |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 1,209,409</b> | <b>\$ 966,052</b>   | <b>\$ 1,554,331</b> | <b>\$ 720,000</b>   |
| <b>ENDING FUND BALANCE</b>         | <b>\$ 1,245,523</b> | <b>\$ 1,082,471</b> | <b>\$ 525,192</b>   | <b>\$ 633,192</b>   |

**STREET MAINTENANCE  
EXPENDITURES**

|                                    | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                    | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>CONTRACTUAL SERVICES</b>        |                   |                   |                   |                   |
| Repairs and Maintenance - External | 739,464           | 966,052           | 966,052           | 720,000           |
| <b>Total Contractual Services</b>  | <b>739,464</b>    | <b>966,052</b>    | <b>966,052</b>    | <b>720,000</b>    |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 739,464</b> | <b>\$ 966,052</b> | <b>\$ 966,052</b> | <b>\$ 720,000</b> |

## **POLICE FORFEITURE FUND**

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### **FUND DESCRIPTION AND MISSION**

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

**POLICE FORFEITURE  
SUMMARY OF REVENUES AND EXPENDITURES**

|                                    | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>ESTIMATED</b>  | <b>BUDGET</b>     |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                    | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  |
| <b>BEGINNING FUND BALANCE</b>      | <b>\$233,595</b>  | <b>\$289,376</b>  | <b>\$289,376</b>  | <b>\$252,476</b>  |
| <b>Revenues</b>                    |                   |                   |                   |                   |
| Seizures                           | 127,208           | 50,000            | 148,000           | -                 |
| Interest                           | 3,929             | 100               | 5,000             | 2,000             |
| <b>Total Revenue</b>               | <b>131,138</b>    | <b>50,100</b>     | <b>153,000</b>    | <b>2,000</b>      |
| <b>Other Funding Sources</b>       |                   |                   |                   |                   |
| Fund Balance                       | -                 | 69,900            | -                 | -                 |
| <b>Total Other Funding Sources</b> | <b>-</b>          | <b>69,900</b>     | <b>-</b>          | <b>-</b>          |
| <b>TOTAL RESOURCES</b>             | <b>\$ 364,733</b> | <b>\$ 339,476</b> | <b>\$ 372,476</b> | <b>\$ 254,476</b> |
| <b>Expenditures</b>                |                   |                   |                   |                   |
| Personnel Services                 | 64,346            | -                 | -                 | -                 |
| Supplies                           | -                 | -                 | -                 | -                 |
| Contractual Services               | 11,010            | -                 | -                 | -                 |
| Capital Outlay                     | -                 | -                 | -                 | 253,350           |
| <b>Total Expenditures</b>          | <b>75,356</b>     | <b>-</b>          | <b>-</b>          | <b>253,350</b>    |
| <b>Other Financing Uses</b>        |                   |                   |                   |                   |
| Transfer to Capital                | -                 | 120,000           | 120,000           | -                 |
| <b>Total Other Financing Uses</b>  | <b>-</b>          | <b>120,000</b>    | <b>120,000</b>    | <b>-</b>          |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 75,356</b>  | <b>\$ 120,000</b> | <b>\$ 120,000</b> | <b>\$ 253,350</b> |
| <b>ENDING FUND BALANCE</b>         | <b>\$ 289,376</b> | <b>\$ 219,476</b> | <b>\$ 252,476</b> | <b>\$ 1,126</b>   |

**POLICE FORFEITURE  
EXPENDITURES**

|                                   | <b>ACTUAL</b>    | <b>BUDGET</b>    | <b>ESTIMATED</b> | <b>BUDGET</b>     |
|-----------------------------------|------------------|------------------|------------------|-------------------|
|                                   | <b>2021-2022</b> | <b>2022-2023</b> | <b>2022-2023</b> | <b>2023-2024</b>  |
| <b>PERSONNEL SERVICES</b>         |                  |                  |                  |                   |
| Salaries                          | 41,131           | -                | -                | -                 |
| Retirement Plan                   | 7,823            | -                | -                | -                 |
| Group Insurance                   | 9,666            | -                | -                | -                 |
| Overtime                          | 367              | -                | -                | -                 |
| Social Security                   | 3,114            | -                | -                | -                 |
| Clothing Allowance                | -                | -                | -                | -                 |
| Special Pay                       | 2,005            | -                | -                | -                 |
| Longevity Pay                     | 240              | -                | -                | -                 |
| <b>Total Personnel Services</b>   | <b>64,346</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>          |
| <b>CONTRACTUAL SERVICES</b>       |                  |                  |                  |                   |
| Professional Services             | 10               | -                | -                | -                 |
| Contractual Services              | 11,000           | -                | -                | -                 |
| <b>Total Contractual Services</b> | <b>11,010</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>          |
| <b>CAPITAL OUTLAY</b>             |                  |                  |                  |                   |
| Vehicles                          | -                | -                | -                | 190,000           |
| Other Machinery & Equipment       | -                | -                | -                | 63,350            |
| <b>Total Capital Outlay</b>       | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>253,350</b>    |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ 75,356</b> | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ 253,350</b> |



**Finance Department**

| <i>Item</i>          | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i> | <i>FY 24-25</i> | <i>FY 25-26</i> | <i>FY 26-27</i> | <i>FY 27-28</i> | <i>Future Needs</i> |
|----------------------|-------------------------|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|
|                      |                         |                      |                 |                 |                 |                 |                 |                     |
| <b>TOTAL FINANCE</b> |                         |                      | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -                |

| <i>Item</i>          | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 28-29</i> | <i>FY 29-30</i> | <i>FY 30-31</i> | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Future Needs</i> |
|----------------------|-------------------------|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|
|                      |                         |                      |                 |                 |                 |                 |                 |                     |
| <b>TOTAL FINANCE</b> |                         |                      | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -                |

### Manager and Council

| <i>Item</i>                      | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i>  | <i>FY 24-25</i>  | <i>FY 25-26</i>  | <i>FY 26-27</i>  | <i>FY 27-28</i>  | <i>Future Needs</i> |
|----------------------------------|-------------------------|----------------------|------------------|------------------|------------------|------------------|------------------|---------------------|
| Replace Server                   | Replacement             | Replacement          | 15,000           |                  |                  |                  |                  |                     |
| Replace Server                   | Replacement             | Replacement          |                  | 15,000           |                  |                  |                  |                     |
| Replace Server                   | Replacement             | Replacement          |                  |                  | 15,000           |                  |                  |                     |
| Painting (Exterior) City Hall    | New                     | New                  |                  |                  | 50,000           |                  |                  |                     |
| Replace Server                   | Replacement             | Replacement          |                  |                  |                  | 15,000           |                  |                     |
| Replace Server                   |                         |                      |                  |                  |                  |                  | 15,000           |                     |
| <b>TOTAL MANAGER AND COUNCIL</b> |                         |                      | <b>\$ 15,000</b> | <b>\$ 15,000</b> | <b>\$ 65,000</b> | <b>\$ 15,000</b> | <b>\$ 15,000</b> | <b>\$ -</b>         |

| <i>Item</i>                      | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 28-29</i> | <i>FY 29-30</i> | <i>FY 30-31</i> | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Future Needs</i> |
|----------------------------------|-------------------------|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|
| Replace Server                   | Replacement             | Replacement          | \$15,000        |                 |                 |                 |                 |                     |
| Replace Server                   | Replacement             | Replacement          |                 | 15,000          |                 |                 |                 |                     |
| Replace Server                   | Replacement             | Replacement          |                 |                 | 15,000          |                 |                 |                     |
| Replace Server                   | Replacement             | Replacement          |                 |                 |                 | 15,000          |                 |                     |
| Replace Server                   |                         |                      |                 |                 |                 |                 | 15,000          |                     |
| <b>TOTAL MANAGER AND COUNCIL</b> |                         |                      | <b>\$15,000</b> | <b>\$15,000</b> | <b>\$15,000</b> | <b>\$15,000</b> | <b>15,000</b>   | <b>\$ -</b>         |

**City of Leon Valley  
Manager and Council  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Server

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

Replace existing 10 year old server for City Hall

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

**Police Department**

| <i>Item</i>         | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i> | <i>FY 24-25</i> | <i>FY 25-26</i> | <i>FY 26-27</i> | <i>FY 27-28</i> | <i>Future Needs</i> |
|---------------------|-------------------------|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|
|                     |                         |                      |                 |                 |                 |                 |                 |                     |
| <b>TOTAL POLICE</b> |                         |                      | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -                |

| <i>Item</i>                       | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 28-29</i> | <i>FY 29-30</i> | <i>FY 30-31</i> | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Future Needs</i> |
|-----------------------------------|-------------------------|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|
| Police Patrol Vehicle (1 w/equip) | Variable                | Replacement          | 65,000          |                 |                 |                 |                 |                     |
| Detective Vehicle (1)             | Variable                | Replacement          | 55,000          |                 |                 |                 |                 |                     |
| Mobile Digital Terminals          | Variable                | Replacement          |                 |                 |                 |                 | 32,000          |                     |
| <b>TOTAL POLICE</b>               |                         |                      | \$ 120,000      | \$ -            | \$ -            | \$ -            | \$ 32,000       | \$ -                |

## Fire Department

| <i>Item</i>                              | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i>   | <i>FY 24-25</i>   | <i>FY 25-26</i>   | <i>FY 26-27</i>  | <i>FY 27-28</i>   | <i>Future Needs</i> |
|--|-------------------------|----------------------|-------------------|-------------------|-------------------|------------------|-------------------|---------------------|
| UTV                                      | New                     | New                  | 32,000            |                   |                   |                  |                   |                     |
| Ambulance with Power Load System (M159B) | 2014                    | APR                  | 330,000           |                   |                   |                  |                   |                     |
| Fire Station Technology                  | 2013                    | Replacement          |                   | 95,000            |                   |                  |                   |                     |
| Utility Terrain Vehicle                  | 2013                    | Replacement          |                   | 12,000            |                   |                  |                   |                     |
| Gear Extractor                           | 2013                    | Replacement          |                   | 10,000            |                   |                  |                   |                     |
| Rescue Air Bags                          | 2013                    | Replacement          |                   |                   | 30,000            |                  |                   |                     |
| FD Application Server                    | 2019                    | Replacement          |                   |                   | 25,000            |                  |                   |                     |
| Rescue Air Bags                          | 2013                    | Replacement          |                   |                   | 30,000            |                  |                   |                     |
| FD Application Server                    | 2019                    | Replacement          |                   |                   | 25,000            |                  |                   |                     |
| Thermal Imaging Camera (3)               | 2019                    | Replacement          |                   |                   |                   | 28,000           |                   |                     |
| Brush Truck                              | 2015                    | Replacement          |                   |                   |                   |                  | 125,000           |                     |
|  | 2015                    | Replacement          |                   |                   |                   |                  |                   |                     |
| <b>TOTAL FIRE DEPARTMENT</b>             |                         |                      | <b>\$ 362,000</b> | <b>\$ 117,000</b> | <b>\$ 110,000</b> | <b>\$ 28,000</b> | <b>\$ 125,000</b> | <b>\$ -</b>         |

| <i>Item</i>                              | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 28-29</i>     | <i>FY 29-30</i>   | <i>FY 30-31</i> | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Future Needs</i> |
|--|-------------------------|----------------------|---------------------|-------------------|-----------------|-----------------|-----------------|---------------------|
| Ambulance with Power Load System (M159A) | 2018                    | Replacement          | 320,000             |                   |                 |                 |                 |                     |
| 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 (4)                     | 2019                    | Replacement          |                     | 150,000           |                 |                 |                 |                     |
| Ambulance with Power Load System (M159C) | 2020                    | Replacement          |                     | 320,000           |                 |                 |                 |                     |
| <b>TOTAL FIRE DEPARTMENT</b>             |                         |                      | <b>\$ 1,885,000</b> | <b>\$ 520,000</b> | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>         |

**City of Leon Valley  
Fire Department  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

UTV with seating for four and space for fire fighting equipment and the ability to carry sick or injured patients from our natural areas and trail system. This vehicle will be equipped to haul a stokes basket and will have additional scene lighting.



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

The FD needs a safe and efficient means of ingress and egress in our natural areas and trail systems. With the increasing number of fires in our natural areas and trails, the FD needs a vehicle able to traverse open land and trails. This item will improve the services that the FD will be able to provide to our resident and guest.

This purchase will replace our current 2012 Kawasaki Mule

|                                 |                        |
|---------------------------------|------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                      |
| <b>COST PER ITEM</b>            | \$32,000               |
| <b>ADDITIONAL COST PER ITEM</b> | -                      |
| <b>TOTAL</b>                    | <u><u>\$32,000</u></u> |

**City of Leon Valley  
Fire Department  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Replacement of existing EMS unit M159D

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

While this item is scheduled for FY24-25, there is a 500-day Leadtime for delivery. There is a possibility of some funds coming in from the same of an ambulance that it will replace. This is a planned replacement unit.

|                                 |                  |
|---------------------------------|------------------|
| <b>NUMBER OF ITEMS</b>          | 1                |
| <b>COST PER ITEM</b>            | \$330,000        |
| <b>ADDITIONAL COST PER ITEM</b> | \$0              |
| <b>TOTAL</b>                    | <u>\$330,000</u> |



**Public Works**

| <i>Item</i>                          | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i>   | <i>FY 24-25</i>   | <i>FY 25-26</i>   | <i>FY 26-27</i>   | <i>FY 27-28</i>   | <i>Future Needs</i> |
|--------------------------------------|-------------------------|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Crack seal trailer                   | New                     | New                  | 40,000            |                   |                   |                   |                   |                     |
| Sidewalks                            | Replacement             | Replacement          | 25,000            |                   |                   |                   |                   |                     |
| C16 Broce Broom                      | 1998                    | Replacement          | 50,000            |                   |                   |                   |                   |                     |
| C1 Chevy C8500                       | 2000                    | Replacement          |                   | 100,000           |                   |                   |                   |                     |
| Server                               | 2023                    | Replacement          |                   | 7,000             |                   |                   |                   |                     |
| Sidewalks                            | Replacement             | Replacement          |                   | 100,000           |                   |                   |                   |                     |
| C14 Ford F 350 Flatbed               | 1994                    | Replacement          |                   | 45,000            |                   |                   |                   |                     |
| M12 Bobcat                           |                         | Replacement          |                   |                   | 50,000            |                   |                   |                     |
| M14 F150 Pick-Up 1/2 Ton             | 2013                    | Replacement          |                   |                   | 50,000            |                   |                   |                     |
| Sidewalks                            | Replacement             | Replacement          |                   |                   | 100,000           |                   |                   |                     |
| M3 Ford F-150                        | 2012                    | Replacement          |                   |                   | 50,000            |                   |                   |                     |
| M9 Case JX55 Farm Tractor            | 2003                    | Replacement          |                   |                   | 150,000           |                   |                   |                     |
| ST01 Onan generator                  | 2000                    | Replacement          |                   |                   | 115,000           |                   |                   |                     |
| Plotter                              | 2017                    | Transfer to PZ       |                   |                   |                   |                   |                   |                     |
| M1 Ford F150 Super cab 4x2           | 2023                    | Replacement          |                   |                   |                   | 50,000            |                   |                     |
| M16 Chevy Silverado 1/2 Ton          | 2017                    | Replacement          |                   |                   |                   | 50,000            |                   |                     |
| C12A Doosan Compressor               | 2013                    | Replacement          |                   |                   |                   | 30,000            |                   |                     |
| C15 Trail-Eze Trailer                | 1997                    | Replacement          |                   |                   |                   | 20,000            |                   |                     |
| C18 Ingersoll Rand Roller            | 1999                    | Replacement          |                   |                   |                   | 50,000            |                   |                     |
| C21 International Water Truck        | 2010                    | Replacement          |                   |                   |                   | 100,000           |                   |                     |
| M15 Chevrolet Silverado 2500         | 2016                    | Replacement          |                   |                   |                   | 45,000            |                   |                     |
| C10A Leeboy Motor Grader             | 2014                    | Replacement          |                   |                   |                   |                   |                   |                     |
| M7 Rhino 1348 Boom Mower             | 2006                    | Replacement          |                   |                   |                   |                   | 75,000            |                     |
| C20 Southwest Gooseneck Trailer      | 2017                    | Replacement          |                   |                   |                   |                   | 20,000            |                     |
| C22 Cart-Away Concrete Mixer Trailer | 2018                    | Replacement          |                   |                   |                   |                   | 40,000            |                     |
| C23 Doosan Forklift                  | 2018                    | Replacement          |                   |                   |                   |                   | 70,000            |                     |
| C24 Stewart -Amos Isuzu Sweeper      | 2018                    | Replacement          |                   |                   |                   |                   | 200,000           |                     |
| C21 Water Tanker                     | 2010                    | Replacement          |                   |                   |                   |                   | 80,000            |                     |
| C5 Interstate Haul Trailer           | 2023                    | Replacement          |                   |                   |                   |                   | 30,000            |                     |
| C19 Asphalt Zipper                   | 2022                    | Replacement          |                   |                   |                   |                   | 120,000           |                     |
| <b>TOTAL PUBLIC WORKS</b>            |                         |                      | <b>\$ 115,000</b> | <b>\$ 252,000</b> | <b>\$ 515,000</b> | <b>\$ 345,000</b> | <b>\$ 635,000</b> | <b>\$ -</b>         |

**Public Works**

| <i>Item</i>                           | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 28-29</i>  | <i>FY 29-30</i>   | <i>FY 30-31</i>   | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Future Needs</i> |
|---------------------------------------|-------------------------|----------------------|------------------|-------------------|-------------------|-----------------|-----------------|---------------------|
| M22 Chevrolet Silverado               | 2019                    | Replacement          | 45,000           |                   |                   |                 |                 |                     |
| M21 Ford F 350 Truck                  | 2019                    | Replacement          | 45,000           |                   |                   |                 |                 |                     |
| C25 International Dump Truck          | 2020                    | Replacement          |                  | 100,000           |                   |                 |                 |                     |
| C26 Concrete Load Pro                 | 2020                    | Replacement          |                  | 80,000            |                   |                 |                 |                     |
| M9 Case JX55 Backhoe                  | 2003                    | Replacement          |                  | 150,000           |                   |                 |                 |                     |
| Car washing Equipment                 | 2021                    | Replacement          |                  | 10,000            |                   |                 |                 |                     |
| C26 Concrete Load Pro                 | 2020                    | Replacement          |                  | 80,000            |                   |                 |                 |                     |
| M9 Case JX55 Backhoe                  | 2003                    | Replacement          |                  | 150,000           |                   |                 |                 |                     |
| Car washing Equipment                 | 2021                    | Replacement          |                  | 10,000            |                   |                 |                 |                     |
| M6A Case Loader Backhoe               | 2015                    | Replacement          |                  |                   | 120,000           |                 |                 |                     |
| Traffic Signal System - Wurzbach      | 2017                    | Replacement          |                  |                   | 150,000           |                 |                 |                     |
| All Building Generator                | 1984                    | Replacement          |                  |                   | 115,000           |                 |                 |                     |
| Traffic Signal System - Huebner/Evers | 2017                    | Replacement          |                  |                   | 150,000           |                 |                 |                     |
| <b>TOTAL PUBLIC WORKS</b>             |                         |                      | <b>\$ 90,000</b> | <b>\$ 580,000</b> | <b>\$ 535,000</b> | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>         |

**City of Leon Valley  
Public Works  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Crackseal trailer

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

This will allow the Construction Crew to heat seal cracks in asphalt, resulting in longer street life span.



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

**City of Leon Valley  
Public Works  
Request for Capital  
Fiscal Year 2024**

**Item Description:**  
Sidewalk replacement

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
This is part of the ongoing capital improvements plan to improve pedestrian mobility.



|                                 |                        |
|---------------------------------|------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                      |
| <b>COST PER ITEM</b>            | 25,000                 |
| <b>ADDITIONAL COST PER ITEM</b> | -                      |
| <b>TOTAL</b>                    | <u><u>\$25,000</u></u> |

**City of Leon Valley  
Public Works  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Broce Broom

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

This will replace the existing broom, which is used in street construction. The existing broom was purchased in 1998, is in poor condition, and has outlived its economic life.



|                                 |                        |
|---------------------------------|------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                      |
| <b>COST PER ITEM</b>            | 50,000                 |
| <b>ADDITIONAL COST PER ITEM</b> | -                      |
| <b>TOTAL</b>                    | <u><u>\$50,000</u></u> |



**Economic Development**

| <i>Item</i>                       | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i> | <i>FY 24-25</i> | <i>FY 25-26</i> | <i>FY 26-27</i> | <i>FY 27-28</i> | <i>Future Needs</i> |
|-----------------------------------|-------------------------|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|
|                                   |                         |                      |                 |                 |                 |                 |                 |                     |
| <b>TOTAL ECONOMIC DEVELOPMENT</b> |                         |                      | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -                |

| <i>Item</i>                       | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 28-29</i> | <i>FY 29-30</i> | <i>FY 30-31</i> | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Future Needs</i> |
|-----------------------------------|-------------------------|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|
|                                   |                         |                      |                 |                 |                 |                 |                 |                     |
| <b>TOTAL ECONOMIC DEVELOPMENT</b> |                         |                      | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -                |

## Parks

| <i>Item</i>                               | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i>     | <i>FY 24-25</i> | <i>FY 25-26</i> | <i>FY 26-27</i> | <i>FY 27-28</i> | <i>Future Needs</i> |
|---|-------------------------|----------------------|---------------------|-----------------|-----------------|-----------------|-----------------|---------------------|
| Sprinkler System - 4 parks                | 2024                    | New                  | 120,000             |                 |                 |                 |                 |                     |
| Hike & Bile Trail Seg 2                   | 2024                    | New                  | 1,970,390           |                 |                 |                 |                 |                     |
| Hile and Bike (El Verde) Sprinkler System | 2024                    | New                  | 107,000             |                 |                 |                 |                 |                     |
| <b>TOTAL PARKS</b>                        |                         |                      | <b>\$ 2,197,390</b> | <b>\$ -</b>         |

| <i>Item</i>                  | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 28-29</i>   | <i>FY 29-30</i> | <i>FY 30-31</i> | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Future Needs</i> |
|------------------------------|-------------------------|----------------------|-------------------|-----------------|-----------------|-----------------|-----------------|---------------------|
| 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            |                 |                 |                 |                 |                     |
| <b>TOTAL PARKS</b>           |                         |                      | <b>\$ 251,000</b> | <b>\$ -</b>         |

**City of Leon Valley  
Parks  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Sprinkler systems for four parks.

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

Installing sprinkler systems in each of the neighborhood parks will allow for irrigation of new trees and other plantings.



|                                 |                         |
|---------------------------------|-------------------------|
| <b>NUMBER OF ITEMS</b>          | 4                       |
| <b>COST PER ITEM</b>            | 30,000                  |
| <b>ADDITIONAL COST PER ITEM</b> | -                       |
| <b>TOTAL</b>                    | <u><u>\$120,000</u></u> |

# City of Leon Valley Parks Request for Capital Fiscal Year 2024

**Item Description:**

Leon Valley Huebner Creek Hike & Bike Trail Segment II

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

This project was granted funds from the MPO and is to connect to the existing Segment I at Huebner Creek. Reimbursement funds in the amount of \$1,500,000 will be received through TxDOT and the FHWA.

|                                 |           |
|---------------------------------|-----------|
| <b>NUMBER OF ITEMS</b>          | 1         |
| <b>COST PER ITEM</b>            | 1,970,390 |
| <b>ADDITIONAL COST PER ITEM</b> | -         |
| <b>TOTAL</b>                    | 1,970,390 |



**City of Leon Valley  
Parks and Recreation  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Leon Valley Huebner Creek Hike & Bike Trail Segment I Irrigation System

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

The irrigation system will assist in watering the trees and other vegetation along the first segment of the trail. Reimbursement funds will be taken from the Tree Mitigation Fund.

|                                 |         |
|---------------------------------|---------|
| <b>NUMBER OF ITEMS</b>          | 1       |
| <b>COST PER ITEM</b>            | 107,000 |
| <b>ADDITIONAL COST PER ITEM</b> | -       |
| <b>TOTAL</b>                    | 107,000 |

### Library

| <i>Item</i>          | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i> | <i>FY 24-25</i> | <i>FY 25-26</i> | <i>FY 26-27</i> | <i>FY 27-28</i> | <i>Non Funded</i> |
|----------------------|-------------------------|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
|                      |                         |                      |                 |                 |                 |                 |                 |                   |
| <b>TOTAL LIBRARY</b> |                         |                      | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -              |

| <i>Item</i>          | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 28-29</i> | <i>FY 29-30</i> | <i>FY 30-31</i> | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Non Funded</i> |
|----------------------|-------------------------|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
|                      |                         |                      |                 |                 |                 |                 |                 |                   |
| <b>TOTAL LIBRARY</b> |                         |                      | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -              |

|                             | <i>FY 23-24</i> | <i>FY 24-25</i> | <i>FY 25-26</i> | <i>FY 26-27</i> | <i>FY 27-28</i> | <i>Future Needs</i> |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|
| <b>TOTAL BY FISCAL YEAR</b> | \$ 2,689,390    | \$ 369,000      | \$ 625,000      | \$ 373,000      | \$ 775,000      | \$ -                |

|                             | <i>FY 28-29</i> | <i>FY 29-30</i> | <i>FY 30-31</i> | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Future Needs</i> |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|
| <b>TOTAL BY FISCAL YEAR</b> | \$ 2,346,000    | \$ 1,100,000    | \$ 535,000      | \$ -            | \$ 32,000       | \$ -                |

**CITY OF LEON VALLEY**  
**ENTERPRISE FUND 10 YEAR CAPITAL ACQUISITION PLAN**  
**FY 2024**

| <i>Item</i>                             | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i> | <i>FY 24-25</i>  | <i>FY 25-26</i> | <i>FY 26-27</i> | <i>FY 27-28</i> | <i>Future Needs</i> |
|---|-------------------------|----------------------|-----------------|------------------|-----------------|-----------------|-----------------|---------------------|
| WA - Excavator Trailer                  | FY 24                   | New                  | 50,000          |                  |                 |                 |                 |                     |
| 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         |                  |                 |                 |                 |                     |
| SW - Replace Sewer Mains Wurzbach (ARP) | 2010                    | Replacement          | 224,382         |                  |                 |                 |                 |                     |
| WA - S122 Top Hat Trailer               | 2014                    | Replacement          |                 | 7,000            |                 |                 |                 |                     |
| WA - S123 Top Hat Trailer               | 2014                    | Replacement          |                 | 7,000            |                 |                 |                 |                     |
| WA - Replace Water Mains City-Wide      | 1960 - 1990             | Replacement          |                 | 250,000          |                 |                 |                 |                     |
| WA - Purchase Water Rights              | 2018                    | New                  |                 | 140,000          |                 |                 |                 |                     |
| 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          |                 |                 |                 |                     |
| 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         |                 |                 |                     |
| WA - S136 Leeboy Asphalt Distributor    | 2017                    | Replacement          |                 |                  | 100,000         |                 |                 |                     |
| WA - S137 Dynpac Roller                 | 2017                    | Replacement          |                 |                  | 70,000          |                 |                 |                     |
| SW - Replace Sewer Mains City-Wide      | 1960 - 1990             | Replacement          |                 |                  | 250,000         |                 |                 |                     |
| STW - S135 Vermeer Chipper              | 2017                    | Replacement          |                 |                  | 30,000          |                 |                 |                     |
| STW S143 Hustler Super Z HD             | 2018                    | Replacement          |                 |                  | 30,000          |                 |                 |                     |
| SW - W10 3/4 Ton Pickup Truck           | 2016                    | Replacement          |                 |                  |                 | 50,000          |                 |                     |
| 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          |                 |                  |                 | 250,000         |                 |                     |
| STW - S141 ATV                          | 2017                    | Replacement          |                 |                  |                 | 20,000          |                 |                     |
| SW - W11 Sewer Jet Machine              | 2016                    | Replacement          |                 |                  |                 |                 | 40,000          |                     |
| 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          |                 |                  |                 |                 | 250,000         |                     |
| SW - W12 Vermeer Vac-Tron Trailer       | 2017                    | Replacement          |                 |                  |                 |                 | 60,000          |                     |
| STW - S144 John Deere Rotary Cutter     | 2018                    | Replacement          |                 |                  |                 |                 | 25,000          |                     |
| <b>TOTAL BY FISCAL YEAR</b>             |                         |                      | <b>914,382</b>  | <b>1,294,000</b> | <b>870,000</b>  | <b>710,000</b>  | <b>765,000</b>  | <b>\$ -</b>         |

**CITY OF LEON VALLEY  
 ENTERPRISE FUND 10 YEAR CAPITAL ACQUISITION PLAN  
 FY 2024**

| <i>Item</i>                                | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 28-29</i>  | <i>FY 29-30</i> | <i>FY 30-31</i> | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Future Needs</i> |
|--|-------------------------|----------------------|------------------|-----------------|-----------------|-----------------|-----------------|---------------------|
| WA - W13 Ford F550 Dump truck              | 2018                    | New                  | 100,000          |                 |                 |                 |                 |                     |
| WA - W8 Backhoe                            | 2009                    | Replacement          | 130,000          |                 |                 |                 |                 |                     |
| WA - Replace water mains city-wide         | 1960-1990               | Replacement          | 250,000          |                 |                 |                 |                 |                     |
| SW - Replace sewer mains city-wide         | 1960-1990               | Replacement          | 250,000          |                 |                 |                 |                 |                     |
| STW - Streetsweeper                        | 2018                    | New                  | 200,000          |                 |                 |                 |                 |                     |
| STW - M18 John Deere Mower Tractor w/Shred | 2018                    | Replacement          | 100,000          |                 |                 |                 |                 |                     |
| WA - Replace John Marshall elevated tank   | 1939                    | Replacement          | 1,000,000        |                 |                 |                 |                 |                     |
| WA - ST01 Onan 100KW Generator             | 2010                    | Replacement          |                  | 115,000         |                 |                 |                 |                     |
| WA - Replace Water Mains City-Wide         | Replacement             | Replacement          |                  | 250,000         |                 |                 |                 |                     |
| WA - Purchase Water Rights                 | New                     | New                  |                  | 140,000         |                 |                 |                 |                     |
| SW - Replace Sewer Mains City-Wide         | Replacement             | Replacement          |                  | 250,000         |                 |                 |                 |                     |
| WA - Replace Water Mains City-Wide         | Replacement             | Replacement          |                  |                 | 250,000         |                 |                 |                     |
| WA - Purchase Water Rights                 | New                     | New                  |                  |                 | 140,000         |                 |                 |                     |
| SW - Replace Sewer Mains City-Wide         | Replacement             | Replacement          |                  |                 | 250,000         |                 |                 |                     |
| <b>TOTAL BY FISCAL YEAR</b>                |                         |                      | <b>2,030,000</b> | <b>755,000</b>  | <b>640,000</b>  | <b>-</b>        | <b>-</b>        | <b>\$ -</b>         |

**City of Leon Valley**  
**Water**  
**Request for Capital**  
**Fiscal Year 2024**

**Item Description:**  
Excavator Trailer

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
This will replace the trailer currently being used, as it was not designed for this use.

|                                 |                        |
|---------------------------------|------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                      |
| <b>COST PER ITEM</b>            | 50,000                 |
| <b>ADDITIONAL COST PER ITEM</b> | -                      |
| <b>TOTAL</b>                    | <u><u>\$50,000</u></u> |

**City of Leon Valley**  
**Water**  
**Request for Capital**  
**Fiscal Year 2024**

**Item Description:**  
Replace water mains.

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
This is part of the ongoing capital improvements plan to replace 40-50 year old asbestos concrete water mains.

|                                 |                         |
|---------------------------------|-------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                       |
| <b>COST PER ITEM</b>            | 250,000                 |
| <b>ADDITIONAL COST PER ITEM</b> | -                       |
| <b>TOTAL</b>                    | <u><u>\$250,000</u></u> |

**City of Leon Valley  
Water  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Purchase 20 acre feet of water rights.

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

This is part of the ongoing capital improvements plan to acquire up to 2000 acre feet of water rights for future development.

|                                 |                         |
|---------------------------------|-------------------------|
| <b>NUMBER OF ITEMS</b>          | 20                      |
| <b>COST PER ITEM</b>            | 7,000                   |
| <b>ADDITIONAL COST PER ITEM</b> | -                       |
| <b>TOTAL</b>                    | <u><u>\$140,000</u></u> |

**City of Leon Valley  
Sewer  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Replace sewer mains.

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

This is part of the ongoing capital improvements plan to replace 40-50 year old sewer mains.

|                                 |                         |
|---------------------------------|-------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                       |
| <b>COST PER ITEM</b>            | 250,000                 |
| <b>ADDITIONAL COST PER ITEM</b> | -                       |
| <b>TOTAL</b>                    | <u><u>\$250,000</u></u> |

**City of Leon Valley  
Sewer  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Replace sewer mains on Wurzbach.

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

This is part of the ongoing capital improvements plan to replace 40-50 year old sewer mains.

|                                 |                         |
|---------------------------------|-------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                       |
| <b>COST PER ITEM</b>            | 224,382                 |
| <b>ADDITIONAL COST PER ITEM</b> | -                       |
| <b>TOTAL</b>                    | <u><u>\$224,382</u></u> |

**CITY OF LEON VALLEY  
TRAFFIC SAFETY 10 YEAR CAPITAL ACQUISITION PLAN  
FY 2024**

| <i>Item</i>                        | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i>   | <i>FY 24-25</i>  | <i>FY 25-26</i>  | <i>FY 26-27</i>   | <i>FY 27-28</i>   | <i>Future Needs</i> |
|------------------------------------|-------------------------|----------------------|-------------------|------------------|------------------|-------------------|-------------------|---------------------|
| Command Vehicle                    | 2,012                   | Replacement          | 80,000            |                  |                  |                   |                   |                     |
| Jaws of Life (Tier 2)              | Variable                | Replacement          | 61,000            |                  |                  |                   |                   |                     |
| In-Car Camera Systems              | Variable                | Replacement          | 149,738           |                  |                  |                   |                   |                     |
| Police Patrol Vehicle (3 w/equip)  | Variable                | Replacement          | 195,000           |                  |                  |                   |                   |                     |
| School Zone MotherBoard            | Variable                | Replacement          | 20,000            |                  |                  |                   |                   |                     |
| Police Patrol Vehicle (1 w/equip)  | Variable                | Replacement          |                   | 62,000           |                  |                   |                   |                     |
| Mobile Digital Terminals           | Variable                | Replacement          |                   |                  | 31,740           |                   |                   |                     |
| Detective Vehicle                  | Variable                | Replacement          |                   |                  | 50,000           |                   |                   |                     |
| Office Furniture                   | Variable                | Replacement          |                   |                  |                  | 18,200            |                   |                     |
| Police Patrol Vehicles (2 w/equip) | Variable                | Replacement          |                   |                  |                  | 130,000           |                   |                     |
| Police Patrol Vehicle (1 w/equip)  | Variable                | Replacement          |                   |                  |                  |                   | 65,000            |                     |
| Detective Vehicle                  | Variable                | Replacement          |                   |                  |                  |                   | 52,000            |                     |
| <b>TOTAL BY FISCAL YEAR</b>        |                         |                      | <b>\$ 505,738</b> | <b>\$ 62,000</b> | <b>\$ 81,740</b> | <b>\$ 148,200</b> | <b>\$ 117,000</b> | <b>\$ -</b>         |

| <i>Item</i>                       | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 28-29</i>   | <i>FY 29-30</i> | <i>FY 30-31</i>  | <i>FY 31-32</i> | <i>FY 32-33</i>  | <i>Future Needs</i> |
|-----------------------------------|-------------------------|----------------------|-------------------|-----------------|------------------|-----------------|------------------|---------------------|
| Jaws of Life (Tier 2)             | Variable                | Replacement          | 62,500            |                 |                  |                 |                  |                     |
| In-Car Camera Systems             | Variable                | Replacement          | 86,500            |                 |                  |                 |                  |                     |
| Police Patrol Vehicle (2 w/equip) | Variable                | Replacement          | 130,000           |                 |                  |                 |                  |                     |
| Police Patrol Vehicle (1 w/equip) | Variable                | Replacement          |                   |                 | 68,000           |                 |                  |                     |
| Detective Vehicle                 | Variable                | Replacement          |                   |                 |                  |                 | 55,000           |                     |
| <b>TOTAL BY FISCAL YEAR</b>       |                         |                      | <b>\$ 279,000</b> | <b>\$ -</b>     | <b>\$ 68,000</b> | <b>\$ -</b>     | <b>\$ 55,000</b> | <b>\$ -</b>         |

**City of Leon Valley  
Traffic Safety Fund  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Command vehicle replacement  
This is a hold over from the FY22-23  
budget that was not purchased



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

This item is the scheduled purchase of a command vehicle. This vehicle will replace the current 2012 Ford F150 that was the original animal control vehicle and then passed to the FD. This vehicle will match the current existing command vehicle.

This vehicle will function as a quick response vehicle for traffic incidents.

|                                 |                        |
|---------------------------------|------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                      |
| <b>COST PER ITEM</b>            | \$80,000               |
| <b>ADDITIONAL COST PER ITEM</b> | -                      |
| <b>TOTAL</b>                    | <u><u>\$80,000</u></u> |

**City of Leon Valley**  
***Traffic Safety***  
**Request for Capital**  
**Fiscal Year 2024**

**Item Description:**

Replacement of Jaws of Life

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

This set of tools will be used for forceable rescue, mainly in vehicles involved in a crash but can be used for other forceable entries. This tool set is battery powered to allow for unlimited mobility and ease of use by the operator. The set consists of a cutter, spreader, and ram. The tool is commonly referred to as Jaws of Life.

|                                 |                        |
|---------------------------------|------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                      |
| <b>COST PER ITEM</b>            | 61,000                 |
| <b>ADDITIONAL COST PER ITEM</b> | -                      |
| <b><i>TOTAL</i></b>             | <u><u>\$61,000</u></u> |

**City of Leon Valley**  
***Traffic Safety***  
**Request for Capital**  
**Fiscal Year 2024**

**Item Description:**

In Car Camera Systems - Axon

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

Continue service agreement with Axon in order to keep in car camera equipment for the department.

|                                 |                         |
|---------------------------------|-------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                       |
| <b>COST PER ITEM</b>            | 149,738                 |
| <b>ADDITIONAL COST PER ITEM</b> | -                       |
| <b>TOTAL</b>                    | <u><u>\$149,738</u></u> |

**City of Leon Valley  
Traffic Safety  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

New Police Patrol Vehicles (2) w/Equipment Replacement

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

This vehicle purchase will replace 2 - 2017 Patrol vehicles scheduled to be taken out of service in the fiscal year.

Police Vehicles have been placed on a maintenance and replacement schedule as of 2017. All police vehicles will be kept in service for 100,000 miles or five years before they are replaced.

|                                 |                         |
|---------------------------------|-------------------------|
| <b>NUMBER OF ITEMS</b>          | 2                       |
| <b>COST PER ITEM</b>            | 65,000                  |
| <b>ADDITIONAL COST PER ITEM</b> | -                       |
| <b>TOTAL</b>                    | <u><u>\$130,000</u></u> |

**City of Leon Valley  
Traffic Safety Fund  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

School zone signal motherboard.

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

This will replace the electronic motherboard inside the school zone signal equipment on Evers Road

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



**City of Leon Valley**  
**Traffic Safety**  
**Request for Capital**  
**Fiscal Year 2024**

**Item Description:**

New Police Patrol Vehicle w/Equipment Replacement

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

This vehicle purchase will replace a 2016 patrol vehicle taken out of service in September 2022.

Police Vehicles have been placed on maintenance and replacement schedule as of 2017. All police vehicles will be kept in service for 100,000 miles or five years before they are replaced.

|                                 |                        |
|---------------------------------|------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                      |
| <b>COST PER ITEM</b>            | 65,000                 |
| <b>ADDITIONAL COST PER ITEM</b> | -                      |
| <b>TOTAL</b>                    | <u><u>\$65,000</u></u> |

**CITY OF LEON VALLEY  
COMMUNITY CENTER FUND 10 YEAR CAPITAL ACQUISITION PLAN  
FY 2024**

| <i>Item</i>                         | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i>  | <i>FY 24-25</i>  | <i>FY 25-26</i> | <i>FY 26-27</i> | <i>FY 27-28</i> | <i>Future Needs</i> |
|-------------------------------------|-------------------------|----------------------|------------------|------------------|-----------------|-----------------|-----------------|---------------------|
| Conference Center Kitchen           | New                     | New                  | 60,000           |                  |                 |                 |                 |                     |
| Conference Center Floors            | 2006                    | Replacement          |                  | 15,000           |                 |                 |                 |                     |
| Conference Center Accordion Doors   | 1998                    | Replacement          |                  | 12,000           |                 |                 |                 |                     |
| Conference Center Tables and Chairs |                         | Replacement          |                  | 25,000           |                 |                 |                 |                     |
| <b>TOTAL BY FISCAL YEAR</b>         |                         |                      | <b>\$ 60,000</b> | <b>\$ 52,000</b> | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>         |

| <i>Item</i>                     | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 28-29</i>  | <i>FY 29-30</i>  | <i>FY 30-31</i> | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Future Needs</i> |
|---------------------------------|-------------------------|----------------------|------------------|------------------|-----------------|-----------------|-----------------|---------------------|
| A/C (2) Units Community Center  | 2018                    | Replacement          | 28,000           |                  |                 |                 |                 |                     |
| Conference Center A/V Equipment | 2019                    | Replacement          |                  | 25,000           |                 |                 |                 |                     |
| <b>TOTAL BY FISCAL YEAR</b>     |                         |                      | <b>\$ 28,000</b> | <b>\$ 25,000</b> | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>         |

**City of Leon Valley  
Community Center  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Restain floors at the Conference Center. Remove/replace accordian doors, tables,  
The floors, accordion doors, tables and chairs have been not been replaced since 2  
/1998 and are deteriorating.

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

Upgrade Conference Center to generate more interest in rental.

710-5100-540.51

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

**CITY OF LEON VALLEY  
POLICE FORFEITURE 10 YEAR CAPITAL ACQUISITION PLAN  
FY 2024**

| <i>Item</i>                        | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY 23-24</i>   | <i>FY 24-25</i>   | <i>FY 25-26</i>  | <i>FY 26-27</i>   | <i>FY 27-28</i>   | <i>Future Needs</i> |
|------------------------------------|-------------------------|----------------------|-------------------|-------------------|------------------|-------------------|-------------------|---------------------|
| Video Server                       | Variable                | Replacement          | 54,600            |                   |                  |                   |                   |                     |
| Multi Function Copier              | Variable                | Replacement          | 8,750             |                   |                  |                   |                   |                     |
| Police Police Vehicles (2) w/equip | Variable                | Replacement          | 130,000           |                   |                  |                   |                   |                     |
| Undercover Police Vehicle (1)      | Variable                | Replacement          | 60,000            |                   |                  |                   |                   |                     |
| Detective Police Vehicle (2)       | Variable                | Replacement          |                   | 100,000           |                  |                   |                   |                     |
| Police Patrol Vehicles (2) w/equip | Variable                | Replacement          |                   | 124,000           |                  |                   |                   |                     |
| Mobile Digital Terminals           | Variable                | Replacement          |                   |                   | 31,740           |                   |                   |                     |
| Detective Police Vehicles (1)      | Variable                | Replacement          |                   |                   | 50,000           |                   |                   |                     |
| Undercover Police Vehicles (1)     | Variable                | Replacement          |                   |                   |                  | 55,000            |                   |                     |
| Multi Function Copier              | Variable                | Replacement          |                   |                   |                  | 8,750             |                   |                     |
| Police Patrol Vehicles (2) w/equip | Variable                | Replacement          |                   |                   |                  | 126,000           |                   |                     |
| Police Patrol Vehicles (2) w/equip | Variable                | Replacement          |                   |                   |                  | 126,000           |                   |                     |
| In-Car Camera Systems              | Variable                | Replacement          |                   |                   |                  |                   |                   |                     |
| Detective Police Vehicles (2)      | Variable                | Replacement          |                   |                   |                  |                   | 100,000           |                     |
| <b>TOTAL BY FISCAL YEAR</b>        |                         |                      | <b>\$ 253,350</b> | <b>\$ 224,000</b> | <b>\$ 81,740</b> | <b>\$ 315,750</b> | <b>\$ 100,000</b> | <b>\$ -</b>         |

**CITY OF LEON VALLEY  
POLICE FORFEITURE 10 YEAR CAPITAL ACQUISITION PLAN  
FY 2024**

| <i>Item</i>                        | <i>Acquisition Date</i> | <i>Purchase Type</i> | <i>FY28-29</i>    | <i>FY 29-30</i> | <i>FY 30-31</i>   | <i>FY 31-32</i> | <i>FY 32-33</i> | <i>Future Needs</i> |
|------------------------------------|-------------------------|----------------------|-------------------|-----------------|-------------------|-----------------|-----------------|---------------------|
| Video Server                       | Variable                | Replacement          | 54,600            |                 |                   |                 |                 |                     |
| In-Car Camera Systems              | Variable                | Replacement          | 70,500            |                 |                   |                 |                 |                     |
| Multi Function Copier              | Variable                | Replacement          | 9,300             |                 |                   |                 |                 |                     |
| Police Police Vehicles (2) w/equip | Variable                | Replacement          | 130,000           |                 |                   |                 |                 |                     |
| Police Patrol Vehicles (2) w/equip | Variable                | Replacement          |                   |                 | 130,000           |                 |                 |                     |
| Undercover Police Vehicles (1)     | Variable                | Replacement          |                   |                 | 55,000            |                 |                 |                     |
| Detective Police Vehicles (1)      | Variable                | Replacement          |                   |                 | 50,000            |                 |                 |                     |
| <b>TOTAL BY FISCAL YEAR</b>        |                         |                      | <b>\$ 264,400</b> | <b>\$ -</b>     | <b>\$ 235,000</b> | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>         |

**City of Leon Valley  
Police Forfeiture  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Video Server

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

This server will continue the storage of police recordings

|                                 |                        |
|---------------------------------|------------------------|
| <b>NUMBER OF ITEMS</b>          | 1                      |
| <b>COST PER ITEM</b>            | 54,600                 |
| <b>ADDITIONAL COST PER ITEM</b> | -                      |
| <b>TOTAL</b>                    | <u><u>\$54,600</u></u> |

**City of Leon Valley  
Police Forfeiture  
Request for Capital  
Fiscal Year 2024**

**Item Description:**  
Multi Function Copier

**Description of Benefit from Purchase in Improved Service or Lower Cost:**  
This purchase will replace copier in patrol room area of the police department.

|                                 |                       |
|---------------------------------|-----------------------|
| <b>NUMBER OF ITEMS</b>          | 1                     |
| <b>COST PER ITEM</b>            | 8,750                 |
| <b>ADDITIONAL COST PER ITEM</b> | -                     |
| <b>TOTAL</b>                    | <u><u>\$8,750</u></u> |

**City of Leon Valley  
Police Forfeiture  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

New Police Patrol Vehicles (2) w/Equipment                      Replacement

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

This vehicle purchase will replace 2 - 2017 Patrol vehicles scheduled to be taken out of service during the fiscal year

Police Vehicles have been placed on a maintenance and replacement schedule as of 2017. All police vehicles will be kept in service for 100,000 miles or five years before they are replaced.

|                                 |                         |
|---------------------------------|-------------------------|
| <b>NUMBER OF ITEMS</b>          | 2                       |
| <b>COST PER ITEM</b>            | 65,000                  |
| <b>ADDITIONAL COST PER ITEM</b> | -                       |
| <b>TOTAL</b>                    | <u><u>\$130,000</u></u> |

**City of Leon Valley  
Police Forfeiture  
Request for Capital  
Fiscal Year 2024**

**Item Description:**

Police Detective - Undercover Vehicle - Replacement

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

This vehicle purchase will replace the vehicle assigned to our undercover detective. This vehicle is scheduled to be taken out of service during the fiscal year.

Police Vehicles have been placed on maintenance and replacement schedule as of 2017. All police vehicles will be kept in service for 100,000 miles or five years before they are replaced.

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