



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, July 16, 2024 at 6:00 PM

**AGENDA**

---

**The City of Leon Valley City Council Shall Hold an In-Person Meeting with A Quorum of Members of City Council to Be Physically Present in The Leon Valley City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238. Some Members of City Council May Appear and Participate in The Meeting by Videoconference Pursuant to The Requirements Set Forth in The Texas Open Meetings Act.**

**Citizens May E-Mail Public Comments To [citizenstobeheard@leonvalleytexas.gov](mailto:citizenstobeheard@leonvalleytexas.gov). All Other Citizen Participation May Be Provided In-Person at City Council Chambers.**

---

- 1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance**
- 2. Citizens to be Heard**

Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.

**3. Presentations**

1. Presentation, Discussion and Workshop on an Ordinance Approving and Adopting Fiscal Year 2024-2025 Proposed Budget (1st Read was Held on 06-06-2024) - Dr. C. Caldera, City Manager
2. Recognition of Ben Castro, LVPD for 40 Years of Service to the City of Leon Valley - Mayor Chris Riley
3. Presentation and Discussion of the Standards of Cover and Staffing Utilization Study conducted on the City of Leon Valley Police Department, Fire/EMS Department, and Public Works Department by Fitch & Associates - L. Hernandez, Human Resources Director
4. Presentation and Discussion Regarding Possible Water and Sewer Rate Adjustments - Phillip Givens, Rate Study Consultant, Superior Management
5. Presentation and Discussion of the Monthly Financial Report Ending June 30, 2024 - D. Tarr, Assistant Finance Director

4. **Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.

5. **City Manager's Report**

1. Upcoming Important Events:

- Regular City Council Meeting, Tuesday, August 06, 2024, at 6:30 PM, in City Council Chambers.
- Movies in the Park featuring Paw Patrol, Mighty Movie , Friday, July 19, 2024, at Dusk, at Veteran's Park near the Community/Conference Center Grassy Area, 6421 Evers Road.
- Coffee with the Mayor & City Council, Saturday, July 27, 2024, from 9:00 AM to 11:00 AM, at the Leon Valley Conference Center.
- Movies in the Park featuring Kung Fu Panda 4 , Friday, August 16, 2024, at Dusk, at Veteran's Park near the Community/Conference Center Grassy Area, 6421 Evers Road.
- Crime Control & Prevention Board of Directors Meeting, Tuesday, August 20, 2024, at 5:00 PM, in City Council Chambers.
- Miscellaneous other events and announcements.

6. **Consent Agenda**

All Consent Agenda items listed are considered to be routine by the City Council and may be enacted by one (1) motion. There will be no separate discussion of a Consent Agenda item unless a member of City Council requests that the item be pulled from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

1. Discussion and Possible Action Approving of the Following City Council Minutes:
  - a. 06-04-2024 Regular City Council Meeting Minutes
2. Discussion and Possible Action accepting of the Following Board/Commission Minutes:
  - a. 05-28-2024 Planning & Zoning Commission Meeting Minutes
3. Presentation and Discussion of the Monthly Financial Report Ending May 31, 2024 - D. Tarr, Assistant Finance Director
4. Discussion, and Possible Action on an Ordinance Amending the City of Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A8.000 Building and Construction Related Fees, Section A8.006 Curb Cut Permit and Section A8.018 Sidewalk Permit to Increase Fees for Such Permits (1st Reading was held 6/4/2024) - R. Salinas, Director of Economic Development.

5. Discussion, and Possible Action on an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A8.000 Building and Construction Related Fees, A 8.003 Plan Review Fee Assessment, to Add a Subsection (C) Re-Review Plan Fee (1st Read was held 6/4/2024) - R. Salinas, Director of Economic Development.
6. Discussion and Possible Action of the Quarterly Investment Report for the Quarter Ended June 30, 2024 - C. Goering, Finance Director
7. Discussion and Possible Action Removing Richard Blackmore from all Committees Due to his Behavior - Council Member Will Bradshaw and Council Member Benny Martinez
8. Discussion and Possible Action Authorizing the City Manager to Negotiate a Contract and Enter into an Agreement with the University of Texas Health Science Center for Medical Direction for the Fire Department Emergency Medical Services (EMS) Program - M. Naughton, Fire Chief

## 7. Regular Agenda

1. Presentation, **Public Hearing**, Discussion, to Consider Approval of an Ordinance for an Specific Use Permit (SUP) on an Approximately 2.75 Acre Tract of Vacant Land, Located in the 5300 Block of Wurzbach Road, Being Lots 5, 24, and 25, Block 4, CB 9904, Rollingwood Ridge Subdivision, and Zoned B-3 Commercial with Commercial/Industrial Overlay Zoning, for the Construction of a "Church and Learning Center" (1st Read as Required by City Charter) - R. Salinas, Economic Development Director
2. Presentation, **Public Hearing**, Discussion, to Consider Approval of an Ordinance Authorizing a Zone Change from B-3 Commercial with the Sustainability Overlay District to B-3 Commercial Zoning District on an Approximately 1.05 Acre Tract of Vacant Land, Located in the 6400 Block of Grissom Road, Being Lot 73, CB 5784 Leon Valley Addition Glass Service Subdivision (1st Read as Required by City Charter) - R. Salinas, Economic Development Director
3. Presentation, **Public Hearing**, and Discussion, to Consider an Ordinance Approving a Zone Change From R-1 (Single Family Dwelling) District with Sustainability Overlay to B-2 (Commercial) Zoning District, on an Approximately 0.4028-Acre Tract of Vacant Land, Located at 7704 and 7708 Eckhert Road, Being Lots 13 and 14, Block 1, CB 4446A, Linkwood Addition Subdivision (1st Read as Required by City Charter) - R. Salinas, Economic Development Director
4. Presentation, Discussion, and Possible Action to Approve a Resolution Authorizing a TXDOT Advance Funding Agreement and Authorizing the City Manager to Execute the Agreement for Funding of the Huebner Creek Greenway Hike & Bike Trail Segment II - M. Moritz, Public Works Director
5. Discussion and Possible Action on a Resolution Appointing Members to the Citizens Police Advisory Committee - S. Passailaigue, City Secretary

- 6. Discussion and Possible Action on a Resolution Appointing Commissioners and Alternates to the Park Commission - S. Passailaigue, City Secretary
- 7. Presentation, Discussion and Possible Action on a Resolution Creating and Appointing a Temporary Solid Waste Services Committee - Dr. Caldera, City Manager
- 8. **Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley’s Code of Ordinances, at a Meeting of City Council, a Member of City Council May Place an Item on an Agenda by Making a Motion to Place the Item on a Future Agenda and Receiving a Second. No Discussion Shall Occur at the Meeting Regarding the Placement of the Item on a Future Agenda.**
- 9. **Adjournment**

**Executive Session.** The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

**Sec. 551.0411. MEETING NOTICE REQUIREMENTS IN CERTAIN CIRCUMSTANCES:** (a) Section does not require a governmental body that recesses an open meeting to the following regular business day to post notice of the continued meeting if the action is taken in good faith and not to circumvent this chapter. If an open meeting is continued to the following regular business day and, on that following day, the governmental body continues the meeting to another day, the governmental body must give written notice as required by this subchapter of the meeting continued to that other day.

**Attendance by Other Elected or Appointed Officials:** It is anticipated that members of other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or act on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted at the Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at <https://www.leonvalleytexas.gov>. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To plan, call (210) 684-1391, Extension 216.

*Saundra Passailaigue*  
 SAUNDRA PASSAILAIGUE, TRMC  
 City Secretary  
 July 11, 2024 11:40 AM



**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL ADOPTING THE ANNUAL BUDGET FOR THE CITY OF LEON VALLEY FOR THE FISCAL YEAR 2025; APPROVING PROJECTS INCLUDED IN THE PLANS; APPROPRIATING FUNDS AND PROVIDING FOR PAYMENT**

---

**WHEREAS**, in accordance with the Leon Valley Code of Ordinances, it is necessary to adopt a budget for the Fiscal Year 2025; and

**WHEREAS**, the Proposed Annual Budget for the period commencing October 1, 2024, and ending September 30, 2025 has been prepared by the City Manager and the City Council has considered the City Manager’s proposals; and

**WHEREAS**, after public notice, work sessions and hearings were held on the Proposed Budget and the City Council has considered the issue for several weeks; and

**WHEREAS**, on August 20, 2024, City Council considered the Proposed Budget;

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

**SECTION 1.** The Proposed Annual Budget for the City of Leon Valley, Texas, for the Fiscal Year 2025, as set out in Attachment A, is attached hereto and incorporated herein for all purposes, and the following sections of this Ordinance, is hereby approved and adopted for the fiscal year commencing October 1, 2024 and ending September 30, 2025.

**SECTION 2.** Appropriations. The sums set forth in Attachment A are hereby appropriated for the ensuing Fiscal Year 2025 for the different City Departments and purposes of the City.

**SECTION 3.** Personnel Positions.

- A. The number of City-funded personnel positions in all City-funded Departments shall not exceed the total number by indicated fund as set forth in Attachment A unless authorized by subsequent ordinance(s).
- B. Any Departments, Divisions, Sections, Offices, or Programs which have been funded in previous budgets but are not contained in the attached Fiscal Year 2025 Budget Document (Attachment A) are hereby abolished. Any personnel positions that have been authorized in previous budgets, but are not contained in Attachment A are hereby abolished.

**SECTION 4.** Texas Municipal Retirement System. Pursuant to Section 855.407(g) of the Texas Government Code (the TMRS Act), the City hereby elects to make future normal and prior service contributions to its account in the municipal accumulation fund of the Texas Municipal Retirement System at such combined rate of the total compensation paid by the City to employees who are members of the System, as the System’s actuary shall

annually determine as the rate necessary to fund within the amortization period determined as applicable to the City under the TMRS Act the costs of all benefits which are or may become chargeable to or are to be paid out of the City's account in said accumulation fund, regardless of other provisions of the TMRS Act limiting the combined rate of City contributions. This election shall be effective on October 1, 2024.

**SECTION 5.** Budget Document Filing. The City Manager shall cause the Fiscal Year 2025 Budget and a copy of this Ordinance to be filed with the City Secretary and the County Clerk of Bexar County, as required by the Texas Local Government Code.

**SECTION 6.** Conflict Provisions. Any discrepancy between this Ordinance and Attachments A shall be resolved in favor of Attachments A.

**SECTION 7.** Effective Date. Except as otherwise specifically provided for herein, this Ordinance shall take effect on the 1<sup>st</sup> day of October, 2024.

# Proposed Budget Workshop Fiscal Year 2025

Crystal Caldera, PhD  
City Manager  
City Council Meeting  
July 16, 2024

# General Fund



# Overview

- For FY 2025, we are projecting a fund balance in the General Fund of approximately
  - \$3,840,556 in the Capital Reserve Fund
  - \$1,000,000 in the Emergency Fund
  - Estimated total of \$4,840,556

# Overview

- The Emergency Fund alone represents approximately less than 1 month of operating income
  - 1 month of operating would be \$1,245,059
- The combined fund balance (Emergency and Reserve) represents approximately 3.8 months of operating income

# Overview

- As presented, the Fiscal Year 2025 General Fund budget is balanced
  - An operating is in the good by \$31,804

# Changes From the last Presentation

- Moved one Police Officer to the Police Forfeiture Fund
- Deleted the part-time Impound Lot employee, Asst. P & Z Director, Full Time Fire Admin (stay part-time), and extra PW employee
- No increases in certification pay
- Allocated 10% of salaries for three Parks Maintenance employees to the Community Center Fund
- Deleted \$160,000 for Restrooms revocations in the Community Center Fund

# Changes From the last Presentation

- Re allocated 10% of the Planning & Zoning Director to the water fund and Gave Mr. Salinas a little bit of a pay increase to continue to help in that department.
- Made reductions to various other line items that will be reflected as we go through the PowerPoint
- Only decreased the Sales tax by 2% instead of 3%
- Slightly Increased interest and income based on trend

# Revenue Highlights

- Total Resources - \$16,430,029
  - An increase over FY 24 of \$622,888
  - Total operating revenue is \$14,940,717
    - Take your total resources and subtract \$1,260,312 for H&B Grant and \$229,000 for PEG funds
- This includes transfers in for shared Personnel Services - \$1,993,233.94
  - \$579,966.68 – Water
  - \$565,736.58- Sewer
  - \$367,033.93- Storm Water
  - \$373,635.96- RLC
  - \$84,903.51- Crime Control
  - \$21,957.28- Community Conference Center

# Revenue Highlights

- To fund the FY 2025 General Fund Budget, we are proposing a tax rate of \$0.484739 cents per \$100 of valuation
  - This is an estimated tax rate that is the same as last year and may be adjusted up or down after we receive the official rate calculation from Bexar County.

# Revenue Highlights

Continued

{Section}.31.

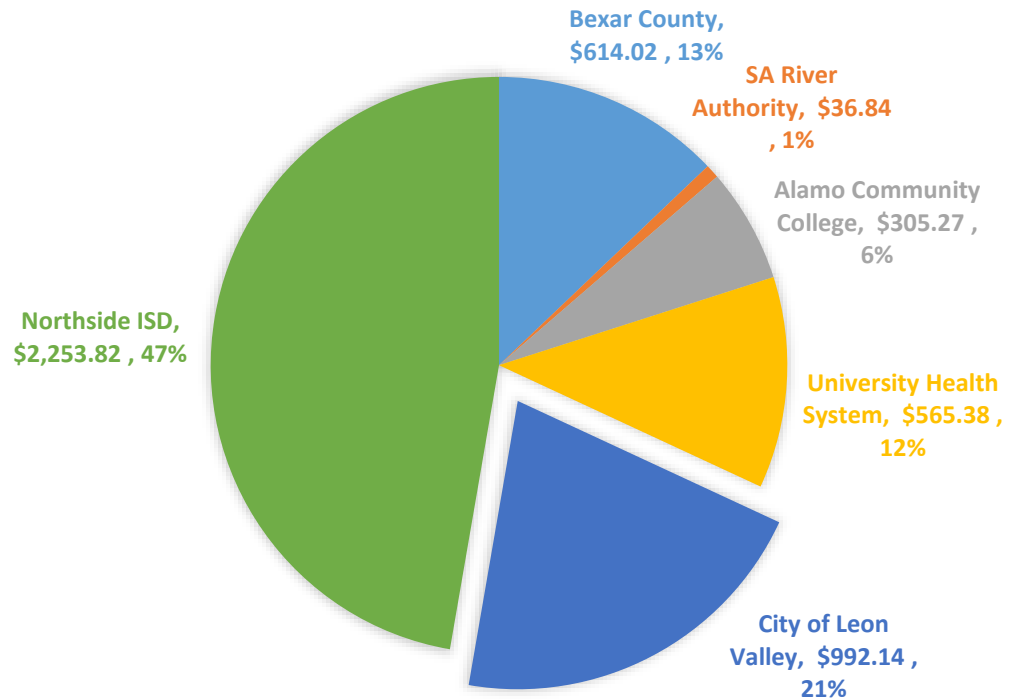
- Once again Bexar County Appraisal District projects an increase in tax value
  - Market Value for tax year 2024 increased by \$35,263,002 over tax year 2023
- It is yet to be determined the amount we will lose to appeals
  - We lost \$67,073,641 to appeals in tax year 2023
- Ad Valorem Tax revenues for fiscal year 2025 are being projected with an increase of \$175,599 over FY 2024



# Ad Valorem Impact to Homeowner



### Breakdown of Tax Year 2023 Homeowner Tax Bill



Tax Year 2024  
Average Home Taxable Value  
\$224,622

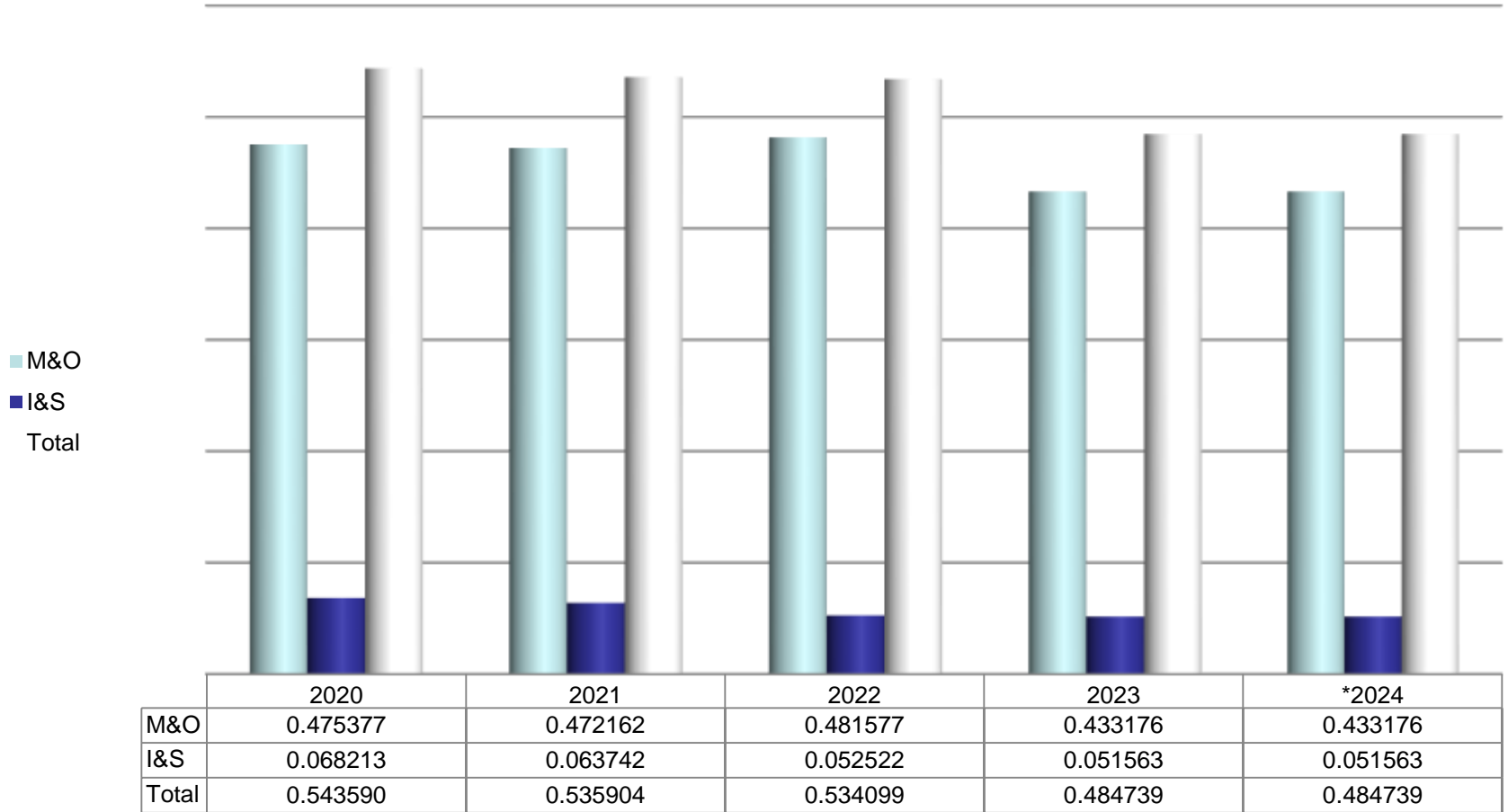
Average City of Leon Valley Levy:  
\$1,088.83

# Average Taxable Home Value Increase in Leon Valley (as determined by Bexar County)

<b><i>Average Home Value</i></b>		
TY 2023	TY 2024	Increase
\$204,675	\$224,622	\$19,947

<b>Average Tax Increase</b>		
TY 2023	TY 2024	Increase
\$992.14	\$1,088.83	\$96.69

# Tax Rate History



\*Projected

# Projected Revenue

{Section}.31.

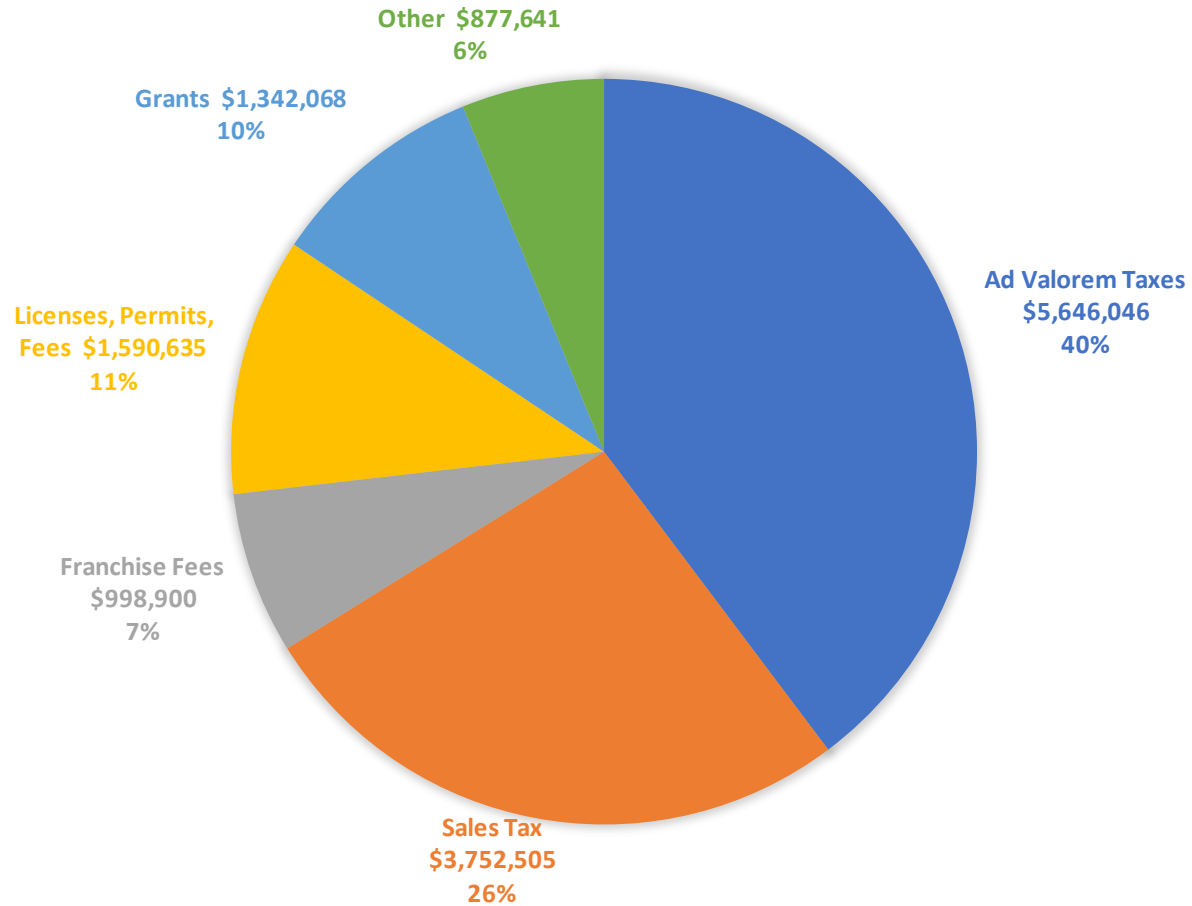
- Notable increases in the FY 25 budget for revenue are:
  - Ad Valorem
    - \$175,599
      - This will possibly change once we get the Tax Rate Calculations from Bexar County. Last year's Tax Rate was used to calculate the revenue
  - Building Permits
    - 264,545

# Projected Revenue

- Notable decreases in the FY 25 budget for revenue are:
  - Sales Tax
    - \$43,892
  - Court
    - \$10,822
  - EMS Revenue
    - \$9,300

# General Fund Revenue By Category

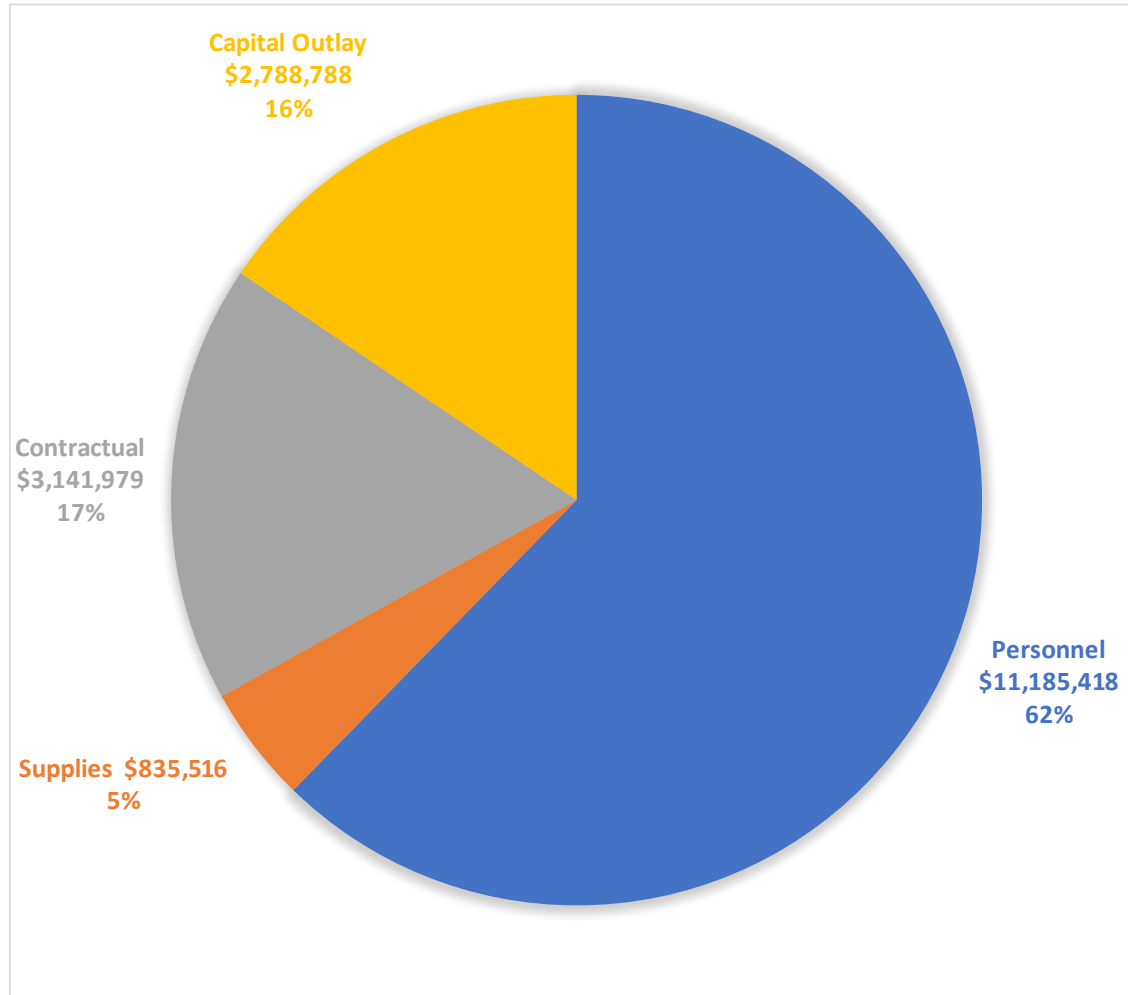
{Section}.31.



# Expenditure Highlights

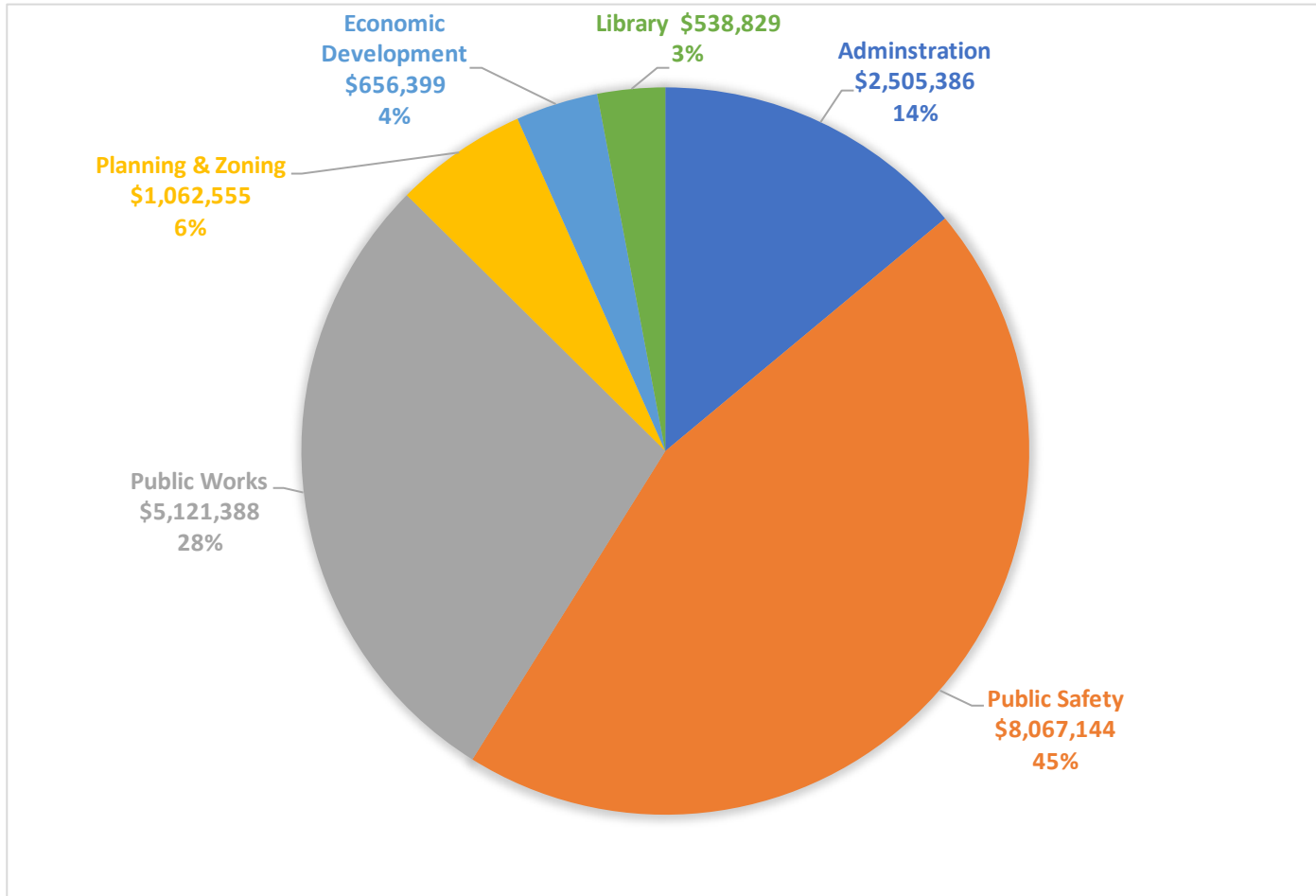
- Total Expenditures - \$17,951,701
  - An increase of \$764,270
    - Personnel
    - Supplies
    - Contractual
  - Total operating expenditures – \$14,908,913
- Take your total expenditures minus \$2,788,788 for capital outlay, 250,000 for a master plan, and 4,000 for PEG fund uses.
- Capital Expenditures - \$2,788,788
  - A decrease of \$549,358

# General Fund Expenditures by Category





# General Fund Expenditures by Department



# Important Note

- This budget is balanced with no tax rate increase and maintaining your Fourth of July budget
- It does not consider:
  - Original recommendations of a succession plan in P&Z (\$75,000 needed for GF)
    - FD is lacking in Admin Assistance
  - A transition plan to move RLC staff over to GF (\$96,000 needed for GF of one officer)
  - A transition plan to move staff from the Enterprise fund to GF (est. \$475,650 needed for total transition)
  - Postponing Microsoft Office 365 transfer for 3<sup>rd</sup> year
  - Staff Utilization Recommendations
- A tax rate increase of one penny generates roughly \$100,000
- Your Fourth of July Event is \$150,000

**GENERAL FUND**  
**SUMMARY OF REVENUES AND EXPENDITURES**

{Section}.31.

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2022-2023	2023-2024	2023-2024	2024-2025
<b>BEGINNING FUND BALANCE</b>	<b>\$ 4,835,254</b>	<b>\$ 5,919,097</b>	<b>\$ 5,919,097</b>	<b>\$ 5,362,228</b>
<b>Revenues</b>				
Ad Valorem Taxes	5,450,281	5,470,447	5,470,447	5,646,046
Sales Taxes	3,806,901	3,789,946	3,759,669	3,752,505
Franchise Fees	1,182,224	1,001,820	996,372	998,900
Licenses, Permits, Fees, Fines	1,351,189	1,237,800	1,320,321	1,590,635
Grants	47,891	1,335,312	81,756	1,342,068
Other	903,034	749,582	812,922	877,641
<b>Total Revenues</b>	<b>12,741,520</b>	<b>13,584,907</b>	<b>12,441,487</b>	<b>14,207,795</b>
<b>Other Funding Sources</b>				
EDCD Fund Balance	-	-	86,750	-
Transfer in-ARP Funds	377,974	330,000	330,000	-
Transfer-Personnel Shared Services	1,889,209	1,803,856	1,803,856	1,993,234
Contractual Shared Services	-	-	-	-
Peg Fund Balance	-	-	-	229,000
Tree Mitigation Fds (Sprinkler System)	-	227,000	227,000	-
<b>Total Other Financing Sources</b>	<b>2,267,183</b>	<b>2,360,856</b>	<b>2,447,606</b>	<b>2,222,234</b>
<b>TOTAL RESOURCES</b>	<b>\$ 15,008,703</b>	<b>\$ 15,945,763</b>	<b>\$ 14,889,093</b>	<b>\$ 16,430,029</b>
<b>Expenditures</b>				
Personnel Services	9,340,823	10,366,434	10,366,434	11,185,418
Supplies	699,817	915,270	915,270	835,516
Contractual Services	2,435,925	3,116,939	3,116,939	3,141,979
Capital Outlay	12,984	3,338,146	1,047,319	2,788,788
<b>Total Expenditures</b>	<b>12,489,549</b>	<b>17,736,789</b>	<b>15,445,962</b>	<b>17,951,701</b>
<b>Other Financing Uses</b>				
Transfer to Capital	95,765	-	-	-
Transfer Out EDCD to GF	62,884	-	-	-
Transfer Out to ARP	1,276,661	-	-	-
<b>Total Other Financing Uses</b>	<b>1,435,310</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,924,859</b>	<b>\$ 17,736,789</b>	<b>\$ 15,445,962</b>	<b>\$ 17,951,701</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 5,919,097</b>	<b>\$ 4,128,071</b>	<b>\$ 5,362,228</b>	<b>\$ 3,840,556</b>

**GENERAL FUND  
SCHEDULE OF REVENUES BY SOURCE**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>Ad Valorem Taxes</b>				
Current	5,384,969	5,420,447	5,420,447	5,596,046
Delinquent	34,424	25,000	25,000	25,000
Penalty and Interest	30,888	25,000	25,000	25,000
<b>Total Ad Valorem Taxes</b>	<b>5,450,281</b>	<b>5,470,447</b>	<b>5,470,447</b>	<b>5,646,046</b>
<b>Sales Taxes</b>				
City Sales Tax	3,356,178	3,332,946	3,289,054	3,289,054
Alcoholic Beverage Sales Tax	31,248	30,000	27,365	27,365
Economic Development Sales Tax	419,475	409,000	411,086	411,086
Vehicle Inventory Tax	-	18,000	32,164	25,000
<b>Total Sales Taxes</b>	<b>3,806,901</b>	<b>3,789,946</b>	<b>3,759,669</b>	<b>3,752,505</b>
<b>Franchise Fees</b>				
City Public Service	966,243	801,000	803,800	803,800
Telecommunication Fees	1,331	8,000	-	-
Node Pole Rental	1,250	750	750	500
ROW Fees	8,723	11,870	11,870	11,900
San Antonio Water System	1,336	1,300	1,052	-
Sanitation	59,076	65,000	65,000	65,000
PEG Fees	18,296	18,700	18,700	18,700
Cable Franchise Fees	117,431	93,400	93,400	95,000
Grey Forest Utilities	8,538	1,800	1,800	4,000
<b>Total Franchise Fees</b>	<b>1,182,224</b>	<b>1,001,820</b>	<b>996,372</b>	<b>998,900</b>

**GENERAL FUND**  
**SCHEDULE OF REVENUES BY SOURCE**

**Licenses, Fees and Fines**

Building Department	217,271	253,000	253,000	474,045
Contractor's Registration	100	-	-	-
Animal Licenses and Tags	-	-	100	100
Animal Control Fees	82	500	50	50
Property Room Fee	2,407	1,900	1,900	1,500
Property Room Auctions	1,329	3,000	1,000	1,000
Special and Solicitors	-	2,400	-	-
Co-Reinspection Fee	10,175	-	4,200	4,200
Zoning and Board of Adjustment	9,954	-	5,125	5,200
Subdivision Platting Fees	-	-	3,131	4,000
Occupation, Liquor, and Food	25,685	-	27,575	30,000
Time Payment Reimbursement Fee	-	-	1,600	1,600
Warrant Fees	42,128	48,500	45,000	45,000
Municipal Court Fines	435,294	373,700	373,700	420,000
Impound Lot Fees	118,700	100,000	118,700	118,700
Impound Lot Auctions	106,296	65,000	106,000	106,000
Recreation Fee	27,785	26,600	25,500	25,500
Fire Recovery	13,273	-	13,200	13,200
Fire Inspection Fees	150	-	100	100
EMS Fees	340,305	362,800	340,300	340,300
Book Fines	254	400	140	140
<b>Total Licenses, Fees and Fines</b>	<b>1,351,189</b>	<b>1,237,800</b>	<b>1,320,321</b>	<b>1,590,635</b>

# GENERAL FUND

## SCHEDULE OF REVENUES BY SOURCE

{Section}.31.

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2022-2023	2023-2024	2023-2024	2024-2025
<b>Grants</b>				
PD Grants	4,230	25,000	25,000	25,000
Fire Grants	6,449	50,000	50,000	50,000
Library Grants	6,756	-	6,756	6,756
EMS/Trauma System	-	-	-	-
Criminal Justice Grant	30,456	-	-	-
Hike and Bike	-	1,260,312	-	1,260,312
<b>Total Grants</b>	47,891	1,335,312	81,756	1,342,068

**GENERAL FUND  
SCHEDULE OF REVENUES BY SOURCE**

{Section}.31.

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2022-2023	2023-2024	2023-2024	2024-2025
<b>Other</b>				
Interest Income	347,643	305,000	410,000	410,000
EDCD Interest	19,566	11,000	20,313	20,313
Sprint Tower Lease	15,972	15,972	15,972	17,500
Pool Revenue	53,320	50,000	50,000	35,000
Credit Card Processing Fees	45,766	39,400	42,950	42,950
Parks Bucks Program	733	710	733	733
Miscellaneous	256,665	100,000	10,000	100,000
Library Non Resident Users	3,120	3,000	2,280	2,280
Library Memorial Donations	645	300	100	1,000
EDCD Miscellaneous Revenue	-	-	-	-
Sale of Surplus Property	-	10,000	22,500	10,000
Towing Contract	285	-	2,000	2,000
Special Events	41,375	80,000	50,825	50,825
EDC - 4th of July Funding	-	-	30,000	30,000
Blue Santa	4,109	4,200	9,633	4,800
CARES Act Reimbursement	-	-	-	-
Café Lease	9,460	-	19,300	26,640
City Hall Annex Lease	3,150	-	1,800	-
ASSPP	-	30,000	20,000	20,000
DEA Reimbursement	-	50,000	50,000	50,000
FOIA Fees	3,617	-	3,600	3,600
Insurance Proceeds	97,608	50,000	50,916	50,000
<b>Total Other</b>	<b>903,034</b>	<b>749,582</b>	<b>812,922</b>	<b>877,641</b>
<b>TOTAL REVENUES</b>	<b>\$ 12,741,520</b>	<b>\$ 13,584,907</b>	<b>\$ 12,441,487</b>	<b>\$ 14,207,795</b>

## COURT EXPENDITURES

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PERSONNEL SERVICES</b>				
Salaries	193,194	201,753	201,753	214,435
Retirement Plan	36,988	40,310	40,310	44,989
Group Insurance	25,108	36,547	36,547	40,202
Worker Compensation	1,049	357	357	380
Social Security	14,483	15,434	15,434	16,404
Longevity Pay	3,069	3,333	3,333	2,023
<b>Total Personnel Services</b>	<b>273,891</b>	<b>297,734</b>	<b>297,734</b>	<b>318,433</b>
<b>SUPPLIES</b>				
Office Supplies	1,054	1,500	1,500	1,500
Operating Supplies	4,653	7,430	7,430	7,465
Repairs & Maintenance - Internal	5	250	250	-
Misc. Supplies	806	2,160	2,160	2,276
<b>Total Supplies</b>	<b>6,518</b>	<b>11,340</b>	<b>11,340</b>	<b>11,241</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	52,554	57,965	57,965	42,258
Contractual Services	-	-	-	1,300
Utilities - Gas, Water, Electric	-	15,000	15,000	12,000
Printing	893	700	700	700
Advertising	-	600	600	600
Travel	1,276	3,000	3,000	3,300
Membership, Dues & Licenses	469	350	350	350
Subscriptions to Publications	75	200	200	200
Credit Card Processing Fee	49,073	39,400	39,400	40,000
<b>Total Contractual Services</b>	<b>104,340</b>	<b>117,215</b>	<b>117,215</b>	<b>100,708</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 384,749</b>	<b>\$ 426,289</b>	<b>\$ 426,289</b>	<b>\$ 430,382</b>



# Municipal Court Supplies

MUNICIPAL COURT	FY 2024	FY 2025	Difference	Reduction	Original
<b><u>Office Supplies</u></b>					
Tonner, drum, ribbon, labels, paper, other supplies pens, highlighters ext.	1,500	1,500	-	150	1,650
	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 1,650</b>
<b><u>Operation Supplies</u></b>					
Postage	6,000	6,600	600		6,600
Sam's court supplies	480	480	-	48	528
Jury Trial expenses	300	330	30	-	330
Holiday décor/candy	50	55	5	-	55
New printer - headset equipment	600	-	(600)	-	-
	<b>\$ 7,430</b>	<b>\$ 7,465</b>	<b>\$ 35</b>	<b>\$ 48</b>	<b>\$ 7,513</b>
<b><u>Repair/Maintenance</u></b>					
Normal	250	-	(250)	-	-
	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ (250)</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Miscellaneous Supplies</u></b>					
Work uniforms & dry cleaning judge robes	1,160	1,276	116	-	1,276
Replacement of court equipment	1,000	1,000	-	100	1,100
	<b>\$ 2,160</b>	<b>\$ 2,276</b>	<b>\$ 116</b>	<b>\$ 100</b>	<b>\$ 2,376</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 11,340</b>	<b>\$ 11,241</b>	<b>\$ (99)</b>	<b>\$ 298</b>	<b>\$ 11,539</b>

# Municipal Court Contractual

{Section}.31.

MUNICIPAL COURT	FY 2024	FY 2025	Difference	Reduction	Original
<b>Professional Services</b>					
Cafeteria Plan	965	288	(677)	-	288
Jury Trials	1,200	3,600	2,400	-	3,600
Judges Fees	43,200	30,000	(13,200)	-	30,000
Extra Judge Meetings	700	1,050	350	-	1,050
Bench Trials (1 per qtr.)	7,200	4,000	(3,200)	-	4,000
Interpreter	500	500	-	700	1,200
Warrant Fees	1,800	1,500	(300)	-	1,500
Extra dates	2,400	1,320	(1,080)	-	1,320
	<b>\$ 57,965</b>	<b>\$ 42,258</b>	<b>\$ (15,707)</b>	<b>\$ 700</b>	<b>\$ 42,958</b>
<b>Contractual Services</b>	<b>\$ -</b>	<b>\$ 1,300</b>	<b>\$ (1,300)</b>	<b>\$ -</b>	<b>\$ 1,300</b>
<b>Utilities - Water &amp; Electric</b>	15,000	12,000	(3,000)	-	12,000
<b>Printing</b>	700	700	-	-	700
<b>Memberships, Dues &amp; Licenses</b>	350	350	-	-	350
<b>Subscriptions to Publications</b>	200	200	-	-	200
<b>Advertising</b>	600	600	-	-	600
<b>Credit Card Processing Fees</b>	39,400	40,000	600	-	40,000
<b>Travel - Training</b>	3,000	3,300	300	-	3,300
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 117,215</b>	<b>\$ 100,708</b>	<b>\$ (19,107)</b>	<b>\$ 700</b>	<b>\$ 101,408</b>

## FINANCE EXPENDITURES

{Section}.31.

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PERSONNEL SERVICES</b>				
Salaries	283,922	288,807	288,807	298,235
Retirement Plan	36,729	47,714	47,714	62,570
Group Insurance	21,886	27,410	27,410	30,151
Worker Compensation	1,125	423	423	528
Social Security	20,638	18,269	18,269	22,815
Longevity Pay	2,970	3,198	3,198	295
<b>Total Personnel Services</b>	<b>367,270</b>	<b>385,821</b>	<b>385,821</b>	<b>414,595</b>
<b>SUPPLIES</b>				
Office Supplies	2,419	3,000	3,000	3,000
Operating Supplies	997	2,800	2,800	3,700
Misc. Supplies	-	1,000	1,000	1,000
<b>Total Supplies</b>	<b>3,416</b>	<b>6,800</b>	<b>6,800</b>	<b>7,700</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	50,796	49,265	49,265	57,421
Contractual Services	1,040	-	-	-
Utilities - Telephone	-	-	-	285
Utilities - Gas, Water, Electric	-	13,000	13,000	11,000
Printing	389	350	350	800
Advertising	1,161	2,000	2,000	1,200
Travel	437	3,000	3,000	3,000
Membership, Dues & Licenses	803	450	450	450
Liability Insurance	-	5,000	5,000	5,814
<b>Total Contractual Services</b>	<b>54,626</b>	<b>73,065</b>	<b>73,065</b>	<b>79,970</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 425,312</b>	<b>\$ 465,686</b>	<b>\$ 465,686</b>	<b>\$ 502,265</b>

# Finance Supplies

{Section}.31.

FINANCE	FY 2024	FY 2025	Difference	Reduction	Original
<b><u>Office Supplies</u></b>					
Binders, file folders, pens, paper, labels	3,000	3,000	-	500	3,500
	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 3,500</b>
<b><u>Operating Supplies</u></b>					
Normal Operating Supplies	2,800	2,800	-	280	3,080
Chairs (2)	-	-	-	250	250
Standing Desk (1)	-	900	900	-	900
	<b>\$ 2,800</b>	<b>\$ 3,700</b>	<b>\$ 900</b>	<b>\$ 530</b>	<b>\$ 4,230</b>
<b><u>Miscellaneous Supplies</u></b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 6,800</b>	<b>\$ 7,700</b>	<b>\$ 900</b>	<b>\$ 1,030</b>	<b>\$ 8,730</b>

# Finance Contractual

{Section}.31.

<b>FINANCE</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Difference</b>
<b>Professional Services</b>			
External Audit Fees (General Fund)	8,500	11,055	2,555
Bexar Appraisal District Dues (\$8,286)	30,000	34,000	4,000
Ad Valorem Tax Collection Fee (Bexar County)	8,100	8,100	-
SEC Rule Reporting	2,000	3,000	1,000
Employee Public Bond	550	1,050	500
Cafeteria Plan	115	216	101
	<b>\$ 49,265</b>	<b>\$ 57,421</b>	<b>\$ 8,156</b>
<b>Utilities - Telephone</b>	-	285	285
<b>Utilities - Water &amp; Electric</b>	13,000	11,000	(2,000)
<b>Printing</b> (Envelopes, 1099s, budget binders by ODP)	350	800	450
<b>Advertising (Public Hearing Notices)</b>	2,000	1,200	(800)
<b>Travel - Training</b>	3,000	3,000	-
<b>Membership, Dues &amp; License</b>	450	450	-
<b>Subscriptions to Publications</b>	-	-	-
<b>Liability Insurance</b>	5,000	5,814	814
<b>TOTAL</b>	<b>\$ 73,065</b>	<b>\$ 79,970</b>	<b>\$ 6,905</b>

**CITY MANAGER & COUNCIL  
EXPENDITURES**

{Section}.31.

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PERSONNEL SERVICES</b>				
Salaries	401,624	427,632	427,632	457,622
Retirement Plan	82,303	91,440	91,440	103,043
Group Insurance	38,272	36,547	36,547	40,202
Worker Compensation	4,794	811	811	870
Unemployment Compensation	680	-	-	-
Social Security	29,443	35,011	35,011	37,573
Car Allowance	6,000	6,000	6,000	6,000
Other Benefits	23,858	24,026	24,026	27,526
Special Pay	-	-	-	-
Longevity Pay	5,033	5,457	5,457	6,119
<b>Total Personnel Services</b>	<b>592,007</b>	<b>626,924</b>	<b>626,924</b>	<b>678,953</b>
<b>SUPPLIES</b>				
Operating Supplies	28,578	23,150	23,150	16,350
Repairs & Maintenance - Internal	-	2,000	2,000	-
Misc. Supplies	1,203	-	-	-
Employee Award Program	1,161	4,800	4,800	4,800
Coronavirus Expenses	-	-	-	-
<b>Total Supplies</b>	<b>30,942</b>	<b>29,950</b>	<b>29,950</b>	<b>21,150</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	5,810	34,394	34,394	21,882
Contractual Services	208,953	269,412	269,412	141,049
Utilities - Telephone	70,117	25,000	25,000	17,000
Utilities - Gas, Water, Electric	318,861	17,800	17,800	12,000
Printing	34,287	45,000	45,000	52,250
Advertising	2,784	10,475	10,475	5,000
Repairs and Maintenance - External	-	-	-	-
Travel	12,644	38,900	38,900	35,850
Membership, Dues & Licenses	5,437	10,709	10,709	8,796
Subscriptions to Publications	422	1,870	1,870	780
Liability Insurance	10,515	30,000	30,000	34,885
American Rescue Plan	4,792	-	-	-
<b>Total Contractual Services</b>	<b>674,622</b>	<b>483,560</b>	<b>483,560</b>	<b>329,492</b>
<b>CAPITAL OUTLAY</b>				
Other Machinery & Equipment	-	15,000	15,000	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,297,571</b>	<b>\$ 1,155,434</b>	<b>\$ 1,155,434</b>	<b>\$ 1,029,595</b>



# Manager & Council Supplies

{Section}.31.

CITY MANAGER & COUNCIL	FY 2024	FY 2025	Difference	Reduction	Original
<b>Office Supplies</b>	-	-	-	-	-
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operating Supplies</b>					
Estimated at \$250 per month for a total of \$3,000 for the year. Includes: Binders, staples, dividers, file folders, flip charts, sheet protectors, & miscellaneous other office supplies;	3,000	1,000	(2,000)	-	1,000
Printer color toners for 6 desktop printers	4,000	3,000	(1,000)	1,000	4,000
2 New computers	-	-	-	-	-
Council Meeting supplies including: Council nametags, business cards \$50 per standard order, thank you cards	900	900	-	-	900
Flags - For all City Buildings, to include American, Texas, City, Library, LVFD and Veteran's Park	-	-	-	-	-
Letterhead/envelopes, and employee birthday cards	500	500	-	-	500
Admin share of coffee, copy paper, green bar paper, some toner for the copier	1,000	1,000	-	-	1,000
Constant Contact \$600 per year for up to 500 email contacts with unlimited messaging at \$50 per month, includes archive library, and extended memory library [required to use graphics] Note: If prepay using credit card, can realize significant savings of 40% on services.	600	-	(600)	-	-
Logo shirts for Mayor, City Council and Admin staff – 2 each annually at \$50 each for a total of \$1,100. (Receptionist's shirts to come from Court Budget per Court Supervisor)	1,100	1,100	-	-	1,100
ACA Reporting Forms		-	-	-	-
W-2 Forms	1,500	1,500	-	-	1,500
<b>Special City Council Activities:</b>					
Meals or snacks for City Council Meetings, 24 regular meetings at \$100 each	3,600	3,600	-	-	3,600
Town Hall Meetings (\$200 per Town Hall Meeting for food, beverages, snacks plus \$150 for miscellaneous supplies per Town Hall Meeting plus \$1300 for Town Hall Meeting Postcards x 2 Town Hall Meetings) for a total of \$1,650 for one Town Hall Meeting	1,650	1,650	-	-	1,650
Volunteer Appreciation Dinner for all volunteers including catered dinner, decorations, music, gifts, door prizes & other miscellaneous items including Police Reserve Officers \$5,000 for 125 persons;	-	-	-	-	-
Employee Holiday Lunch	3,000	-	(3,000)	-	-
Coffee w/the Mayor & Council (Quarterly) @ \$150 each	600	600	-	-	600
Holiday Decorations for City Hall	-	-	-	-	-
<b>Employee training:</b>					
FY2017 Program from Human Resources	-	-	-	-	-
Programs for Human Resources	500	500	-	-	500
Health Fair	-	-	-	-	-
Welcoming Promotions Packet/Open Enrollment	1,000	1,000	-	-	1,000
PIA, TOMA, and Records Training from City Secretary	200	-	(200)	-	-
	<b>\$ 23,150</b>	<b>\$ 16,350</b>	<b>\$ (6,800)</b>	<b>\$ 1,000</b>	<b>\$ 17,350</b>

# Manager & Council Supplies

{Section}.31.

CITY MANAGER & COUNCIL	FY 2024	FY 2025	Difference	Reduction	Original
<b><u>Repairs and Maintenance - Internal</u></b>					
City Council Chambers computer equipment/projector/lamp repairs	2,000	-	(2,000)	-	-
Fire Safety Repairs to City Hall/Police Department	-	-	-	-	-
	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ (2,000)</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Miscellaneous Supplies</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Employee Award Program</u></b>					
Tenure Award Pins	-	-	-	-	-
Employee Appreciation	-	-	-	1,000	1,000
Employee Awards - \$4800 (tenure awards pins, plaques, retirements, etc.)	4,800	4,800	-	-	4,800
	<b>\$ 4,800</b>	<b>\$ 4,800</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 5,800</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 29,950</b>	<b>\$ 21,150</b>	<b>\$ (8,800)</b>	<b>\$ 2,000</b>	<b>\$ 23,150</b>



# Manager & Council Contractual

{Section}.31.

CITY MANAGER & COUNCIL	FY 2024	FY 2025	Difference	Reduction	Original
<b>Professional Services</b>					
City Attorney Non-Retainer Requests & Projects	15,000	5,000	(10,000)	5,000	10,000
TML (Non-Retainer Requests & Projects)	10,000	10,000	-	-	10,000
Spanish Translator for Election Documents	1,250	1,250	-	-	1,250
EAP and Cafeteria Plan	648	288	(360)	-	288
DPS Agency	96	144	48	-	144
Records Destruction	1,400	400	(1,000)	-	400
Safesite Records Storage	4,800	3,600	(1,200)	-	3,600
COBRA	1,200	1,200	-	-	1,200
DotGov Program (Domain)	-	-	-	-	-
	<b>\$ 34,394</b>	<b>\$ 21,882</b>	<b>\$ (12,512)</b>	<b>\$ 5,000</b>	<b>\$ 26,882</b>
<b>Contractual Services</b>					
Bexar County Elections	16,000	8,000	(8,000)	-	8,000
City Attorney Contract (General Fund Allocation)	60,000	60,000	-	-	60,000
Municipal Prosecutor Contract	45,000	45,000	-	-	45,000
Techlead	-	-	-	-	-
Town Hall Facilitator	850	-	(850)	-	-
Social Security Contract	35	35	-	-	35
Bonds - CM, CS, Mayor & Council	2,500	2,500	-	-	2,500
ACA (Affordable Care Act) Reporting	-	1,500	1,500	-	1,500
Municode - Code of Ordinances	1,196	1,196	-	-	1,196
Municode - Code of Ordinances Supplements	4,500	4,500	-	-	4,500
Municode - Website hosting & support	7,000	5,605	(1,395)	-	5,605
Municode - Agendas & Minutes	5,000	5,400	400	-	5,400
MuniDocs	350	350	-	-	350
JustFOIA	5,700	6,300	600	-	6,300
Archive Social	-	-	-	-	-
Rave Mobile Safety	-	-	-	-	-
Ninja RMM	-	-	-	-	-
Shi Government Solutions	-	-	-	-	-
Annual Incode Fees	1,300	-	(1,300)	-	-
Canon Solutions America	785	-	(785)	-	-
Pitney Bowes - Maintenance for Mailing Base	1,966	-	(1,966)	-	-
Sharp MX-5070 Maintenance Agreement	800	-	(800)	-	-
Turning Technologies Clickers	500	-	(500)	-	-
Culligan Drinking Water Service	660	663	3	-	663
Fire Inspection of City Hall Extinguishers	-	-	-	-	-
Fire Alarm Control Systems	-	-	-	-	-
Sprinkler System Inspection	270	-	(270)	-	-
Orkin Pest Control	-	-	-	-	-
Gleam Team Interior/Exterior Window Cleaning	-	-	-	-	-
Staffing Utilization Study	75,000	-	(75,000)	-	-
Haven for Hope	40,000	-	(40,000)	-	-
	<b>\$269,412</b>	<b>\$141,049</b>	<b>\$ (128,363)</b>	<b>\$ -</b>	<b>\$ 141,049</b>

# Manager & Council Contractual

{Section}.31.

CITY MANAGER & COUNCIL	FY 2024	FY 2025	Difference	Reduction	Original
Utilities - Telephone	25,000	17,000	(8,000)	-	17,000
Utilities - Water & Electric	17,800	12,000	(5,800)	-	12,000
Printing	45,000	52,250	7,250	-	52,250
Advertising	10,475	5,000	(5,475)	-	5,000
Travel - Training	38,900	35,850	(3,050)	-	35,850
Repairs & Maintenance	-	-	-	-	-
Membership, Dues & Licenses	10,709	8,796	(1,913)	-	8,796
Subscription to Publications	1,870	780	(1,090)	-	780
Liability Insurance	30,000	34,885	4,885	-	34,885
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 483,560</b>	<b>\$ 329,492</b>	<b>\$ (154,068)</b>	<b>\$ 5,000</b>	<b>\$ 334,492</b>

**INFORMATION TECHNOLOGY  
EXPENDITURES**

{Section}.31.

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PERSONNEL SERVICES</b>				
Salaries	39,998	86,426	86,426	89,456
Retirement Plan	7,592	17,268	17,268	18,768
Group Insurance	3,472	9,137	9,137	10,050
Worker Compensation	871	153	153	158
Social Security	2,524	6,612	6,612	6,843
Longevity Pay	-	-	-	95
<b>Total Personnel Services</b>	<b>54,457</b>	<b>119,596</b>	<b>119,596</b>	<b>125,371</b>
<b>SUPPLIES</b>				
Office Supplies	965	1,000	1,000	1,500
Operating Supplies	114	6,500	6,500	23,500
Repairs & Maintenance - Internal	2,714	5,500	5,500	3,500
<b>Total Supplies</b>	<b>3,793</b>	<b>13,000</b>	<b>13,000</b>	<b>28,500</b>
<b>CONTRACTUAL</b>				
Professional Services	-	-	-	-
Contractual Services	181,016	163,647	163,647	188,461
Repairs and Maintenance-External	12,574	16,300	16,300	4,000
Utilities - Telephone	-	-	-	1,800
Utilities - Gas, Water, Electric	-	-	-	350
Travel	115	3,000	3,000	2,000
Memberships, Dues & Licenses	-	175	175	1,000
<b>Total Contractual Services</b>	<b>193,705</b>	<b>183,122</b>	<b>183,122</b>	<b>197,611</b>
<b>CAPITAL OUTLAY</b>				
Other Machinery & Equipment	-	-	-	34,500
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 251,955</b>	<b>\$ 315,718</b>	<b>\$ 315,718</b>	<b>\$ 385,982</b>

# Information Technology Supplies

{Section}.31.

INFORMATION TECHNOLOGY	FY 2024	FY 2025	Difference	Reduction	Original
<b>Office Supplies</b>					
Labels, paper, toner, ink	1,000	1,500	500	-	1,500
	<b>\$ 1,000</b>	<b>\$ 1,500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 1,500</b>
<b>Operating Supplies</b>					
Misc. wires, mice, keyboards, batteries and USB	3,000	3,000	-	2,000	5,000
Laptop replacement - Technology Dept	3,500	-	(3,500)	-	-
Municipal Court Computers (2)	-	2,400	2,400	-	2,400
Police Department Computers (4)	-	4,800	4,800	-	4,800
Administrative Staff (2)	-	2,400	2,400	-	2,400
Council and Manager Laptops (6)	-	7,200	7,200	-	7,200
Network Rack Parts	-	1,000	1,000	-	1,000
Desktop Scanners P&Z (2)	-	800	800	-	800
Desktop Scanners for Court (2)	-	800	800	-	800
Ultra-wide screen monitors (1)	-	1,100	1,100	-	1,100
	<b>\$ 6,500</b>	<b>\$ 23,500</b>	<b>\$ 17,000</b>	<b>\$ 2,000</b>	<b>\$ 25,500</b>
<b>Repairs and Maintenance - Internal</b>					
Replacement Desk Phones (5)	500	500	-	-	500
Replacement Laptop Other (1)	2,500	1,500	(1,000)	-	1,500
Replacement Desktop Other (2)	2,500	1,500	(1,000)	-	1,500
	<b>\$ 5,500</b>	<b>\$ 3,500</b>	<b>\$ (2,000)</b>	<b>\$ -</b>	<b>3,500</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 13,000</b>	<b>\$ 28,500</b>	<b>\$ 15,500</b>	<b>\$ 2,000</b>	<b>\$ 30,500</b>

# Information Technology Contractual

{Section}.31.

INFORMATION TECHNOLOGY	FY 2024	FY 2025	Difference	Reduction	Original
<b><u>Contractual Services</u></b>					
TechLead	48,000	48,000	-	-	48,000
Incode	65,000	67,000	2,000	-	67,000
Archive Social	2,700	2,700	-	-	2,700
Rave911	7,700	642	(7,058)	-	642
Ninja	500	8,000	7,500	-	8,000
SHI -Verkada Surveillance	1,725	1,725	-	-	1,725
KnowBe4	2,016	2,016	-	-	2,016
Cisco/Meraki	20,000	20,000	-	-	20,000
GoGov	10,750	10,750	-	-	10,750
NitroPro	4,556	4,556	-	-	4,556
Microsoft Office 365 G5 License	-	-	-	64,000	64,000
Zoho CRM	700	-	(700)	-	-
ArcGIS Pro License (3)	-	-	-	9,100	9,100
Canon Solutions Workroom	-	1,000	1,000	-	1,000
Pitney-Bowes Postage Meter - replacemer	-	2,000	2,000	-	2,000
Phone System	-	20,000	20,000	-	20,000
Cafeteria Plan	-	72	72	-	72
	<b>\$ 163,647</b>	<b>\$ 188,461</b>	<b>\$ 24,814</b>	<b>\$ 73,100</b>	<b>\$ 261,561</b>
<b><u>Repairs &amp; Maintenance-External</u></b>					
Library Computers	5,500	-	(5,500)	-	-
Fire Department Computers	3,300	-	(3,300)	-	-
Public Works Computers	3,300	-	(3,300)	-	-
Planning & Zoning Computer	2,000	-	(2,000)	-	-
Council Manager Computers	2,200	-	(2,200)	-	-
Conference Center Tech Refresh	-	2,000	2,000	-	2,000
Community Center Tech Refresh	-	2,000	2,000	-	2,000
	<b>\$ 16,300</b>	<b>\$ 4,000</b>	<b>\$ (12,300)</b>	<b>\$ -</b>	<b>\$ 4,000</b>
<b>Utilities-Telephone</b>	-	1,800	(1,800)		1,800
<b>Utilities-Gas, Water, Electricity</b>	-	350	(350)		350
<b>Travel -Training</b>	3,000	2,000	(1,000)	3,000	5,000
<b>Memberships, Dues &amp; Licenses</b>	175	1,000	825		1,000
<b>Subscription to Publications</b>	-	-	-		-
<b>Liability Insurance</b>	-	-	-		-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 183,122</b>	<b>\$ 197,611</b>	<b>\$ 10,189</b>	<b>\$ 76,100</b>	<b>\$ 273,711</b>

# Information Technology Capital

{Section}.31.

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>
Department Server - Fire	2024	Replacement	15,000
Meraki 48 port Switch (2x) - Library	2020	Replacement	13,000
Meraki 48 port Switch (1x) - Public Works	New	New	6,500
<b>TOTAL BY FISCAL YEAR</b>			<b>\$ 34,500</b>

**POLICE  
EXPENDITURES**

{Section}.31.

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PERSONNEL SERVICES</b>				
Salaries	1,727,833	2,018,077	2,018,077	2,120,420
Retirement Plan	373,770	443,745	443,745	494,708
Group Insurance	194,595	283,241	283,241	311,565
Worker Compensation	48,765	50,722	50,722	53,759
Physical Examinations	-	-	-	-
Unemployment Compensation	-	-	-	-
Overtime	142,345	95,000	95,000	95,000
Social Security	143,087	170,201	170,201	180,387
Clothing Allowance	28,043	30,000	30,000	30,000
Standby	5,720	6,240	6,240	15,600
Special Pay	4,060	7,930	7,930	13,650
Certification Pay	57,848	67,600	67,600	83,330
Longevity Pay	20,021	20,305	20,305	15,582
<b>Total Personnel Services</b>	<b>2,746,088</b>	<b>3,193,061</b>	<b>3,193,061</b>	<b>3,414,002</b>
<b>SUPPLIES</b>				
Office Supplies	3,153	5,000	5,000	5,850
Operating Supplies	121,775	75,000	75,000	77,200
Repairs & Maintenance- Internal	6,737	-	-	-
Misc. Supplies	39,091	35,000	35,000	29,450
Blue Santa	268	4,200	4,200	4,800
<b>Total Supplies</b>	<b>171,024</b>	<b>119,200</b>	<b>119,200</b>	<b>117,300</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	31,028	15,000	15,000	11,876
Contractual Services	119,754	52,678	52,678	74,428
Utilities - Telephone	-	14,000	14,000	14,000
Utilities - Gas, Water, Electric	-	14,000	14,000	14,000
Printing	275	2,500	2,500	2,500
Repairs and Maintenance - External	474	32,000	32,000	38,000
Travel	51,676	3,000	3,000	5,000
Membership, Dues & Licenses	1,058	1,500	1,500	2,500
Subscriptions to Publications	549	500	500	500
Grant Expense	-	25,000	25,000	25,000
Liability Insurance	79,213	70,000	70,000	81,399
<b>Total Contractual Services</b>	<b>284,029</b>	<b>230,178</b>	<b>230,178</b>	<b>269,203</b>
<b>CAPITAL OUTLAY</b>				
Vehicles	-	-	-	65,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>65,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,201,140</b>	<b>\$ 3,542,439</b>	<b>\$ 3,542,439</b>	<b>\$ 3,865,505</b>



# Police Supplies

{Section}.31.

POLICE	FY 2024	FY 2025	Difference	Reduction	Original
<b>Office Supplies</b>					
Toner/ Ink, Ribbon/ Drums, Paper	1,900	2,200	300	-	2,200
Folders	700	800	100	-	800
Storage Boxes/ Folders/ Envelopes	1,000	1,200	200	-	1,200
Tape/ Pens/ Steno/ Tags/ Keys	700	750	50	-	750
High Speed Cables/ Computer Accessories	400	500	100	-	500
Batteries	300	400	100	-	400
	<b>\$ 5,000</b>	<b>\$ 5,850</b>	<b>\$ 850</b>	<b>\$ -</b>	<b>\$ 5,850</b>
<b>Operating Supplies</b>					
Camera SD cards, flash drives	600	1,000	400	-	1,000
Ammunition	5,200	5,200	-	-	5,200
Nitro	250	600	350	-	600
RMA Toll	100	100	-	-	100
Fingerprint Kits	500	650	150	-	650
Fuel	60,000	60,000	-	12,000	72,000
Vehicle Computer Equipment/Docking Stations	3,200	4,000	800	-	4,000
Radio Equipment	2,500	3,000	500	-	3,000
Office Furniture Replacement	-	-	-	10,000	10,000
Replacement Equipment	2,650	2,650	-	350	3,000
	<b>\$ 75,000</b>	<b>\$ 77,200</b>	<b>\$ 2,200</b>	<b>\$ 22,350</b>	<b>\$ 99,550</b>
<b>Miscellaneous Supplies</b>					
Clipboards/Folders/ Paper/ Key box	750	750	-	50	800
Trophy/ Plaques	200	200	-	-	200
Toner/Ink/Special Paper	250	500	250	-	500
Flares	5,300	5,300	-	-	5,300
Handcuffs/ Holders	1,200	1,800	600	-	1,800
VGA Adapters/SD cards/ Flash drives/HDMI	700	700	-	100	800
Printers/ Camera Equipment	2,400	2,400	-	400	2,800
Door Access Cards	300	300	-	-	300
Evidence Kits	4,000	5,000	1,000	-	5,000
Patrol Vehicles Lights/Accessories/ Traffic Cones	13,000	5,000	(8,000)	10,000	15,000
Evidence Envelopes	1,000	1,500	500	-	1,500
Evidence/ Lab Processing	5,900	6,000	100	-	6,000
	<b>\$ 35,000</b>	<b>\$ 29,450</b>	<b>\$ (5,550)</b>	<b>\$ 10,550</b>	<b>\$ 40,000</b>
					-
<b>Blue Santa Program</b>	<b>\$ 4,200</b>	<b>\$ 4,800</b>	<b>\$ 600</b>	<b>\$ -</b>	<b>\$ 4,800</b>
<b>TOTAL SUPPLIES</b>	<b>\$119,200</b>	<b>\$ 117,300</b>	<b>\$ (1,900)</b>	<b>\$ 32,900</b>	<b>\$ 150,200</b>

Moved to  
Forfeiture

Moved to  
Traffic Safety



# Police Contractual

POLICE	FY 2024	FY 2025	Difference	Reduction	Original
<b>Professional Services</b>					
Cafeteria Plan	2,513	2,376	(137)		2,376
Forensic Testing	9,128	9,500	372		9,500
New Hire Expenses	3,359	-	(3,359)		-
	<b>\$ 15,000</b>	<b>\$ 11,876</b>	<b>\$ (3,124)</b>	<b>\$ -</b>	<b>\$ 11,876</b>
<b>Contractual Services</b>					
Copier	2,500	2,600	100		2,600
Culligan Water	1,800	1,850	50		1,850
Fire Inspection	150	150	-		150
Cable/WIFI Service	3,528	3,528	-	572	4,100
Cardinal CAD/RMS Service Contract	8,400	6,000	(2,400)		6,000
Leads Online	2,300	2,300	-	1,500	3,800
CLEAR Proflex	5,000	5,000	-	1,200	6,200
Animal Boarding	14,000	20,000	6,000	-	20,000
Axon Taser		6,000	6,000		6,000
Axon (Vehicle & Body Cameras)	15,000	12,000	(3,000)		12,000
City of San Antonio - Radio air time	-	15,000	15,000		15,000
	<b>\$ 52,678</b>	<b>\$ 74,428</b>	<b>\$ 21,750</b>	<b>\$ 3,272</b>	<b>\$ 77,700</b>
<b>Utilities - Telephone</b>	14,000	14,000	-	-	14,000
<b>Utilities - Water, Electric</b>	14,000	14,000	-	-	14,000
<b>Printing</b>	2,500	2,500	-	-	2,500
<b>Repairs and Maintenance - External</b>	32,000	38,000	6,000	-	38,000
<b>Travel - Training</b>	3,000	5,000	2,000	5,000	10,000
<b>Membership, Dues, Licenses</b>	1,500	2,500	1,000	-	2,500
<b>Subscription to Publications</b>	500	500	-	-	500
<b>Grant Expense</b>	25,000	25,000	-	-	25,000
<b>Liability Insurance</b>	70,000	81,399	11,399	-	81,399
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$230,178</b>	<b>\$ 269,203</b>	<b>\$ 39,025</b>	<b>\$ 8,272</b>	<b>\$277,475</b>

Moved to  
Crime Control

Moved to  
Forfeiture

# Police Capital

{Section}.31.

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>
Detective Vehicle (1)	Variable	Replacement	65,000
<b>TOTAL POLICE</b>			<b>\$ 65,000</b>

## IMPOUND LOT EXPENDITURES

{Section}.31.

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2022-2023	2023-2024	2023-2024	2024-2025
<b>PERSONNEL SERVICES</b>				
Salaries	72,781	75,943	75,943	79,122
Retirement Plan	15,767	16,646	16,646	18,173
Group Insurance	8,395	9,137	9,137	10,050
Worker Compensation	-	1,918	1,918	1,995
Social Security	5,889	6,373	6,373	6,627
Clothing Allowance	-	1,000	1,000	1,000
Standby	-	-	-	3,120
Special Pay	3,120	3,120	3,120	-
Certification Pay	3,250	3,250	3,250	3,380
Longevity Pay	4,972	5,115	5,115	5,247
<b>Total Personnel Services</b>	<b>114,174</b>	<b>122,502</b>	<b>122,502</b>	<b>128,714</b>
<b>SUPPLIES</b>				
Office Supplies	1,194	400	400	800
Operating Supplies	1,396	1,500	1,500	2,500
Misc. Supplies	-	-	-	-
<b>Total Supplies</b>	<b>2,590</b>	<b>1,900</b>	<b>1,900</b>	<b>3,300</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	420	2,000	2,000	2,072
Contractual Services	8,670	5,000	5,000	5,000
Advertising	727	3,000	3,000	3,000
<b>Total Contractual Services</b>	<b>9,817</b>	<b>10,000</b>	<b>10,000</b>	<b>10,072</b>
<b>CAPITAL OUTLAY</b>				
Improvements	-	67,103	67,103	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>67,103</b>	<b>67,103</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 126,581</b>	<b>\$ 201,505</b>	<b>\$ 201,505</b>	<b>\$ 142,086</b>

# Impound Lot Supplies

IMPOUND LOT	FY 2024	FY 2025	Difference
<b><u>Office Supplies</u></b>			
Grease Pencils	200	200	-
Key Tags	100	100	-
Office Supplies-Pens/Folders/Paper/Boxes	100	500	400
	<b>\$ 400</b>	<b>\$ 800</b>	<b>\$ 400</b>
<b><u>Operating Supplies</u></b>			
Window Film	450	500	50
Duplicate Keys	350	500	150
Tires	350	500	150
Batteries/Jump Box	350	1,000	650
	<b>\$ 1,500</b>	<b>\$ 2,500</b>	<b>\$ 1,000</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 1,900</b>	<b>\$ 3,300</b>	<b>\$ 1,400</b>

# Impound Lot Contractual

IMPOUND LOT	FY 2024	FY 2025	Difference
<b><u>Professional Services</u></b>			
Cafeteria Plan	-	72	72
Towing Expenses	2,000	2,000	-
	<b>\$ 2,000</b>	<b>\$ 2,072</b>	<b>\$ 72</b>
<b><u>Contractual Services</u></b>			
Legal Notifications	5,000	5,000	-
	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>
<b><u>Advertising</u></b>	\$ 3,000	\$ 3,000	\$ -
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 10,000</b>	<b>\$ 10,072</b>	<b>\$ 72</b>

**FIRE  
EXPENDITURES**

{Section}.31.

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PERSONNEL SERVICES</b>				
Salaries	1,771,273	1,786,198	1,786,198	2,013,339
Retirement Plan	401,186	411,088	411,088	486,614
Group Insurance	221,824	237,557	237,557	281,413
Worker Compensation	56,373	53,508	53,508	60,320
Physical Examinations	15,754	16,000	16,000	16,000
Overtime	239,106	140,000	140,000	140,000
Social Security	153,820	157,399	157,399	177,436
Clothing Allowance	16,201	18,980	18,980	21,000
Other Benefits	1,300	-	-	-
Special Pay	1,260	-	-	-
Certification Pay	118,610	112,320	112,320	145,080
Longevity Pay	16,309	18,770	18,770	19,418
<b>Total Personnel Services</b>	<b>3,013,017</b>	<b>2,951,820</b>	<b>2,951,820</b>	<b>3,360,619</b>
<b>SUPPLIES</b>				
Office Supplies	5,776	7,500	7,500	4,000
Operating Supplies	82,814	132,000	132,000	128,700
Repairs & Maintenance - Internal	9,358	12,000	12,000	12,000
Misc. Supplies	453	-	-	-
EMS Supplies	60,162	84,900	84,900	82,800
<b>Total Supplies</b>	<b>158,562</b>	<b>236,400</b>	<b>236,400</b>	<b>227,500</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	1,214	3,024	3,024	2,160
Contractual Services	33,946	67,200	67,200	82,300
Utilities - Telephone	-	10,320	10,320	14,160
Utilities - Gas, Water, Electric	-	32,000	32,000	30,000
Printing	275	500	500	500
Advertising	2,770	3,500	3,500	3,000
Repairs and Maintenance - External	88,579	100,000	100,000	70,000
Travel	20,405	25,000	25,000	25,000
Membership, Dues & Licenses	5,865	17,344	17,344	16,450
Subscriptions to Publications	608	1,300	1,300	1,350
Grant Expense	-	50,000	50,000	50,000
Liability Insurance	41,716	40,000	40,000	46,514
<b>Total Contractual Services</b>	<b>195,377</b>	<b>350,188</b>	<b>350,188</b>	<b>341,434</b>
<b>CAPITAL OUTLAY</b>				
Vehicles	-	330,000	330,000	-
Lease Purchase	-	-	-	-
Other Machinery & Equipment	-	32,000	32,000	130,000
Improvements	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>362,000</b>	<b>362,000</b>	<b>130,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,366,956</b>	<b>\$ 3,900,408</b>	<b>\$ 3,900,408</b>	<b>\$ 4,059,553</b>



# Fire Supplies

{Section}.31.

FIRE	FY 2024	FY 2025	Difference	Reduction	Original
<b><u>Office Supplies</u></b>					
General office supplies for FD and EMS	6,000	4,000	(2,000)	-	4,000
General office supplies for MIH	1,500	-	(1,500)	-	-
	<b>\$ 7,500</b>	<b>\$ 4,000</b>	<b>\$ (3,500)</b>	<b>\$ -</b>	<b>\$ 4,000</b>
<b><u>Operating Supplies</u></b>					
Janitor supplies	6,000	7,200	1,200	-	7,200
Vehicle fuels	40,000	36,000	(4,000)	-	36,000
Small equipment replacement	10,000	10,000	-	-	10,000
Building supplies	2,000	2,000	-	1,000	3,000
Fire fighting foams	4,000	5,000	1,000	-	5,000
Fire sprinkler/Fire alarm repairs	1,500	3,000	1,500	-	3,000
Equipment oils and fuels	2,000	1,500	(500)	-	1,500
Bunker gear replacement	34,000	40,000	6,000	-	40,000
Station equipment repair/replacement	8,000	5,000	(3,000)	-	5,000
Body Armor for Fire Fighters	12,500	12,000	(500)	-	12,000
Fire fighting tools and equipment	12,000	7,000	(5,000)	-	7,000
	<b>\$ 132,000</b>	<b>\$ 128,700</b>	<b>\$ (3,300)</b>	<b>\$ 1,000</b>	<b>\$ 129,700</b>
<b><u>Repairs and Maintenance - Internal</u></b>					
Vehicle and equipment repairs done by LVFD	12,000	12,000	-	-	12,000
	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>
<b><u>EMS Supplies</u></b>					
Disposable supplies and medications	76,500	72,000	(4,500)	-	72,000
Oxygen	2,400	4,800	2,400	-	4,800
PPE and decontamination supplies	6,000	6,000	-	-	6,000
	<b>\$ 84,900</b>	<b>\$ 82,800</b>	<b>\$ (2,100)</b>	<b>\$ -</b>	<b>\$ 82,800</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 236,400</b>	<b>\$ 227,500</b>	<b>\$ (8,900)</b>	<b>\$ 1,000</b>	<b>\$ 228,500</b>

# Fire Contractual

{Section}.31.

FIRE	FY 2024	FY 2025	Difference	Reduction	Original
<b>Professional Services</b>					
Cafeteria Plan	3,024	2,160	(864)	-	2,160
	<b>\$ 3,024</b>	<b>\$ 2,160</b>	<b>\$ (864)</b>	<b>\$ -</b>	<b>\$ 2,160</b>
<b>Contractual Services</b>					
ITSD SA Radio System (44 radios)	-	10,200	10,200	-	10,200
Professional Tech Services	1,000	1,000	-	-	1,000
Cardiac Monitor Maintenance	8,000	8,600	600	-	8,600
Stretcher and Load Maintenance	9,500	9,500	-	-	9,500
Sharp Copier (MX3050N B & C)	1,200	1,200	-	-	1,200
EMS Billing/Collections	1,500	1,500	-	-	1,500
Spectrum Internet/Phone	3,600	4,200	600	-	4,200
Fire Records Management Software (STRAC)	9,000	9,000	-	-	9,000
Medical Waste Disposal	1,500	1,500	-	-	1,500
Medical Control	18,000	25,000	7,000	-	25,000
Fire Alarm Monitoring	500	600	100	-	600
Scheduling and Vehicle Software (Vector)	12,500	10,000	(2,500)	-	10,000
Pest Control	900	-	(900)	-	-
	<b>\$ 67,200</b>	<b>\$ 82,300</b>	<b>\$ 15,100</b>	<b>\$ -</b>	<b>\$ 82,300</b>
<b>Utilities - Telephone (mobile/vehicles)</b>	10,320	14,160	3,840	-	14,160
<b>Utilities - Water, Electric</b>	32,000	30,000	(2,000)	-	30,000
<b>Printing</b>	500	500	-	-	500
<b>Advertising</b>	3,500	3,000	(500)	3,500	6,500
<b>Repairs and Maintenance - External</b>	100,000	70,000	(30,000)	20,000	90,000
<b>Travel - Training</b>	25,000	25,000	-	-	25,000
<b>Membership, Dues, Licenses</b>	17,344	16,450	(894)	-	16,450
<b>Subscription to Publications</b>	1,300	1,350	50	-	1,350
<b>Grant Expense</b>	50,000	50,000	-	-	50,000
<b>Liability Insurance</b>	40,000	46,514	6,514	-	46,514
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 350,188</b>	<b>\$ 341,434</b>	<b>\$ (8,754)</b>	<b>\$ 23,500</b>	<b>\$ 364,934</b>



# Fire Capital

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>
Fire Station Technology	2013	Replacement	95,000
Vent Hood with suppression system	2013	Replacement	35,000
<b>TOTAL FIRE DEPARTMENT</b>			<b>\$ 130,000</b>

**PUBLIC WORKS  
EXPENDITURES**

{Section}.31.

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>
	<u>2022-2023</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2024-2025</u>
<b>PERSONNEL SERVICES</b>				
Salaries	921,488	1,100,199	1,100,199	1,178,546
Retirement Plan	184,619	235,139	235,139	263,474
Group Insurance	144,037	182,736	182,736	211,060
Worker Compensation	24,727	24,125	24,125	25,752
Unemployment Compensation	848	-	-	-
Overtime	30,980	60,000	60,000	60,000
Social Security	71,425	90,031	90,031	96,071
Special Pay	-	-	-	-
Certification Pay	11,875	15,070	15,070	17,290
Longevity Pay	20,636	22,782	22,782	20,947
<b>Total Personnel Services</b>	<b>1,410,635</b>	<b>1,730,082</b>	<b>1,730,082</b>	<b>1,873,141</b>
<b>SUPPLIES</b>				
Office Supplies	3,817	3,000	3,000	3,000
Operating Supplies	76,530	102,320	102,320	75,540
Repairs & Maintenance - Internal	32,477	44,815	44,815	28,500
Misc. Supplies	18,212	42,500	42,500	32,500
<b>Total Supplies</b>	<b>131,036</b>	<b>192,635</b>	<b>192,635</b>	<b>139,540</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	74,214	106,440	106,440	100,420
Contractual Services	64,081	120,062	120,062	130,825
Utilities - Telephone	649	4,000	4,000	4,000
Utilities - Gas, Water, Electric	-	70,000	70,000	70,000
Printing	275	6,000	6,000	6,000
Advertising	2,595	5,000	5,000	5,000
Repairs and Maintenance - External	180,607	70,000	70,000	70,000
Single Audit	-	4,500	4,500	-
Equipment Rental	10,215	13,000	13,000	1,000
Travel	878	10,000	10,000	15,000
Membership, Dues & Licenses	1,622	5,000	5,000	5,000
Liability Insurance	62,137	71,000	71,000	83,323
<b>Total Contractual Services</b>	<b>397,273</b>	<b>485,002</b>	<b>485,002</b>	<b>490,568</b>
<b>CAPITAL OUTLAY</b>				
Vehicles	-	100,000	100,000	-
Other Machinery & Equipment	-	105,586	105,586	-
Buildings	-	-	-	35,000
Improvements	-	75,214	75,214	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>280,800</b>	<b>280,800</b>	<b>35,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,938,943</b>	<b>\$ 2,688,519</b>	<b>\$ 2,688,519</b>	<b>\$ 2,538,249</b>

# Public Works Supplies

{Section}.31.

PUBLIC WORKS	FY 2024	FY 2025	Difference	Reduction	Original
<b>Office Supplies</b>					
Normal supplies	3,000	3,000	-	-	3,000
	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>
<b>Operating Supplies</b>					
Building maintenance - paint, batteries, a/c filters, keys, etc.	25,000	10,000	(15,000)	-	10,000
Equipment - Chain saws, weed eaters, small equipment	5,000	5,000	-	1,000	6,000
Equipment supplies - Nuts, bolts, screws, fasteners, wood	13,500	1,500	(12,000)	-	1,500
Fleet - vehicle registration, lights, electrical tape, bed coatings	-	4,000	4,000	-	4,000
Fuel 30% allocation	6,700	8,040	1,340	-	8,040
Grounds maintenance - herbicide, pesticide, landscaping supplies, trees	5,000	5,000	-	-	5,000
Janitorial Supplies - paper, cleaners, mops, etc.	10,000	10,000	-	-	10,000
Materials - base, sand, chat, gravel, concrete	15,000	10,000	(5,000)	-	10,000
Personnel - PPE, boots, 15 persons	5,935	6,000	65	-	6,000
ROW maintenance - traffic signs, barricades, cones, bollards	11,185	6,500	(4,685)	6,500	13,000
Special Projects	-	1,000	1,000	-	1,000
Supplies - trimmer string, flashlights, tires, batteries, etc.	5,000	8,500	3,500	3,500	12,000
	<b>\$ 102,320</b>	<b>\$ 75,540</b>	<b>\$ (26,780)</b>	<b>\$ 11,000</b>	<b>\$ 86,540</b>
<b>Repairs and Maintenance - Internal</b>					
Building maintenance - water filters, toilets, HVAC parts	8,815	2,000	(6,815)	-	2,000
Fleet - oil, brake fluid, wiper fluid, filters, lubricants, def	6,000	10,500	4,500	4,500	15,000
ROW maintenance	10,000	6,000	(4,000)	6,000	12,000
Supplies - A/C, electrical, plumbing, water heater repairs	20,000	10,000	(10,000)	-	10,000
	<b>\$ 44,815</b>	<b>\$ 28,500</b>	<b>\$ (16,315)</b>	<b>\$ 10,500</b>	<b>\$ 39,000</b>
<b>Miscellaneous Supplies</b>					
Miscellaneous supplies not defined	42,500	32,500	(10,000)	-	32,500
	<b>\$ 42,500</b>	<b>\$ 32,500</b>	<b>\$ (10,000)</b>	<b>\$ -</b>	<b>\$ 32,500</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 192,635</b>	<b>\$ 139,540</b>	<b>\$ (53,095)</b>	<b>\$ 21,500</b>	<b>\$ 161,040</b>

Moved to  
Traffic Safety

Moved to  
Storm Water

# Public Works Contractual

{Section}.31.

PUBLIC WORKS	FY 2024	FY 2025	Difference	Reduction	Original
<b>Professional Services</b>					
Cafeteria Plan	2,940	420	(2,520)	-	420
Engineering Services	100,000	100,000	-	-	100,000
Computer Services	3,500	-	(3,500)	-	-
	<b>\$ 106,440</b>	<b>\$ 100,420</b>	<b>\$ (6,020)</b>	<b>\$ -</b>	<b>\$ 100,420</b>
<b>Contractual Services</b>					
Debris removal	15,000	15,000	-	-	15,000
Copier Service Agreement	2,500	2,500	-	-	2,500
Uniforms	5,500	5,500	-	-	5,500
Signal Maintenance (included all signals)	120	-	(120)	-	-
Software - ACS Shop, Page Freeze, ShareNet, NearMap, Urban SDK	1,870	24,325	22,455	-	24,325
Tire Disposal	1,000	1,000	-	-	1,000
Service request software (moved)	6,378	-	(6,378)	-	-
Fire Extinguisher Servicing (moved to bldg. maint.)	1,400	-	(1,400)	-	-
Tree Trimming/Removal	15,000	15,000	-	-	15,000
Oil Igloo Disposal	2,500	2,500	-	-	2,500
Other Contractual	25,000	25,000	-	-	25,000
Building maintenance - City Hall, PD	40,000	40,000	-	-	40,000
Pest Control (moved to bldg. maint.)	3,500	-	(3,500)	-	-
PageFreezer Software (moved to software)	294	-	(294)	-	-
	<b>\$ 120,062</b>	<b>\$ 130,825</b>	<b>\$ 10,763</b>	<b>\$ -</b>	<b>\$ 130,825</b>
<b>Utilities - Telephone</b>	4,000	4,000	-	-	4,000
<b>Utilities - Water &amp; Electric</b>	70,000	70,000	-	-	70,000
<b>Printing</b>	6,000	6,000	-	-	6,000
<b>Advertising</b>	5,000	5,000	-	-	5,000
<b>Repairs &amp; Maintenance - External</b>	70,000	70,000	-	10,000	80,000
<b>Equipment Rental</b>	13,000	1,000	(12,000)	-	1,000
<b>Travel - Training</b>	10,000	15,000	5,000	-	15,000
<b>Memberships, Dues &amp; Licenses</b>	5,000	5,000	-	-	5,000
<b>Liability insurance</b>	71,000	83,323	12,323	-	83,323
<b>Single audit</b>	4,500	-	(4,500)	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 485,002</b>	<b>\$ 490,568</b>	<b>\$ 5,566</b>	<b>\$ 10,000</b>	<b>\$ 500,568</b>

# Public Works Capital

{Section}.31.

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>
Kennel	New	New	35,000
<b>TOTAL PUBLIC WORKS</b>			<b>\$ 35,000</b>

**PLANNING & ZONING  
EXPENDITURES**

{Section}.31.

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PERSONNEL SERVICES</b>				
Salaries	177,687	201,632	201,632	156,694
Retirement Plan	33,265	40,286	40,286	32,874
Group Insurance	22,222	27,410	27,410	20,101
Worker Compensation	1,056	357	357	278
Overtime	30	-	-	-
Social Security	12,839	15,425	15,425	11,987
Other Benefits	-	-	-	-
Longevity Pay	-	200	200	320
<b>Total Personnel Services</b>	<b>247,099</b>	<b>285,310</b>	<b>285,310</b>	<b>222,254</b>
<b>SUPPLIES</b>				
Office Supplies	713	2,000	2,000	2,000
Operating Supplies	2,195	4,000	4,000	4,300
Repairs & Maintenance - Internal	-	500	500	500
Misc. Supplies	185	500	500	500
<b>Total Supplies</b>	<b>3,092</b>	<b>7,000</b>	<b>7,000</b>	<b>7,300</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	121,883	275,195	275,195	527,261
Contractual Services	9,059	50,400	50,400	280,000
Utilities - Telephone	-	1,940	1,940	1,940
Utilities - Gas, Water, Electric	-	17,144	17,144	13,000
Printing	716	1,500	1,500	1,500
Advertising	1,793	2,300	2,300	2,300
Travel	650	7,000	7,000	5,000
Membership, Dues & Licenses	50	1,500	1,500	1,500
Subscriptions to Publications	-	500	500	500
Liability Insurance	-	-	-	-
<b>Total Contractual Services</b>	<b>134,151</b>	<b>357,479</b>	<b>357,479</b>	<b>833,001</b>
<b>CAPITAL OUTLAY</b>				
Improvements	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 384,342</b>	<b>\$ 649,789</b>	<b>\$ 649,789</b>	<b>\$ 1,062,555</b>

# Planning and Zoning Supplies

{Section}.31.

PLANNING AND ZONING	FY 2024	FY 2025	Difference	Reduction	Original
<b><u>Office Supplies</u></b>					
General	2,000	2,000	-	500	2,500
	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 2,500</b>
<b><u>Operating Supplies</u></b>					
Printer Ink Cartridges	1,200	1,500	300		1,500
Computer Hardware	-	-	-		-
Miscellaneous	1,000	1,000	-		1,000
Software	300	300	-		300
ESRI ArcMAP GIS	1,500	1,500	-		1,500
	<b>\$ 4,000</b>	<b>\$ 4,300</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 4,300</b>
<b><u>Repairs and Maintenance - Internal</u></b>					
Repairs to Office Equipment	500	500	-		500
	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>
<b><u>Miscellaneous Supplies</u></b>					
Department Uniforms	250	250	-		250
Board & Commission Supplies (Nametags, Plaques, Trophy's, etc.)	250	250	-		250
	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 7,000</b>	<b>\$ 7,300</b>	<b>\$ 300</b>	<b>\$ 500</b>	<b>\$ 7,800</b>

# Planning and Zoning Contractual

{Section}.31.

PLANNING & ZONING	FY 2024	FY 2025	Difference	Reduction	Original
<b>Professional Services</b>					
Building/Fire Plan Review & Inspection	190,045	190,045		-	190,045
BB inspections/first sub	-	90,000		-	90,000
BB inspections/second sub	-	90,000		-	90,000
BB inspections/third sub	-	21,000		-	21,000
BB inspections/fourth sub	-	21,000		-	21,000
BB inspections/fifth sub	-	42,000	264,000	-	42,000
Engineering Services	50,000	50,000	-	-	50,000
Health Inspections	15,000	20,000	5,000	-	20,000
Cannon	-	3,000	3,000	-	3,000
Cafeteria Plan	150	216	66	-	216
	<b>\$ 255,195</b>	<b>\$ 527,261</b>	<b>\$ 272,066</b>	<b>-</b>	<b>527,261</b>
<b>Contractual Services</b>					
My Permit Now	26,000	15,000	(11,000)	-	15,000
City Attorney	20,000	15,000	(5,000)	5,000	20,000
Comprehensive Master Plan	-	250,000	250,000	-	250,000
	<b>\$ 46,000</b>	<b>\$ 280,000</b>	<b>\$ 234,000</b>	<b>5,000</b>	<b>285,000</b>
<b>Utilities - Telephone</b>	1,940	1,940	-	-	1,940
<b>Utilities - Water &amp; Electric</b>	17,144	13,000	(4,144)	-	13,000
<b>Printing</b>	1,500	1,500	-	-	1,500
<b>Advertising</b>	2,300	2,300	-	-	2,300
<b>Travel - Training</b>	7,000	5,000	(2,000)	-	5,000
<b>Memberships, Dues &amp; License</b>	1,500	1,500	-	-	1,500
<b>Subscription to Publication</b>	500	500	-	-	500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 333,079</b>	<b>\$ 833,001</b>	<b>\$ 499,922</b>	<b>5,000</b>	<b>838,001</b>



**ECONOMIC & COMMUNITY DEVELOPMENT  
EXPENDITURES**

{Section}.31.

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PERSONNEL SERVICES</b>				
Salaries	91,883	106,363	106,363	132,242
Retirement Plan	17,364	31,543	31,543	27,744
Group Insurance	2,269	13,705	13,705	12,565
Worker Compensation	485	280	280	234
Liability Insurance	-	-	-	-
Social Security	6,692	12,077	12,077	10,116
Car Allowance	-	1,500	1,500	-
Other Benefits	-	6,006	6,006	-
Longevity Pay	-	666	666	185
Shared Services	-	-	-	-
<b>Total Personnel Services</b>	<b>118,694</b>	<b>172,140</b>	<b>172,140</b>	<b>183,087</b>
<b>SUPPLIES</b>				
Office Supplies	821	950	950	650
Operating Supplies	9,067	10,525	10,525	12,825
<b>Total Supplies</b>	<b>9,888</b>	<b>11,475</b>	<b>11,475</b>	<b>13,475</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	4,952	10,000	10,000	90
Contractual Services	24,873	33,235	33,235	57,925
Utilities - Telephone	-	-	-	500
Utilities - Gas, Water, Electric	-	-	-	500
Advertising	1,634	4,500	4,500	7,750
Repairs & Maintenance - External	-	300	300	300
Travel	994	5,195	5,195	6,695
Membership, Dues & Licenses	1,898	1,346	1,346	1,346
Subscriptions to Publications	-	950	950	1,625
Project Funding	94,480	234,050	234,050	125,780
4th of July Funding	30,000	30,000	30,000	30,000
Liability Insurance	1,225	2,000	2,000	2,326
<b>Total Contractual Services</b>	<b>160,057</b>	<b>321,576</b>	<b>321,576</b>	<b>234,837</b>
<b>CAPITAL OUTLAY</b>				
Peg Funds	-	-	-	225,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>225,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 288,638</b>	<b>\$ 505,191</b>	<b>\$ 505,191</b>	<b>\$ 656,399</b>

# Economic Development Supplies

{Section}.31.

<b>ECONOMIC DEVELOPMENT</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Difference</b>
<b><u>Office Supplies</u></b>			
General Office Supplies - Disposable	650	650	-
VIVO Height Adjustable 42 inch Stand Up Desk	300	-	(300)
	<b>\$ 950</b>	<b>\$ 650</b>	<b>\$ (300)</b>
<b><u>Operating Supplies</u></b>			
Postage	1,500	-	(1,500)
Drone equipment and required licenses	-	450	450
Plotter Supplies	700	2,000	1,300
Business Cards	125	125	-
New Business Welcome supplies	1,000	1,250	250
Grand opening supplies	-	-	-
Misc. Expenses	700	1,500	800
Fiesta Medals	6,500	7,500	1,000
	<b>\$ 10,525</b>	<b>\$ 12,825</b>	<b>\$ 2,300</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 11,475</b>	<b>\$ 13,475</b>	<b>\$ 2,000</b>

# Economic Development Contractual

{Section}.31.

## Contractual Services

<b>ECONOMIC DEVELOPMENT</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Difference</b>
<b><u>Professional Services</u></b>			
Retail coach	10,000	-	(10,000)
Cafeteria Plan	-	90	90
	<b>\$ 10,000</b>	<b>\$ 90</b>	<b>\$ (9,910)</b>
<b><u>Contractual Services</u></b>			
City Attorney Fees (EDCD Allocation)	10,000	12,500	2,500
Greater SATX	5,000	5,000	-
CRM System	2,500	2,500	-
ZAC Tax	3,000	3,000	-
Software Updates	400	400	-
Moody's property listing and data	-	2,750	2,750
Cafeteria Plan	240	-	(240)
Placer. AI	-	12,875	12,875
Local Intel or other software	7,100	7,500	400
Peg channel	-	11,400	11,400
Size up	4,995	-	(4,995)
	<b>\$ 33,235</b>	<b>\$ 57,925</b>	<b>\$ 24,690</b>
<b>Utilities-Telephone</b>	-	500	500
<b>Utilities- Water, Gas, Electricity</b>	-	500	500
<b>Advertising</b>	4,500	7,750	3,250
<b>Repairs &amp; Maintenance-External</b>	300	300	-
<b>Travel -Training</b>	5,195	6,695	1,500
<b>Memberships, Dues &amp; Licenses</b>	1,346	1,346	-
<b>Subscription to Publications</b>	950	1,625	675
<b>ED Project Funding</b>	234,050	125,780	(108,270)
<b>Liability Insurance</b>	2,000	2,326	326
<b>4th of July Funding</b>	30,000	30,000	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 321,576</b>	<b>\$ 234,837</b>	<b>\$ (86,739)</b>

# Economic Development Capital

{Section}.31.

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>
Community Relations Vehicle - Peg Funds	New	New	55,000
Council Channel - Peg Funds	New	New	150,000
Broadcasting Equipment - Peg Funds			20,000
<b>TOTAL ECONOMIC DEVELOPMENT</b>			<b>\$ 225,000</b>

## SPECIAL EVENTS EXPENDITURES

	ACTUAL 2022-2023	BUDGET 2023-2024	ESTIMATED 2023-2024	BUDGET 2024-2025
<b>PERSONNEL SERVICES</b>				
Retirement Plan	7,910	4,596	4,596	5,790
Overtime	27,558	23,000	23,000	27,600
Social Security	3,117	1,760	1,760	2,111
<b>Total Personnel Services</b>	<b>38,584</b>	<b>29,356</b>	<b>29,356</b>	<b>35,502</b>
<b>SUPPLIES</b>				
Advertising	2,939	3,000	3,000	3,000
Concerts	22,138	-	-	-
Volunteer Appreciation Dinner	59	4,000	4,000	4,000
Fourth of July	61,530	99,200	99,200	100,000
Christmas Tree Lighting	336	4,350	4,350	4,800
Earthwise Living Day	6,767	2,700	2,700	2,700
Arbor Day	1,200	-	-	-
Concert in the Park	-	-	-	-
Movies in the Park	510	2,000	2,000	2,160
Employee Luncheon	-	-	-	5,000
<b>Total Supplies</b>	<b>95,478</b>	<b>115,250</b>	<b>115,250</b>	<b>121,660</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 134,063</b>	<b>\$ 144,606</b>	<b>\$ 144,606</b>	<b>\$ 157,162</b>

# Special Events Supplies

{Section}.31.

SPECIAL EVENTS	FY 2024	FY 2025	Difference	Reduction	Original
<b>Supplies</b>					
Concerts: Jazz Fest	-	-	-	-	-
Volunteer Appreciation Dinner	4,000	4,000	-		4,000
Fourth of July	99,200	100,000	800		100,000
Christmas Tree Lighting	4,350	4,800	450		4,800
Earthwise Living	2,700	2,700	-		2,700
Movies in the Park	2,000	2,160	160		2,160
Advertising	3,000	3,000	-	1,000	4,000
Employee Luncheon	-	5,000	5,000	1,000	6,000
<b>TOTAL SUPPLIES</b>	<b>\$ 115,250</b>	<b>\$ 121,660</b>	<b>\$ 6,410</b>	<b>\$ 2,000</b>	<b>\$ 123,660</b>

**PARK & RECREATION  
EXPENDITURES**

{Section}.31.

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>
	<u>2022-2023</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2024-2025</u>
<b>PERSONNEL SERVICES</b>				
Salaries	-	-	-	-
Retirement Plan	-	-	-	-
Group Insurance	-	-	-	-
Worker Compensation	-	-	-	-
Liability Insurance	-	-	-	-
Social Security	-	-	-	-
Special Pay	-	-	-	-
Longevity Pay	-	-	-	-
<b>Total Personnel Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SUPPLIES</b>				
Office Supplies	-	-	-	300
Operating Supplies	23,949	45,000	45,000	39,300
Repairs & Maintenance - Internal	17,860	47,500	47,500	29,500
Misc. Supplies	1,534	29,500	29,500	11,500
<b>Total Supplies</b>	<b>43,342</b>	<b>122,000</b>	<b>122,000</b>	<b>80,600</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	18,770	15,700	15,700	15,000
Contractual Services	136,706	345,000	345,000	105,000
Utilities - Telephone	-	2,400	2,400	3,000
Utilities - Gas, Water, Electric	-	40,000	40,000	40,000
Printing	275	5,000	5,000	5,000
Advertising	2,109	8,500	8,500	2,600
Repairs and Maintenance - External	28,560	25,000	25,000	25,000
Travel	200	1,000	1,000	2,000
Membership, Dues & Licenses	100	1,500	1,500	1,000
Liability Insurance	3,749	4,000	4,000	4,651
<b>Total Contractual Services</b>	<b>190,469</b>	<b>448,100</b>	<b>448,100</b>	<b>203,251</b>
<b>CAPITAL OUTLAY</b>				
Buildings	-	-	-	-
Other Machinery & Equipment	-	-	-	40,000
Improvements	-	2,584,243	293,416	2,259,288
<b>Total Capital Outlay</b>	<b>-</b>	<b>2,584,243</b>	<b>293,416</b>	<b>2,299,288</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 233,812</b>	<b>\$ 3,154,343</b>	<b>\$ 863,516</b>	<b>\$ 2,583,139</b>

# Parks Supplies

{Section}.31.

PARKS	FY 2024	FY 2025	Difference	Reduction	Original
<b><u>Office Supplies</u></b>					
Park Commissioner supplies	-	300	300	-	300
	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 300</b>
<b><u>Operating Supplies</u></b>					
Equipment maintenance & supplies	-	4,000	4,000	4,000	8,000
Fall zone materials (moved to grounds maintenanc	12,000	-	(12,000)	-	-
Fuel 20% allocation	5,000	6,000	1,000	-	6,000
Grounds maintenance - fall zone, sand, soil, etc.	-	3,000	3,000	-	3,000
Janitorial supplies	6,000	6,500	500	-	6,500
Landscaping supplies, garden soil (moved to grounds)	3,000	-	(3,000)	-	-
Park maintenance - mulch, soil, irrigation, trimmer supplies	5,000	5,000	-	5,000	10,000
Pool maintenance	-	6,800	6,800	3,000	9,800
Softball sand (moved to Grounds maintenance)	6,000	-	(6,000)	-	-
Undefined park supplies	8,000	8,000	-	-	8,000
	<b>\$ 45,000</b>	<b>\$ 39,300</b>	<b>\$ (5,700)</b>	<b>\$ 12,000</b>	<b>\$ 51,300</b>
<b><u>Repairs and Maintenance - Internal</u></b>					
Fleet - Oil, brake fluid, wiper fluid, filters, lubricant	500	500	-	-	500
Park Maintenance - court/field nets, tables, chairs,	10,000	10,000	-	-	10,000
Barbecue pits (moved to park maint)	1,000	-	(1,000)	-	-
Decomposed granite Linkwood Trail	5,000	-	(5,000)	-	-
Playground maintenance	12,000	12,000	-	-	12,000
Pool maintenance - plumbing supplies, parts	7,000	3,000	(4,000)	-	3,000
Pool tables, chairs, umbrellas (moved to pool)	2,000	-	(2,000)	-	-
Irrigation sprinkler heads, service line repairs (move	5,000	-	(5,000)	-	-
Asphalt, base materials for trail repairs	5,000	4,000	(1,000)	-	4,000
	<b>\$ 47,500</b>	<b>\$ 29,500</b>	<b>\$ (18,000)</b>	<b>\$ -</b>	<b>\$ 29,500</b>
<b><u>Miscellaneous Supplies</u></b>					
Other undefined materials and supplies	10,000	7,000	(3,000)	3,000	10,000
Park amenities	4,500	4,500	-	-	4,500
Basketball court repainting	15,000	-	(15,000)	-	-
	<b>\$ 29,500</b>	<b>\$ 11,500</b>	<b>\$ (18,000)</b>	<b>\$ 3,000</b>	<b>\$ 14,500</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 122,000</b>	<b>\$ 80,600</b>	<b>\$ (41,400)</b>	<b>\$ 15,000</b>	<b>\$ 95,600</b>



# Parks Contractual

{Section}.31.

PARKS	FY 2024	FY 2025	Difference
<b><u>Professional Services</u></b>			
Cafeteria Plan	700	-	(700)
Engineering Service	15,000	15,000	-
	<b>\$ 15,700</b>	<b>\$ 15,000</b>	<b>\$ (700)</b>
<b><u>Contractual Services</u></b>			
Tree Removal	15,000	15,000	-
Pool Contract	130,000	90,000	(40,000)
Pool Repairs - replastering	200,000	-	(200,000)
	<b>\$ 345,000</b>	<b>\$ 105,000</b>	<b>\$ (240,000)</b>
<b>Utilities - Telephone</b>	2,400	3,000	600
<b>Utilities - Water &amp; Electric</b>	40,000	40,000	-
<b>Printing</b>	5,000	5,000	-
<b>Advertising</b>	8,500	2,600	(5,900)
<b>Repairs and Maintenance - External</b>	25,000	25,000	-
<b>Travel</b>	1,000	2,000	1,000
<b>Membership, Dues, Licenses</b>	1,500	1,000	(500)
<b>Liability Insurance</b>	4,000	4,651	651
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 448,100</b>	<b>\$ 203,251</b>	<b>\$ (244,849)</b>

# Parks Capital

{Section}.31.

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>
Basketball Court Shade Structure	New	New	100,000
Hike & Bike Trail Seg 2	New	New	2,159,288
Mower/Shredder	New	New	40,000
<b>TOTAL PARKS</b>			<b>\$ 2,299,288</b>

**LIBRARY  
EXPENDITURES**

{Section}.31.

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2022-2023	2023-2024	2023-2024	2024-2025
<b>PERSONNEL SERVICES</b>				
Salaries	267,792	314,557	314,557	291,168
Retirement Plan	44,638	62,848	62,848	61,087
Group Insurance	25,719	45,684	45,684	50,252
Worker Compensation	1,411	747	747	692
Social Security	19,908	24,064	24,064	22,274
Longevity Pay	5,440	4,188	4,188	5,273
<b>Total Personnel Services</b>	<b>364,908</b>	<b>452,088</b>	<b>452,088</b>	<b>430,747</b>
<b>SUPPLIES</b>				
Office Supplies	1,934	3,000	3,000	1,350
Operating Supplies	5,255	4,000	4,000	21,600
Repairs & Maintenance - Internal	-	1,000	1,000	1,000
Misc. Supplies	12,088	10,500	10,500	-
Library Supplies	20,610	28,820	28,820	31,300
Gifts and Memorials	248	1,000	1,000	1,000
<b>Total Supplies</b>	<b>40,135</b>	<b>48,320</b>	<b>48,320</b>	<b>56,250</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	300	1,150	1,150	1,338
Contractual Services	19,558	19,054	19,054	17,244
Utilities - Telephone	-	3,000	3,000	3,000
Utilities - Gas, Water, Electric	-	17,000	17,000	12,000
Printing	525	750	750	750
Repairs and Maintenance - External	280	3,000	3,000	3,000
Travel	3,107	3,000	3,000	3,000
Membership, Dues & Licenses	1,466	3,000	3,000	3,000
Subscriptions to Publications	1,307	2,500	2,500	3,500
Liability Insurance	4,949	5,000	5,000	5,000
Grant Expenses	5,968	-	-	-
American Rescue Plan	-	-	-	-
<b>Total Contractual Services</b>	<b>37,459</b>	<b>57,454</b>	<b>57,454</b>	<b>51,832</b>
<b>CAPITAL OUTLAY</b>				
Other Machinery & Equipment	-	29,000	29,000	-
Improvements	12,984	-	-	-
<b>Total Capital Outlay</b>	<b>12,984</b>	<b>29,000</b>	<b>29,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 455,487</b>	<b>\$ 586,862</b>	<b>\$ 586,862</b>	<b>\$ 538,829</b>

# Library Supplies

{Section}.31.

LIBRARY	FY 2024	FY 2025	Difference	Reduction	Original
<b>Office Supplies</b>					
Colored Paper, Cardstock, Colored Cardstock (Moved to Operating)	1,000	-	(1,000)	-	-
General Office (pens, pencils, staplers, post-its, markers, etc.)	750	500	(250)	-	500
Filing & Organization (binders, file folders, filing bins)	1,000	700	(300)	-	700
Misc. Needs (magazine holders, laminating sheets, etc.)	250	150	(100)	-	150
	<b>\$ 3,000</b>	<b>\$ 1,350</b>	<b>\$ (1,650)</b>	<b>\$ -</b>	<b>\$ 1,350</b>
<b>Operating Supplies</b>					
Paper for Printing Services (Continued); Colored Paper, Cardstock, Colored Cardstock (Move	1,000	1,500	500	500	2,000
Library Cards (Previously Misc.)	1,000	-	(1,000)	-	-
Cleaning & Janitorial Supplies	1,000	1,500	500	500	2,000
Processing Supplies (book tape, covers, labels)	1,000	1,500	500	500	2,000
Circ Desk: Staff Desks (x2)	-	3,200	3,200	-	3,200
Circ Desk: ADA Height Desk	-	1,300	1,300	-	1,300
Circ Desk: Work Space Tables (x3) (Front Corners & Side)	-	5,700	5,700	-	5,700
Circ Desk: Tall Desk Chairs (x4)	-	800	800	-	800
Staff Needs: Desk Chairs (x3)	-	600	600	-	600
Uniforms (moved from Misc. Supplies)	-	-	-	-	-
Volunteer Appreciation (moved from Misc. Supplies)	-	500	500	-	500
Regular Programming (Lapsits, Storytimes, Community Coffee, STEAM, D&D, Book Clubs, etc.) (moved from Misc. Supplies)	-	3,000	3,000	-	3,000
Summer Reading (moved from Misc. Supplies)	-	2,000	2,000	-	2,000
Yoga (new)	-	-	-	5,000	5,000
	<b>\$ 4,000</b>	<b>\$ 21,600</b>	<b>\$ 17,600</b>	<b>\$ 6,500</b>	<b>\$ 28,100</b>
<b>Repairs and Maintenance - Internal</b>					
Misc. Needs for routine maintenance	1,000	1,000	-	-	1,000
	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>
<b>Miscellaneous Supplies</b>					
Uniforms	1,000	-	(1,000)	1,000	1,000
Volunteer Appreciation	500	-	(500)	-	-
Regular Programming (including STEAM)	3,000	-	(3,000)	-	-
Summer Reading	2,000	-	(2,000)	-	-
Flags	500	-	(500)	-	-
Misc.	500	-	(500)	500	500
3- Patio Fans	3,000	-	(3,000)	-	-
	<b>\$ 10,500</b>	<b>\$ -</b>	<b>\$ (10,500)</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>Library Materials</b>					
Adult Materials (Fic: \$5000, NF: \$2250, GN: \$750)	7,540	8,000	460	-	8,000
Young Adult Materials (Fic: \$2000, NF: \$1200, GN: \$700)	3,420	3,900	480	-	3,900
JUV Materials (Fic: \$2000, NF: \$1200, GN: \$1200)	4,800	4,400	(400)	-	4,400
Early Readers (Leveled Readers ER: \$1000, ER Chapters: \$1000)	-	2,000	2,000	-	2,000
Read Aloud (Picture Books \$3600, BB \$600)	5,160	4,200	(960)	-	4,200
Audio/Visual Materials (DVDs: \$1920, Digital Audio: \$5400, eBooks: \$2680)	7,900	8,800	900	2,100	10,900
	<b>\$ 28,820</b>	<b>\$ 31,300</b>	<b>\$ 2,480</b>	<b>\$ 2,100</b>	<b>\$ 33,400</b>
<b>Gifts &amp; Memorials</b>					
Donations estimated	1,000	1,000	-	-	1,000
	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 48,320</b>	<b>\$ 56,250</b>	<b>\$ 7,930</b>	<b>\$ 10,100</b>	<b>\$ 66,350</b>

# Library Supplies

{Section}.31.

LIBRARY	FY 2024	FY 2025	Difference
<b><u>Miscellaneous Supplies</u></b>			
Uniforms	1,000	-	(1,000)
Volunteer Appreciation	500	-	(500)
Regular Programming (including STEAM)	3,000	-	(3,000)
Summer Reading	2,000	-	(2,000)
Flags	500	-	(500)
Misc.	500	500	-
3- Patio Fans	3,000	-	(3,000)
	<b>\$ 10,500</b>	<b>\$ 500</b>	<b>\$ (10,000)</b>
<b><u>Library Materials</u></b>			
Adult Materials (Fic: \$5000, NF: \$2250, GN: \$750)	7,540	8,000	460
Young Adult Materials (Fic: \$2000, NF: \$1200, GN: \$700)	3,420	3,900	480
JUV Materials (Fic: \$2000, NF: \$1200, GN: \$1200)	4,800	4,400	(400)
Early Readers (Leveled Readers ER: \$1000, ER Chapters: \$1000)	-	2,000	2,000
Read Aloud (Picture Books \$3600, BB \$600)	5,160	4,200	(960)
Audio/Visual Materials (DVDs: \$1920, Digital Audio: \$5400, eBooks: \$2680)	7,900	10,000	2,100
	<b>\$ 28,820</b>	<b>\$ 32,500</b>	<b>\$ 3,680</b>
<b><u>Gifts &amp; Memorials</u></b>			
Donations estimated	1,000	1,000	-
	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 48,320</b>	<b>\$ 65,450</b>	<b>\$ 17,130</b>

# Library Contractual

{Section}.31.

LIBRARY	FY 2024	FY 2025	Difference	Reduction	Original
<b>Professional Services</b>					
Presenters Fees	500	750	250	-	750
Programming Fees	300	300	-	-	300
Cafeteria Plan	350	288	(62)	-	288
	<b>\$ 1,150</b>	<b>\$ 1,338</b>	<b>\$ 188</b>	<b>\$ -</b>	<b>\$ 1,338</b>
<b>Contractual Services</b>					
Apollo/Biblionix Library System	2,960	2,960	-	-	2,960
Vallance Security	1,200	1,200	-	-	1,200
Techlead	640	-	(640)	-	-
Amigos Texpress Courier ILL	2,700	2,700	-	-	2,700
Website Maintenance	150	200	50	-	200
Fortres Grand Software Updates	500	-	(500)	-	-
Copier Service Agreement	1,200	1,200	-	-	1,200
eBook Content Platform	3,000	3,000	-	-	3,000
Movie License	600	600	-	-	600
TexShare Database Fees	-	300	300	-	300
Print & Time Management Software	1,800	1,800	-	-	1,800
Angel Fire (moved lines)	100	100	-	-	100
Biblioboard	2,500	2,500	-	-	2,500
Orkin Pest Control	1,020	-	(1,020)	-	-
Computer Backup Service/Monitoring	684	684	-	-	684
	<b>\$ 19,054</b>	<b>\$ 17,244</b>	<b>\$ (1,810)</b>	<b>\$ -</b>	<b>\$ 17,244</b>
<b>Utilities - Telephone</b>	3,000	3,000	-	-	3,000
<b>Utilities - Water &amp; Electric</b>	17,000	12,000	(5,000)	-	12,000
<b>Printing</b>	750	750	-	-	750
<b>Repairs and Maintenance - External</b>	3,000	3,000	-	-	3,000
<b>Travel - Training</b>	3,000	3,000	-	500	3,500
<b>Membership, Dues &amp; Licenses</b>	3,000	3,000	-	-	3,000
<b>Subscription to Publications</b>	2,500	3,500	1,000	-	3,500
<b>Liability Insurance</b>	5,000	5,000	-	-	5,000
<b>Library Expense Grant</b>	-	-	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 57,454</b>	<b>\$ 51,832</b>	<b>\$ (5,622)</b>	<b>\$ 500</b>	<b>\$ 52,332</b>

# Enterprise Fund

# Overview

{Section}.31.

- Budget is Balanced
- Operating Revenues
  - \$5,262,850
  - Non-Operating Revenues
    - \$172,166
    - Grants
      - \$1,300,000
- Operating Expenses
  - \$3,655,899



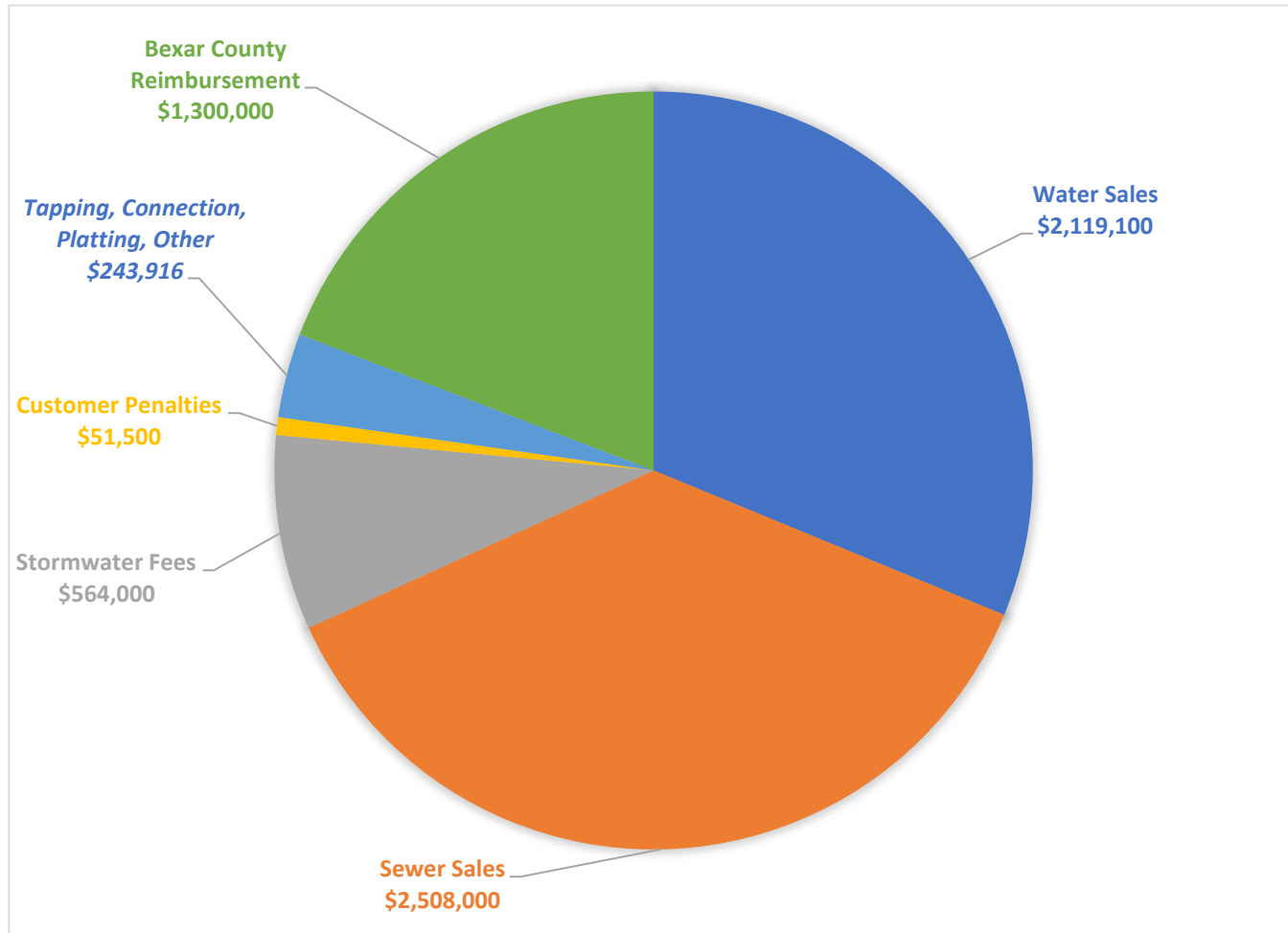
# Overview

{Section}.31.

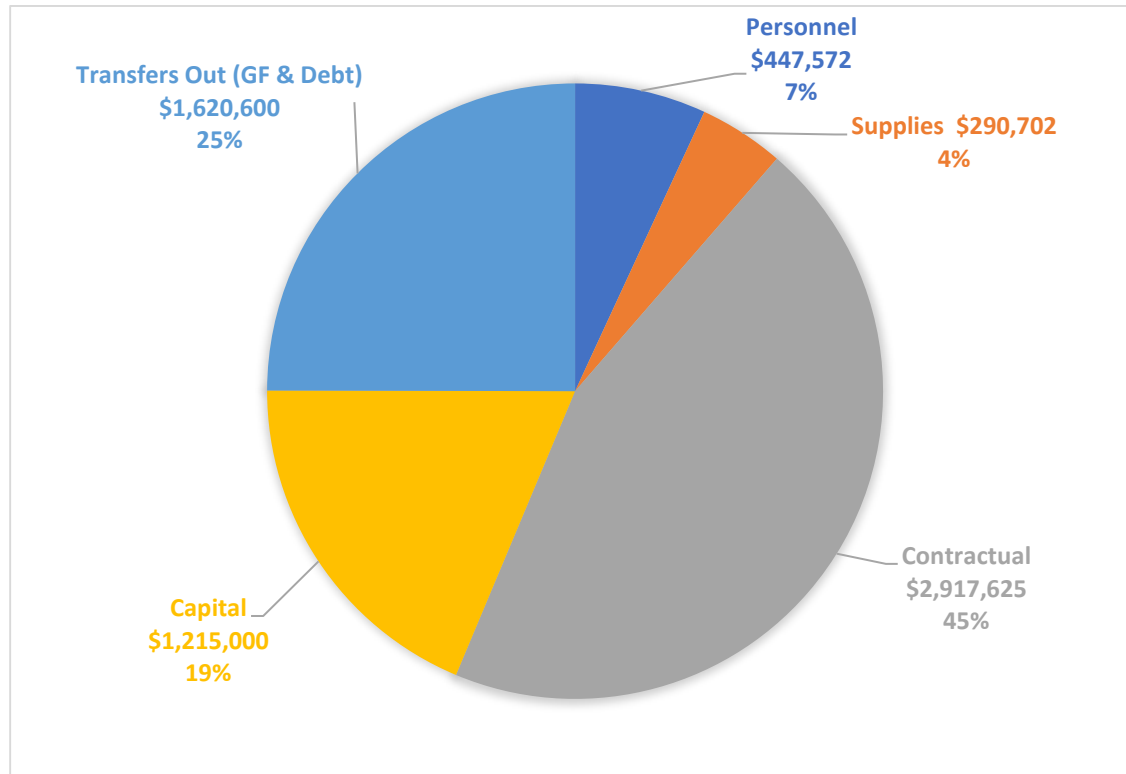
- Transfer Out for Debt Service
  - \$107,863
- Transfer Out for Personnel Services
  - \$1,512,737
- Capital
  - \$1,215,000

# Enterprise Fund Revenue by Category

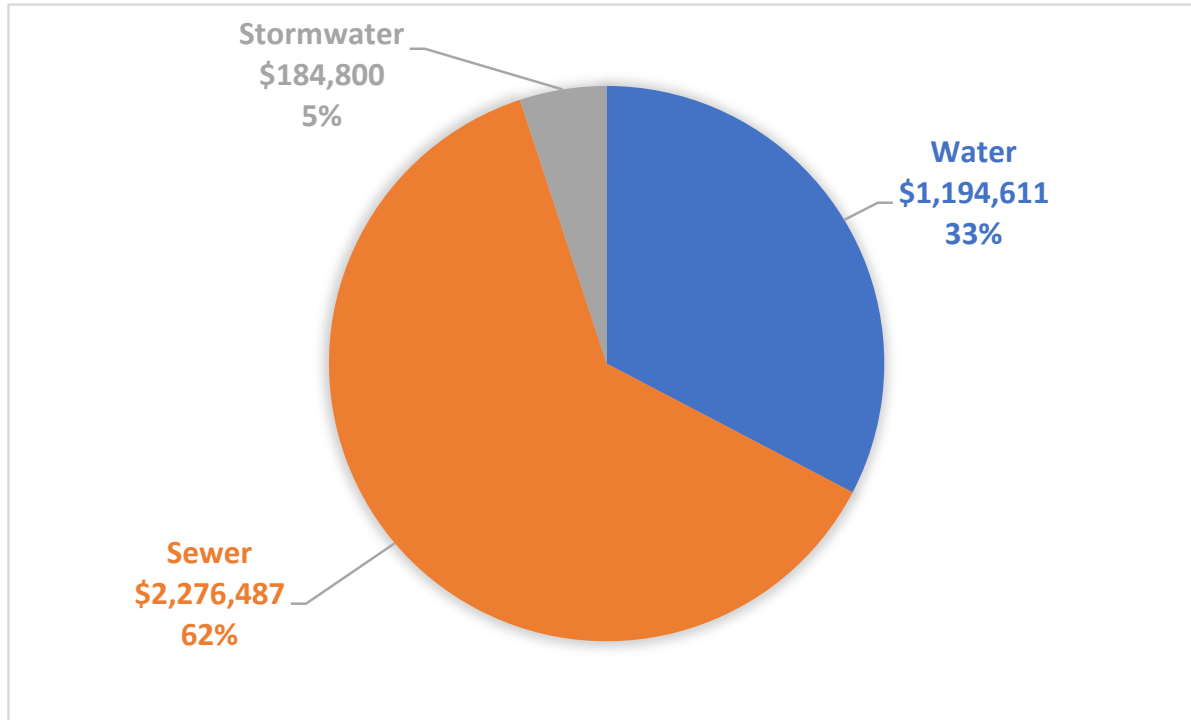
{Section}.31.



# Enterprise Fund Expenses by Category



# Enterprise Fund Expenses by Department



# Water and Sewer

{Section}.31.

- Total Water and Sewer Revenue & Expenditures-
- \$6,171,016. This includes:
  - Water sales - \$2,119,100
  - Sewer Sales - \$ 2,508,000
  - Connection Fees \$2,250
  - Customer fees- \$59,500
  - Tapping fees - \$10,000
  - Other & Interest - \$1,472,016 (\$1.3 Million for El Verde Grant)
  - (\$1,300,000) Bexar County reimbursement El Verde Grant
  - (\$140,000) Water Supply Fee
  - (\$3,471,099) Operating expenses
  - (\$1,145,703) Transfer out personnel
  - (\$107,863) Debt payment
- \$6,351

Revenue without the grant is \$4,871,016 expenditures without the grant \$4,864,665

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

{Section}.31.

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2022-2023	2023-2024	2023-2024	2024-2025
<b>OPERATING REVENUES</b>				
Water Sales	\$ 2,020,985	\$ 2,090,215	\$ 2,098,834	\$ 2,119,100
Sewer Sales	2,563,039	2,516,542	2,516,542	2,508,000
Stormwater Fees	566,053	583,679	564,000	564,000
Customer Penalties	51,054	51,576	51,500	51,500
Tapping Fees	971	10,000	-	10,000
Connection & Platting	13,932	8,360	8,350	10,250
<b>TOTAL OPERATING REVENUES</b>	<b>5,216,034</b>	<b>5,260,372</b>	<b>5,239,226</b>	<b>5,262,850</b>
<b>OPERATING EXPENSES</b>				
Water System	808,765	1,264,795	1,260,345	1,194,611
Sewer System	1,793,876	2,263,872	2,263,872	2,276,487
Stormwater	89,097	175,600	175,600	184,800
Depreciation	402,937	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>3,094,675</b>	<b>3,704,267</b>	<b>3,699,817</b>	<b>3,655,899</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>2,121,359</b>	<b>1,556,105</b>	<b>1,539,409</b>	<b>1,606,951</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Interest Income and Other	231,875	60,500	60,500	1,472,166
Transfer in from Other Funds	-	224,382	224,382	-
Transfers In Capital	2,177,798	-	-	-
Transfer out to Debt Service	(53,982)	(105,363)	(105,363)	(107,863)
Transfer out to Other Funds	(25,680)	-	-	-
Transfer Out Shared Personnel Services	(1,426,604)	(1,380,647)	(1,380,647)	(1,512,737)
Transfer out to Capital	(535,648)	-	-	-
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>367,759</b>	<b>(1,201,128)</b>	<b>(1,201,128)</b>	<b>(148,434)</b>
<b>NET INCOME (LOSS)</b>	<b>2,489,118</b>	<b>354,977</b>	<b>338,281</b>	<b>1,458,517</b>
<b>CHANGES IN WORKING CAPITAL</b>				
<b>NET INCOME (LOSS)</b>	<b>2,489,118</b>	<b>354,977</b>	<b>338,281</b>	<b>1,458,517</b>
<b>SOURCES (USES) OF WORKING CAPITAL</b>				
Additions to Fixed Assets	-	2,492,312	2,492,312	1,215,000
<b>TOTAL SOURCES (USES) OF WORKING CAPITAL</b>	<b>-</b>	<b>2,492,312</b>	<b>2,492,312</b>	<b>1,215,000</b>
<b>NET INCREASE (DECREASE) IN WORKING CAPITAL</b>	<b>2,489,118</b>	<b>(2,137,335)</b>	<b>(2,154,031)</b>	<b>243,517</b>
BEGINNING FUND BALANCE	991,851	3,480,969	3,480,969	1,326,938
<b>*ENDING FUND BALANCE</b>	<b>\$ 3,480,969</b>	<b>\$ 1,343,634</b>	<b>\$ 1,326,938</b>	<b>\$ 1,570,455</b>

**WATER  
EXPENSES**

{Section}.31.

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PERSONNEL SERVICES</b>				
Salaries	205,797	213,280	213,280	220,292
Retirement Plan	(11,828)	45,041	45,041	48,790
Group Insurance	36,277	36,547	36,547	40,202
Worker Compensation	4,920	4,382	4,382	4,521
Liability Insurance	-	-	-	-
Overtime	23,637	8,000	8,000	8,000
Social Security	17,513	17,246	17,246	17,791
Car Allowance	-	-	-	-
Other Benefits	-	-	-	-
Standby	10,170	-	-	-
Special Pay	-	-	-	-
Certification Pay	200	3,632	3,632	4,264
Longevity Pay	6,914	7,722	7,722	8,066
<b>Total Personnel Services</b>	<b>293,601</b>	<b>335,850</b>	<b>335,850</b>	<b>351,925</b>
<b>SUPPLIES</b>				
Office Supplies	607	3,000	2,000	2,000
Operating Supplies	14,002	39,000	40,550	50,550
Repairs & Maintenance - Internal	38,385	136,400	136,400	140,000
Misc. Supplies	16,746	15,000	10,000	15,000
Water Conservation Program	-	2,000	2,000	2,000
<b>Total Supplies</b>	<b>69,741</b>	<b>195,400</b>	<b>190,950</b>	<b>209,550</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	27,829	50,555	50,555	24,501
Contractual Services	268,801	369,490	369,490	282,250
Utilities - Telephone	-	17,000	17,000	17,000
Utilities - Gas, Water, Electric	385	100,000	100,000	100,000
Printing	2,319	3,000	3,000	3,000
Advertising	-	5,000	5,000	10,000
Repairs and Maintenance - External	127,441	145,000	145,000	145,000
Equipment Rental	-	1,500	1,500	8,000
Travel	3,030	10,000	10,000	7,000
Membership, Dues & Licenses	819	2,000	2,000	1,500
Liability Insurance	14,799	30,000	30,000	34,885
<b>Total Contractual Services</b>	<b>445,423</b>	<b>733,545</b>	<b>733,545</b>	<b>633,136</b>
<b>CAPITAL OUTLAY</b>				
Vehicles	-	-	-	-
Other Machinery & Equipment	-	50,000	50,000	-
Water Rights	-	280,000	280,000	140,000
Improvements	-	250,000	250,000	575,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>580,000</b>	<b>580,000</b>	<b>715,000</b>
<b>TOTAL EXPENSES</b>	<b>\$ 808,765</b>	<b>\$ 1,844,795</b>	<b>\$ 1,840,345</b>	<b>\$ 1,909,611</b>

# Water Supplies

WATER	FY 2024	FY 2025	Difference
<b><u>Office Supplies</u></b>			
Normal Office supplies	3,000	1,000	(2,000)
Administrative reporting	-	1,000	1,000
	<b>\$ 3,000</b>	<b>\$ 2,000</b>	<b>\$ (1,000)</b>
<b><u>Operating Supplies</u></b>			
Fuel 30% allocation	9,000	10,800	1,800
Personnel - boots, ear protection, glasses, gloves	-	2,250	2,250
Fleet - vehicle registration/inspection, lights	-	2,500	2,500
New meters	15,000	10,000	(5,000)
Hand tools, nuts, bolts, clamps, corps, materials, etc.	15,000	25,000	10,000
	<b>\$ 39,000</b>	<b>\$ 50,550</b>	<b>\$ 11,550</b>
<b><u>Repairs and Maintenance - Internal</u></b>			
Fleet - Oil, brake fluid, wiper fluid, filters, lubricants	1,400	5,000	3,600
Replacement water meters, curb stops, lateral lines	40,000	40,000	-
Repairs and maintenance for vehicles & equipment	5,000	5,000	-
Replacement fire hydrants, Storz connectors	90,000	90,000	-
	<b>\$ 136,400</b>	<b>\$ 140,000</b>	<b>\$ 3,600</b>
<b><u>Miscellaneous Supplies</u></b>			
Other unplanned supplies	15,000	15,000	-
	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>
<b><u>Conservation</u></b>			
Rebates for low flow toilets, HE washers	1,000	1,000	-
Rebates for rain barrels and xeriscaping	1,000	1,000	-
	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$ -</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 195,400</b>	<b>\$ 209,550</b>	<b>\$ 14,150</b>



# Water Contractual

WATER	FY 2024	FY 2025	Difference
<b>Professional Services</b>			
Cafeteria Plan	555	288	(267)
Engineering Service	50,000	15,000	(35,000)
External Audit	-	9,213	9,213
	<b>\$ 50,555</b>	<b>\$ 24,501</b>	<b>\$ (26,054)</b>
<b>Contractual Services</b>			
Uniforms	6,000	4,000	(2,000)
Fleet - vehicle inspection, seals, equipment repairs	-	10,000	10,000
H2O Samples	5,000	5,000	-
Meter Reading Maintenance	10,000	8,000	(2,000)
EAA Program and Management Fees	160,000	150,000	(10,000)
TCEQ Sampling	10,700	6,100	(4,600)
SAWS Interconnect	6,600	8,000	1,400
Water System Fee	6,150	6,150	-
Annual Meter Replacement Program	-	2,000	2,000
Tank Inspections	20,000	10,000	(10,000)
Quadient/Neofund/ShareNet	17,040	30,000	12,960
SCADA System	6,500	1,500	(5,000)
Chlorine	6,500	6,500	-
Leak detection program	30,000	-	(30,000)
Tank cleaning	-	-	-
Pump Maintenance (was emergency contractual)	75,000	25,000	(50,000)
Incode	10,000	10,000	-
	<b>\$ 369,490</b>	<b>\$ 282,250</b>	<b>\$ (87,240)</b>
<b>Utilities -Telephone</b>	17,000	17,000	-
<b>Utilities - Water &amp; Electric</b>	100,000	100,000	-
<b>Printing</b>	3,000	3,000	-
<b>Advertising</b>	5,000	10,000	5,000
<b>Repairs and Maintenance - External</b>	145,000	145,000	-
<b>Equipment Rental</b>	1,500	8,000	6,500
<b>Travel - Training</b>	10,000	7,000	(3,000)
<b>Membership, Dues &amp; Licenses</b>	2,000	1,500	(500)
<b>Liability Insurance</b>	30,000	34,885	4,885
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 733,545</b>	<b>\$ 633,136</b>	<b>\$ (100,409)</b>

# Water Capital

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>
WA - Replace water Mains City-Wide	1960 - 1990	Replacement	575,000
WA - Purchase Water Rights	2018	New	140,000
<b>TOTAL BY FISCAL YEAR</b>			<b>715,000</b>

## SEWER EXPENSES

{Section}.31.

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>
	<u>2022-2023</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2024-2025</u>
<b>PERSONNEL SERVICES</b>				
Salaries	51,635	53,320	53,320	55,073
Retirement Plan	10,056	12,407	12,407	13,429
Group Insurance	10,703	9,137	9,137	10,050
Worker Compensation	1,875	1,207	1,207	1,244
Liability Insurance	-	-	-	-
Overtime	350	8,000	8,000	8,000
Social Security	3,801	4,751	4,751	4,897
Standby	-	-	-	-
Special Pay	-	-	-	-
Certification Pay	-	778	778	936
Longevity Pay	1,729	1,930	1,930	2,016
<b>Total Personnel Services</b>	<b>80,149</b>	<b>91,530</b>	<b>91,530</b>	<b>95,646</b>
<b>SUPPLIES</b>				
Office Supplies	-	-	-	-
Operating Supplies	-	5,000	5,000	8,152
Repairs & Maintenance - Internal	25,980	27,500	27,500	17,500
Misc. Supplies	-	27,500	27,500	27,500
<b>Total Supplies</b>	<b>25,980</b>	<b>60,000</b>	<b>60,000</b>	<b>53,152</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	33,345	50,555	50,555	59,285
Contractual Services	1,616,805	1,977,787	1,977,787	1,980,276
Utilities - Telephone	51	-	-	-
Utilities - Gas, Water, Electric	-	-	-	-
Printing	-	-	-	-
Advertising	4,320	-	-	2,500
Repairs and Maintenance - External	18,828	60,000	60,000	60,000
Liability Insurance	2,783	10,000	10,000	11,628
Travel	-	-	-	-
Sewer Surcharge	11,615	14,000	14,000	14,000
<b>Total Contractual Services</b>	<b>1,687,747</b>	<b>2,112,342</b>	<b>2,112,342</b>	<b>2,127,689</b>
<b>CAPITAL OUTLAY</b>				
Improvements	-	1,011,020	1,011,020	500,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>1,011,020</b>	<b>1,011,020</b>	<b>500,000</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,793,876</b>	<b>\$ 3,274,892</b>	<b>\$ 3,274,892</b>	<b>\$ 2,776,487</b>

# Sewer Supplies

{Section}.31.

SEWER	FY 2024	FY 2025	Difference
<b><u>Office Supplies</u></b>	-	-	-
	\$ -	\$ -	\$ -
<b><u>Operating Supplies</u></b>			
Fuel - 10% allocation	-	3,152	3,152
Personnel - PPE	5,000	5,000	-
	\$ 5,000	\$ 8,152	\$ 3,152
<b><u>Repairs and Maintenance - Internal</u></b>			
Sewer main parts	20,000	10,000	(10,000)
Sewer camera repairs	1,500	1,500	-
Fleet - repair for vehicles & equipment	6,000	6,000	-
	\$ 27,500	\$ 17,500	\$ (10,000)
<b><u>Miscellaneous Supplies</u></b>			
Manhole lids, PVC pipe	25,000	25,000	-
Hand tools, clamps, fasteners, nuts, bolts	2,500	2,500	-
	\$ 27,500	\$ 27,500	\$ -
<b>TOTAL SUPPLIES</b>	<b>\$ 60,000</b>	<b>\$ 53,152</b>	<b>\$ (6,848)</b>

# Sewer Contractual

{Section}.31.

SEWER	FY 2024	FY 2025	Difference
<b><u>Professional Services</u></b>			
Cafeteria Plan	555	72	(483)
Engineering Service	50,000	50,000	-
External Audit	-	9,213	9,213
	<b>\$ 50,555</b>	<b>\$ 59,285</b>	<b>\$ 8,730</b>
<b><u>Contractual Services</u></b>			
SAWS Sewer Service	1,710,747	1,710,747	-
Sewer video program	250,000	250,000	-
Quadient/Neofunds/Sharenet	17,040	19,529	2,489
	<b>\$ 1,977,787</b>	<b>\$ 1,980,276</b>	<b>\$ 2,489</b>
<b>Advertising</b>	-	2,500	2,500
<b>Repairs and Maintenance - External</b>	60,000	60,000	-
<b>Equipment Rental</b>	-	-	-
<b>Sewer Surcharge</b>	14,000	14,000	-
<b>Liability Insurance</b>	10,000	11,628	1,628
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 2,112,342</b>	<b>\$ 2,127,689</b>	<b>\$ 15,347</b>

# Sewer Capital

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>
SW - Replace Sewer Mains City-Wide	1960 - 1990	Replacement	500,000
<b>TOTAL BY FISCAL YEAR</b>			<b>500,000</b>

## STORMWATER EXPENSES

{Section}.31.

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2022-2023	2023-2024	2023-2024	2024-2025
<b>PERSONNEL SERVICES</b>				
Salaries	-	-	-	-
Retirement Plan	-	-	-	-
Group Insurance	-	-	-	-
Overtime	-	-	-	-
Social Security	-	-	-	-
Car Allowance	-	-	-	-
Other Benefits	-	-	-	-
Special Pay	-	-	-	-
Certification Pay	-	-	-	-
Longevity Pay	-	-	-	-
<b>Total Personnel Services</b>	-	-	-	-
<b>SUPPLIES</b>				
Office Supplies	4,172	-	-	-
Operating Supplies	3,184	10,000	10,000	12,000
Repairs & Maintenance - Internal	-	10,000	10,000	10,000
Miscellaneous Supplies	-	-	-	6,000
<b>Total Supplies</b>	7,356	20,000	20,000	28,000
<b>Contractual Services</b>				
Professional Services	20,039	30,800	30,800	30,000
Contractual Services	17,175	56,500	56,500	58,500
Telephone	-	-	-	-
Printing	-	3,000	3,000	3,000
Repairs and Maintenance - External	41,509	50,000	50,000	50,000
Travel	40	5,000	5,000	5,000
Membership, Dues & Licenses	195	300	300	300
Liability Insurance	2,783	10,000	10,000	10,000
<b>Total Contractual Services</b>	81,741	155,600	155,600	156,800
<b>CAPITAL OUTLAY</b>				
Vehicles	-	-	-	-
Improvements	-	901,292	901,292	-
<b>Total Capital Outlay</b>	-	901,292	901,292	-
<b>TOTAL EXPENSES</b>	<b>\$ 89,097</b>	<b>\$ 1,076,892</b>	<b>\$ 1,076,892</b>	<b>\$ 184,800</b>

# Storm Water Supplies

{Section}.31.

STORMWATER	FY 2024	FY 2025	Difference	Additions	Original
<b>Office Supplies</b>	-	-	-	-	-
	\$ -	\$ -	\$ -	-	-
<b>Operating Supplies</b>					
Fuel 10% allocation	5,000	6,000	1,000	-	6,000
Personnel - trash pickers, gloves	-	1,000	1,000	-	1,000
Supplies for lawnmowers/trimmers	5,000	5,000	-	-	5,000
	\$ 10,000	\$ 12,000	\$ 2,000	-	12,000
<b>Repairs and Maintenance - Internal</b>					
Fleet - oil, fluids, lubricant, brooms	10,000	10,000	-	-	10,000
	\$ 10,000	\$ 10,000	\$ -	-	10,000
<b>Miscellaneous Supplies</b>					
ROW Maintenance	-	6,000	6,000	6,000	-
	\$ -	\$ 6,000	\$ 6,000	6,000	-
<b>TOTAL SUPPLIES</b>	<b>\$ 20,000</b>	<b>\$ 28,000</b>	<b>\$ 8,000</b>	<b>6,000</b>	<b>22,000</b>



# Storm Water Contractual

{Section}.31.

STORMWATER	FY 2024	FY 2025	Difference
<b><u>Professional Services</u></b>			
Cafeteria Plan	800	-	(800)
Engineering Service	30,000	30,000	-
	<b>\$ 30,800</b>	<b>\$ 30,000</b>	<b>\$ (800)</b>
<b><u>Contractual Services</u></b>			
Uniforms	1,500	1,100	(400)
Debris Removal from Street Sweeping	15,000	15,000	-
Street Sweeper Maintenance	-	-	-
Repairs to drainage system	40,000	40,000	-
Sharenet software (was mapping)	-	2,400	2,400
	<b>\$ 56,500</b>	<b>\$ 58,500</b>	<b>\$ 2,000</b>
<b>Printing</b>	3,000	3,000	-
<b>Travel - Training</b>	5,000	5,000	-
<b>Repairs and Maintenance - External</b>	50,000	50,000	-
<b>Membership, Dues, Licenses</b>	300	300	-
<b>Liability Insurance</b>	10,000	10,000	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 155,600</b>	<b>\$ 156,800</b>	<b>\$ 1,200</b>

# Red Light Camera

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

{Section}.31.

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2022-2023	2023-2024	2023-2024	2024-2025
<b>BEGINNING FUND BALANCE</b>	<b>\$919,758</b>	<b>\$1,077,147</b>	<b>\$1,077,147</b>	<b>\$484,589</b>
<b>Revenues</b>				
Red Light Camera Fines	2,078,852	1,895,872	2,000,000	2,080,051
Red Light Camera Late Fees	184,975	200,000	200,000	200,000
Interest	44,695	25,000	37,000	37,740
Miscellaneous	4,290	-	-	-
<b>Total Revenue</b>	<b>2,312,811</b>	<b>2,120,872</b>	<b>2,237,000</b>	<b>2,317,791</b>
<b>Other Funding Sources</b>				
ARP Funds	-	-	-	-
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES</b>	<b>\$ 3,232,569</b>	<b>\$ 3,198,019</b>	<b>\$ 3,314,147</b>	<b>\$ 2,802,380</b>
<b>Expenditures</b>				
Personnel Services	815,971	940,485	940,485	890,151
Supplies	5,646	12,950	12,950	46,275
Contractual Services	877,601	940,997	940,997	986,803
Capital Outlay	3,630	592,568	592,568	65,000
<b>Total Expenditures</b>	<b>1,702,848</b>	<b>2,487,000</b>	<b>2,487,000</b>	<b>1,988,229</b>
<b>Other Financing Uses</b>				
Shared Personnel Services to GF-RLC	326,574	342,558	342,558	373,636
Transfer to Capital-Traffic Safety	126,000	-	-	-
<b>Total Other Financing Uses</b>	<b>452,574</b>	<b>342,558</b>	<b>342,558</b>	<b>373,636</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,155,422</b>	<b>\$ 2,829,558</b>	<b>\$ 2,829,558</b>	<b>\$ 2,361,865</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,077,147</b>	<b>\$ 368,461</b>	<b>\$ 484,589</b>	<b>\$ 440,514</b>

**RED LIGHT CAMERA  
EXPENDITURES**

{Section}.31.

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PERSONNEL SERVICES</b>				
Salaries	402,619	415,024	415,024	432,204
Retirement Plan	81,203	89,204	89,204	96,654
Group Insurance	36,326	54,821	54,821	60,303
Worker Compensation	20,364	10,280	10,280	10,408
Unemployment Compensation	-	-	-	-
Overtime	2,283	-	-	-
Social Security	30,141	34,155	34,155	35,243
Clothing Allowance	-	5,700	5,700	6,000
Stand - By	3,120	6,240	6,240	3,120
Special Pay	-	-	-	-
Certification Pay	18,690	19,500	19,500	19,370
Longevity Pay	6,583	7,335	7,335	6,794
Shared Services General Fund	-	-	-	-
<b>Total Personnel Services</b>	<b>601,327</b>	<b>642,258</b>	<b>642,258</b>	<b>670,095</b>
<b>SUPPLIES</b>				
Office Supplies	614	150	150	200
Operating Supplies	2,857	3,000	3,000	8,350
<b>Total Supplies</b>	<b>3,471</b>	<b>3,150</b>	<b>3,150</b>	<b>8,550</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	-	1,000	1,000	820
Contractual Services	876,138	886,000	886,000	907,000
Utilities - Telephone	-	-	-	-
Utilities - Gas, Water, Electric	-	-	-	-
Printing	-	-	-	-
Advertising	-	-	-	-
Repairs and Maintenance - External	-	-	-	-
<b>Total Contractual Services</b>	<b>876,138</b>	<b>887,000</b>	<b>887,000</b>	<b>907,820</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,480,937</b>	<b>\$ 1,532,408</b>	<b>\$ 1,532,408</b>	<b>\$ 1,586,465</b>

# Red Light Camera Supplies

{Section}.31.

RED LIGHT CAMERA	FY 2024	FY 2025	Difference
<b><u>Office Supplies</u></b>			
Foray board/ Expo Markers/ Self ink Stamps	150	200	50
	<b>\$ 150</b>	<b>\$ 200</b>	<b>\$ 50</b>
<b><u>Operating Supplies</u></b>			
Hole Punch/ Pens/Folders/Paper/Legal pads/Tape	300	750	450
Toner, Ink	600	1,100	500
Batteries	500	500	-
Office Furniture Replacement	-	1,000	1,000
Expendable Traffic Equipment	1,600	1,600	-
Ammunition	-	3,400	3,400
	<b>\$ 3,000</b>	<b>\$ 8,350</b>	<b>\$ 5,350</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 3,150</b>	<b>\$ 8,550</b>	<b>\$ 5,400</b>

# Red Light Camera Contractual

{Section}.31.

RED LIGHT CAMERA	FY 2024	FY 2025	Difference
<b><u>Professional Services</u></b>			
Cafeteria Plan	540	360	(180)
New Hires	460	460	-
	<b>\$ 1,000</b>	<b>\$ 820</b>	<b>\$ (180)</b>
<b><u>Contractual Services</u></b>			
City Attorney Contract (RLC Allocation)	15,000	15,000	-
RLC ATS Contract	798,000	798,000	-
RLC Audit Fees	10,000	10,000	-
RLC Legal Fees	10,000	10,000	-
Computer Maintenance	34,000	34,000	-
Copier Maintenance	3,000	3,500	500
High Speed Internet (For RLC Videos)	16,000	17,500	1,500
Signal Maintenance (included all signals)	-	7,000	7,000
Axon Taser	-	5,000	5,000
Axon (Body Cameras)	-	7,000	7,000
Police Cleaning Service	-	-	-
	<b>\$ 886,000</b>	<b>\$ 907,000</b>	<b>\$ 21,000</b>
<b>Utilities - Telephone</b>	-	-	-
<b>Utilities - Water &amp; Electric</b>	-	-	-
<b>Printing</b>	-	-	-
<b>Advertising</b>	-	-	-
<b>Repairs and Maintenance - External</b>	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 887,000</b>	<b>\$ 907,820</b>	<b>\$ 20,820</b>

**TRAFFIC SAFETY  
EXPENDITURES**

{Section}.31.

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2022-2023	2023-2024	2023-2024	2024-2025
<b>PERSONNEL SERVICES</b>				
Salaries	146,633	179,547	179,547	124,540
Retirement Plan	27,954	41,602	41,602	31,961
Group Insurance	17,203	27,410	27,410	20,101
Worker Compensation	5,375	4,794	4,794	3,508
Overtime	1,945	18,000	18,000	18,000
Social Security	11,205	15,929	15,929	11,654
Clothing Allowance	-	3,000	3,000	2,000
Standby	-	3,120	3,120	-
Special Pay	2,102	-	-	650
Certification Pay	2,225	4,550	4,550	7,150
Longevity Pay	-	275	275	295
<b>Total Personnel Services</b>	<b>214,644</b>	<b>298,227</b>	<b>298,227</b>	<b>219,858</b>
<b>SUPPLIES</b>				
Office Supplies	-	300	300	500
Operating Supplies	-	9,000	9,000	19,900
Repairs and Maintenance - Int	721	-	-	-
Misc. Supplies	1,455	500	500	17,325
<b>Total Supplies</b>	<b>2,175</b>	<b>9,800</b>	<b>9,800</b>	<b>37,725</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	-	1,000	1,000	1,216
Contractual Services	1,462	44,997	44,997	67,767
Utilities - Telephone	-	-	-	-
Repairs and Maintenance - Extern	-	8,000	8,000	10,000
Travel	-	-	-	-
<b>Total Contractual Services</b>	<b>1,462</b>	<b>53,997</b>	<b>53,997</b>	<b>78,983</b>
<b>CAPITAL OUTLAY</b>				
Vehicles	-	275,000	275,000	65,000
Other Machinery & Equipment	-	230,738	230,738	-
Improvements other than Building	3,630	86,830	86,830	-
<b>Total Capital Outlay</b>	<b>3,630</b>	<b>592,568</b>	<b>592,568</b>	<b>65,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 221,912</b>	<b>\$ 954,592</b>	<b>\$ 954,592</b>	<b>\$ 401,566</b>

# Traffic Safety Supplies

{Section}.31.

TRAFFIC SAFETY	FY 2024	FY 2025	Difference	Additions	Original
<b>Office Supplies</b>					
Computer cables/ HDMI, Misc. Equipment	300	500	200	-	500
	<b>\$ 300</b>	<b>\$ 500</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>\$ 500</b>
<b>Operating Supplies</b>					
Radar Equipment/Laptop equipment	2,265	3,000	735	-	3,000
Traffic Vehicles Lights/Accessories and Traffic Cones	5,335	6,500	1,165	-	6,500
Office Furniture Replacement	-	5,000	5,000	-	5,000
Investigative Equipment/Tools	1,400	2,000	600	-	2,000
Ammunition	-	3,400	3,400	-	3,400
	<b>\$ 9,000</b>	<b>\$ 19,900</b>	<b>\$ 10,900</b>	<b>\$ -</b>	<b>\$ 19,900</b>
<b>Miscellaneous Supplies</b>					
SD Card, Batteries	200	400	200	-	400
Printer Cables	75	125	50	-	125
Flares	225	300	75	-	300
Patrol Vehicles Lights/Accessories/ Traffic Cones	-	10,000	10,000	10,000	-
Traffic signs, barricades, cones, bollards	-	6,500	6,500	6,500	-
	<b>\$ 500</b>	<b>\$ 17,325</b>	<b>\$ 16,825</b>	<b>\$ 16,500</b>	<b>\$ 825</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 9,800</b>	<b>\$ 37,725</b>	<b>\$ 27,925</b>	<b>\$ 16,500</b>	<b>\$ 21,225</b>



# Traffic Safety Contractual

{Section}.31.

TRAFFIC SAFETY	FY 2024	FY 2025	Difference
<b><u>Professional Services</u></b>			
Cafeteria Plan	540	216	(324)
New Hire Expenses	460	1,000	540
	<b>\$ 1,000</b>	<b>\$ 1,216</b>	<b>\$ 216</b>
<b><u>Contractual</u></b>			
Axon (Vehicle & Body Cameras)	10,000	13,000	3,000
Axon Taser	-	5,000	5,000
SAT Radio Air Time	34,997	39,997	5,000
Urban SDK	-	4,875	4,875
Municode	-	1,895	1,895
Cardinal CAD/RMS Service Contract	-	3,000	3,000
	<b>\$ 44,997</b>	<b>\$ 67,767</b>	<b>\$ 22,770</b>
<b>Utilities-Telephone</b>	-	-	-
<b>Repairs and Maintenance - External</b>	8,000	10,000	2,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 53,997</b>	<b>\$ 78,983</b>	<b>\$ 24,986</b>

# Traffic Safety Capital

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 24-25</i>
Police Patrol Vehicle (1 w/equip)	Variable	Replacement	65,000
<b>TOTAL BY FISCAL YEAR</b>			<b>\$ 65,000</b>

# American Rescue Plan

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

{Section}.31.

	ACTUAL 2022-2023	BUDGET 2023-2024	ESTIMATED 2023-2024	BUDGET 2024-2025
<b>BEGINNING FUND BALANCE</b>	<b>\$ 570,836</b>	<b>\$ 725,711</b>	<b>\$ 725,711</b>	<b>\$ 96,408</b>
<b>Revenues</b>				
ARP	2,326,376	-	-	-
Interest	69,354	-	17,560	17,560
<b>Total Revenue</b>	<b>2,395,729</b>	<b>-</b>	<b>17,560</b>	<b>17,560</b>
<b>Other Funding Sources</b>				
Transfers In	382,582	-	-	-
<b>Total Other Funding Sources</b>	<b>382,582</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES</b>	<b>\$ 3,349,148</b>	<b>\$ 725,711</b>	<b>\$ 743,271</b>	<b>\$ 113,968</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	377,974	646,863	646,863	-
Transfer to Capital	2,245,463	-	-	-
<b>Total Other Financing Uses</b>	<b>2,623,437</b>	<b>646,863</b>	<b>646,863</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,623,437</b>	<b>\$ 646,863</b>	<b>\$ 646,863</b>	<b>\$ -</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 725,711</b>	<b>\$ 78,848</b>	<b>\$ 96,408</b>	<b>\$ -</b>

# Crime Control and Prevention District

# Crime Control and Prevention Budget Overview

- Budget is Balanced
  - Operating Revenues - \$427,507
  - Operating Expenditures -\$364,677
- This Funds the Salary and Benefits for
  - 50% of the Assistant Police Chief
  - One Patrol Officer
  - One Investigations Sergeant

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

{Section}.31.

	ACTUAL 2022-2023	BUDGET 2023-2024	ESTIMATED 2023-2024	BUDGET 2024-2025
<b>BEGINNING FUND BALANCE</b>	<b>\$508,227</b>	<b>\$624,621</b>	<b>\$624,621</b>	<b>\$703,105</b>
<b>Revenues</b>				
Crime Control Sales Tax	415,913	403,800	407,595	407,595
Interest	15,781	5,000	23,600	24,072
Miscellaneous	3,201	-	-	-
<b>Total Revenue</b>	<b>434,895</b>	<b>408,800</b>	<b>431,195</b>	<b>431,667</b>
<b>Other Funding Sources</b>				
ARP Funds	-	-	-	-
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES</b>	<b>\$ 943,122</b>	<b>\$ 1,033,421</b>	<b>\$ 1,055,816</b>	<b>\$ 1,134,772</b>
<b>Expenditures</b>				
Personnel Services	245,354	261,960	261,960	269,202
Supplies	-	-	-	-
Contractual Services	-	10,100	10,100	10,572
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>245,354</b>	<b>272,060</b>	<b>272,060</b>	<b>279,774</b>
<b>Other Financing Uses</b>				
Shared Personnal Services to GF	73,147	80,651	80,651	84,904
<b>Total Other Financing Uses</b>	<b>73,147</b>	<b>80,651</b>	<b>80,651</b>	<b>84,904</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 318,501</b>	<b>\$ 352,711</b>	<b>\$ 352,711</b>	<b>\$ 364,677</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 624,621</b>	<b>\$ 680,710</b>	<b>\$ 703,105</b>	<b>\$ 770,095</b>

## CRIME CONTROL DISTRICT EXPENDITURES

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2022-2023	2023-2024	2023-2024	2024-2025
<b>PERSONNEL SERVICES</b>				
Salaries	118,882	138,996	138,996	144,818
Retirement Plan	32,903	37,068	37,068	39,463
Group Insurance	20,894	18,274	18,274	20,101
Worker Compensation	4,212	4,272	4,272	4,331
Overtime	45,818	34,000	34,000	34,000
Social Security	12,507	14,193	14,193	14,390
Clothing Allowance	-	2,000	2,000	2,000
Standby	3,490	3,120	3,120	3,120
Special Pay	-	910	910	-
Certification Pay	3,995	6,500	6,500	4,160
Longevity Pay	2,654	2,627	2,627	2,819
Shared Services	-	-	-	-
<b>Total Personnel Services</b>	<b>245,354</b>	<b>261,960</b>	<b>261,960</b>	<b>269,202</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	-	-	-	-
Contractual Services	-	10,100	10,100	10,572
<b>Total Contractual Services</b>	<b>-</b>	<b>10,100</b>	<b>10,100</b>	<b>10,572</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 245,354</b>	<b>\$ 272,060</b>	<b>\$ 272,060</b>	<b>\$ 279,774</b>



# Community Center Fund

# Community Center Budget Overview

- Budget is Balanced
- Operating Revenues
  - \$161,360
- Operating Expenditures
  - \$156,017
- Shared Personnel Services Transfer out
  - \$21,957

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

{Section}.31.

	<u>ACTUAL</u> <u>2022-2023</u>	<u>BUDGET</u> <u>2023-2024</u>	<u>ESTIMATED</u> <u>2023-2024</u>	<u>BUDGET</u> <u>2024-2025</u>
<b>BEGINNING FUND BALANCE</b>	<b>\$192,356</b>	<b>\$254,684</b>	<b>\$254,684</b>	<b>\$196,846</b>
<b>Revenues</b>				
Hotel/Motel Taxes	67,842	84,000	80,000	80,000
Rental Fees	63,766	64,254	64,200	66,417
Interest	10,267	7,200	14,650	14,943
Miscellaneous	36,275	-	-	-
<b>Total Revenue</b>	<b>178,150</b>	<b>155,454</b>	<b>158,850</b>	<b>161,360</b>
<b>Other Funding Sources</b>				
Transfers in from PEG Reserve	-	-	-	-
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES</b>	<b>\$ 370,506</b>	<b>\$ 410,138</b>	<b>\$ 413,534</b>	<b>\$ 358,206</b>
<b>Expenditures</b>				
Personnel Services	79,387	89,338	89,338	94,191
Supplies	997	8,000	8,000	11,725
Contractual Services	35,438	59,350	59,350	50,101
Capital Outlay	-	60,000	60,000	-
<b>Total Expenditures</b>	<b>115,822</b>	<b>216,688</b>	<b>216,688</b>	<b>156,017</b>
<b>Other Financing Uses</b>				
Shared Personnel Services to GF	-	-	-	21,957
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,957</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 115,822</b>	<b>\$ 216,688</b>	<b>\$ 216,688</b>	<b>\$ 177,975</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 254,684</b>	<b>\$ 193,450</b>	<b>\$ 196,846</b>	<b>\$ 180,231</b>

**COMMUNITY/CONFERENCE CENTER  
EXPENDITURES**

{Section}.31.

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PERSONNEL SERVICES</b>				
Salaries	57,922	64,474	64,474	67,175
Retirement Plan	10,866	12,882	12,882	14,093
Group Insurance	6,360	6,853	6,853	7,538
Worker Compensation	94	114	114	119
Liability Insurance	-	-	-	-
Social Security	4,145	4,932	4,932	5,139
Special Pay	-	-	-	-
Longevity Pay	-	83	83	128
<b>Total Personnel Services</b>	<b>79,387</b>	<b>89,338</b>	<b>89,338</b>	<b>94,191</b>
<b>SUPPLIES</b>				
Office Supplies	180	1,000	1,000	1,375
Operating Supplies	817	2,000	2,000	4,100
Repairs & Maintenance - Internal	-	4,500	4,500	5,250
Misc. Supplies	-	500	500	1,000
<b>Total Supplies</b>	<b>997</b>	<b>8,000</b>	<b>8,000</b>	<b>11,725</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	1,973	3,500	3,500	2,626
Contractual Services	1,385	3,200	3,200	3,425
Utilities - Telephone	2,798	14,800	14,800	5,200
Utilities - Gas, Water, Electric	22,913	28,000	28,000	20,000
Printing	275	200	200	750
Advertising	-	2,100	2,100	3,100
Repairs and Maintenance - External	1,118	2,000	2,000	5,000
Membership, Dues & Licenses	578	550	550	1,500
Equipment Rental	-	-	-	2,000
Travel	-	-	-	1,500
Liability Insurance	4,397	5,000	5,000	5,000
<b>Total Contractual Services</b>	<b>35,438</b>	<b>59,350</b>	<b>59,350</b>	<b>50,101</b>
<b>CAPITAL OUTLAY</b>				
Office Equipment	-	-	-	-
Improvements	-	60,000	60,000	-
Other Machinery & Equipment	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>60,000</b>	<b>60,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 115,822</b>	<b>\$ 216,688</b>	<b>\$ 216,688</b>	<b>\$ 156,017</b>

# Community Center Supplies

{Section}.31.

COMMUNITY/CONFERENCE CENTER	FY 2024	FY 2025	Difference
<b><u>Office Supplies</u></b>			
Toner (Replaced 3 times a year)	200	375	175
Other Supplies: Pens, Highlighters, Folders, Binders Calendars, Rubber Band Etc.	800	1,000	200
	<b>\$ 1,000</b>	<b>\$ 1,375</b>	<b>\$ 375</b>
<b><u>Operating Supplies</u></b>			
Solar Light Cleaning	600	600	-
Chair cleaning	1,000	2,000	1,000
Miscellaneous - Window cleaning	400	1,500	1,100
	<b>\$ 2,000</b>	<b>\$ 4,100</b>	<b>\$ 2,100</b>
<b><u>Repairs and Maintenance - Internal</u></b>			
Toilet repairs	600	-	(600)
Light fixture repairs	500	750	250
Kitchen appliance repairs	400	-	(400)
Other misc. repairs	2,000	2,500	500
Misc. - Add/Replace Restroom sanitary bins (18)	1,000	2,000	1,000
	<b>\$ 4,500</b>	<b>\$ 5,250</b>	<b>\$ 750</b>
<b><u>Miscellaneous Supplies</u></b>			
Replace Soap Dispensers	<b>\$ 500</b>	<b>\$ 1,000</b>	<b>\$ 500</b>
<b>TOTAL SUPPLIES</b>	<b>\$ 8,000</b>	<b>\$ 11,725</b>	<b>\$ 3,725</b>

# Community Center Contractual

{Section}.31.

COMMUNITY/CONFERENCE CENTER	FY 2024	FY 2025	Difference
<b><u>Professional Services</u></b>			
Techlead (Off Site Back-Up & Other Repairs)	1,000	-	(1,000)
Security System	2,500	2,500	-
Cafeteria Plan	-	126	126
	<b>\$ 3,500</b>	<b>\$ 2,626</b>	<b>\$ (874)</b>
<b><u>Contractual Services</u></b>			
Activenet Software	-	-	-
Cable/Internet Services	1,700	1,700	-
Fire Alarm (sensor repair)	1,100	1,725	625
Pest Control	400	-	(400)
	<b>\$ 3,200</b>	<b>\$ 3,425</b>	<b>\$ 225</b>
<b>Utilities - Telephone</b>	14,800	5,200	(9,600)
<b>Utilities - Water &amp; Electric, Gas (Valero)</b>	28,000	20,000	(8,000)
<b>Printing (flyers, banners, etc.)</b>	200	750	550
<b>Advertising (promotional)</b>	2,100	3,100	1,000
<b>Repairs and Maintenance - External</b>	2,000	5,000	3,000
<b>Memberships, Dues &amp; Licenses</b>	550	1,500	950
<b>Equipment Rental</b>	-	2,000	2,000
<b>Travel</b>	-	1,500	1,500
<b>Subscriptions to Publications</b>	-	-	-
<b>Liability Insurance</b>	5,000	5,000	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 59,350</b>	<b>\$ 50,101</b>	<b>\$ (9,249)</b>

# Street Maintenance Tax Fund

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

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$1,168,919</b>	<b>\$1,820,388</b>	<b>\$1,820,388</b>	<b>\$1,962,558</b>
<b>Revenues</b>				
Street Sales Taxes	838,949	798,000	822,170	822,170
Interest	44,160	30,000	40,000	40,800
<b>Total Revenue</b>	<b>883,110</b>	<b>828,000</b>	<b>862,170</b>	<b>862,970</b>
<b>TOTAL RESOURCES</b>	<b>\$ 2,052,029</b>	<b>\$ 2,648,388</b>	<b>\$ 2,682,558</b>	<b>\$ 2,825,528</b>
<b>Expenditures</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	231,641	720,000	720,000	2,825,528
<b>Total Expenditures</b>	<b>231,641</b>	<b>720,000</b>	<b>720,000</b>	<b>2,825,528</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 231,641</b>	<b>\$ 720,000</b>	<b>\$ 720,000</b>	<b>\$ 2,825,528</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,820,388</b>	<b>\$ 1,928,388</b>	<b>\$ 1,962,558</b>	<b>\$ (0)</b>



# Special Revenue Funds

# Special Revenue Funds

- Grant Fund - \$12,268
  - Law Enforcement Officer Standards and Education (LEOSE) Funds Law Enforcement Training
- Building Security Fund - \$10,000
  - Court Bailiff
- Child Safety Fund - \$7,117
  - School Crossing Guard Program
- Municipal Court Technology - \$17,000
  - Court Technology Related Items
- Debt Service - \$691,763

# Special Revenue Funds

{Section}.31.

- Police Forfeiture
  - \$127,493

# Personnel

- Funds the Merit Pay System, which allows each employee a 2% merit increase on the anniversary date of their hire, if they qualify
- Funds longevity pay for all qualifying full-time City employees
  - Paid annually in November
- Does Include a Cost-of-Living Increase of 3%

# Personnel

- The proposed budget includes funding for the City's Medical Insurance Program which provides medical, dental, vision and life insurance coverage with a 10% increase
- The program provides medical insurance to employees at no cost
- Dependent insurance cost is paid for by the employee
- Funds the retirement at 20.98% effective January 1, 2025, an estimated increase of 1%

# Personnel

- Christmas Holidays – City is Closed
  - Tuesday, December 24 to Wednesday, January 1
    - The City will Reopen Thursday, January 2
    - Staff will be required to use one day of PTO
- Does the City Council want to consider a federal holiday of June 19<sup>th</sup> ?

# Next Steps

- Crime, Control & Prevention District Budget Public Hearing and Adoption
  - August 20, 2024 (start time 5:00 pm)
- Budget Public Hearing and Formal Adoption
  - August 20, 2024

# Next Steps

- Formal Adoption of the Tax Rate
  - September 17, 2024 (estimated date)



# Proposed Budget Workshop Fiscal Year 2025

Crystal Caldera, PhD  
City Manager  
City Council Meeting  
July 16, 2024



## PROCLAMATION OF APPRECIATION

*WHEREAS, Benjamin Castro has completed forty years of service with the Leon Valley Police Department serving the City of Leon Valley and its citizens first as a Dispatcher in October 1983 and then transferred to Patrol Officer Position in September 1985;*

*WHEREAS, Benjamin Castro has distinguished himself with advancements throughout these forty years, reaching the rank of Lieutenant and currently assists with administering our Redlight Camera program;*

*WHEREAS, a decision had to be made to begin construction of a new building, that would be large enough to accommodate the exponential growth.*

*WHEREAS, the City of Leon Valley appreciates the value of an employee who has provided years of dedicated service to its citizens and feels that such an anniversary is deserving of public recognition; and*

*NOW THEREFORE, I, Chris Riley, Mayor of the City of Leon Valley, Texas, together with the entire Leon Valley City Council, do hereby express our heartfelt thanks and sincere appreciation to Benjamin Castro of the Leon Valley Police Department for his forty years of dedicated and loyal service to our community.*

*Signed by my hand on this the 16th day of July, 2024.*

*Chris Riley*

Mayor Chris Riley



June 2024  
Final Report  
Leon Valley, Texas



# Standards of Cover and Utilization Study.

***“The City of Leon Valley Public Safety and Public Works employees provide effective and responsive services to the residents and visitors of the City of Leon Valley.” (Fitch-2024)***

## Background:

In 2023, the City of Leon Valley, Texas contracted with Fitch & Associates to analyze the workload and performance of Fire & EMS, Police and the Public Works Departments. This analysis was conducted by our team using data retrieved from the Computer Aided Dispatch (CAD) System, onsite and telephone interviews, and review of relevant and financial documents. Each department was assessed individually, however, the reports are consolidated into one master executive report for ease of reading and discussion. The Fitch Team would like to thank the City Council, City Manager and City Staff for their guidance and assistance during the process.



**THIS PAGE INTENTIONALLY LEFT BLANK**

## Public Works

The process for the public works evaluation included an evaluation of historical call outs and projects, with the individual work assignments being categorized by type, priority, relevant work department, complexity and if the task is planned or reactive. Typically, Public Works Departments do not have the same level of CAD Data detail compared to Emergency Services. In order to yield a comprehensive picture of the current workload data about call outs and projects will be supplemented by interviews with members of the department themselves to add greater clarity and understanding about job-related tasks and workload.

## Fire & EMS

The City of Leon Valley Fire & EMS Department completed a Community Risk Assessment and Standards of Cover (SOC) study in 2024. The completion of the SOC included the completion of a department review evaluating response time data and GIS mapping. This comprehensive assessment of risks and demand was completed for the purpose of providing department leadership and city officials with the necessary information to make informed decisions now and in the future. The Executive Summary highlights the most substantive options and alternatives for the department.

## Police Department

City of Leon Valley Police Department underwent a comprehensive analysis of all aspects of their current workload using a data driven approach. The review examined proactive, reactive, and administrative workloads, response time, support and investigative workload and environmental impact factors. The findings and recommendations position the City to ensure the department is positioned for sustainable success, and meets or exceeds industry standards. The Executive Summary details the most critical next steps for the department to achieve their objectives.



# Leon Valley, Texas Public Works



## Executive Report

The City of Leon Valley has contracted with Fitch & Associates (*FITCH*) to independently evaluate several functions within the city. This Executive Summary Report will cover the Public Works Department which includes utilities, fleet, construction, and maintenance. The Public Works Department is clearly trying to become a best practice operation. This was demonstrated through the Department's work to apply for accreditation through the American Public Works Association (APWA).

The Public Works Department is a multi-functional department whose mission it is to construct, operate, improve, maintain, and repair the facilities, infrastructure, and other assets, to include streets, sidewalks, curbs, drains, right-of-ways, traffic control systems and signage, city buildings and facilities, parks, grounds, vehicles and equipment, and the water and sewer system. The Department strives to provide excellent and efficient customer service to citizens and visitors. The Department assists with other city functions by providing support for activities such as subdivision, building, and utility construction plan review; code enforcement and animal control activities; janitorial services; traffic counts; and special events. The Department also administers Texas Department of Transportation (TxDOT) projects.

*New responsibilities and/or services have been assigned to the Public Works Department over time.* Significant changes in levels of service expectations have occurred and will require periodic review to determine the need for reorganization and/or additional personnel to fulfill the Public Works Department's mission and service demands.

Overall there were seven (7) priorities that the *FITCH* team has identified as additional recommendations for department wide improvement. There are also observations and recommendations listed throughout the report.

### Top 7 Priorities

1. Reassess levels of service expectations for public works on a biennial basis.
2. Consolidate Customer Relationship Management Systems (CRMs) into a single cloud-based application.
3. Increase the Fleet Maintenance function by one (1) FTE.
4. Align the Department's strategic plan with the city's planning process.
5. Establish Department Key Performance Indicators (KPIs) for future planning and analysis ( see examples on Page 14).
6. Consider adding additional FTEs or contracting options after establishing and reviewing key performance measures.
7. Support APWA accreditation efforts of the Public Works Department.

# City of Leon Valley Public Works



## City and Department Overview

Leon Valley is a Home Rule City, with an area of 3.5 square miles, completely surrounded by the City of San Antonio, and located in the northwest sector of Bexar County. According to the 2022 U.S. Census, the current population is 11,429. The city is also a “full service” community, providing police, municipal court, fire, EMS, public works, community and economic development, and administrative services to its citizens. The Public Works Department supports the city’s Master Plan objectives through each of the following planning elements:

Vision  
The Department’s Vision is to be the “best maintained” and “best served” community in the San Antonio metropolitan area.

Mission  
To construct, operate, maintain, and repair the city’s infrastructure including streets, sidewalks, curbs, drains, right-of-ways, traffic control systems and signage, marquees, buildings, parks and other public structures and facilities.

- Transportation and Thoroughfare
- Community Services
- Environment
- Economic Development
- Housing/Neighborhood

The Public Works Department has 25 authorized positions. The Department is composed of a group of administrative personnel and three crews: Facilities and Grounds Maintenance, Construction, and Water Utility Services. Administrative personnel include the Director, Assistant Director, and Administrative Assistant/Utility Billing Clerk. The Department also has a mechanic that handles equipment and fleet maintenance. On-call personnel are available 24-hours every day to respond to emergency service needs.

Administrative offices are open each weekday from 7 a.m. to 4 p.m., with the exception of holidays. Public Works Crews work from 7 am to 3 pm every day.



# City of Leon Valley Public Works



## City and Department Overview

**P**roject management is handled “in-house” by a Director, Assistant Director, and Water Utility Foreman. For larger projects that are contracted, the City Engineer provides assistance. Additionally, Public Works staff participates in providing assistance and support for special events and emergency operations.

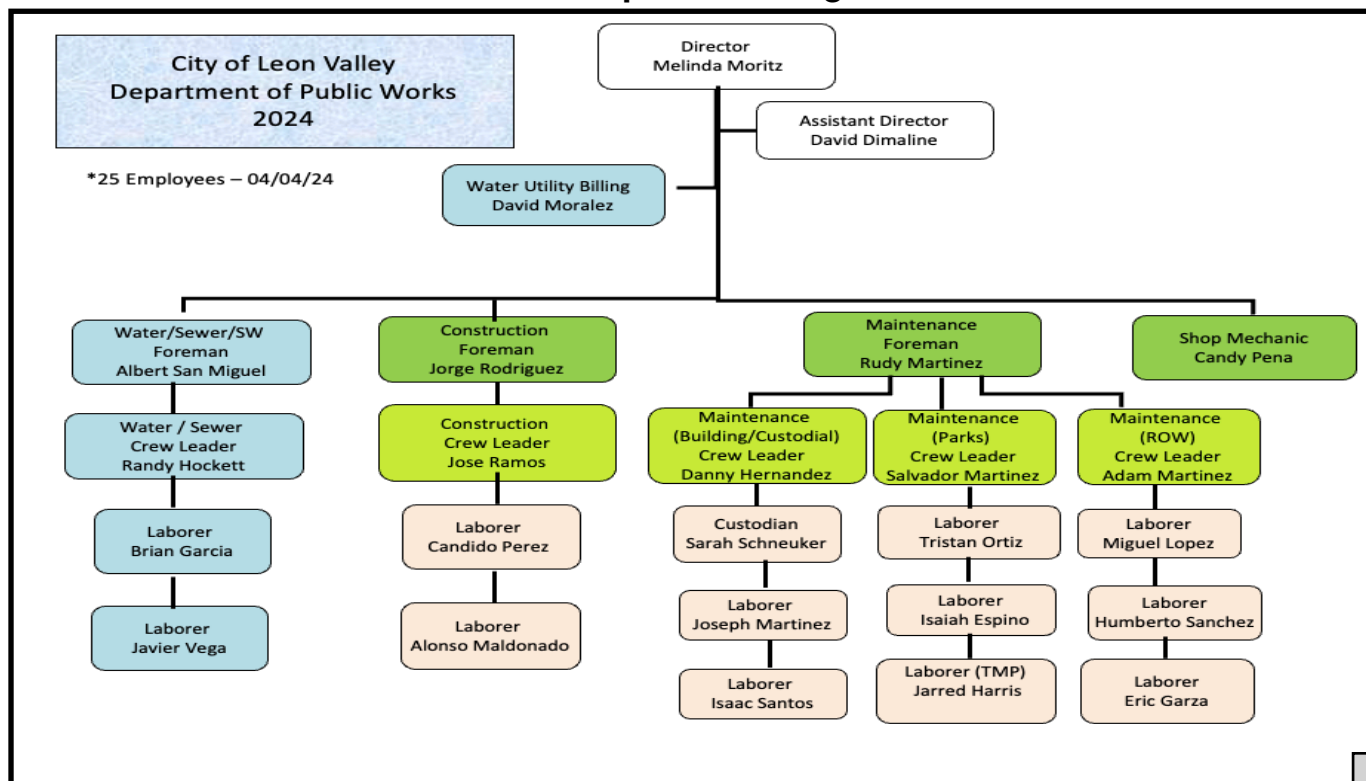
The Department provides safety and risk management training coordinated by the Human Resources Department. All personnel are trained in accordance with their job descriptions, department, and state requirements.

It is the Public Works Department’s goal to build each employee’s skill set and knowledge level, build and maintain a true team environment, and become a full service department. This will reduce dependency on outside vendors and agents to perform required tasks, increase response time in resolving service requests from citizens, and reduce the number of service requests by the strategic planning of activities.

### Observations

1. The Department is logically organized in accordance with industry best practices.
2. The leadership team and staff demonstrate a high degree of competence, and commitment to professionalism.
3. The Department is a good steward of city funds by careful management of the City Council-approved budget.

### Public Works Department Organization



# City of Leon Valley Public Works



## Sustainability

The Public Works Department continues to work on sustainability efforts when they are reasonable and effective. Below is a list of some of the sustainability programs the Department oversees:

- Water conservation ordinances
- Planting 10,000 trees in the city by 2025- 7500 have been planted to date 04/2024
- Conservation kits
- Home energy audits
- Earthwise Event
- Recycle street milling materials
- Xeriscape rebate program
- Chip trees when removed
- Low flow toilet rebate program
- Rain barrels
- Energy efficient washing machine rebates
- Garbage recycling program

The Department has an opportunity to move toward the APWA best practices. Much of the improvement is about documenting the work that is already being accomplished by the Department. None of the environmental management systems fully met the best practice by APWA. In order to meet best practices in sustainability, the Department would be served well to create a sustainability strategic plan that identifies long term goals, stakeholders, measurements, and document the areas identified by the APWA accreditation process.

Creating a time bound plan in collaboration with policy makers, the chief administrator, the community, and other departments will position the Department to continue to be successful with sustainability initiatives

### Observation

The city has an exemplary awareness of the need to preserve the environment and has invested in several successful sustainability initiatives.

### Recommendation

The Department should develop a sustainability “strategic plan” in cooperation with policy makers, the chief administrator and the community and the Departments to ensure sustainability goals are being met.

RES. NO. 07-019

A RESOLUTION  
ADOPTING “EL VERDE BY 2020” PLAN FOR ENVIRONMENTAL SUSTAINABILITY FOR THE CITY OF LEON VALLEY

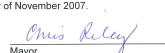
WHEREAS, the City of Leon Valley wishes to adopt a program to insure environmental sustainability for its citizens and its future; and


WHEREAS, the Leon Valley community has long been committed to preserving its heritage, its environment, and its future.


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

1. It will be a goal for the City organization to become carbon neutral by 2020; and
2. The City of Leon Valley is committed to the preservation and expansion of the Leon Valley tree canopy by 2020; and
3. The City of Leon Valley shall promote green home and business construction by 2020 with the goal of 20% of its structures completely green by 2020; and
4. The City of Leon Valley will commit to water consumption reduction, alternative irrigation sources, and xeriscaping by 2020; and
5. The City of Leon Valley will adopt measures to reach the goal for the City of Leon Valley to become “El Verde by 2020.”

PASSED and APPROVED on this the 5<sup>th</sup> day of November 2007.

  
 Mayor

ATTEST:  
  
 City Secretary



Res. No. 07-019

# City of Leon Valley Public Works



## Technology

Information technology and telecommunications are essential elements in delivering public works services. It is a best practice for technology and telecommunications platforms to be consolidated. At this time, the city has multiple Citizen Relationship Management (CRM) applications to track various community reported problems, which requires additional staff time to track and respond to community reported issues.

### Recommendation

1. The city should consolidate their CRM systems into a single cloud-based application. This will reduce the need for duplicative data entry and allow a single dashboard of citizen and staff service requests.

Currently, the Department utilizes ShareNet, a software program for the reporting of internal and external service requests, fleet and other asset management, work orders, daily activities, and project management. This software is located on the Department’s computer server, with each department computer having a desktop application. The information is entered into GoGov and then is input into Sharenet, which allows citizens to report any concerns or problems that require Public Works or other department intervention. The concern or request received via the website is either emailed to the appropriate department or entered into a queue based on priority, and is then attended to by the appropriate crew.

During FY-2023 there were 148 service requests via the current CRM with 135 being closed out by the end of the year:  
High priority (54),  
Medium priority (68),  
Low priority (13).  
Priority is determined by senior staff or the City Manager.

The Department uses Sharenet for asset management tracking. Asset Management Software (AMS) assists planning for future capital needs through an identified Repair and Replacement (R & R) schedule. Tracking assets can potentially round out large expenditures due to inconsistent preventative maintenance and replacement schedules. The Public Works Department does an excellent job at forecasting capital needs and may gain invaluable economies of scale by continuing to track both fixed and mobile capital assets service life.



# City of Leon Valley Public Works

## Utilities Department (Water and Wastewater)

The City of Leon Valley Public Works Department provides treated potable water for consumption and fire protection through 38 miles of pipe to the over 2600 accounts. Sixty-six percent (66%) of the Leon Valley accounts receive their water directly from Leon Valley infrastructure and 33% receive their water from San Antonio Water Services (SAWS). The Texas Commission on Environmental Quality (TCEQ) conducts annual water quality testing and at the request of the city. Water is permitted to be drawn from the Edwards Aquifer by two city operated wells. The two plants are capable of drawing 2.5 Million Gallons per day with an average daily usage of 800,800 gallons per day. This provides adequate reserve capacity for major fire operations and increased demands on the system. The City also has an emergency interconnect with SAWS as a back up to the city's water system.

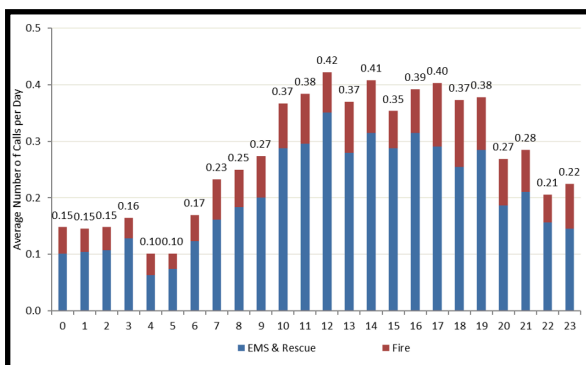
The City of Leon Valley also owns and maintains 45 miles of sanitary sewer mains and customer sewer laterals. The system is primarily 8" pipes and is gravity fed. Treatment services are provided by SAWS, who operates the wastewater treatment plant for the city.

Four (4) utility personnel provide required maintenance and operations for both water and wastewater systems as well as emergent services 24-hours per day. All utilities staff are required to maintain state required operating licenses and complete required training and safety classes.

Scheduled maintenance of the water and sewer system consists of flushing dead-end mains (~25), pumps/motors, hydrants, water tanks, televising (emergencies only), testing and replacing water meters, and chlorinator maintenance. Unscheduled maintenance includes main breaks, service line leaks, broken or inoperable water valves, replacing old fire hydrants (5-6 per year), sewer back-ups, and sewer main repairs.

The Fire Department is assigned hydrant flushing and testing duties. There are 1325 hydrants within the city limits; (~444) Leon Valley, (~405) Private, and (~476) SAWS hydrants.

Fire Department peak response activity is between 0700 and 2300 hours.



FITCH (2023) Leon Valley Fire Department data report.

### Observation

1. The city has invested in updating an aging infrastructure and ensured redundancy of the utilities system.
2. The Department has the proper standard operating procedures in place to ensure safe and effective operations.
3. Preventative maintenance tasks are not being completed on a regular basis including televising and cleaning sewer mains and exercising water system valves.

### Recommendations

1. Explore separating the single "water fund" into separate Potable Water and Sewer funds. This would allow easier ability to bond as needed, and improve tracking of revenues and expenses.
2. Improve flushing, testing and documentation of testing the hydrant system throughout the city.
3. Consider outsourcing hydrant flushing and testing to a third party.

Note: Hydrant flushing and testing is best completed during normal business hours, which coincides with peak emergency response timeframes.

# City of Leon Valley Public Works



## Storm Water and Flood Protection

Leon Valley is located in central Texas within Northwest San Antonio. With the rapid growth of urban cities surrounding Leon Valley, many small cities, such as Leon Valley, find they are experiencing more severe and frequent flooding problems along small creeks, streams, and other low areas. Urbanization leads to an increase in impervious cover, channel rectification that reduces channel storage, channel obstruction, and floodplain development.

Various studies have identified areas of drainage concerns, and localized flooding within the city. The most prevalent drainage concern for Leon Valley is Huebner Creek between Evers Rd. and Bandera Rd. The city's Engineer is currently designing improvements for these areas of concern.

The current stormwater system is permitted through the city's MS4 permit issued by the TCEQ and includes nine (9) miles of infrastructure and 64 inlet drains. This system includes drain pipes, inlet drains, bar ditches and creeks located through the city. The Department and city are prepared for flooding scenarios based on mitigation and preparedness efforts. In 2019, the city developed a Stormwater Management Plan. The purpose of the plan is to reduce or eliminating stormwater runoff pollution. Effective management of stormwater runoff will provide for improvement in the quality of the receiving water bodies, conservation of water resources, and protection of public health.

The city recently completed (January 2024) The Seneca West drainage project. The project was designed to develop the area, pull land out of the floodplain, and stop further erosion and damage to our streets. The Department also oversaw the Forest Meadow Drainage Project.

The city collects a stormwater fee that is solely being used for managing the stormwater management program.

The maintenance and upkeep is managed by the four (4) personnel also responsible for maintenance of roadways, curbs, sidewalks and trails.

The MS4 permit requires an annual report to the TCEQ. The city reports Best Management Practices that include public outreach, street sweeping (street sweeping is critical for aesthetics, environmental concerns, public health, and to prevent flooding) participation in the annual Basura Bash Creek clean-up event, inspection of construction sites, and maintenance of stormwater infrastructure.

### Observations

1. The Department has recognized the need for additional flood control measures and is addressing this in future projected capital needs.
2. Leon Valley has three flood monitoring stations including remote site equipment and a central Base Station. The system is capable of expanding to include hardware for high water detection to warn drivers that the road section ahead is flooded or impaired (via flashing lights and/or automatic barrier gate).
3. Since the city is vulnerable to flooding, Public Works is in need of a certified storm water inspector to conduct new construction inspections and to ensure the system is operating optimally. *Consider contracting this assessment out.*
4. The city should consider hiring a dedicated street sweeping technician over the next several budget cycles.

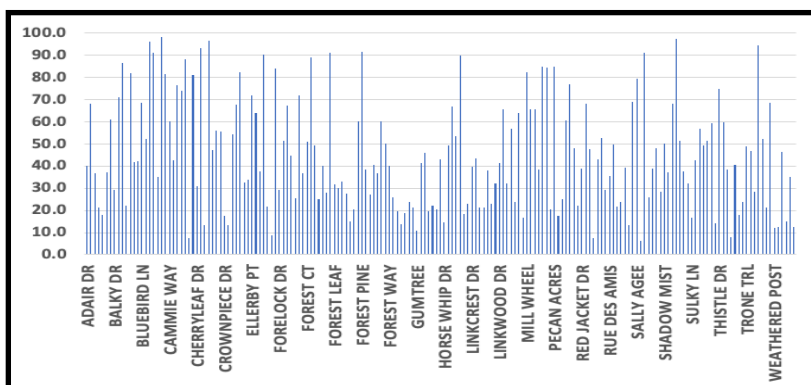
# City of Leon Valley Public Works



## Streets, Sidewalks and Right of Way

The City of Leon Valley has 42 miles of asphalt, 40 miles of sidewalks, and trails. The City also owns two bridges, the Huebner Bridge and the Evers Road Bridge. The Department recently completed its five-year Pavement Condition Index Study (PCI). The study scores roads and rank the roads on the need for repairs. Street are maintained by following the annual repair and maintenance plan. Additionally, the division is responsible for street signs, traffic control signs, and pavement markings at intersections in the city.

Leon Valley Current PCI



Over the last several years the Public Works Department has improved the walkability of the city and brought many crossings and sidewalks into Americans with Disability Act (ADA) compliance. The Department has also been proactive in repairing roadways and updating roads with mill and overlay in accordance with the Departments annual street repair and maintenance program. The Street Maintenance Fund yields approximately \$600,000 per year.

The construction crew is assigned to care for road repairs and construction less than 1000 feet, as well as curbs, sidewalks and driveway approaches. Any road work over 1000 linear feet is contacted out for service.

Right of Way Maintenance (ROW) plays a crucial roles in the smooth operation of a city. The city currently has 37 miles of dedicated street ROW. Prompt maintenance of the ROW can ensure the efficient operation of city systems, such as transportation and stormwater systems. Over time, if not corrected, small maintenance issues can potentially evolve into larger and more costly problems. By being proactive, the city realizes money savings in the long term. Another benefit of ROW maintenance is that a well-maintained city may attract more tourists and investors, which could lead to the city’s economic growth. The Public Works Department currently has four (4) authorized positions to ensure the ROWs are safe and well-maintained.

### Observation

1. A crew of four (4) personnel are responsible for the maintenance of 42 miles of asphalt, 40 miles of sidewalks and numerous trails.
2. The city has been successful at obtaining grants from different sources to offset city expenditures.
3. The current PCI average is 55% (2024), which is a significant improvement over the last assessment which was 44.8%.
4. The city has made considerable investment in roadway improvements since the last PCI study.

### Recommendation

1. The city should consider renegotiating maintenance or outsourcing the task for maintaining state roads, which could garner additional revenue for additional staff or increase time for employees to accomplish other critical tasks.
2. Continue monitoring condition indexing of roadways.



# City of Leon Valley Public Works

## Parks and Facilities

In 2020, the City of Leon Valley updated its (2014) parks, recreation, trails and open space master plan. This plan developed Department goals and objectives for implementation.

Parks enhance the quality of life in cities. There are numerous benefits of open space in urban areas, including physical and mental health improvements, social connections, and environmental sustainability. Urban parks offer opportunities for exercise, relaxation, and recreation, reducing the risk of chronic diseases and promoting overall well-being. They also serve as gathering spaces, fostering community engagement and social interaction. Furthermore, parks contribute to pollution reduction, biodiversity preservation, and climate change mitigation.

The parks crew should track the percentage of scheduled maintenance tasks completed on time and corrective maintenance response times. Tracking these measures will ensure that maintenance services are being delivered efficiently and effectively to maintain a clean, safe, and well functioning environment for city residents, visitors, and employees.

*Comparison of neighboring cities population, acreage, and staffing*

City	Park Acreage	Parks Employees	Population
Universal City	N/A	Outsourced	19,990
City of Live Oak	100	8	15,953
Fair Oaks Ranch	N/A	Operated by HOA	11,104
Leon Valley	120	4	11,429

*Parks is currently staffed with one (1) crew leader, two (2) FT laborers, and one (1) temporary laborer.*

The Facilities Division is responsible for the cleanliness, preventive maintenance and upkeep of city owned facilities. The crew is staffed with one crew leader and two laborers. The crew foreman is a certified pool operator and also a certified playground inspector. The Department should establish cleanliness standards and supervisors should conduct regular inspections to measure how many facilities meet or exceed standards. Other measures could include response times to cleaning requests or issues and customer satisfaction.

### Observations

1. The Department has updated the parks, recreation, open space, and trails master plan (2020).
2. Over the last five years, the city has added 45-50 acres of additional park space bringing the total open spaces to 120 acres.
3. The parks appear well maintained and accessible to the public.
4. The Department has a 10 year capital plan for parks.

### Recommendations

1. Review and update the parks, recreation, open space, and trails master plan.
2. Consider adding additional parks division performance metrics.
3. Consider developing performance metrics for custodial and maintenance services.
4. Consider adding additional full-time parks personnel to maintain current LOS due to added open space.



# City of Leon Valley Public Works

## Fleet Maintenance

The city maintains its fleet of over 150 vehicles and pieces of various specialized equipment. The Department has its own maintenance facility that is part of the Public Works Administration facility. The Department has an established 10-year capital outlay plan and vehicle replacement policy based on age, mileage and cost of repairs criteria. Fleet procurement is part of the annual budget process in cooperation with the Finance Department. Each department within the city is responsible for maintaining the asset. Additionally, fleet maintenance is proactive with preventative maintenance and is tracked in ShareNet.

The Fleet Division is staffed by one (1) Automotive Service Excellence (ASE) Technician. The repair facility is undersized and is not conducive to a productive and safe work environment. The Department completed a public works needs assessment and determined the same findings, see (Ardurra-LPA Report: July 2021). There are numerous vehicles and equipment left unprotected from the elements and vermin. There is no proper storage for vehicles and parts or proper ventilation during inclement weather.

### Observations

1. The Fleet Division has over 150 vehicles and pieces of equipment and is staffed with one (1) fleet/equipment mechanic. This does not include specialized fire / EMS equipment.
2. The fleet repair facility does not have adequate ventilation during inclement weather, space for vehicles and parts storage.

Industry best practices for fleet operations	Meets best practices	Criteria
Regular Vehicle Inspections by operators	No	Implement scheduled inspections to identify and address issues early. Conduct thorough checks on crucial components like brakes, tires, and fluids.
Preventative Maintenance	Yes	Develop a preventive maintenance schedule based on manufacturer recommendations. Perform routine oil changes, filter replacements, and fluid top-ups to prolong vehicle lifespan.
Software Management System	Yes	Utilize fleet management software to track maintenance schedules, work orders, and vehicle history.
Training and Certification	Yes	Provide training to fleet maintenance staff on new technologies and best practices.
Parts Inventory Management	Yes	Maintain an organized inventory of spare parts and supplies to avoid delays in repairs. Implement a system for tracking parts usage, reordering, and stock levels.
Data Analysis and Reporting	Development in Progress	Analyze maintenance data to identify trend and areas for improvement.
Emergency Preparedness	No	Contingency plans for unexpected breakdowns, accidents or disaster operations. Protocols for rapid response and recovery to minimize disruptions.
Continuous Improvement Processes	Partial- Accreditation process	Implement suggestions for improvement from stakeholders, staff, and industry benchmarks.





## Staffing Analysis

The Department is organized into four divisions: utilities, construction, maintenance, and fleet. All divisions have a foreman that oversees the division. The utilities and construction foreman both have a crew leader and two laborers in their division. In the maintenance division there are three crew leaders and the division is further broken down into building, parks, and right of way (ROW). Each of those crew leaders in the maintenance division have three laborers in their work group. The building and parks maintenance workgroups have two permanent laborers and one temporary laborer\* The Department is lead by a Director and Assistant Director. There is also a water utility billing position. It is notable that the fleet division is only staffed by a single mechanic for over 150 vehicles and pieces of equipment.

The organization of the Public Works Department is well thought out to ensure there is a logical arrangement of staff to supervision that aligns with the work that needs to be completed.

\* Temporary employees become permanent after an initial probationary period.

Optimal span of control refers to the number of direct reports a supervisor can effectively supervise. Ideal span of control varies depending on the organization, complexity of tasks, and the skills of both the supervisor and employees. Leon Valley Public Works Department’s span of control is in line with industry best practices and contributes to effective communications, employee development (training), and allows for more complex work to be accomplished, as well as, ensuring safe work practices. Subsequently, the city has allocated its limited staff to ensure the city is meeting its current service needs, but can improve effectiveness with some additions to staff over the next several years.

Public Works Staff participates in numerous “special events” that should be considered when determining needed staff. However, the number of hours and personnel should be tracked to determine time on task for these special events to make an objective assessment of the need for additional staff.

### Assumptions

*Without conducting extensive time-motion studies for each position, the assumption is made that each employee is making an honest and best effort to complete their assigned tasks and job duties.*

### Observations

1. The Fleet Division has over 150 vehicles and pieces of equipment and is staffed with one fleet/equipment mechanic.
2. The city has allocated its staff to ensure the city is meeting its current service needs, but can improve effectiveness with some additions to staff over the next several years.



# City of Leon Valley Public Works

## Staffing Analysis

**W**hen considering staffing needs, the Department, senior management, and the city should consider the following when requesting and authorizing positions:

- Population (service demand).
- Work load (volume and complexity of work).
- Budget analysis
- Level of Service (LOS)
- Safety
- Forecasted leave allocations (vacation, personal days).
- Unforeseen leave (FMLA, sick, military, workers compensation, etc.).

Based on population and a review of capital projects and the work orders it appears the Department is meeting service requests, and are currently meeting the city’s needs. However, to be more effective, several additional positions need to be considered during the next several budget cycles (see recommendations sections). Across the industry, it is difficult to recruit and retain workers into public works organizations. The effect of this trend is an inexperienced workforce. The City of Leon Valley is not immune from this trend and has suffered the same setbacks in maintaining trained staff.

### Observations

1. The Public Works Department appears to be currently meeting the service needs of the community.
2. The Department regularly participates in special events in the city.

### Recommendations

1. Develop an employee recognition program.
2. Improve the consistency of task level and customer service training.
3. Establish performance metrics for the public works Department.

Comparison of PW Staffing- Cities in Bexar County Texas.

City	Sq. Miles	Population	PW Staffing
Universal City*	5.7	19,990	35
*Removed animal control FTEs			
City of Live Oak	4.8	15,953	30
Fair Oaks Ranch	12	11,104	28
Leon Valley	3.5	11,429	25

Universal City- 2022 Annual Financial Report (AFR)  
 Live Oak- 2023 AFR  
 Fair Oaks Ranch 2023 AFR  
 Leon Valley- 2024 Org. Chart

# City of Leon Valley Public Works



## Accreditation

Seeking American Public Works Association Accreditation is a process where The City of Leon Valley Public Works Department measures itself against established industry best practices and will have a positive impact on the Public Works Department meeting its mission now and in the future.

The process includes the following elements:

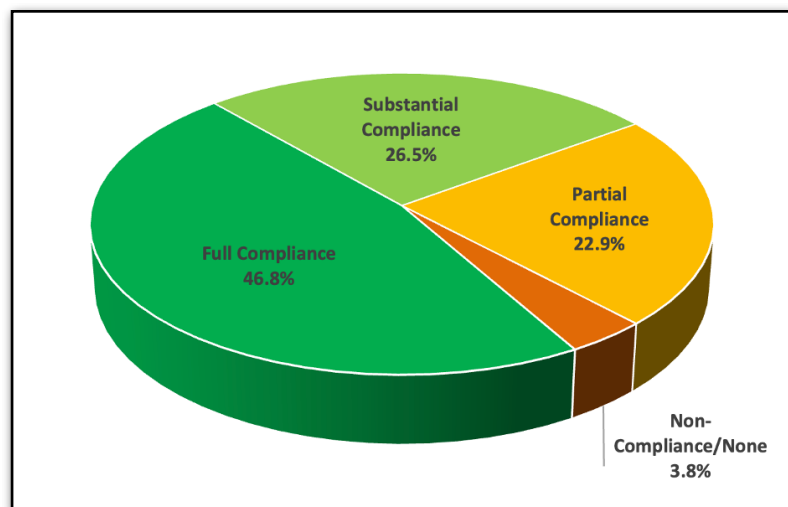
- **Self-Assessment**
- **Application**
- **Peer Review**
- **Evaluation by outside volunteer public works professionals**
- **Accreditation**

### Recommendation

1. Garner support from the City Council, City Manager, the Departments and employees in accreditation efforts.
2. Consider providing funding and resources to complete accreditation process.
3. Used a phased approach to complete the accreditation process.

The benefits of pursuing accreditation far outweigh the commitment and costs to pursue this elite status in the industry. “Noted benefits are significant improvement in productivity, employee morale from increased dialogue, cooperation, and teamwork to complete the process. The self-assessment process empowers employees through their involvement, therefore increasing employee satisfaction, improving communications and increasing effectiveness across the entire organization. The self-assessment process documents policies, procedures, practices, and programs that are valuable in capturing institutional knowledge when employees leave or retire. Additionally, the documents produced can be used for onboarding or training new employees of those who fill vacated rolls.”

*Public Works Management Practice manual, 11th Edition 2023.*



The Public Works Department should be commended of its efforts towards striving for APWA Accredited Agency Status. *FITCH* recommends that the city supports the continuing efforts to obtain accreditation. The most recent assessment fell short, however, significant ground was made toward the goal. The Department should work toward working on areas cited as “Substantially Completed,” followed by “Partial Compliance” categories. This phased approach will create synergy to complete the process.



## Example Key Performance Measures

**K**ey Performance Indicators (KPIs) are a quantifiable measure of performance over time for a specific objective. KPIs provide targets for organizations to strive for, milestones to gauge progress, and insights that elected officials, city managers, and the organization can use to make better decisions. Through the accreditation process, these should be readily identified and must be Specific, Measurable, Achievable, Realistic, and Time Bound (S.M.A.R.T). Every municipality is unique and requires introspection to determine the KPIs which demonstrate the effectiveness of a department.

**The example KPIs provided are not intended to be overly prescriptive for the Department. The city and the Department should adopt the system performance objectives internally and update as needed.**

### 1. Streets, Sidewalks, and Trails:

- Pothole repair times: Measures the average time it takes to repair a reported pothole.
- Road resurfacing: Percentage of city roads resurfaced or maintained in a year.
- Expansion goals

### 2. Water and Sewage:

- Water quality: Measure the percentage of water quality tests that meet health standards.
- Response time to water leaks or waste water issues.

### 3. Parks and Recreation (National Recreation and Parks Association) [NRPA]:

- Park maintenance: Measures the percentage of parks maintained to certain standards.
- Availability of recreational facilities: The percentage of recreational facilities available and operational.

### 4. Facilities and Custodial Services

- Overall cleanliness and hygiene of the facilities being cleaned.
- Response times on how quickly custodial staff respond to request for cleaning services.
- Overall customer satisfaction

### 5. Fleet

- Fleet availability- The amount of time the vehicle is in service and not in for repairs.
- Preventive maintenance goals met/not met.

### 6. Stormwater

- Compliance with stormwater regulations.
- Document a certain percentage (25%) of inlets you have inspected and repaired annually.

### 7. Special Events- Track the number of personnel and hours spent on special event tasks.

# LEON VALLEY FIRE & EMS STANDARDS OF COVER



## Executive Summary

The City of Leon Valley Fire & EMS Department completed a Community Risk Assessment and Standards of Cover (SOC) study in 2023. The completion of the SOC included the completion of a department review evaluating response time data and GIS mapping.

This comprehensive assessment of risks and demand was completed for the purpose of providing department leadership with the necessary information to make informed decisions now and in the future.

The Executive Summary highlights the most substantive options and alternatives for the department.

Overall, there were four main focus areas utilized to frame opportunities for system and performance improvement (see "Focus Areas"). Implementing necessary changes will be done based on desired outcome and the probability of achieving the goal.

The Department will benefit by requiring dispatch to track turnout and travel times separately. This will allow the department to accurately evaluate alignment with CFAI and NFPA guidelines.

The department may experience a shortage of personnel to meet the effective response forces (ERF) staffing needs depending on call volume and significance of incident.

The department should consider an alternative deployment model of one engine and two ambulances daily.

Introducing outcome measures to complement performance management strategies will provide a more holistic management of performance.

The department should develop a community focused three to five year strategic plan.

### Focus Areas:

1. Separate turnout and travel times to accurately evaluate alignment with CFAI and NFPA guidelines.
2. Consider committing to minimum daily staffing of (6) to ensure a dedicated deployment of one engine and two ambulances.
3. Introduce outcome measures for future planning and decision making.
4. Develop a community focused three to five year strategic plan.





## Documentation of Area Characteristics

The Leon Valley Fire Department (LVFD) provides a range of services including fire suppression, EMS, fire prevention, hazardous materials, and technical rescue for the community of more than 11,500.

The City of Leon Valley is located in the northwest quadrant of Bexar County, 10 miles from downtown San Antonio. The heart of Leon Valley lies along State Highway 16, also known as Bandera Road, and is made up of approximately 3.5 square miles.

Leon Valley was developed in the 1940s as a farming community on Bandera Road between Helotes and San Antonio. The City of Leon Valley was incorporated on March 31, 1952, when the local residents became aware that the City of San Antonio was preparing to annex the area.

The city is a full-service city with public safety departments including the Fire Department, Emergency Management Services, and Police Department. Operational departments include Administration, Community and Economic Development, Finance, Leon Valley Public Library, Municipal Court, and Public Works departments.

Residents as well as visitors find Leon Valley to be the gateway to San Antonio’s leading attractions, Sea World and Six Flags Fiesta Texas, an equidistant nine miles between attractions. Bandera Road and Loop 410 are the primary arteries to these attractions and the employment base in the northwest sector. The City of Leon Valley is three miles from the Medical District, and eight miles to the San Antonio International Airport.

**Observation**

Leon Valley Fire Department provides high-quality fire suppression, EMS, and fire prevention.





## Legal Basis

The City of Leon Valley is a Home Rule City operating under a Council-Manager form of government with a mayor and five City Council Members elected at-large. The Mayor and City Council Members hold two-year terms of office and are elected and serve on an at-large basis. [1]

The administrative and support functions provide direct support to the operations division. The office of the Fire Chief provides payroll and basic human resources, such as staffing and discipline. The Fire Chief reports to the City Manager who is appointed by a five member city council elected by the community. The City Council oversees the proper use of tax-payer dollars for the city.

[1] <https://www.leonvalleytexas.gov/community>

## Automatic/Mutual Aid

VFD has automatic aid agreements in place through the Alamo Area Fire Chiefs'. This agreement allows other departments to be dispatched simultaneously for calls involving fire of any kind. BCSO has the first through fourth alarm programmed into the dispatch console. This does not include Balcones Heights or Castle Hills due to them not being on the county dispatch system. These two agencies require telephone calls to alert their dispatch centers.

Leon Valley Fire Department adheres to the mutual aid agreement made under the authority of Leon Valley, Texas, Code of Ordinances, Article 5.03 Fire Department. The fire department of the city is hereby authorized to provide such firefighting, rescue, EMS and/or emergency equipment as is available in the opinion of the chief of the fire department or other officer in charge of the fire department of the city, whenever firefighting or other type of emergency equipment or personnel is requested by the chief of the fire department or officer in charge of the fire department or the fire departments, emergency service districts or agencies that have approved the San Antonio Area Emergency Services Mutual Aid Agreement.

The department has mutual aid agreements with Shavano Park, Balcones Heights, Castle Hills, Bexar County Emergency Service District 7, Bexar County Emergency Service District 2, and Helotes.



# Leon Valley Fire Department

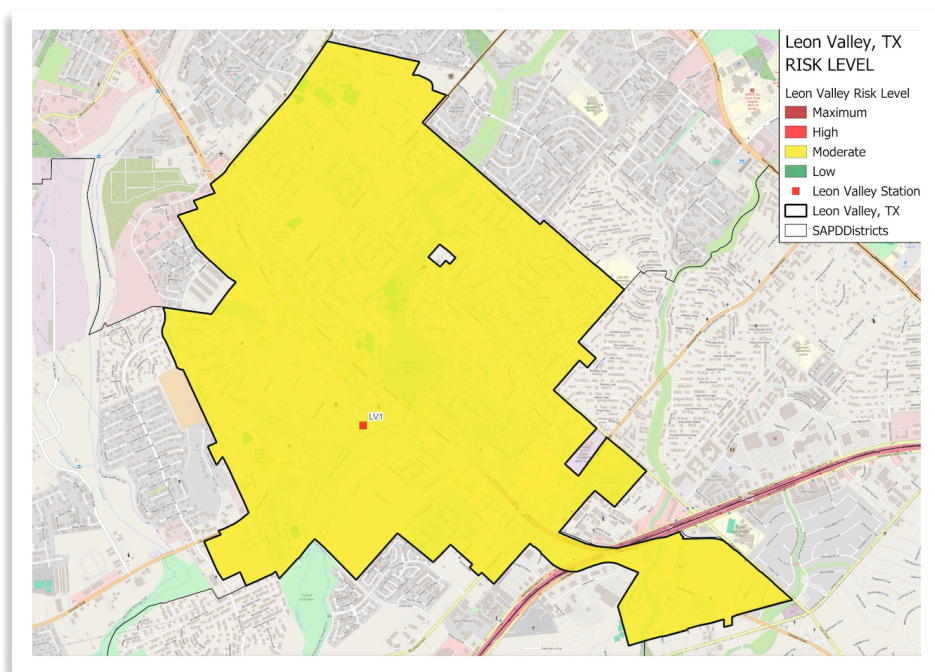
## Community Risk Assessment

The Leon Valley Fire & EMS jurisdiction (i.e., Leon Valley, TX) was assigned a risk level based on a score composed of economic- and demographic-related data (i.e., population density, square miles, median age of residents, median household income, unemployment rate, and percentage of homes ≥ 55 years old), and historic service data (i.e., community demand and call concurrency).

Data related to economic and demographic assessment variables, with the exception of square mile data, were exported from mySidewalk, and represent 2018-2022 data from the U.S. Census Bureau American Community Survey (ACS) 5-year estimates. Square mile information was also exported from mySidewalk, but was based on 2021 data.

### Variables of Risk

- Population density
- Square miles
- Median age of residents
- Median household income
- Unemployment rate
- Percentage of homes greater than 55 years old
- Number of moderate-, high-, and maximum-risk structures
- Community demand
- Call concurrency

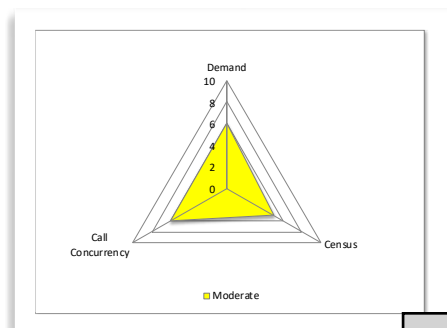


Community risk levels are classified as low, moderate, high, or maximum, based on the resulting value of the risk matrices.

The jurisdiction was classified a moderate risk. A 3-dimensional model was created to evaluate the unique risk profile.

### Socioeconomic and Demographic Risks

A risk assessment process utilized socioeconomic variables such as median household income and unemployment, as well as demographic variables such as population density and median age. Other variables considered included square mileage, the number of moderate-, high-, and maximum-risk occupancies, and the percentage of homes older than 50 years old.





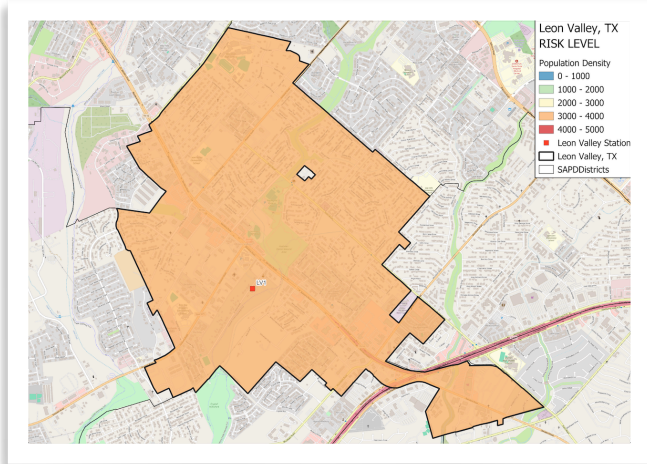


## Economic and Demographic Assessment

The population for Leon Valley, TX was defined using total population for 2018-2022 from U.S. Census Bureau data (i.e., 11,485), and the area of the jurisdiction in square miles from 2021 data (i.e., 3.47). As such, population density was calculated as the number of people per square mile in the jurisdiction.

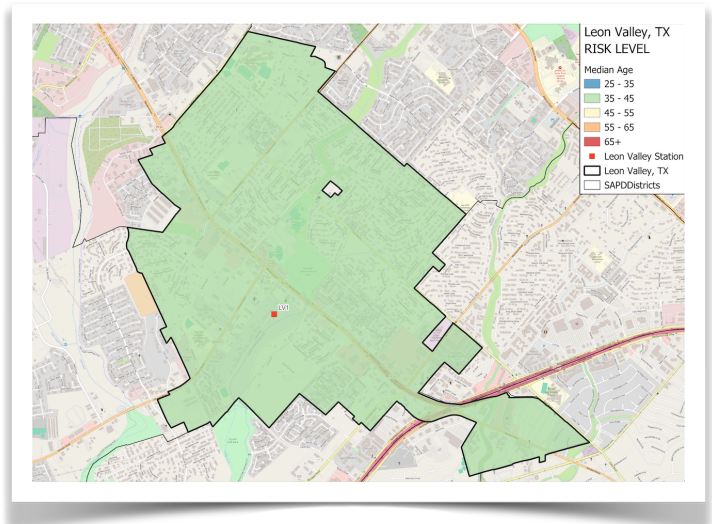
### Recommendation

It is recommended that the department continues to monitor socioeconomic and demographic variables correlated with changes in risk.

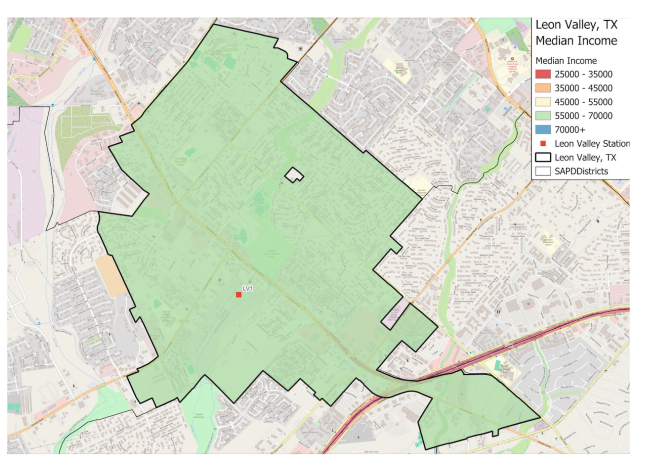


Research has demonstrated a relationship between age and the use of EMS and fire services or the events leading to the need for EMS and fire services. Both the use and need of services tend to be highest among older adults, as compared to those in younger age groups. The median age for Leon Valley residents is 39.2 years old.

For Example, older adults (e.g., 65 years and older) or the elderly (e.g., 85 years and older) have been found to experience higher rates of burns, falls, fires, and fire-related injuries or death, and have higher rates of ambulance transport and use of EMS, in general. The elderly are also one of the most vulnerable groups during and following disasters such as hurricanes, tornadoes, and earthquakes.



Population alone is not the sole variable that influences demand for services, as socioeconomic and demographic factors can ultimately have a greater influence over demand.



Median household income was evaluated to determine the degree to which the community had underprivileged populations. According to the U.S. Census Bureau (2022), the Texas median household income is reported at \$72,284. The median household income for the city of Leon Valley was \$58,784.



## Critical Tasking and Staffing to Risk

**F**ire, EMS, Hazardous Materials, Technical Rescue related critical tasking and personnel needs were analyzed for both risk classification and risk categorization by low, moderate, high, and maximum risks. The associated examples are provided to ensure that the staffing strategy would accomplish the critical needs for the risk level and the process of classifying and categorizing risks support the appropriate resource request at the moment of dispatch.

The Department's commitment to safety, after action reporting, and monitoring of real time events provides administration with the ability to manage changes in a dynamic environment when needed. However, the department only staffs a minimum of six personnel per shift. Therefore, they are unable to meet National Standards for the majority of incidents.

To match the critical tasking needs of most moderate and higher risk incidents requires mutual or automatic aid from surrounding agencies.



- Maximum Risk - High Rise Big Box Store*
- High Risk - Commercial building*
- Moderate Risk - Residential structure fire*
- Low Risk - Dumpster Mulch Vehicle Fire Unoccupied Refuse Fire Unauthorized Burn Smoke Investigation*

### Industry Standard: NFPA 1710- for Fire Calls

**Occupancy Type:** Single-Family Dwelling  
**Deployment:** Minimum of 16 members or 17 if aerial device is used  
 The initial full alarm assignment to a structure fire in a typical 2000 ft<sup>2</sup> (186 m<sup>2</sup>), two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 16 members (17 if an aerial device is used).

**Occupancy Type:** Garden-Style Apartment  
**Deployment:** Minimum of 27 members or 28 if aerial device is used  
 The initial full alarm assignment to a structure fire in a typical 1200 ft<sup>2</sup> (111 m<sup>2</sup>) apartment within a three-story, garden-style apartment building must provide for a minimum of 27 members (28 if an aerial device is used).

**Occupancy Type:** Open-Air Strip Mall  
**Deployment:** Minimum of 27 members or 28 if aerial device is used  
 The initial full alarm assignment to a structure fire in a typical open-air strip shopping center ranging from 13,000 ft<sup>2</sup> to 196,000 ft<sup>2</sup> (1203 m<sup>2</sup> to 18,209 m<sup>2</sup>) in size must provide for a minimum of 27 members (28 if an aerial device is used).

**Occupancy Type:** High-Rise  
**Deployment:** Minimum of 42 members or 43 if building is equipped with fire pump  
 The initial full alarm assignment to a fire in a building with the highest floor greater than 75 ft (23 m) above the lowest level of fire department vehicle access must provide for a minimum of 42 members (43 if the building is equipped with a fire pump).

### EXAMPLE Critical Tasks for Moderate Risk Fire Calls (Single Family Residence < 2500 Sq-ft)

- Incident Commander
- Safety Officer
- Driver/Pump Operator
- Water Supply/Hydrant
- Attack Line
- Rapid Intervention Crew
- Search & Rescue
- Ventilation
- Forcible Entry/Support
- Back up line

### Fire Response Capabilities

Leon Valley Fire & EMS	Maximum	High	Moderate	Low
Available Response Personnel	6*	6*	6*	3
Unit Count	3*	3*	3*	1

\* Note: Anything above a low risk fire incident will require additional resources from surrounding agencies.



## Critical Tasking and Staffing to Risk

### EMS Response Capabilities

Leon Valley Fire & EMS	Maximum	High	Moderate	Low
Available Response Personnel	6*	6*	6*	3
Unit Count	3*	3*	3*	1

\* Note: Anything above a moderate EMS incident will require additional resources from surrounding agencies.

### EXAMPLE Critical Tasks for Moderate Risk EMS Calls

- Command/Safety/Communications
- Airway Management/Oxygen Therapy
- ECG Monitor/Cardiac-Shock/Medications
- Chest Compressions

*Maximum Risk - Mass casualty*

*High Risk - MVA w/Injuries*

*Moderate Risk - Cardiac Arrest  
Chest Pain  
Stroke*

*Low Risk - Lift Assist*

*Maximum Risk -*

*A hazardous materials incident requiring additional technical assistance and outside resources.*

*High Risk -*

*Incidents that require significantly more hazardous materials expertise and capabilities, large evacuations, and/or long duration events that necessity relief.*

*Moderate Risk -*

*Incidents that require hazmat technicians, Level A entry protection, and technical research capabilities for incidents that exceed first responder and operations level capabilities.*

*Low Risk -*

*Fuel Spill  
Smell of Gas*

### HazMat Response Capabilities

Leon Valley Fire & EMS	Maximum	High	Moderate	Low
Available Response Personnel	6*	6*	6*	3
Unit Count	3*	3*	3*	1

\* Note: Anything above a low risk Hazmat incident will require additional resources from surrounding agencies.

### EXAMPLE Critical Tasks for Moderate Risk Hazardous Materials Calls

- Incident Commander
- Safety Officer
- HazMat Technicians (Entry Team & Back-up Team)
- Decon
- Research/Support

*Maximum Risk - Structural Collapse*

*High Risk - Confined Space  
TRT Response  
Swift water rescue*

*Moderate Risk - Extrication*

*Low Risk - Elevator Rescue*

### Technical Rescue Response Capabilities

Leon Valley Fire & EMS	Maximum	High	Moderate	Low
Available Response Personnel	6*	6*	6*	3
Unit Count	3*	3*	3*	1

\* Note: Anything above a low risk technical rescue incident will require additional resources from surrounding agencies.

### EXAMPLE Critical Tasks for Moderate Risk Technical Rescue Calls

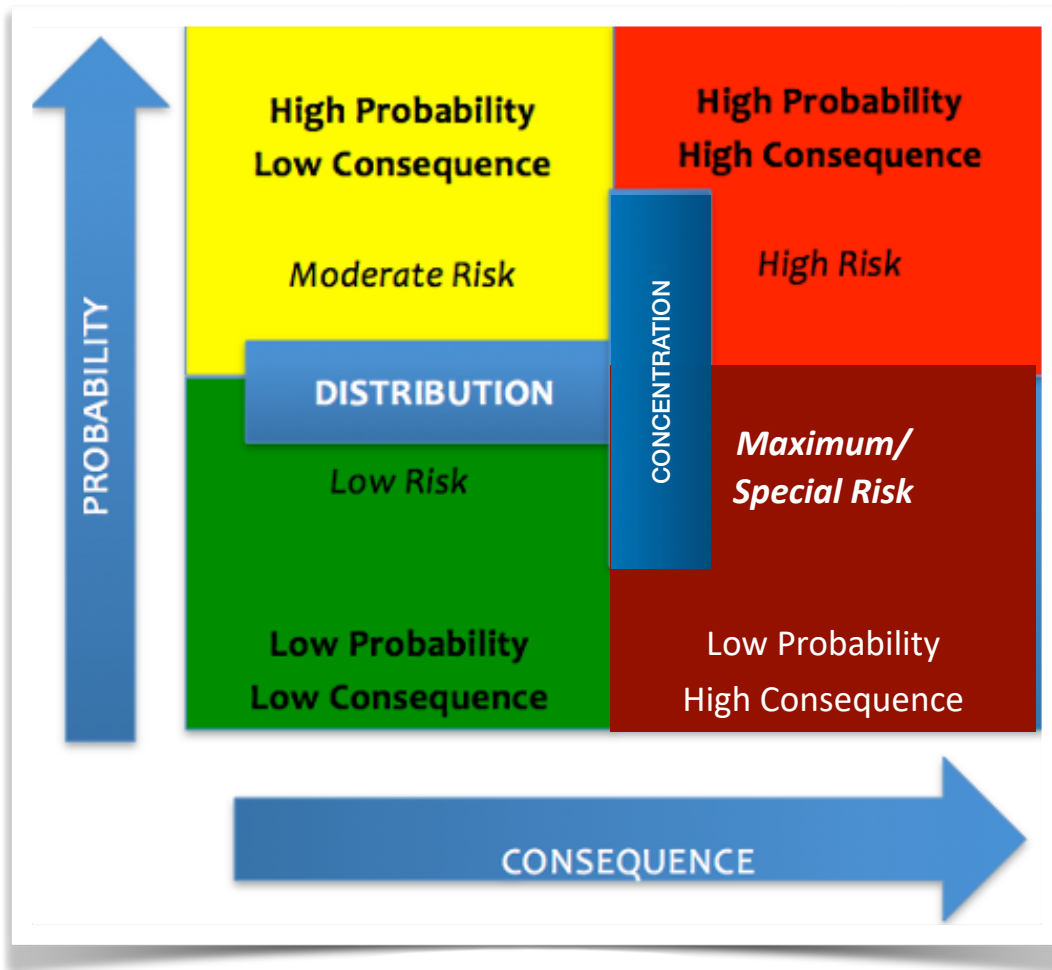
- Incident Commander
- Safety Officer
- Technical Rescue Technicians
- Back Up Team
- Support



## Correlated Risks

Risks may be divided into correlated and uncorrelated risks. All previous risk analyses have been primarily based on uncorrelated risks such as single unique events for EMS or a single property structure fire. Risks were calculated based on socioeconomic and demographic factors that may contribute to unique events. All previous analyses utilized a robust quantitative approach using a 3-axis mathematical risk calculation using the Heron formula.

However, correlated risks occur with much less frequency and were assessed using a 2-dimensional probability and consequence model. Example of correlated risks would include more regional or system wide events such as natural hazards and pandemics.



Low Risk	Moderate Risk	High Risk	Max/Special Risk
Political & Growth Boundaries	Critical Infrastructure & Facilities	Flooding Events	Topography - Response Barriers
Construction Limitations	Transportation Network	Severe Weather/Tornadoes	Hazardous Materials
Wildfire	Fire Suppression	Contagious & Chronic Disease	Technical Rescue
	Emergency Medical Services		



## Historical Performance

The department recognizes the relative opportunity to improve the citizens' experience by maximizing the efficiency of the dispatch interval and turnout time. Dispatch time is measured from the point 911 receives a request for service to the point when the fire department is notified of an emergency. Turnout time is measured from the point the fire department is notified of an emergency to the point when emergency personnel leave the station.

The National Fire Protection Association (NFPA) 1710 and 1225, recommends a 1:04 (minutes:seconds) and 1:00 dispatch time, respectively. The dispatch time, defined as the time from call creation at the 911 center to the dispatching of units, was not available for this analysis. Although, most agencies have found that meeting the consensus standard for dispatch has proven challenging.

Similarly, the NFPA and the Commission on Fire Accreditation International (CFAI), recommend a turnout time of 1 minute for EMS incidents and between 1:20 and 1:30 for non-EMS incidents, respectively. Continue to work with STRAC to break out the turnout times from the travel times. It is reasonable for agencies to meet a 1:30 turnout time.

Travel time is measured from the point emergency personnel leave the station to the point they arrive on scene. NFPA 1710 recommends a 4:00 travel time at the 90th percentile. CFAI had historically provided for a 5:12 travel time at the 90th percentile. Overall, combined turnout and travel time was 5.06 or less for 90% of the incidents within the city. EMS-related incidents had a combined turnout and travel time of 5:06, and fire service-related incidents had a combined turnout and travel time performance of 5:54 or less for 90% of the incidents within the jurisdiction. Nationally, urban/suburban departments typically have a travel time between 5:00 and 9:00 minutes at the 90th percentile.

### Recommendations

- ✓ Continue to evaluate the integrity of the dispatch time data to ensure accuracy.
- ✓ Require the dispatch times for turnout and travel time to be separated.

### Observation

The department meets the historical CFAI performance objectives for all combined turnout and travel time.

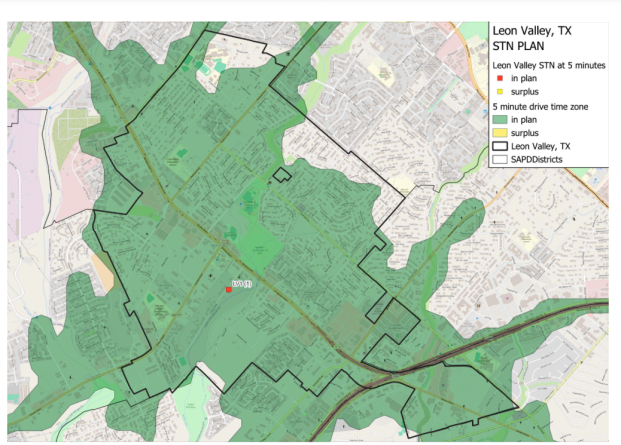
## 2022 90th Percentile Response Time Performance

Priority	Program	Dispatch Time	Turnout and Travel Time	Response Time	Sample Size
1	EMS & Rescue	2:24	5:06	6:30	1,749
	Fire Total	2:24	5:54	7:36	480
<b>Priority 1 Total</b>		<b>2:24</b>	<b>5:12</b>	<b>6:42</b>	<b>2,229</b>
0	EMS & Rescue	2:48	5:30	6:12	32
	Fire Total	1:36	4:12	5:42	6
<b>Priority 0 Total</b>		<b>2:48</b>	<b>5:30</b>	<b>6:12</b>	<b>38</b>
All	EMS & Rescue	2:24	5:06	6:30	1,781
	Fire Total	2:24	5:54	7:36	486
<b>Grand Total</b>		<b>2:24</b>	<b>5:12</b>	<b>6:42</b>	<b>2,267</b>



## Distribution Study

**G**IS analyses validated that 96.33% of the incidents could be responded to within an 5-minute travel and turnout time from the current station configuration.



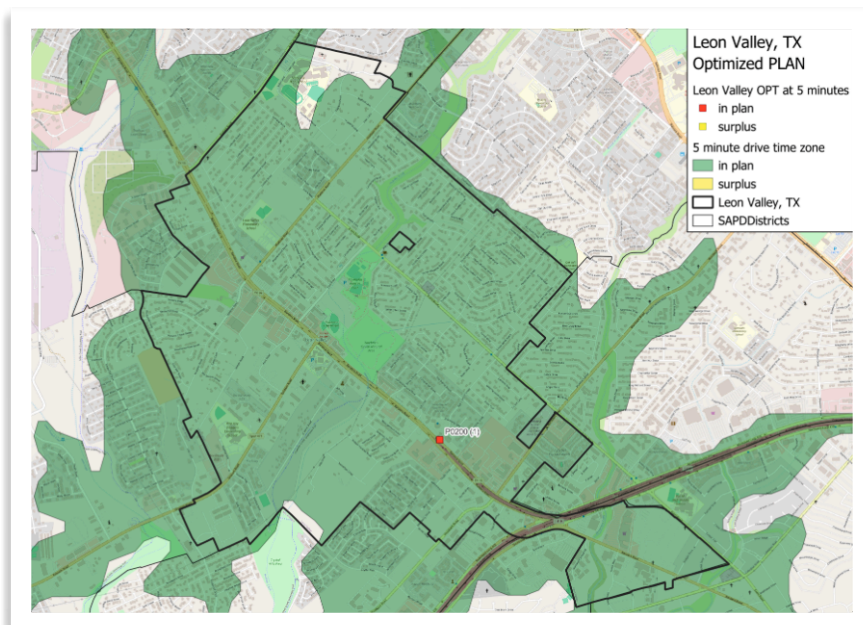
### Recommendations

- ✓ Consider adding one FTE per shift to ensure minimum staffing requirements are being met.
- ✓ Consider committing to a 6-person daily minimum staffing to ensure a dedicated deployment of one engine and two ambulances.

## Optimized Station Location

Optimized location analyses utilize a whiteboard approach of allowing the data to suggest optimal placement. It is understood that it would be difficult to relocate stations in a short period as well as there may not be land available or the land may be cost prohibitive. However, these analyses may prove beneficial in long-range planning considerations.

Leon Valley optimized coverage would improve the response within the city to 98.41% at 5 minutes combined travel and turnout times.





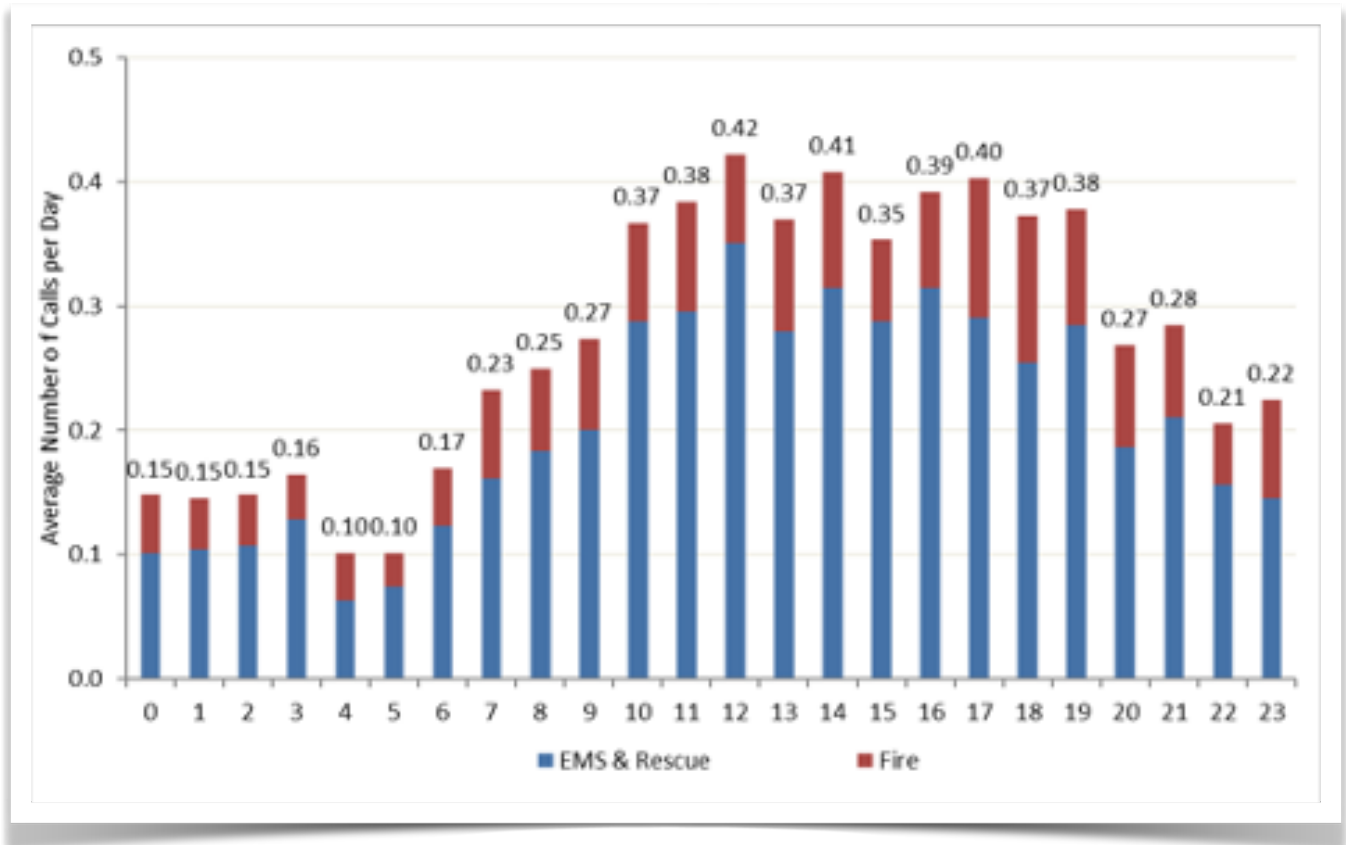
## Concentration Study

The number fire and EMS units needed to sufficiently respond to the frequency and duration of the community demand is utilized to evaluate the efficacy of the deployment strategy for the identified risk. The busiest hour was at noon with 154 calls occurring during that hour. The average number of calls per day for that hour is a daily average for the 154 calls if they were distributed equally across the year (i.e.,  $154/365 = 0.42$ ). reveal that the department has an average hourly demand of approximately 0.42 calls per hour during peak periods.

LVFD made a total of 2,397 unit responses to all calls, averaging 6.6 unit response per day.

Considering the current performance of approximately 5:12 combined turnout and travel time, the minimum deployment required to meet community demands and maintain sufficient capacity for the desired performance, is two (2) staffed apparatus at all times.

The Effective Response Force (ERF) is the concentration or quantity of emergency personnel required to mitigate each class and category of risk. The required ERF was established during the risk-based critical tasking and risk categorization/classification process for each incident type group. NFPA 1710 suggests that the ERF should arrive in 8:00 travel time or less.





## Assessing System Resiliency

**O**verlapped or simultaneous calls are defined as another call being received in a demand zone (or first due station's area) while one or more calls are already ongoing for the same demand zone (or first due station's area). For example, if there is an ongoing call wherein all units have not yet been cleared, and one or more requests for service subsequently occur, the subsequent call or calls would be captured as overlapping.

Understanding the percentage of overlapped calls may help to determine the number of units to staff for each station. In general, the larger the call volume for a demand zone, the greater the likelihood of overlapped calls occurring. The distribution of the demand throughout the day will impact the chance of having overlapped calls. Additionally, the duration of a call plays a significant role; the longer it takes to clear a request, the greater the likelihood of having an overlapping request.

Since there is only one demand zone in the city, all calls are used in this analysis. The percentage of overlapped calls in the 12 months period is 17.3%.

Program	Overlapped Calls	Total Calls	Percentage of Overlapped Calls
EMS & Rescue & Fire	414	2,397	17.3%







## Unit Hour Utilization

Time on task is necessary to evaluate best practices in efficient system delivery and consider the impact workload has on personnel. Unit Hour Utilization (UHU) values represent the proportion of the work period (e.g., 24 hours) that is utilized responding to requests for service.

Historically, the International Association of Fire Fighters (IAFF) has recommended that 24-hour units utilize 0.30, or 30% workload as an upper threshold. In other words, this recommendation would have personnel spend no more than 7.2 hours per day on emergency incidents.

These thresholds take into consideration the necessity to accomplish non-emergency activities such as training, health and wellness, public education, and fire inspections. The 4th edition of the IAFF EMS Guidebook no longer specifically identifies an upper threshold. However, FITCH recommends that an upper unit utilization threshold of approximately 0.30, or 30%, would be considered best practice. In other words, units and personnel should not exceed 30%, or 7.2 hours, of their workday responding to calls. These recommendations are also validated in the literature.

Unit Response Volume and Total Busy Hours

Unit Id	Unit Type	Number of Responses	Total Busy Hours	Avg Busy Minutes per Run
E159B	Engine	1,872	671	21.5
M159	ALS unit	881	523	35.6
M159B	ALS unit	695	420	36.2
M159C	ALS unit	577	378	39.3
E159	Engine	150	80	32.1
L159	Truck or aerial	102	54	31.9
R159	Rescue unit	15	37	149.8
AC159	Chief officer car	13	11	53.0
CH159	Chief officer car	6	1	12.6
S159	Support apparatus, other	6	0	4.4
MIH159	Medical & rescue unit, other	5	4	43.4
FM159	Other apparatus/resource	4	1	14.1
<b>Total</b>	<b>Total</b>	<b>4,326</b>	<b>2,181</b>	<b>30.3</b>

\*"Number of Responses" reflects the total number of records in the data file associated with responses made by valid units, regardless of calculated busy time.

For example, in their review of the City of Rolling Meadows, the Illinois Fire Chiefs Association utilized UHU threshold of 0.30 as an indication to add additional resources. Similarly, in a standards of cover study facilitated by the Center for Public Safety Excellence, the Castle Rock Fire and Rescue Department utilizes a UHU of 0.30 as the upper limit in their standards of cover due to the necessity to accomplish other non-emergency activities.

Unit Hour Utilization (UHU) Table

Unit Id	Unit Type	Total Busy Hours	UHU
E159B/E159	Engine	751	8.6%
M159/M159B/M159C	ALS unit	1,321	15.1%
L159/R159	Ladder/Rescue	91	1.0%
<b>Total</b>		<b>2,163</b>	<b>8.2%</b>

Every day, the agency staffs three units including one engine, one ALS unit, and one ladder truck. Fitch analysis combined the workload of two engines, and three ALS units, and ladder/rescue units to calculate UHU since only three units were staffed daily.

The busiest unit in the department was the ALS units with a UHU value of 15.1% (1,321 busy hours for 24 hours per day), followed by the engine unit with a UHU value of 8.6% (751 busy hours for 24 hours per day). The least utilized unit was the ladder with a UHU value of 1.0%. The three units combined had a UHU value of 8.2%.

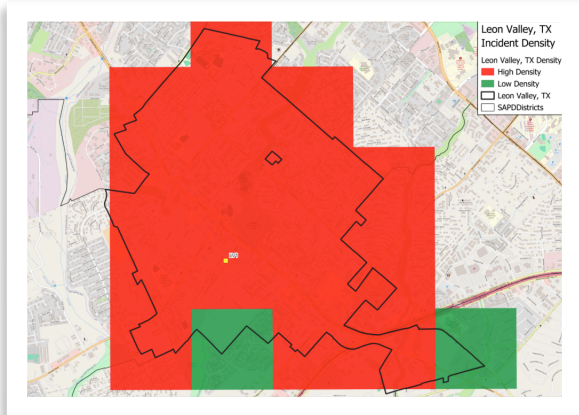
### Compliance and Management Directed Tasks

These duties are in addition to 911 responses and calls for service.

- Hydrant testing (520 hydrants)
- Fire hose testing (11,025 ft annually)
- SCBA compliance testing (monthly)
- Testing and inspection of ground ladders (monthly)
- Inspection of bunker gear
- Inspection/Testing water rescue PPE
- Company level training (2 hours/shift day)
- Focused checks and decontamination of EMS units (weekly)
- Narcotics inventory and supplies (daily)
- Yard maintenance (weekly)
- Basic station maintenance
- Life Safety Inspections
- Vehicle maintenance and basic repairs: (2 Engines, 1 ladder truck, 4 medic units, 2 UTVs and 5 pick-up trucks).

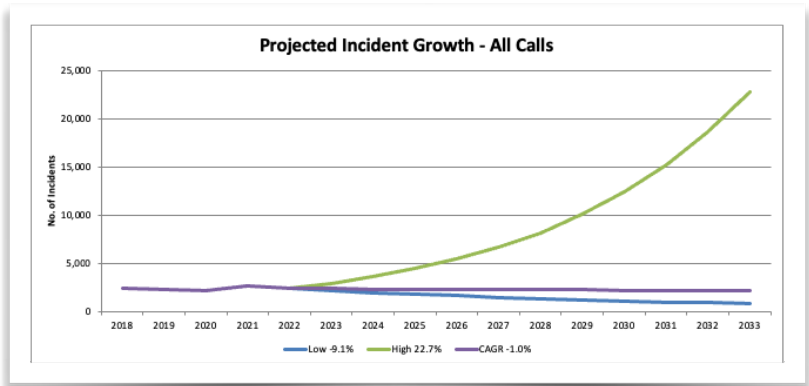


## Commensurate Risk Model and Projected Growth



The call density analysis calculates the relative concentration of incidents based on approximately 0.5 mile geographic areas and at least half of the adjacent 0.5 mile grid. The assessment is based on call density and not population. The red areas are designated as urban level service areas and green areas are designated as rural.

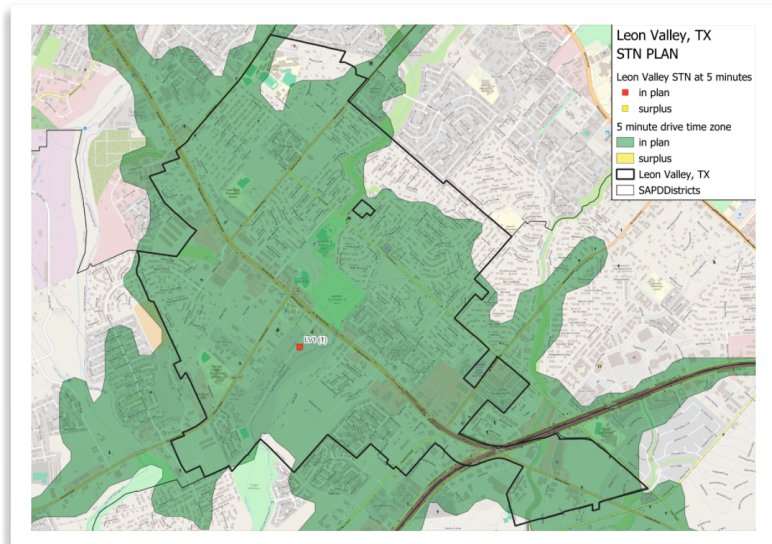
The figure to the right depicts observed annual call volume from 2017 to 2022, and projected growth in annual call volume from 2023 to 2033. Projections were made based on the Compound Annual Growth Rate (CAGR; -1.0%), or annualized average, derived from six years of observed call volume data, as well as one lower and one higher hypothetical annual growth rate scenario to provide a plausible range around the CAGR.



## Fire Station Location Study

### 5-Minute Travel Time

GIS analyses confirms that the current station configuration LVFD responds with turnout and travel time combined to the jurisdiction 5:12 minutes 90% of the time.





## Adopting Outcome Measures

In addition to setting goals or benchmarks related to impact or outcome measures, organizations typically set goals or benchmarks related to outputs or process measures due to the presumed or evidence-based relationship between the two measures. For example, it is assumed that a faster response time would be beneficial for structure fires.

Outputs or process measures are typically more easily evaluated, as the organization exerts direct influence over their outputs and processes, and can oversee related data collection and management. Impact or outcome measures become more difficult to evaluate when data collection and management are outside the purview of the organization and interpretation of data must account for other intervening factors.

Beginning to consider outcome measures allows the agency to better evaluate some of the assumed output and process measures. For example, if structure fires are held to the room of origin at the desired percentage of time, then the department may not have to act immediately if the response time increased by 30 seconds over the previous year. It provides greater flexibility for the policy group to attempt to understand which variables are contributing and their root causes.

### Recommendation

The department should adopt a system of measures based on desired outcomes.

Modern emergency response systems are encouraged to move beyond goal setting or benchmarking and evaluation related to outputs or process measures, and consider ways that impact or outcome measures can be evaluated (*see examples below*).

Fire Suppression		
Measure	Benchmark Performance	Current Performance
<b>Fire Spread – Degree of Confinement – All Building Fires with Fire Spread</b>		
Fire Confined to Building of Origin	95%	%
Fire Confined to Floor of Origin	75%	%
Fire Confined to Room of Origin	50%	%
Time to Fire Confined (from FD arrival)	10:00	mm:ss
<b>Fire Spread – Degree of Confinement – Residential Structures with Fire Spread</b>		
Fire Confined to Room of Origin		
<b>Fires Controlled by Fire Suppression Systems</b>		
Percentage of Fires Extinguished by Fire Suppression Systems in Protected Buildings	90%	%
<b>Preventable Fire Incidents</b>		
Percentage of Fires Unpreventable	%	%
<b>Building Fires in Commercial Occupancies</b>		
Confined to Room of Origin	%	%
Fire Loss as a Percentage of Total Protected Property Value with Fire Protection System	%	%
Fire Loss as a Percentage of Total Protected Property Value without Fire Protection System	%	%
<b>Property Saved in Buildings with Fires</b>		
Value of Property Saved in Dollars	\$	\$
Fire Loss as a Percentage of Total Protected Property Value	0.05%	%
Emergency Medical Services		
<b>7. Cardiac Arrest Patient Management</b>		
7.3 Percent of patients (in cardiac arrest before EMS arrival) with a witnessed collapse and found in an initially “shockable” rhythm, with survival to discharge from the acute care hospital	≥ 50%	%
7.4 Percent of overall cardiac arrest patients with survival to discharge from hospital	≥ 10%	%



## Adopting a System of Measures

It is important to measure and manage the efficiencies of a well-run operation using a system of measures as presented in the table below. In this manner, the daily management continues in place, but the strict adherence to system design performance is secondary to the outcome measures. For example, if response time increases and there is no change in outcomes then it would be purely a policy choice to act. Conversely, if the outcomes change, then the department leadership will turn to the system of measures and attempt to discern which of the variables or combination of variables may be contributing to the change in outcomes.

The summary of measures provided below include all aspects of time, apparatus staffing by type, relative risk ratings, and system resiliency measures such as reliability, call concurrency, workload, and unit hour utilization. For example, reliability should be at least 70% for each station and only if the reliability drops below the 70% threshold before considering a mitigation reaction. Similarly, call concurrency is credible until the call concurrency reaches 70%. In other words, only 30% of the calls are overlapping. Call concurrency is suggested as a per unit threshold unless the majority of calls are multi-unit responses. For example, if there are two units assigned to a station, the station level call concurrency can perform well at 60% or less for single unit responses.

Leon Valley currently have 17% of their calls are overlapping. Therefore, the department should consider fully staffing an additional EMS unit, rather than cross-staffing it from the ladder truck at least during peak hours.

The system of measures provided are **not intended to be overly prescriptive for the department**. The department should adopt the system performance objectives internally and update as needed (**see examples below**).

### Recommendations

- ✓ Consider staffing an additional EMS unit full time/not cross-staffed.
- ✓ To accurately track a system of measures, turnout and travel times need to be separated.

Type of Measure	Performance Metric	Recommended Performance	Priority	Review Period	
Station/Unit Performance	Turnout Time - EMS	≤ 1.0 Min at 90%	Emergent	Quarterly	
	Turnout Time - All Other	≤ 1.5 Min at 90%		Quarterly	
	Travel Time (EMS)	≤ 5 Min at 90%	Emergent	Quarterly	
	Travel Time (Fire)	≤ 6 Min at 90%		Quarterly	
	Minimum Engine/Quint Staffing	≥ 2 Firefighters	All Responses	Daily	
	Minimum Medic Staffing	≥ 1 FF/PM	All Responses	Daily	
		≥ 1 FF/EMT			
System Design and Performance	Station Risk Rating	Increases in Risk		Annually	
	Reliability	≥ 70%		Quarterly	
	Call Concurrency	≤ 30% Per Unit		Quarterly	
	Call Volume	3,000 -initial			Annually
		1,000 - Ongoing			
	Unit Hour Utilization	≤ 0.30 on 24-hour on EMS units			Quarterly
		≤ 0.15 on 24-hour on Engines and Aerials			
≤ 0.50 on 12-hour units					
Cross-Staffing at Unit Level	< 1,500 annual calls and 15% Call Concurrency		Annually		



## Continuous Improvement and Annual Appraisal

This SOC document is designed to guide the department to continuously monitor performance, identify areas for improvement, and clearly articulate service levels and performance to the community. Therefore, the Fire Chief should established a Compliance Team to continuously monitor elements of this SOC and make recommendations for system adjustment or improvement quarterly.

### Recommendation

The department should regularly analyze performance data and outcome measurements to ensure alignment with strategic goals and objectives.

### Compliance Team and Responsibilities

The Compliance Team will consist of the following department members (TBD) and will have the responsibility of continuously monitoring changes in risk, community service demands and department performance in each program area, fire department demand zone, and/or risk category.

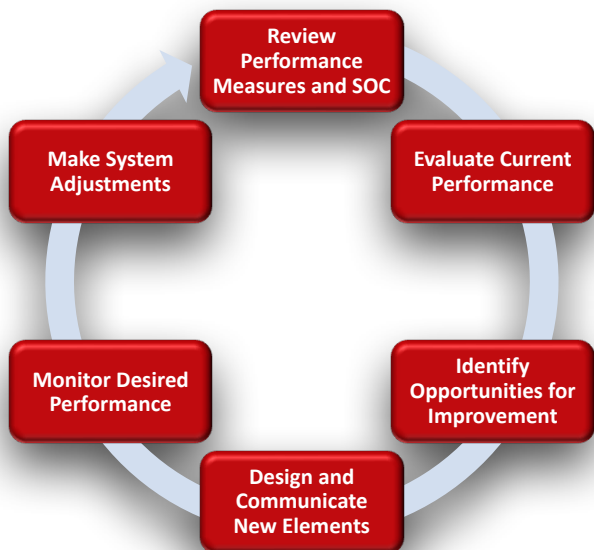
- Chair- Fire Chief
- Member – Assistant Chief
- Member – Fire Prevention
- Member – Line Personnel

### Performance Evaluation and Compliance

The Compliance Team should evaluate system performance by measuring first due unit performance at the 90th percentile quarterly and annually. In addition, LVFD should evaluate performance levels. Measures for the ERF by each program area, and risk category should be evaluated annually. Annual reviews should be conducted in January of each year regarding the previous year.

The Compliance Team will determine the strength, weaknesses, opportunities, and challenges of the system performance annually and make recommendations for system adjustments to the Fire Chief. Finally, the team will annually update and evaluate the risk assessment matrices for relevancy and changes in community risk.

Ultimately, it is recommended that outcome measures are adopted and serve as the primary evaluation tool and that the traditional performance objectives and measures presented previously are utilized primarily as a management tool. In this manner, LVFD will not be overly sensitized to incremental changes in performance criteria if the outcomes continue to be met.





## Community Risk Reduction Strategies

The Fire Prevention Division is to administer the City's fire and life safety awareness and fire code enforcement programs through proper community awareness, fire and life safety inspections and investigations.

The Deputy Fire Marshal is responsible for making inspections in all commercial businesses in the city, and also (by invitation) inspects homes. The Deputy Fire Marshal also checks building plans, conducts Certificate of Occupancy inspections, issues fire system and related permits, conducts safety classes and other educational offerings. The Deputy Fire Marshal conducts and coordinates fire scene investigations with the Fire Chief and Investigations Team.

Leon Valley Fire Department will conduct a fire safety survey of your home and property free of charge. They also provide a smoke detector program, fire extinguisher classes, safe drug disposal, and blessing boxes to people in need.

Research has shown that the best opportunity to reduce loss of life and property destruction is to prevent these events from occurring. The term Community Risk Reduction (CRR) is an evolution and expansion of the core principles learned since the 1970s in fire prevention. In fact, it is the very concept that the department offers various programs to educate the public on risk reduction (*see example below*).

### Recommendation

- ✓ The department should consider hiring or contracting a fire prevention employee.
- ✓ The new tasks would include fire inspections, some plan reviews, and fire prevention activities. This would require the purchase or assignment of a vehicle.

Community Risk Reduction and Other Preventative Process Efforts		
Measure	Benchmark Performance	Current Performance
<b>Fire Investigations Program</b>		
Percentage of incendiary fire investigations that meet the elements for arson referred to the district attorney for prosecution	%	%
Percentage of fire investigations resulting in a classification of accidental, incendiary, that meet the elements for arson	%	%
Number of fire investigations conducted	#	#
Number of juveniles referred to the Youth Fire-Setter Intervention Program	#	#
<b>Fire Code Compliance Program</b>		
Percentage of fire protection system plan reviews completed within 5 business days of receipt	%	%
Percentage of identified high-risk commercial locations inspected by renewal date	%	%
Percentage of initial new construction inspections completed within 2 business days of request	%	%
Number of identified high-risk commercial locations inspected by renewal date	#	#
Number of requests for service completed (re-inspections, surveys, open records requests, training sessions, and monthly permits)	#	#
<b>Public Safety Education Services Program</b>		
Percentage of elementary public schools in city limits participating in CRR activities	100%	%
Percentage of youth referred to department that have previously attended the Youth Fire-Setter Intervention Program	%	%
Number of Fire Department public safety education participants served	#	#
Number of elementary students in the city limits participating in CRR activities	#	#
Number of Health and Safety sessions provided	#	#
Number of hours spent on CRR requests for service	#	#
Number of smoke alarms distributed to residents	#	#
<b>Emergency Medical Services Program</b>		
Number of MIH interventions completed	#	#



## Community Driven Strategic Planning

**B**est practices support the concept that the fire & EMS department would benefit from a focused strategic planning exercise to help guide the next three-year period. Therefore, it is recommended that the fire & EMS department create a strategic plan for the fire & EMS department that would include results found in the CRA, SOC, Data Report, GIS Report, Financial Reports and the County/District Future Planning Report.

In FITCH's experience, the most successful strategic planning processes typically includes a high level of involvement from key leaders, both formal and informal, from within the organization such as the fire chief, staff and operations personnel, external stakeholders and community members. While their participation is not required at each and every step, their buy-in along the way provides the highest chances of a successful planning effort for all stakeholders in the end.

At a high level, the process is intended to answer the following main questions:

**Recommendation**

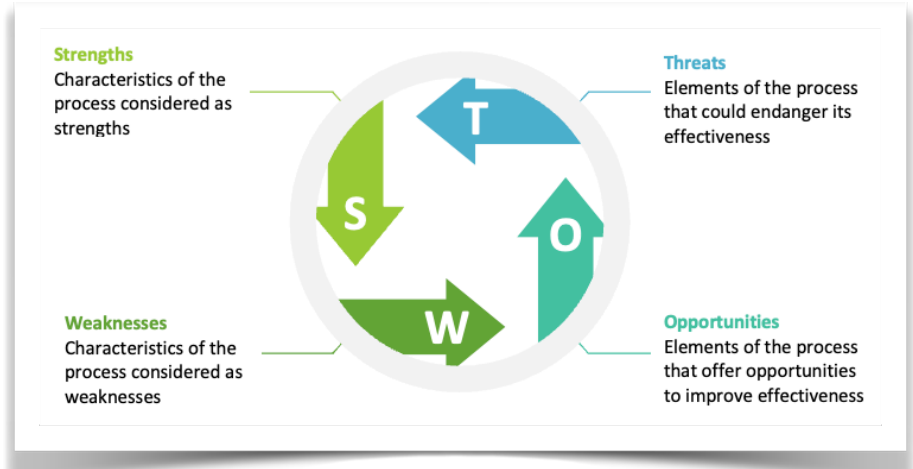
Leon Valley Fire & EMS Department should develop a three to five year strategic planning.



**A**n integral part of the strategic planning process is the completion of a SWOT analysis. SWOT stands for Strength, Weaknesses, Opportunities, and Threats (SWOT).

The process is a broad-based stakeholder gap analysis where the Opportunities and Threats are more focused on external origins and Strengths and Weaknesses are more focused in internal origins.

The strategic planning process will assist the district in focusing on key initiative for the next three-year period.





## Appendices - Supporting Documents

The community risk assessment (CRA) is presented as a supporting document to provide greater detail and transparency into the risk assessment process.

This summary report provided the high-level substantive results of the community risk assessment. However, if greater detail is desired, please refer to the Community Risk Assessment report provided in the appendices.



The comprehensive quantitative data analysis is presented as a supporting document to provide greater detail and transparency into the historical performance of the fire district.

This summary report provided the high-level substantive results of the comprehensive data analysis. However, if greater detail is desired, please refer to the Data Analysis report provided in the appendices.

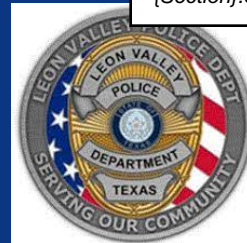
The comprehensive geospatial analysis (GIS) is presented as a supporting document to provide greater detail and transparency into the response time and fire station location study.

This summary report provided the high-level substantive results of the comprehensive data analysis. However, if greater detail is desired, please refer to the GIS Analysis report provided in the appendices.





# City of Leon Valley Police Department



## Executive Summary

The City of Leon Valley contracted Fitch and Associates LLC to conduct an independent assessment of staffing levels required for the Police Department to provide adequate public safety, and to make further recommendations based on best practices to increase the efficiency of police operations. A comprehensive review of the police workload was undertaken which included an assessment of the proactive, reactive, and general patrol functions of the police department and also accounted for the impact of lost productivity time occurring as a result of illness, occupational injury, parental leave, vacation and other administrative issues. This executive summary highlights the most substantive recommendations for the police department. Implementation of these recommendations will lead the department through the next five years with a clear sense of strategic direction and the resources to develop into a truly progressive agency that is responsive to the unique needs of the Leon Valley community.

### Recommendations

1. Develop a system to track officer proactive activity.
2. Identify opportunities to engage in high visibility patrols.
3. Plan for the gradual or abrupt ending of the Red Light Camera Program.
4. Formalize all shared service and mutual aid agreements .
5. Increase the current minimum of two officers plus one supervisor on the frontline to three officers plus one supervisor on duty at all times.
6. Establish the new rank structure for the second in command on the squads (either corporal or OIC) and then identify members to permanently fulfill these backup supervisory duties on all squads.
7. Fully staff all of the authorized detective positions.
8. Add two officers to the frontline.
9. Develop a strategic plan to set the direction and priorities for the next five years in alignment with City's planning porcess

# City of Leon Valley Police Department



{Section}.33.

Page 2

## The City of Leon Valley



Leon Valley  
11,429 Residents  
3.5 Square Miles  
100,000 Commuter Vehicles travelling  
through the city every day

The City of Leon Valley was incorporated on March 31, 1952. The City of Leon Valley is a Home Rule City operating under a Council-Manager form of government with a Mayor and five City Council Members elected at-large. The Mayor and City Council Members hold two year terms of office with staggered turnover. The city is 3.5 square miles in area and serves a resident population of 11,429 according to the 2022 US Census. State Highway 16, Bandera Road, travels through the City Center, and it ,along with other major roadways including Loop 410, and Grissom Road, comprise a very busy commuter corridor that adds over 100,000 vehicles a day travelling through the area (Source:Texas Department of Transportation Traffic Count Maps) . In addition to the commuters there is peripheral tourism, and traffic influx related to commercial and retail establishments.



The City is a full service city with public safety departments including the Fire Department, Emergency Management Services, and Police Department. Operational departments include: Administration, Community and Economic Development, Finance, Leon Valley Public Library, Municipal Court, and Public Works departments.

# City of Leon Valley Police Department



## History of the Engagement

The Leon Valley Police Department was established through City Ordinance in 2006, replacing the City Marshal Service that had previously been in place. The Police Department currently has (1) Chief, (1) Assistant Chief, (2) Lieutenants, (4) Sergeants, (3) Corporals, (4) Detectives, (2) Red light camera hearing officers, (18) Patrol officers, (1) Property Room Technician, (2) DEA Task Force Officers, and (1) Civilian Administrative Assistant.

On April 3, 2023 the City of Leon Valley initiated a Request for Proposals for a company to conduct a utilization study for the City of Leon Valley's Police Department, Fire/EMS Department and Public Works Department.

With particular respect to the Police component of the study, the City was interested in having an independent contractor determine if the Department had adequate staffing levels. The purpose of the study was to review current workload demands and make recommendations related to efficiency of deployment and effectiveness in keeping with best practices. Specifically, the contractor was also to review 3rd

party services, and the Red Light Camera Program. The City wanted the contractor to identify a methodology for the calculation of police staffing needs that can be updated and replicated by city and police department staff for short and long-term strategic planning resource budgeting. Lastly, the study was also sought as a means to provide input into the strategic direction of the Police Department.

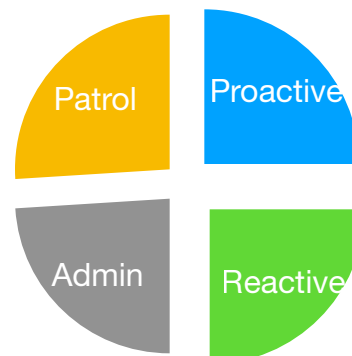
Fitch and Associates LLC was invited to make a presentation to City Council in May of 2023. Fitch was subsequently awarded the contract and a kickoff meeting in October 2023, marked the beginning of the study.

Data was provided and studied including CAD calls for service information, training records, shared service agreements, personal time summaries and the budget data, City Manager reports and personal interviews were conducted with members representing all of the rank strata and units of the agency.

## The Police Workload

A comprehensive review of police workload can be thought of as encompassing four broad aspects of the work:

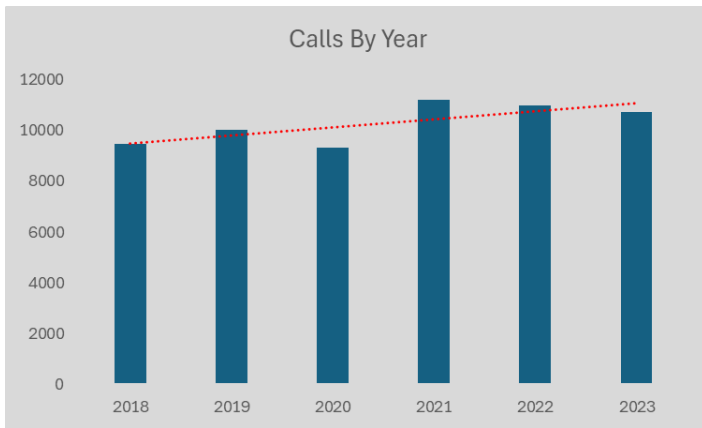
- Reactive Activities
- Proactive Activities
- Administrative Tasks
- General Patrol



# City of Leon Valley Police Department

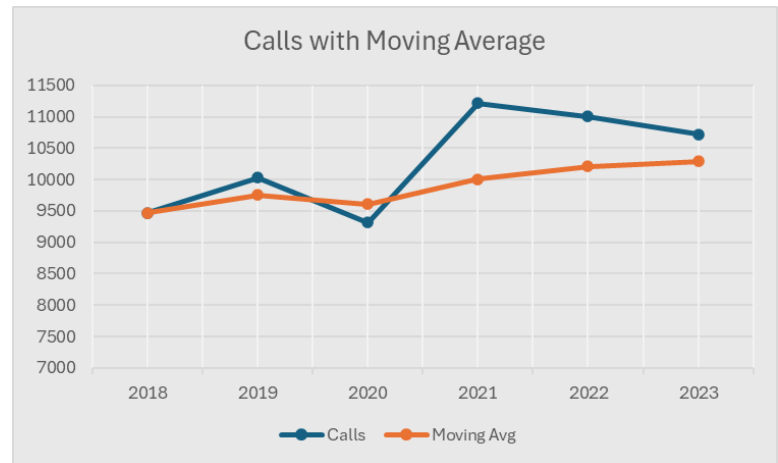


## Calls for Service: The Reactive Workload



The reactive workload is comprised principally of the calls for service information. Collecting objective data from CAD is a central element of this phase of the project. In examining the trend in overall calls for service over the past seven years we observe an increase of approximately 11% between 2018 and 2021. That increase in the overall calls has persisted throughout 2021, 2022 and 2023. Despite some year to year differences, the overall pattern is one of modest and consistent call growth with the more significant increases that took place in 2021 showing little signs of abating. This reactive calls for service workload can next be examined from a variety of perspectives using different variables to

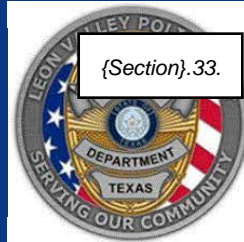
yield a comprehensive picture of the workload and discover any patterns that might assist in determining the most efficient deployment of resources.



Yearly Total Calls for Service

Year	Calls	Moving Avg
2018	9474	9474
2019	10031	9753
2020	9314	9606
2021	11218	10009
2022	11006	10209
2023	10725	10295

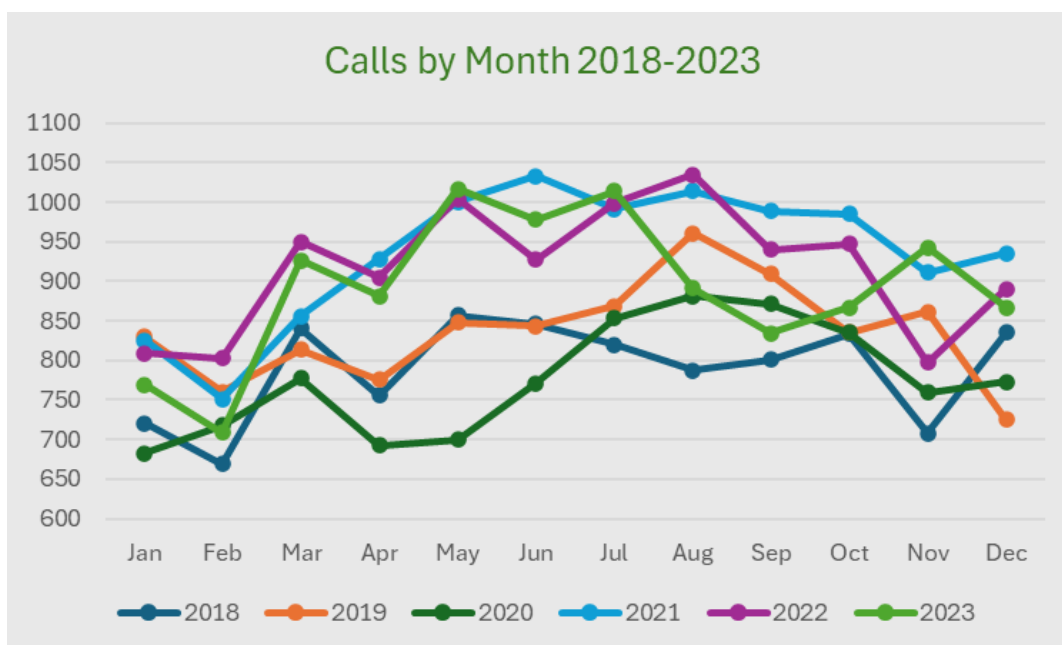
# City of Leon Valley Police Department



## Calls by Month of the Year

The Leon Valley Police Department employs, out of necessity, a very static model of personnel deployment with no variations to account for seasonal fluctuations in the workload. CAD Data from the time period 2018 to 2023 displaying the calls on a month to month basis shows a very stable pattern with only a 2-3% fluctuation in calls.

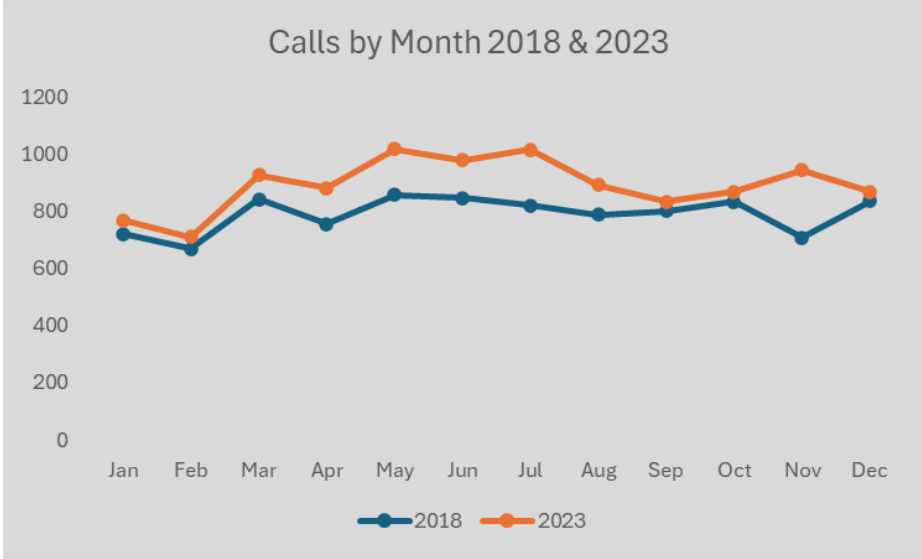
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	721	669	841	756	857	846	820	787	801	833	708	835
2019	830	760	814	776	848	843	869	961	909	835	861	725
2020	683	718	777	693	700	771	853	881	871	835	759	773
2021	825	751	856	928	1000	1033	991	1014	989	985	911	935
2022	809	803	950	905	1004	927	999	1035	940	947	797	890
2023	769	709	926	881	1017	978	1014	891	834	867	943	867



# City of Leon Valley Police Department



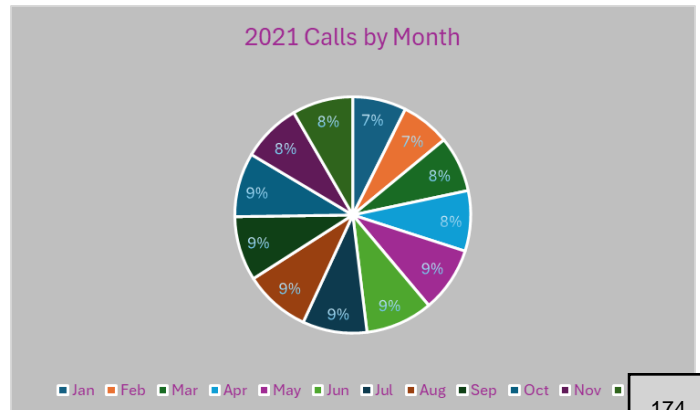
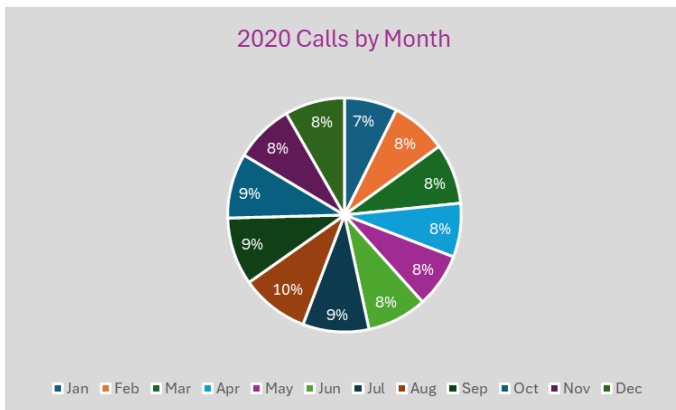
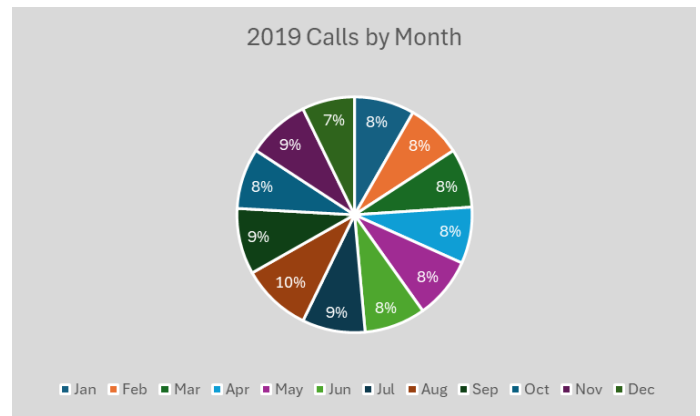
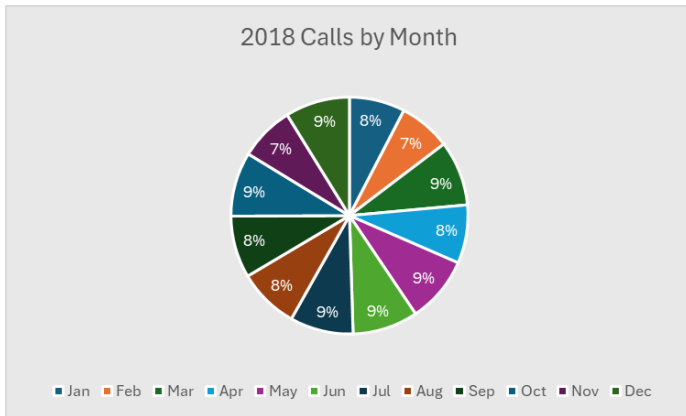
{Section}.33.



The month to month minor fluctuations and changes over time to overall calls are more easily depicted in this chart that compares just 2018 and 2023. For the most part, the same minor fluctuations are observable, with the month of November being the only anomaly, uncharacteristically seeing an increase in 2023. As a general pattern, the overall increase in calls in 2023 is apparent in almost every month of the year.

The single year pie charts that follow will display the relative monthly stability of the calls for

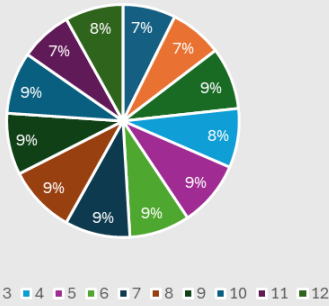
service by expressing the monthly calls as a percentage of the yearly total.



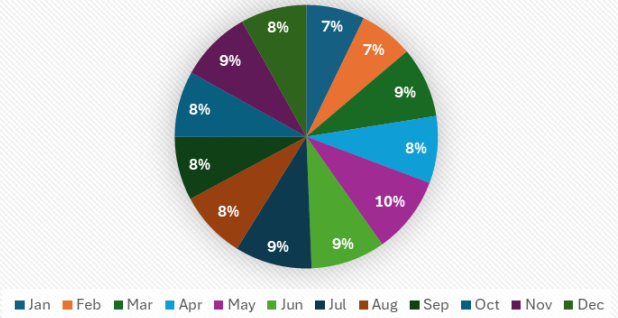
# City of Leon Valley Police Department



2022 Calls by Month



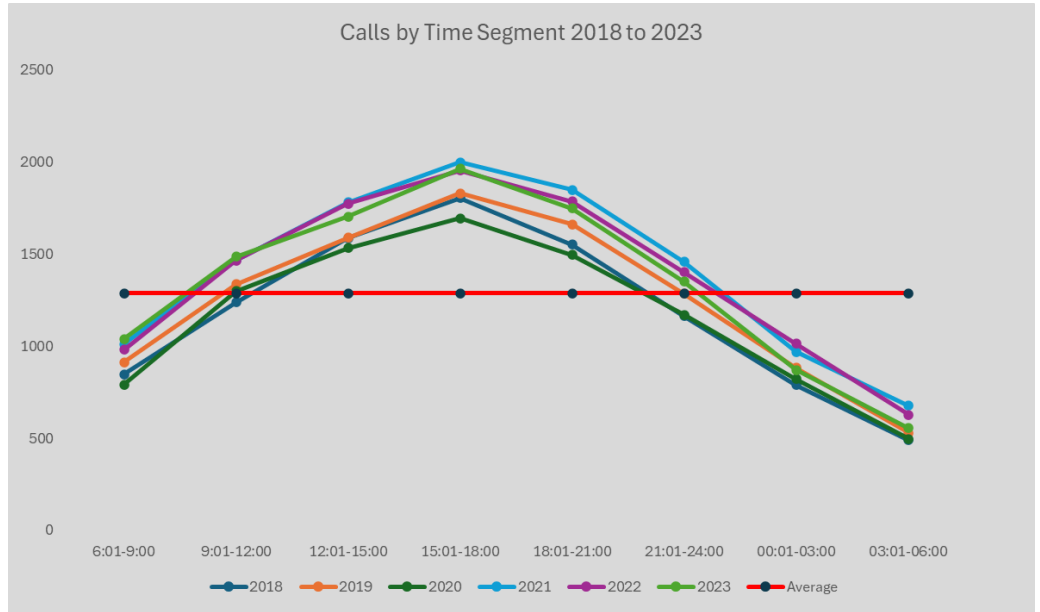
2023 Calls by Month



## Calls by Time of Day

When examining the calls for service by hour of the day we begin by dividing the day into three hour segments, commencing at 6 AM. It is notable that the period from 3 AM until about 9 AM is the quietest segment of that 24 hour period. The busiest portion of the day begins at noon and runs until about 9:00 PM. Coincidentally, in many police agencies, this is often the period when there are also other competing demands on the front line officer's time, for example engaging in proactive activity, traffic enforcement, or attending community functions or meetings, lunch breaks or attending court on duty.

Calls by Time Segment 2018 to 2023



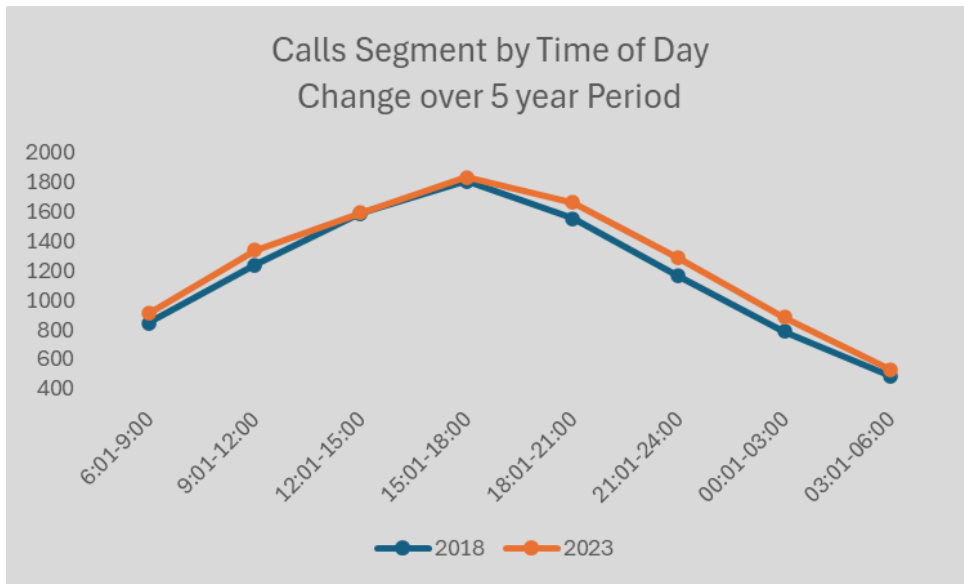
# City of Leon Valley Police Department



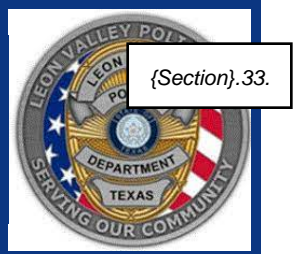
This fluctuation in calls for service is a fairly typical one. The Leon Valley Police Department utilizes a 12 hour shift with the dayshift beginning at 6 AM and concluding at 6 PM and the night shift beginning at 6 PM and ending at 6 AM the following day. In some agencies, we see this shift pattern affected negatively by this particular pattern in the hourly workload. Because of the calls for service volume and other demands on the officer's time such as on duty court, proactive activities, traffic enforcement, training etc. officers begin to fall behind during the late morning, and calls start to queue during the afternoon. This can leave a backlog that may still be in place when the night shift arrives. Usually, this type of issue is reflected in prolonged queue times before calls are dispatched, and is evident of an imbalance between the work demands and the

available resources. The queue and response times for Leon Valley will be reviewed later in this report with that particular phenomenon in mind.

To display the pattern in a less convoluted way the next graph shows only the 2018 and 2023 calls by time segment and it is evident that aside from the small call increases in 2023 for most of the time segments, the main patterns in terms of the busiest and slowest portions of the day remains unchanged.

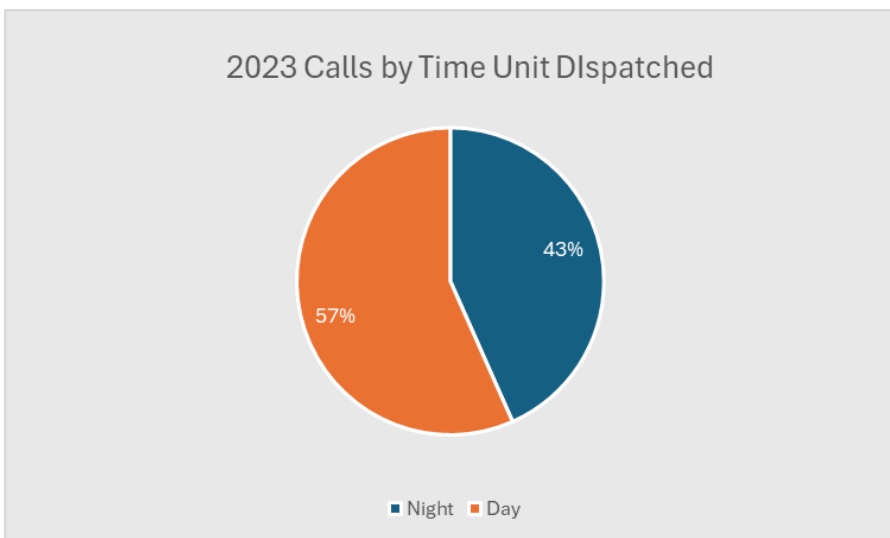






## Day Shift vs Night Shift

Having reviewed the temporal pattern to the calls we next turn our attention to how the reactive workload based on the different shifts worked by the frontline officers. Leon Valley currently utilizes a 4 Squad System to provide 365 day a year 24 hour coverage. Officers work either a 12 hour day shift, 6:00 AM to 6:00 PM or a 12 hour night shift commencing at 6:00 PM and concluding at 6:00 AM. For the calendar year 2023, there is data for the majority of the calls indicating at what time the call was received by dispatch, there were 6188 calls received during the day shift hours and 4526 calls received during the night shift hours. For the purposes of quantifying the officer workload, however, it is important to review the time the call actually was dispatched. We know at times if there are no officers available, or a call comes in very close to shift change, that it might be held for a time rather than being dispatched right away. In looking at the dispatch times for the Leon Valley calls we see that very little changes with just 1% of the day shift calls being deferred to the night shift.



# City of Leon Valley Police Department



The deployment of officers is also an important factor to consider. In Leon Valley there are actually fewer officers deployed on the day shifts, one(1) Corporal/OIC and three (3) officers for a total of four (4), with one (1) Sergeant, one (1) Corporal/OIC and three (3) Officers deployed on the nights for a total of five (5).

This is not an unusual phenomenon for police agencies because the night shift is generally perceived as featuring more 'in progress' calls and dangerous calls where two or more officers are required to respond.

If the squads were fully staffed and no officers were off of work due to vacation, illness, occupational injury etc, there would be four officers on days 365 days a year for a total deployment of 1460, and five officers every night for 365 nights of the year for a total

deployment of 1825 officers. This means that there are 56% percent of the officers doing 43% of the work on night shifts, and 44% of the officers handling 57% of the workload on day shifts.

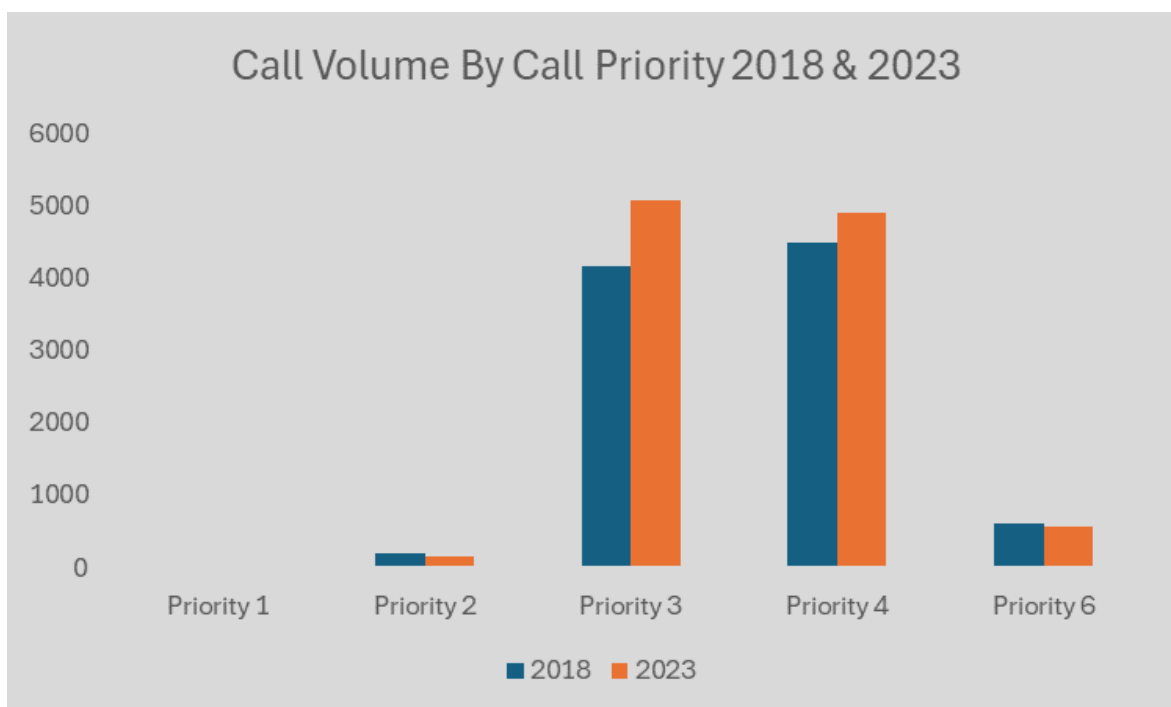
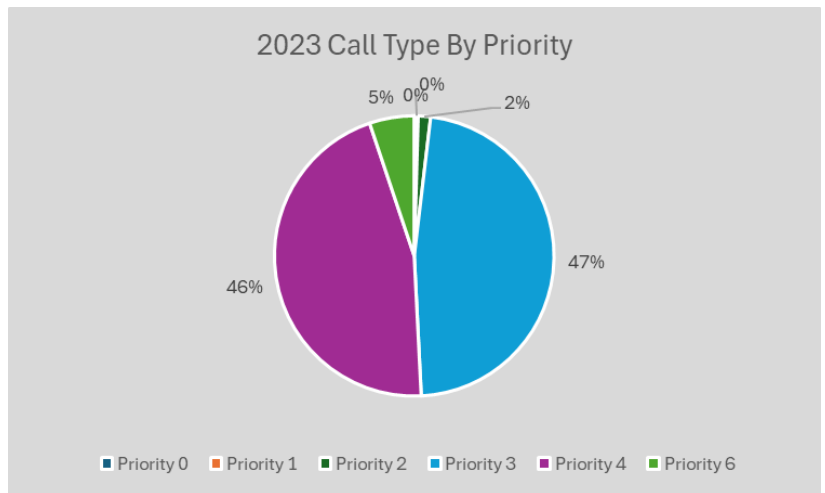


# City of Leon Valley Police Department



## Calls by Priority

Calls for service in Leon Valley are characterized with priority numbers based on call type. Priority numbers range from 0 to 7, with 0 seemingly related to onview calls generated by officers and Priority 1 and Priority 2 calls necessitating an urgent response. The data set that was the subject of this study did not include any calls that were priority type 5. There were a few Priority 7 calls all having to do with 'Judicial Service' and they were not included as the frontline workload dataset. In advance of examining response time data it is helpful to understand the frequency of the different call priority types and if those frequencies have changed over time. As depicted it is evident that priority 1 and 2 calls are a relatively small proportion of the workload and this has not changed significantly since 2018. The general increase in calls since 2018 is mostly related to increases in priority 3 and priority 4 calls.



# City of Leon Valley Police Department



{Section}.33.

## Calls Response Time

To obtain a comprehensive picture of the reactive workload it is important to consider how that workload affects response time for priority calls. Even in areas where the reactive calls for service demands are relatively low, it will still be necessary to maintain a certain number of resources to be able to respond to serious calls in a timely manner. Response time to 'in progress' priority calls has long been an important benchmark of adequate staffing. There are three related measures that must be taken into account.

First is queue time, which measures the amount of time it takes dispatch to receive process or partially process the call information, and then dispatch officers to the call. This may include call stacking time based on the Department dispatch processes.

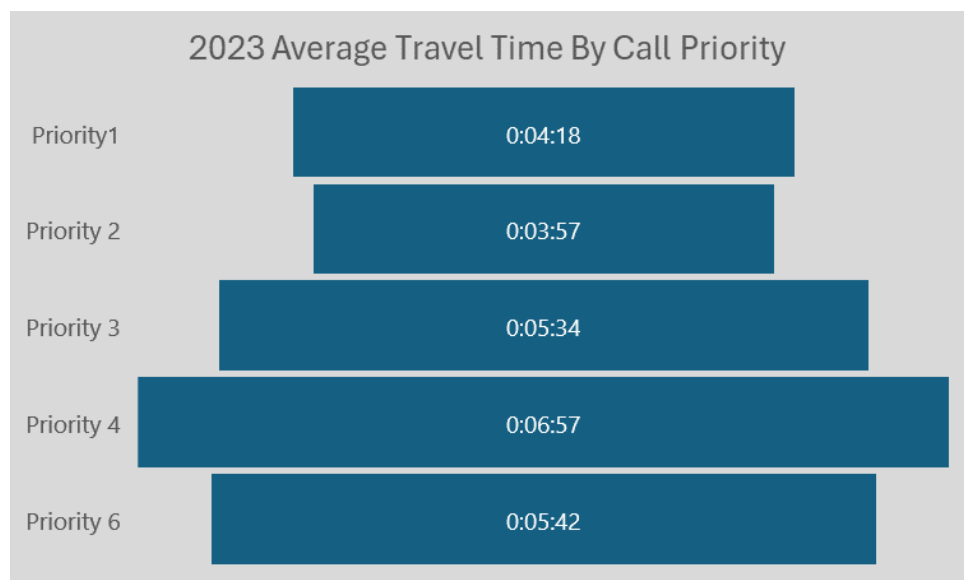
The second component is the actual travel time that it takes for the officer who received the call to arrive at it. Many factors in the environment,

including geographic features and traffic patterns influence travel time.

The sum of queue time and travel time is response time. This is the measure from the perspective of the caller that it took for the police to arrive at their call.

While there is no national standard of response time for police agencies, response time for priority calls serves as an important benchmark metric for police resource allocation studies. Response time compliance is an independent risk value for emergency services. It is predicated on having available vehicles strategically placed throughout the communities so that when an emergency call does occur in that community, the vehicle is available to respond and is close enough to the incident to have a positive outcome. Thus, the notion of emergency response is a sum value of vehicles required to respond to calls and vehicles required to achieve response time compliance.

The 2023 call response data indicates average travel times for the officer to arrive at the call once dispatched at approximately 4 minutes. In 80% of the cases for Priority 1 calls the officer travel time is 6:51 (6 minutes, 51 seconds) or less and for Priority 2 calls the 80th percentile time is 5:46. These are respectable travel times and to be anticipated in a relatively small geographic area such as Leon Valley.



# City of Leon Valley Police Department



{Section}.33.

## 2023 Call Response Times

	Count of Calls	Queue time	Queue 80th Percentile	Travel Avg	Travel 80th percentile	Avg Response Time	Response time 80th percentile
<b>Priority 0</b>	17	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
<b>Priority 1</b>	32	0:02:48	0:03:21	0:04:18	0:06:51	0:07:06	0:10:12
<b>Priority 2</b>	153	0:04:02	0:03:33	0:03:57	0:05:46	0:07:52	0:09:16
<b>Priority 3</b>	5073	0:04:47	0:05:11	0:05:34	0:07:28	0:10:15	0:12:34
<b>Priority 4</b>	4891	0:06:49	0:08:13	0:06:57	0:09:27	0:13:43	0:18:03
<b>Priority 5</b>	0	n/a	n/a	n/a	n/a	n/a	n/a
<b>Priority 6</b>	555	0:09:09	0:10:09	0:05:42	0:08:49	0:14:51	0:19:08

As mentioned previously, it is also instructive to consider queue times for lower priority calls as a possible indicator of an under resourced frontline, lower priority calls often get held if there are no units available. In the case of Leon Valley it appears that queue times even for priority 3 and 4 calls are reasonable with 80 percent of Priority 3 calls dispatched within 5:11 of being received and an 80th percentile call

received to dispatch for priority 4 calls of 8:13. None of this is indicative of unreasonable delay due to officer unavailability.

Next we compare the 2023 response times to those from 2018 to see if the higher call volumes since 2023 are having any effect on queue or travel times.

# City of Leon Valley Police Department



{Section}.33.

## 2018 Call Response Times

	Count of Calls	Queue time	Queue 80th Percentile	Travel Avg	Travel 80th percentile	Avg Response Time	Response time 80th percentile
<b>Priority 0</b>	2	0:00:42	n/a	0:00:01	n/a	0:00:48	n/a
<b>Priority 1</b>	21	0:02:25	0:02:43	0:02:20	0:03:53	0:05:18	0:06:28
<b>Priority 2</b>	207	0:03:11	0:03:38	0:03:20	0:05:04	0:07:22	0:09:47
<b>Priority 3</b>	4154	0:05:25	0:05:39	0:05:25	0:06:43	0:11:10	0:12:42
<b>Priority 4</b>	4486	0:07:27	0:09:12	0:06:41	0:08:41	0:35:31	0:23:36
<b>Priority 5</b>	0	n/a	n/a	n/a	n/a	n/a	n/a
<b>Priority 6</b>	603	0:09:12	0:11:37	0:06:43	0:08:44	0:17:10	0:24:36

The 2018 data reveals some interesting and somewhat contradictory insights into the data. There is a relationship between queue time and unit availability with longer queue times obviously suggesting lower officer availability. Average queue times in 2018 were for the most part slightly lower than in 2023 however the 80th percentile queue times were just the opposite, ie. slightly longer in 2018 and are significantly longer for the priority 4 and priority 6 calls.

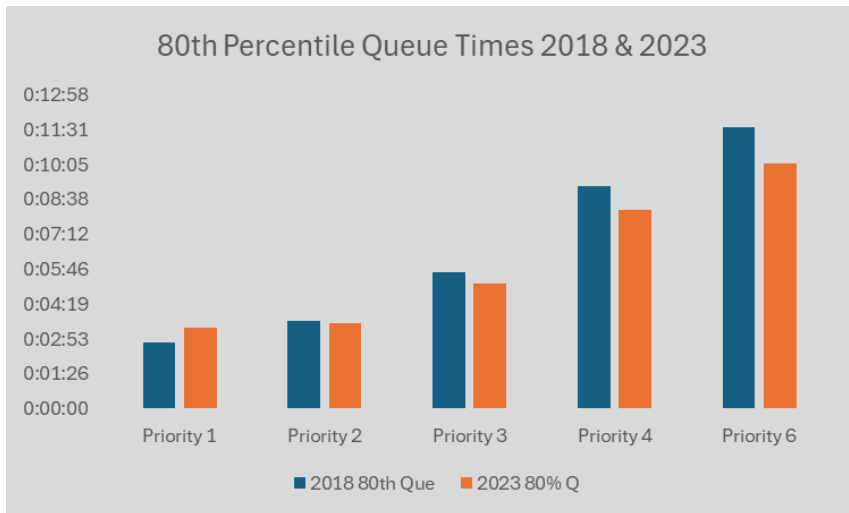
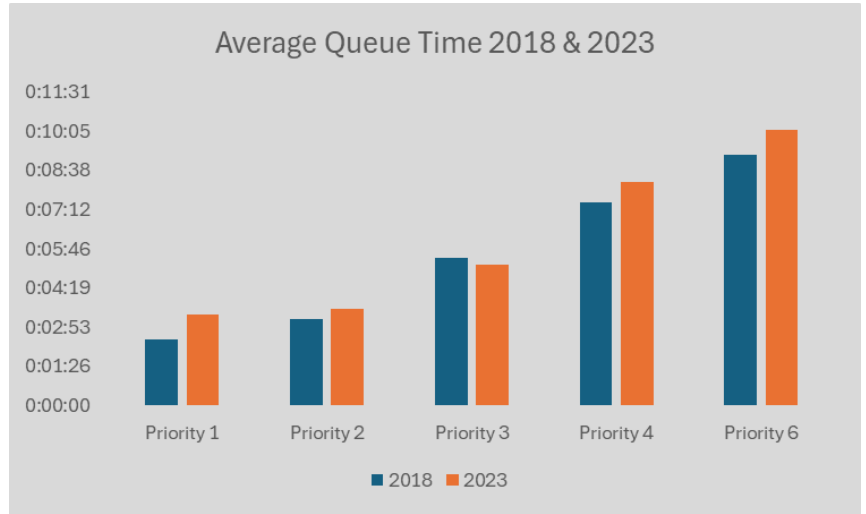
# City of Leon Valley Police Department



{Section}.33.

With the exception of priority 1 calls where the queue time is about 30 seconds less than 2023, the balance of the queue times in 2018 were longer than in 2023 suggesting less officer availability.

However, when looking at the time it took officers to travel to the call once dispatched it is apparent that the travel times in 2023 are consistently longer for priority levels 1 & 2, than they were in 2018.



Travel time can be prolonged by a number of variables including increased traffic congestion, physical changes to the travel routes, inclement weather, or because the officer is clearing a current call to respond to the higher priority call because there is not a free unit available. The information, absent a contextual understanding of what is causing the increased travel times, is not conclusive of decreased officer availability due to workload. However, it is something that would benefit from increased scrutiny and study.

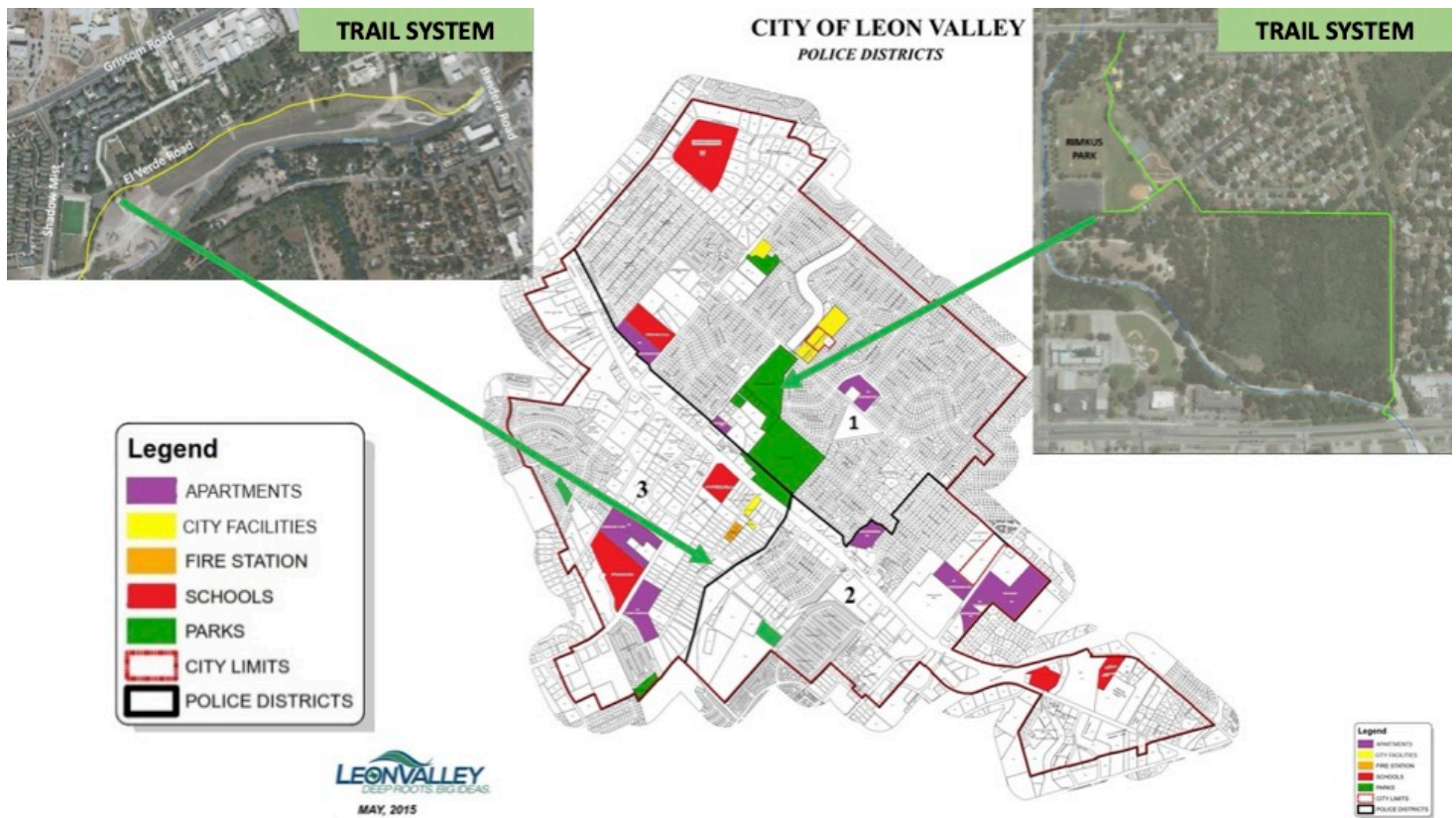
# City of Leon Valley Police Department



{Section}.33.

## Calls by Patrol Area

The City of Leon Valley is segmented into three distinct patrol areas as reflected in the next figure.



The proportion of calls in each patrol area in 2023 indicates that LV2 was the busiest patrol area and LV1 the least busy.

	LV1	LV2	LV3
2023 Calls	2214	5441	3071



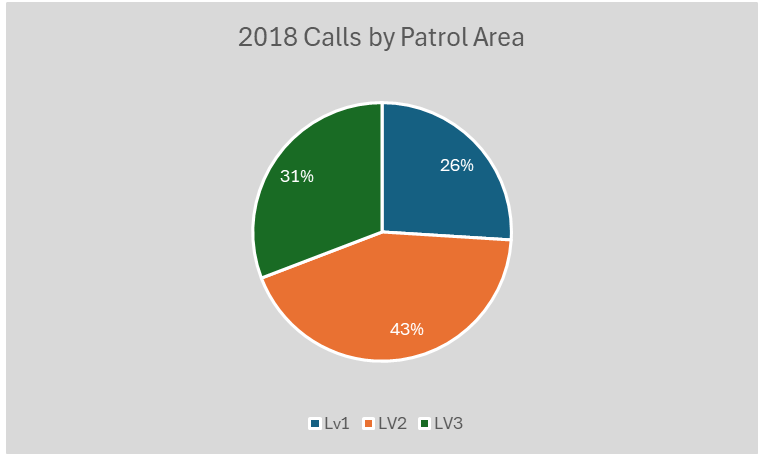
# City of Leon Valley Police Department



The ratio of calls in 2023 in the different patrol districts seems to be one that has held consistently from 2018 to 2023. LV2 is consistently the busiest and was at its peak in 2023 with 1441 more calls than its

	LV1	LV2	LV3
2018	2417	4017	2865
2019	2446	4280	3105
2020	2078	4000	3030
2021	2462	4908	3546
2022	2171	5357	3220
2023	2214	5441	3071

low point in 2020. LV1 is consistently the least busy patrol area with a peak of 2462 calls in 2021 which is a difference of 384 calls from its low point in 2020. LV3 is the only patrol area not to reach their low point in calls in 2020 with 2 years of decline since their peak in 2021 resulting in 2023 being their lowest year in the study period with a difference of 475 calls between the high and low year. To add more contextual understanding to these raw numbers, the year by year changes in call percentages can be helpful.



2018 Calls by Patrol Area

LV1 26% the lowest of all 3

LV2 43% the highest of all 3

LV3 31%

# City of Leon Valley Police Department



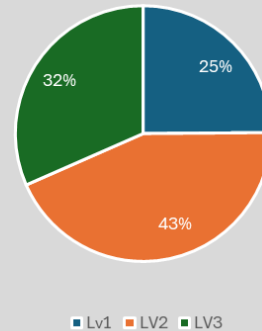
## 2019 Calls by Patrol Area

LV1 25% a 1% decrease from previous year. Still the lowest of all 2

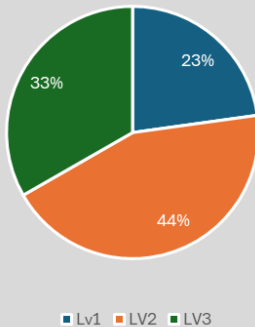
LV2 43% no change from previous year and still the busiest

LV3 32% increased by 1% over the previous year

2019 Calls by Patrol Area



2020 Calls By Patrol Area



## 2020 Calls by Patrol Area

LV1 a 2% decrease from previous year and 3% increase from peak.

LV2 a 1% increase from previous year and remains the busiest

LV3 a 1% increase from previous year for the second year in a row

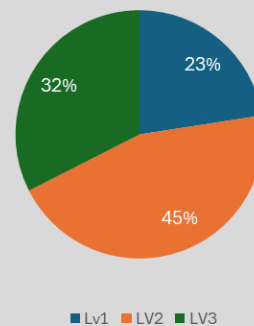
## 2021 Calls by Patrol Area

LV1 remains unchanged from previous year

LV2 a 1% increase from previous year and the second consecutive year of an increase

LV3 a 1% decrease from previous year which was the peak. This is also the first time calls have decreased in this patrol area

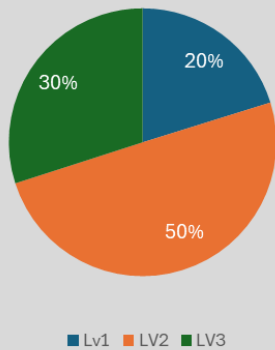
2021 Calls By Patrol Area



# City of Leon Valley Police Department



2022 Calls by Patrol Area



2022 Calls by Patrol Area

LV1 a 3% decrease in calls from previous year representing the lowest period in the data now 6% decrease from the highest point

LV2 a 5% increase in calls. the most dramatic year to year increase in the data set

LV3 for the second year in a row there is a decline, this time 2% marking the lowest point for calls in this patrol area

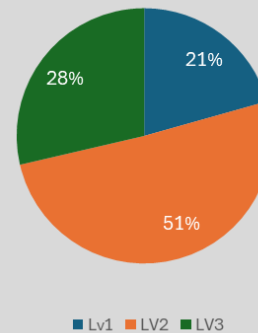
2023 Calls by Patrol Area

LV1 a 1% increase over the previous year, the first time calls have increased in this area

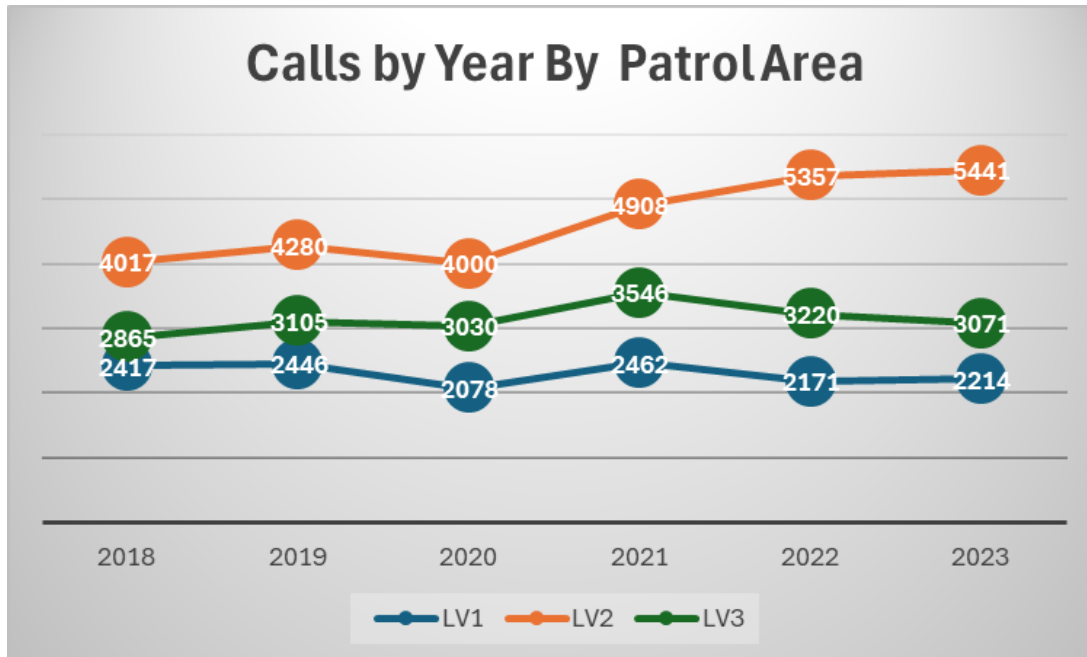
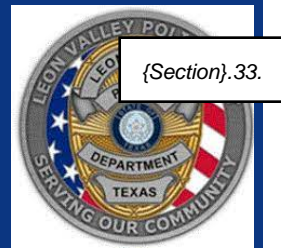
LV2 a 1% increase, calls increase in this patrol area for the 5th year in a row

LV3 a 2% decrease over the previous year

2023 Calls by Patrol Area



# City of Leon Valley Police Department



The City of Leon Valley is divided into three patrol areas, LV1, LV2, and LV3. LV2 is by far the busiest with 51% of the calls in 2023 and LV1 is consistently the least busy patrol area. LV2 experiences the biggest change over the period 2018-2023 with an 8% fluctuation representing over 1300 calls, and LV1 has the lowest fluctuation rate at 3%. For most of the time period decreases in call percentage in LV1 resulted in corresponding increases in the other areas, principally LV2 but also LV3 in 2019 and 2020. In 2023 LV1 had its only increase for the period absorbing part of the 2% loss of calls from LV3.

Overall the area shows modest change year over year but it is also clear that the overall trend of increases to calls over the time period are not experienced by all three of the patrol areas but have had the most impact on LV2.

# City of Leon Valley Police Department



## Selected Call Types

---

Having now looked at a number of aspects of the total workload we next review the calls in more granularity by examining a subset of them. This examination of the full range and variability of the types of calls that officers are responding to yields a number of possible benefits:

- it reveals changes in call type over time reflecting changes in the nature of the workload.
- it identifies frequent calls for service that might benefit from an alternative approach, alternate policy, in partnership with another agency (eg mental health), or being referred to a third party.
- it assists in evaluation the agency priorities and the strategic directions for the future.
- it may identify pervasive community problems or chronic calls that might be more effectively addressed by a more proactive approach, or a project based.
- it identifies trends in the data and offers information about what particular calls may be the key contributors to the trends in the full data.



For the purposes of this analysis we examine some of the most frequent calls, and also some selected call types that may be of particular interest to the community sense of safety.

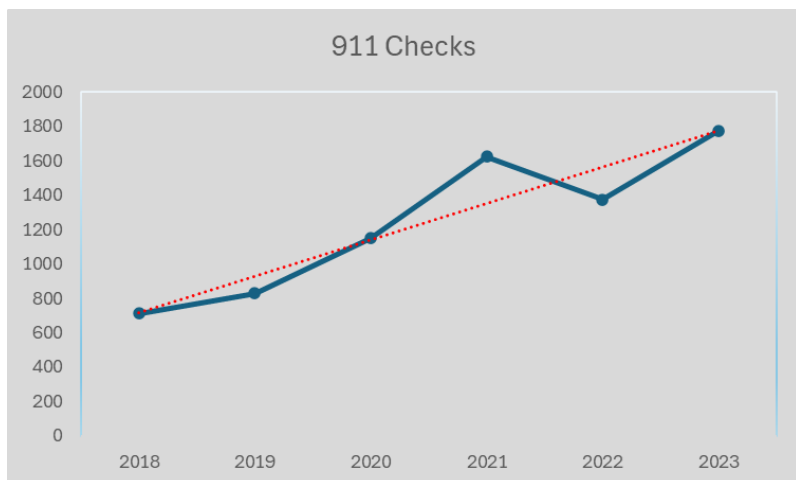
# City of Leon Valley Police Department



{Section}.33.

## 911 Hangups and Text Followups

Call Type	2018	2019	2020	2021	2022	2023
911 Abuse ^	0	0	0	3	3	2
911 Check/ Hangup ^	705	824	1140	1595	1363	1757
911 Check/ Text ^	7	5	10	27	8	15
<b>Total</b>	<b>712</b>	<b>829</b>	<b>1150</b>	<b>1625</b>	<b>1374</b>	<b>1774</b>



### Highlights

- Overall a steady increase since 2018
- A frequent call mostly related to phone activity but text message 911 followups will become increasingly significant in the future

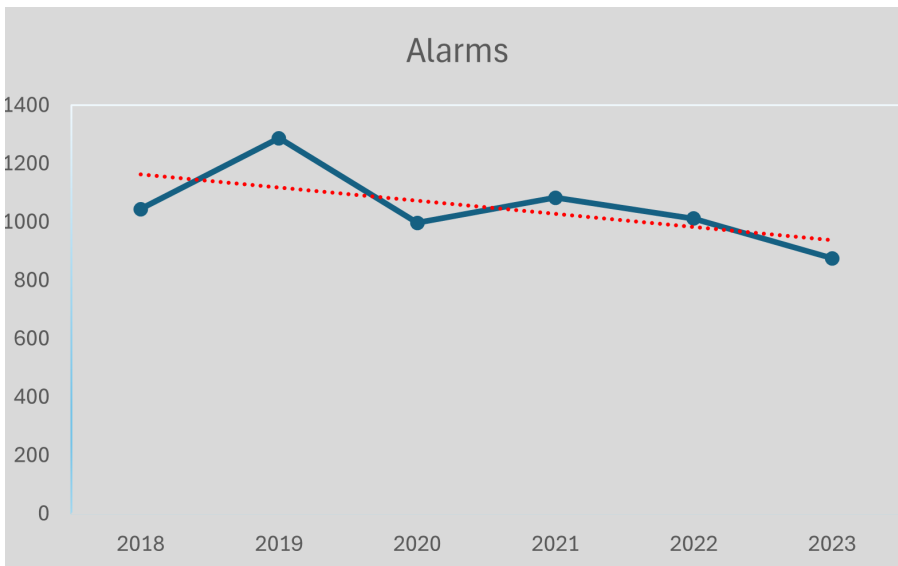
# City of Leon Valley Police Department



{Section}.33.

## Alarm Related Calls

Call Type	2018	2019	2020	2021	2022	2023
Alarm/ Business	676	837	729	780	715	646
Alarm/ Business - Holdup ^	9	14	13	9	12	6
Alarm/ Business - Panic ^	22	22	33	25	29	29
Alarm/ Fire	25	16	6	8	9	7
Alarm/ Medical ^	6	9	3	6	1	2
Alarm/ Residence	275	354	191	233	225	171
Alarm/ Residence - Holdup ^	2	3	6	4	2	2
Alarm/ Residence - Panic ^	29	32	15	16	19	12
Alarm/ VPS ^	0	0	1	2	0	1
<b>TOTAL</b>	<b>1044</b>	<b>1287</b>	<b>997</b>	<b>1083</b>	<b>1012</b>	<b>876</b>



### Highlights

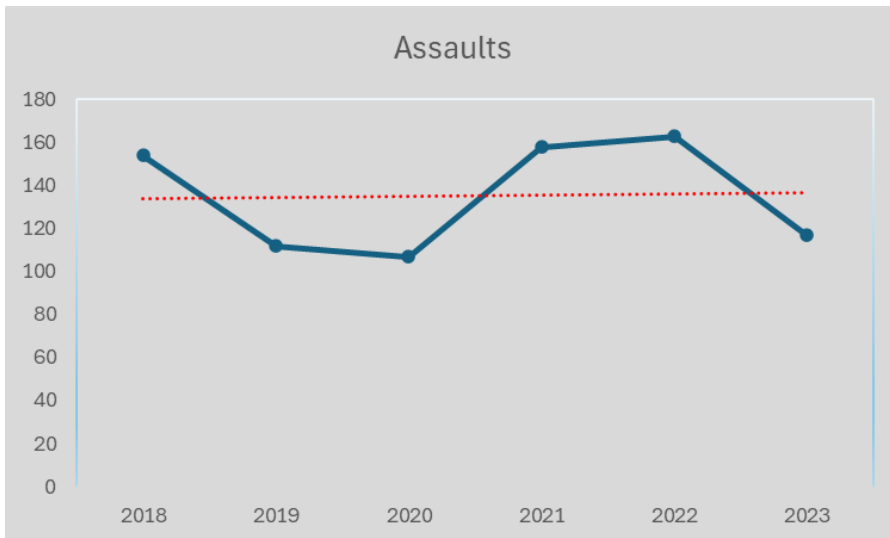
- Overall a slight decrease since 2018
- Business and residence alarms make up the bulk of the calls
- This is one of the most frequent call types

# City of Leon Valley Police Department



## Assaults

Call Type	2018	2019	2020	2021	2022	2023
Assault ^	116	81	74	118	118	83
Assault/Aggravated ^	1	1	1	0	0	0
Assault/IN PROGRESS ^	9	14	14	15	14	11
Assault/Report ^	28	16	18	25	31	23
<b>TOTAL</b>	<b>154</b>	<b>112</b>	<b>107</b>	<b>158</b>	<b>163</b>	<b>117</b>



## Highlights

- Significant year to year variability but the overall trend is for incidents to continue to average at about 130 per year



# City of Leon Valley Police Department

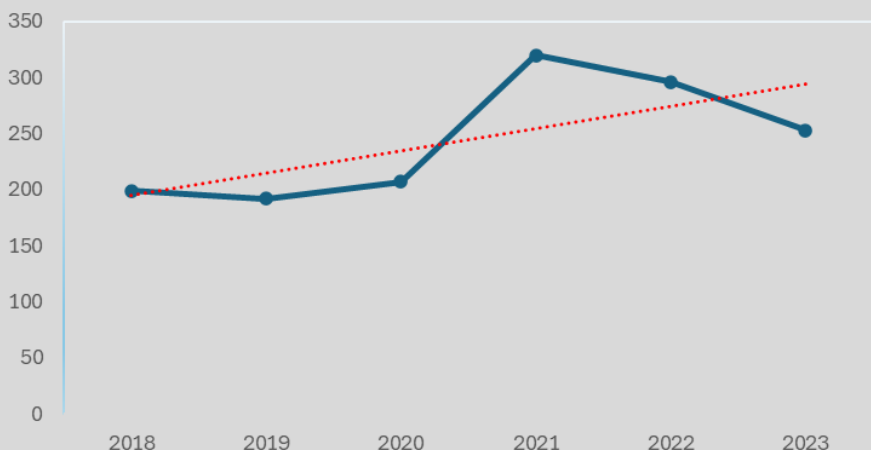


{Section}.33.

## Burglaries

Call Type	2018	2019	2020	2021	2022	2023
Burglary/ Building ^	11	11	20	42	25	24
Burglary/ Business ^	23	19	18	19	26	16
Burglary/ Coin Op Mach ^	2	0	1	0	0	0
Burglary/ IN PROGRE SS ^	14	10	7	23	42	28
Burglary/ Residenc e ^	50	37	34	37	52	37
Burglary/ Vehicle ^	99	115	127	199	151	148
<b>TOTAL</b>	<b>199</b>	<b>192</b>	<b>207</b>	<b>320</b>	<b>296</b>	<b>253</b>

Burglaries



## Highlights

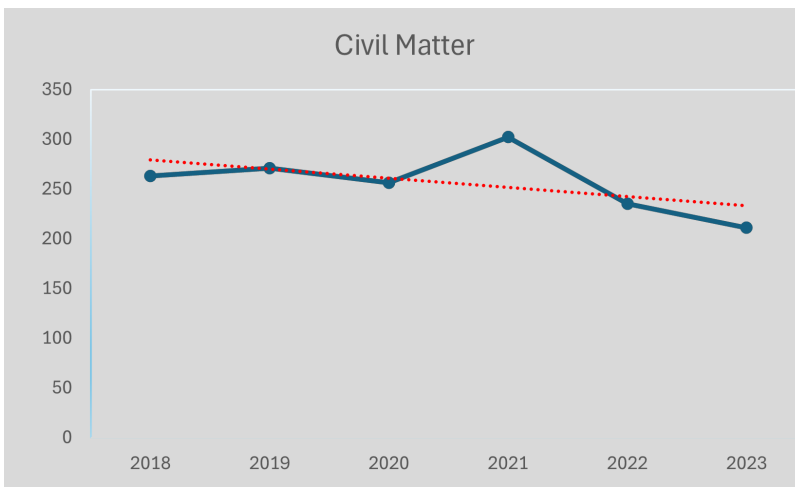
- Slight increase over the time period
- Overall numbers are significant although not one of the most frequent calls.
- Typically a statistic of particular concern for the communities subjective sense of safety
- typically requires substantial investigative followup

# City of Leon Valley Police Department



## Civil Matter Calls

Call Type	2018	2019	2020	2021	2022	2023
Civil Matter/ Custody ^	21	15	16	18	17	26
Civil Matter/ Keep Peace ^	111	103	104	141	107	104
Civil Matter/ Property ^	80	103	85	92	67	46
Civil Matter/ Visitation ^	51	50	51	51	44	35
<b>TOTAL</b>	<b>263</b>	<b>271</b>	<b>256</b>	<b>302</b>	<b>235</b>	<b>211</b>



### Highlights

- Slight decrease over the time period
- Overall numbers are significant although not one of the most frequent calls.
- Likely a call type where alternative approaches could be considered to reduce officer workload depending on community expectations.

κοινωνική εμπειρία  
 μορφωτά δεξιοτήτων  
 συλλογικά να γίνουν οφέλη

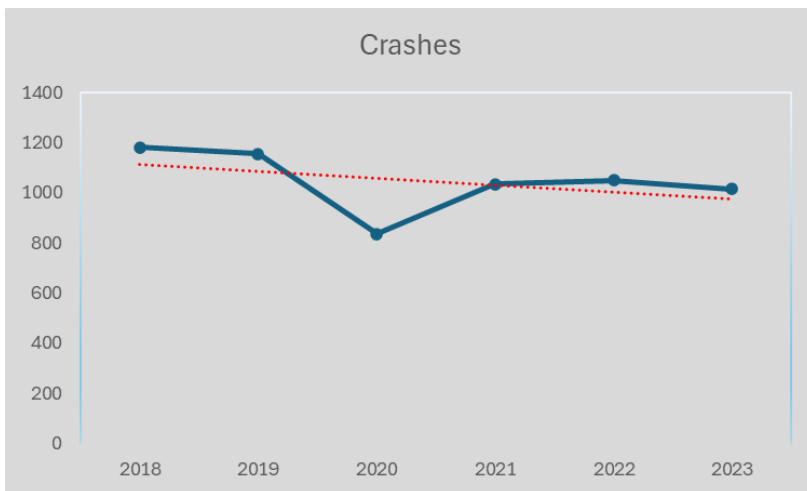
# City of Leon Valley Police Department



{Section}.33.

## Crashes

Call Type	2018	2019	2020	2021	2022	2023
Crash/ Fleet-Injuries ^	0	0	0	0	1	1
Crash/ Fleet-No Injuries ^	1	1	2	2	1	1
Crash/ Injuries	90	89	50	60	65	64
Crash/ No Injuries	753	755	502	626	651	594
Crash/ PVT-Injuries ^	0	0	3	1	1	2
Crash/ PVT-No Injuries ^	116	115	79	102	103	108
Crash/ PVT-Unk Injuries ^	3	4	1	3	1	4
Crash/ Report ^	46	48	56	66	60	80
Crash/ Unk Injuries ^	173	144	143	174	166	161
<b>TOTAL</b>	<b>1182</b>	<b>1156</b>	<b>836</b>	<b>1034</b>	<b>1049</b>	<b>1015</b>



## Highlights

- Slight decrease over the time period
- One of the most frequent call types and the commuter traffic on the major thoroughfares is perceived to be a significant impact or workload
- Notable that crashes are decreasing while other aspect of the workload increase

# City of Leon Valley Police Department

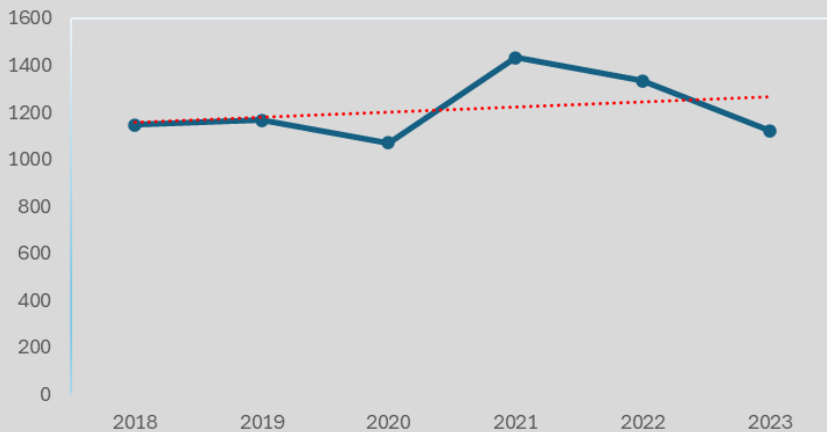


{Section}.33.

## Disturbances

Call Type	2018	2019	2020	2021	2022	2023
Disturb/ Barking Dog ^	64	62	33	30	22	28
Disturb/ Child	31	23	15	26	21	19
Disturb/ Family ^	147	165	140	178	140	145
Disturb/ Family-Report ^	9	6	4	11	8	6
Disturb/ Fireworks	19	15	20	35	17	6
Disturb/ IN PROGRESS	103	75	56	72	48	68
Disturb/ Neighborhood ^	92	120	147	235	200	162
Disturb/ Neighborhood-Report ^	4	14	17	17	12	5
Disturb/ Noise	205	219	167	258	218	209
Disturb/ Shots Heard	53	63	75	83	150	98
Disturb/ Verbal ^	421	404	397	489	499	376
<b>TOTAL</b>	<b>1148</b>	<b>1166</b>	<b>1071</b>	<b>1434</b>	<b>1335</b>	<b>1122</b>

Disturbances



## Highlights

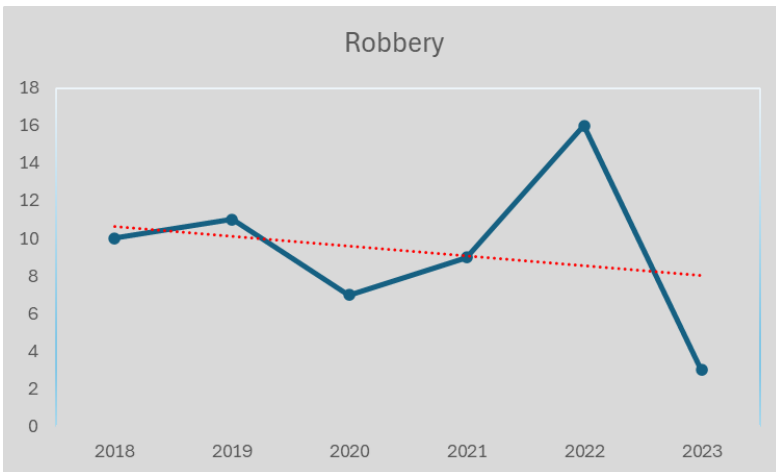
- Slight increase over the time period
- One of the most frequent call types
- One of the call types that mirrors the increases in the total workload year to year.

# City of Leon Valley Police Department



## Robberies

Call Type	2018	2019	2020	2021	2022	2023
Robbery / Business ^	3	1	2	1	6	0
Robbery/ Aggravated ^	3	4	0	0	1	0
Robbery/ Individual ^	4	6	5	6	7	3
Robbery/ In Progress	0	0	0	2	2	0
<b>TOTAL</b>	<b>10</b>	<b>11</b>	<b>7</b>	<b>9</b>	<b>16</b>	<b>3</b>



- ### Highlights
- Decrease over the time period but with an anomalous and significant spike in 2022.
  - Overall numbers are extremely low which exacerbates the variability in the data
  - Typically a topic of concern for citizens and their sense of community safety

# City of Leon Valley Police Department

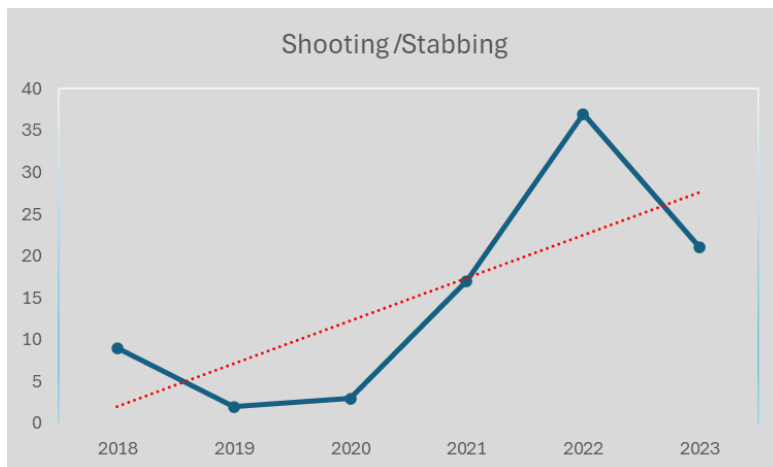


## Shooting/Stabbing

Call Type	2018	2019	2020	2021	2022	2023
Shooting ^	7	2	2	16	28	20
SHOOTING/ IN PROGRESS ^	1	0	0	0	5	0
Stabbing ^	1	0	1	1	4	1
<b>TOTAL</b>	<b>9</b>	<b>2</b>	<b>3</b>	<b>17</b>	<b>37</b>	<b>21</b>

### Highlights

- Sharp increase over the time period
- Overall numbers are extremely low which exacerbates the variability in the data and makes it difficult to draw conclusions about patterns
- Typically a topic of concern for citizens and their sense of community safety
- These often represent some of the more time consuming and complex investigations despite the relatively low frequency



the relatively low frequency complex investigations despite the more time consuming and these often represent some of

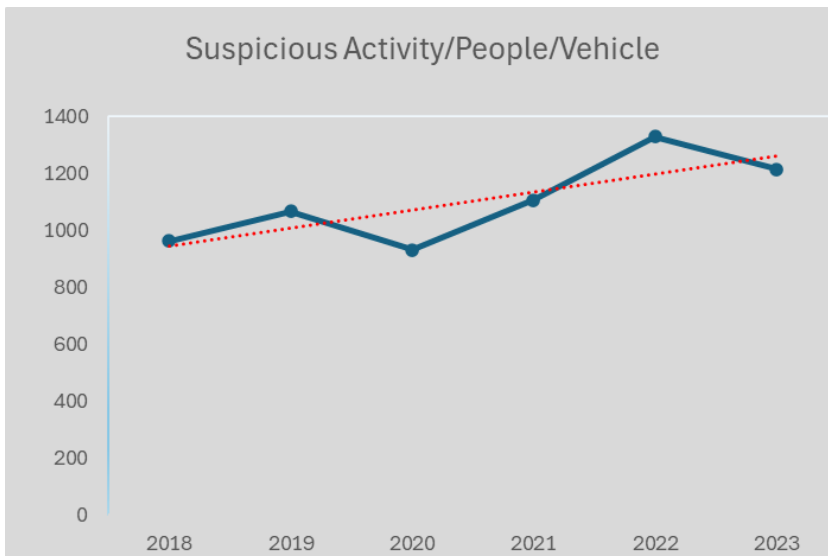
# City of Leon Valley Police Department



{Section}.33.

## Suspicious Activity

Call Type	2018	2019	2020	2021	2022	2023
Suspicious/ Activity	218	239	185	262	353	316
Suspicious/ Noise	23	21	23	17	18	19
Suspicious/ Odor	8	4	13	11	10	8
Suspicious/ Package	14	8	3	9	4	2
Suspicious/ Person	461	530	495	564	680	656
Suspicious/ Vehicle	238	264	212	242	263	213
<b>TOTAL</b>	<b>962</b>	<b>1066</b>	<b>931</b>	<b>1105</b>	<b>1328</b>	<b>1214</b>



### Highlights

- Steady increase over the time period
- One of the more frequent call types and mirrors the year to year increases in the total calls
- Typically a topic of concern for citizens and their sense of community safety
- In some cases another call type that might benefit from some more proactive strategies (high visibility patrols, CCTV cameras, environmental controls)

environmental controls)  
 patrols' CCTV cameras'  
 strategies (high visibility)  
 some more proactive  
 (high visibility) patrols

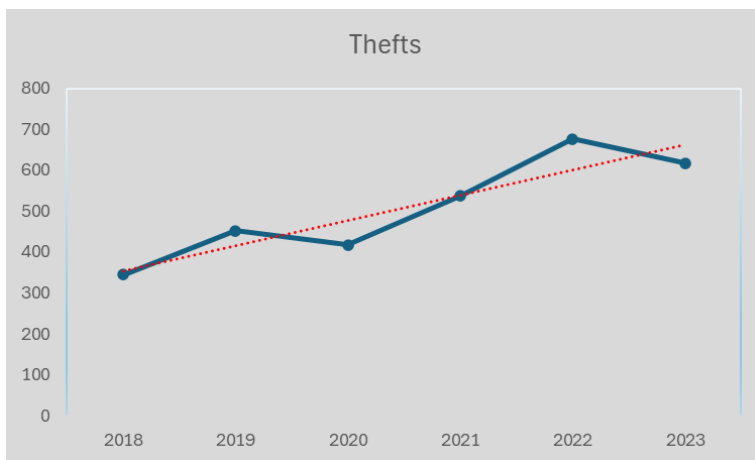
# City of Leon Valley Police Department



{Section}.33.

## Thefts

Call Type	2018	2019	2020	2021	2022	2023
<b>Theft</b>	223	322	279	315	392	358
<b>Theft/ Bicycle ^</b>	2	4	3	0	2	4
<b>Theft/ ID ^</b>	20	20	19	42	29	38
<b>Theft/ IN PROGRESS ^</b>	12	14	12	22	28	30
<b>Theft/ Services ^</b>	13	18	9	18	15	17
<b>Theft/ Trailer ^</b>	3	3	7	6	11	4
<b>Theft/ Vehicle ^</b>	72	71	89	134	199	166
<b>TOTAL</b>	345	452	418	537	676	617



### Highlights

- Steady increase over the time period
- One of the more frequent call types and mirrors the year to year increases in the total calls
- Typically a topic of concern for citizens and their sense of community safety
- The increase in vehicle thefts is notable
- Often these incidents derive some positive benefit from proactive crime prevention programs



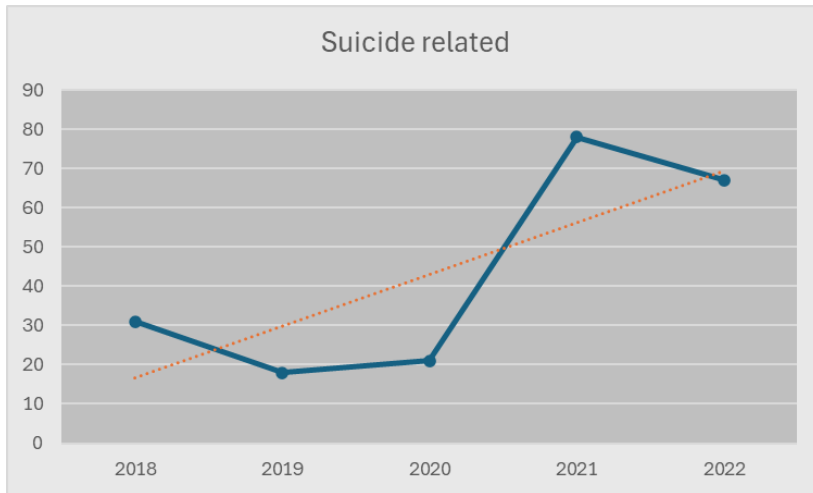
# City of Leon Valley Police Department



{Section}.33.

## Suicide Related

Call Type	2018	2019	2020	2021	2022	2023
Suicide ^	0	2	0	0	1	0
SUICIDE/ ATTEMPT ^	10	7	5	24	21	16
Suicide/ Threaten ^	21	9	16	54	45	28
<b>TOTAL</b>	<b>31</b>	<b>18</b>	<b>21</b>	<b>78</b>	<b>67</b>	<b>44</b>

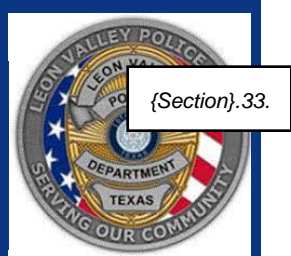


## Highlights

- Significant increase over the time period however the numbers are small and increase confined to just the last 2 years
- Suicide attempts and suicides regularly require an intensive followup investigation to ensure no foul play
- The subset of these calls and others related to Mental Health issues are an area of continuing concern and increasing frequency for most police agencies

agencies  
 concerned for most police  
 agencies and increasing  
 frequency for most police  
 agencies

# City of Leon Valley Police Department



Page 34

## Top 5 Calls 2018

1. Crash/No Injuries
2. 911 Check/Hangup
3. Alarm/Business
4. Information
5. Suspicious Person

## Top 5 Calls 2019

1. Alarm Business
2. 911 Check/Hangup
3. Crash No Injuries
4. Information
5. Welfare Check

## Top 5 Calls 2020

1. 911 Check/Hangup
2. Alarm/Business
3. Welfare Check
4. Crash/No Injuries
5. Suspicious Person

## Top 5 Calls 2021

1. 911 Check/Hangup
2. Welfare Check
3. Alarm/Business
4. Crash/No Injuries
5. Suspicious Person

## Top 5 Calls 2022

1. 911 Check/Hangup
2. Welfare Check
3. Alarm/Business
4. Crash/No Injuries
5. Suspicious Person

## Top 5 Calls 2023

1. 911 Check/Hangup
2. Welfare Check
3. Suspicious Person
4. Alarm/Business
5. Crash/ No Injuries



## Geospatial Analysis

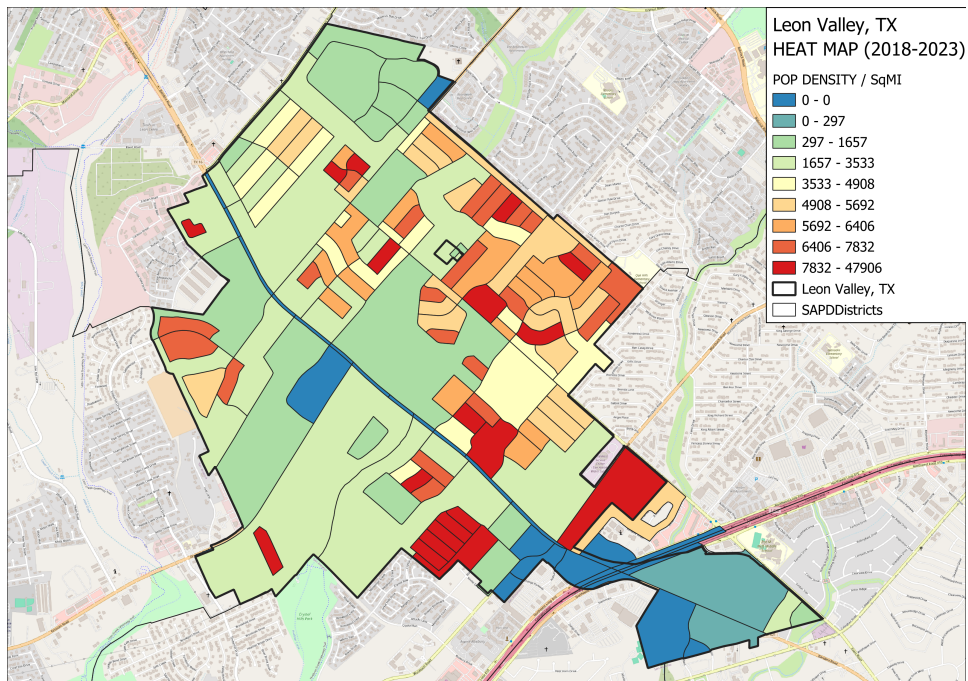
Overlaying call response data with a geographic layer to cross reference call and officer availability information is the next step in the process. The geographic analysis determines the location of incidents to identify the most effective placement of resources for an effective response time, this is crucial for the analysis of deployment efficiency. Geographic analysis uses geography and mathematics in a combined approach to visually and thoroughly achieve analysis that cannot otherwise be accomplished. In specific terms, it allows for call data to be cross-referenced with geography

so that some observations/conclusions can be drawn. The geographic analysis assists in depicting the total reactive workload and compares the demand to the way area patrol beats are organized and the available officers are deployed. The combined geographical and calls for service information may also suggest alternate patrol area layouts to respond to calls more efficiently.

Further to this, the crime information can be overlaid with data about

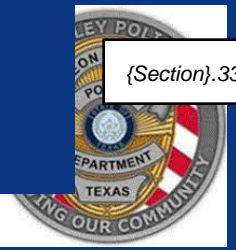
population density, trends in residential and commercial development, current deployment beats and other data to add context and insight into the calls for service patterns. Current and future development and population trends can also assist in predicting future demands and deployment needs.

The first map shows the City of Leon Valley by population density. In most cities population density is one of the variables strongly correlated with the workload volume.



# City of Leon Valley Police Department

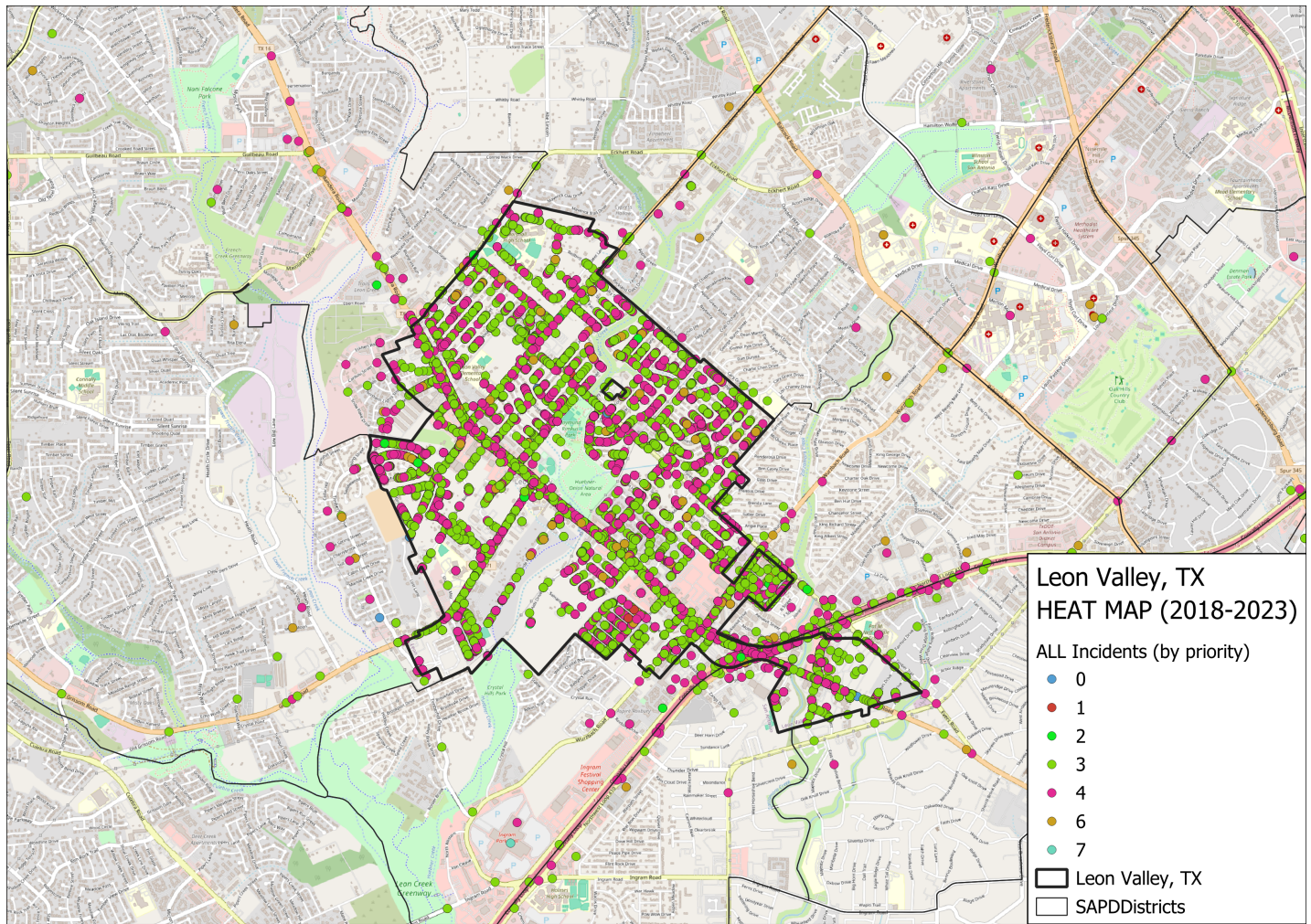
{Section}.33.



Page 36

This map depicts all of the calls for service that occurred between 2018 and 2023 and maps them. Notable is the clusters of calls following all of the major thoroughfares, Bandera Road, Loop410 and Grissom road. The plotting of

calls also indicates that calls have occurred in every populated part of the city and that the large majority of calls are priority 3 and 4.



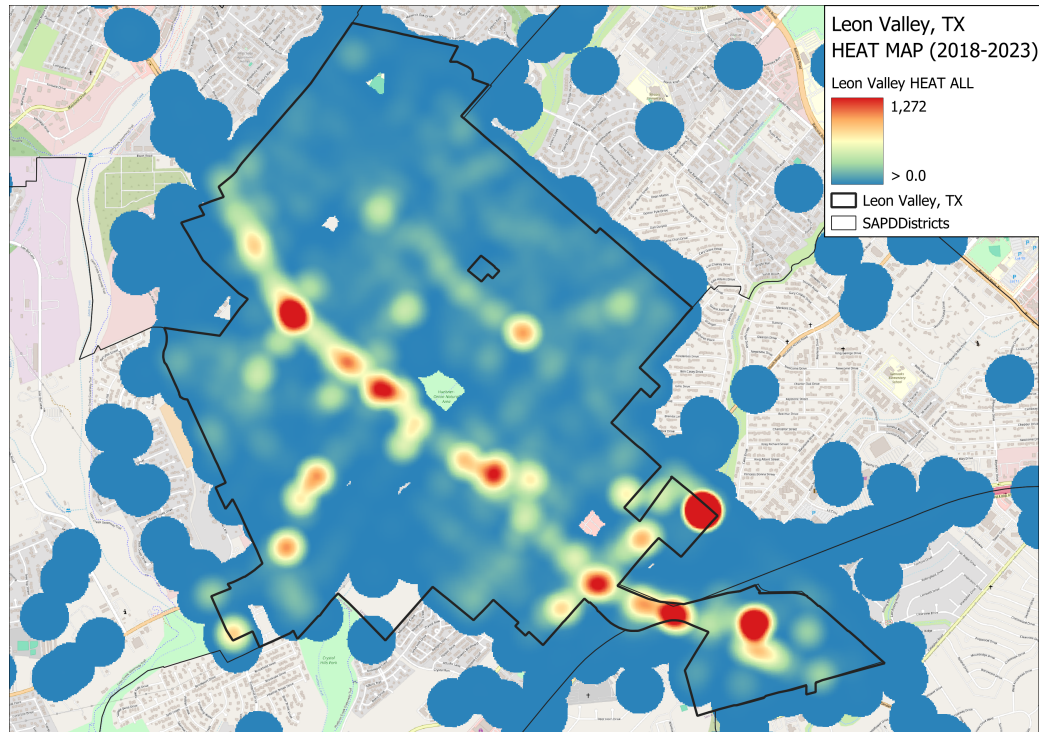
# City of Leon Valley Police Department

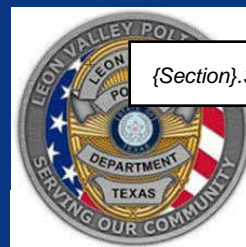
{Section}.33.



Page 37

To more easily point out the relative density of the calls for service we next examine a heat map that shows the relative concentration of calls. The two main points illustrated in this map is again the fact that virtually all populated areas of the city are affected by calls, and the most frequent call areas occur along Bandera Road near the centre of the map, with another noteworthy call cluster in the southeast extremity of the City. That cluster also correlates with one of the most densely populated areas of the city and features a number of commercial premises and retail outlets. The other cluster in the southeast is in the area north of Bandera road. This is a lightly populated area of the City of Leon Valley but does feature a number of commercial premises. These clusters also represent opportunities for areas of crime prevention initiatives either through environmental design, public education or operational practices. Depending on the nature of the areas these clusters are also areas that could benefit from directed patrol, or high visibility patrols to act as a deterrent to criminal activity.





## Proactive Activity

**R**eactive policing in response to calls for service, however, is only one part of the total frontline workload. In addition to the calls for service information, CAD and other data can also assist in depicting the proactive activities of officers. These can include traffic enforcement, citizen contacts, premise checks, foot patrol or any other self-initiated policing activities that are captured in the CAD system or in other records. We know anecdotally that there are many proactive activities taken on by members of the Leon Valley Police Department, for example, neighborhood and business checks, however these activities are poorly tracked and quantified in the current system. Most deployment models will want to have time built in at appropriate times of the day for proactive activities to take place. The

International Association of Police identify uncommitted time measures as one of the most important and accurate indicators of police workload. Department expectations of what the role of the officer is in the community, and what the core job functions are, greatly impact the proactive activity workload. Police departments that emphasize community outreach, engagement, and problem solving as part of the core responsibilities of frontline police officers typically have an enhanced need for officers to be available during the times when those community engagement activities characteristically need to occur i.e., 9:00 a.m. to 9:00 p.m. Usually, these are proactive activities that allow officers to focus on Department and Community priorities.

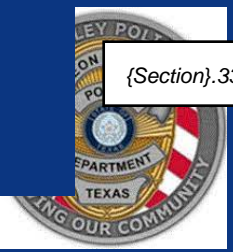
**T**he Leon Valley Police Department had a small number of proactive calls quantified in their CAD data. In interviews with officers, most identified traffic enforcement as the main proactive activity they engaged in. The data provided by the LVPD shows the considerable efforts towards traffic enforcement and road safety.

Traffic Stops, Citations and Warnings

	Traffic Stops	Citations	Warnings	Total	Sworn	Per Capita proactive activity
<b>2018</b>	no data available	1701	268	1969	40	49.2
<b>2019</b>	6476	7719	1846	9565	no data available	no data available
<b>2020</b>	2772	2933	1280	4213	46	91.6
<b>2021</b>	2618	2988	1067	4055	36	112.6
<b>2022</b>	3392	3971	1249	5220	38	137.4
<b>2023</b>	5746	6009	3153	9162	39	234.9

# City of Leon Valley Police Department

{Section}.33.



Page 39

Other proactive activities may be captured in a CAD category along with reactive activity. One example of this would be the "patrol by" call type. A "patrol by" call can be generated as follows:

- by a citizen, requesting one over the phone or by filling out an online form
- initiated by the officers if there is knowledge of an insecure premise or safety concern for a member of the public ,
- initiated by a third-party on behalf of another person or premise by calling the police.

Because this mix of proactive and reactive activity would be all captured within the same call type, it is extremely difficult to quantify the proactive activities of the officers based on CAD alone. Proactive activities based on community expectations and department priorities are a key responsibility for police agencies, and one that often goes unrecorded either on CAD or the record management systems. In fact, the more typical scenario is for officers to engage in these proactive activities, such as property checks, while they are otherwise marked

available on the CAD system. Maintaining better records to quantify and showcase proactive activities can be a powerful demonstrator to the public of all the things the agency does to keep the community safe and to meet expectations. One of the recommendations of this report is that the police agency developed some tracking mechanism

proactive activities, and the time spent on them. The City of Leon Valley does an extraordinary job of tracking, detailed data that is generally not tracked by police agencies via the city managers report, and some of the detailed information in there. It might be an ideal vehicle to

ensure the recording of proactive activities and the regular communication of them to city Council and the public.

## Recommendation

**That the Leon Valley Police Department develop a system to exclusively track proactive activities undertaken by officers during their tour of duty. Variables to be captured should include officer ID, patrol area, location, time and date, nature of the proactive activity, and its duration.**

# City of Leon Valley Police Department



Page 40

## Patrol

One of the important measures of workload and capacity utilized in the FITCH methodology is to also account for demands on officer time outside of calls for Service demands. As a baseline it is essential to have a sense of how many officers are engaged in general patrol (i.e., not assigned to a call, an administrative detail, or proactive self-initiated police activity) at a given time. Available officers on undirected patrol are poised to respond to priority events, (as described in the response time section of this proposal). In addition to emergency response capacity, general patrol as a consideration in the workload provides visibility which contributes to creating a subjective sense of safety (especially important for City Centers, entertainment districts and tourist areas). Its is essential for such areas to be safe, but that the people frequenting them perceive that they are safe. There is a strong correlation between police presence and the subjective perceptions of an area as being safe. General Patrol also is desirable to provide a deterrent to public disorder and crime. The queue and response times (reinforced by Geospatial analysis) suggest that the Leon Valley Police Department generally has officers available and positioned for an effective response. Most of the non residential area is laid out along major roadways such as Bandera Road in such a way that it makes traditional vehicular patrols/ response ideal for the area. However, Leon Valley is also a fairly small area and has expanded parks and trails. Leon Valley should explore opportunities to provide targeted high visibility patrols such as bike or foot patrols in areas of the City where they might provide for opportunities for more interpersonal contact with the population and enhance the subjective

safety of residents in areas of more concentrated call activity. High visibility patrols provide opportunities for front line officers to have conversations with the public, engage in proactive activity, get to know business owners or neighborhoods and learn about chronic problems or issues important to them. Such interactions are at the core of the idea of community policing, and provided there are enough officers with patrol time available, they are ideal in a small community like Leon Valley.

### Recommendation

**That the Leon Valley Police Department consider opportunities to engage in high visibility patrols in targeted areas where they might provide community problem solving and community enagement opportunities and enhance the public's perception of subjective safety.**



# City of Leon Valley Police Department



## Administrative Time and Optimized Relief Staffing Multiplier

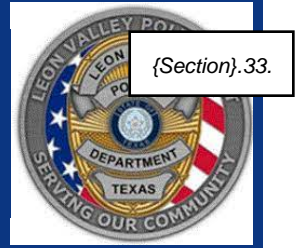
There are several realities that take away from police officers being available at work to take calls, patrol and do proactive activities. These include lunches and breaks, vacation, training, sick time, on duty court appearances, on duty injuries, vehicle maintenance, meetings etc. A comprehensive picture of workload must include the impact of these administrative tasks on the deployed staffing to accurately gauge the efficiency of the work shift, and deployment pattern.

A Continuous Staffing strategy is utilized when the department hires additional personnel to cover the average lost time experience on the shifts to cover the time lost through the average administrative. In this manner the additional personnel are available as "relief" personnel who are utilized to cover vacancies at the straight time rate more frequently and thus reducing the overtime liability. A more optimized staffing model should serve to significantly reduce the current overtime costs that are associated to staffing the front line.

Minimum Squad Deployment (officers plus supervisor)	Staffing Multiplier	FTE Employees Required to Achieve over 4 Shifts	Current Staffing	Differential
3	4.97	14.91	18	3.09
4	4.97	19.88	18	-1.88
5	4.97	24.85	18	-6.85

An optimized staffing analysis was conducted utilizing mathematical formulae to determine the most efficient allocation of personnel to maintain the desired staffing. Variables included in the calculation included the average use of personal time, training, Family and Medical Leave Act, on duty court appearances and modified duty hours. The result of the calculation indicated that every 24 hour staffing position required 1.244 officers. Multiplied over the 4 shift system it means that the Police Department requires 4.97 officers for each of the 24 hour staffing positions. The calculation would indicate that the Department is presently staffed with just enough to adequately cover the minimum deployment human resource levels (2 officers plus a supervisor) but understaffed to achieve anything beyond the bare minimum, and would need to add 2 officers to achieve the enhanced staffing minimum of 3 officer plus 1 supervisor that is being recommended in this workload assessment.

# City of Leon Valley Police Department



Page 42

## Best Practices and Selected Areas of Review

---

### Red Light Camera

Leon Valley is one of the last cities in Texas with a red light camera program. Since its inception the red light program has generated significant revenue for the city and funds, at least partially, a number of police and city staff.

It is clear that there is a reluctance to continue the Red Light Camera program even though it brings in significant revenue and pays for a number of police positions. There are currently two officers assigned to proof and process red light camera full time with a Sergeant who oversees it in addition to a number of other functions. The contract runs to 2037 having been renewed in 2019 shortly before the state outlawed Red Light cameras. There is also some legal ambiguity over whether offenders are compelled to pay

finances from red light camera convictions. The future of the program is uncertain and it should be in both the short and long range plans for the police department to have contingencies to deal with the program coming to a gradual or a sudden halt. The main two considerations are

1. How to replace the red light revenue, or what operational changes will need to be made to adjust to the new environment.
2. Dealing with the two officer positions currently dedicated to administering the red light program, whether that means eliminating them through attrition, repurposing them for the front line or another specialty unit.

#### Recommendation

**That the Leon Valley Police Department establish contingencies to deal with the consequences of the Red Light Camera Program coming to a gradual or abrupt ending.**

# City of Leon Valley Police Department



## Data and Metrics

One of the goals of the study is to establish a methodology with benchmark to assist the city in determining future staffing needs. This study considers, proactive, reactive, patrol, and administrative factors. The quality of the analysis is always a direct reflection of the data quality available. In many aspects of data collection (due to the requirement for regular reporting of data to the city manager as a component of the city managers report), the City of Leon valley has robust and well recorded information on a number of areas. There are however some areas where technical operational or policy changes might benefit in the future collection of quality data to better illustrate the changing workload. The first of these is when it comes to the use of incident. The incident that collected included two descriptive fields for the incident itself. One was the “type description” and the other was the “offence description” inconsistency in how these two fields were utilized, made gleaning any

useable data from the incident database rather difficult. It would be helpful in terms of enhancing this data source to look at any operational or procedure changes that might be put in place in order to ensure more structured coding of type description and defence description. These opportunities may be limited by the particular RMS software used and somewhat beyond the control of the Leon Valley Police Department, but any structures and supports that could be put in place as guidance for the officers entering data to promote mutual exclusivity of incident types would be helpful.

There has already been a recommendation surrounding the gathering of proactive activity data in order to help help illustrate more comprehensive picture of the total workload. In concert with this recommendation it would be assisted the department to consider procedural changes that could be made to help ensure more pro activities are captured in the CAD system

## Shared Services and 3rd Party Providers

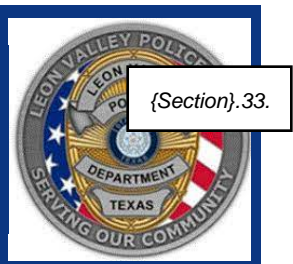
### Recommendation

**That the Leon Valley Police Department formalize any current shared services, third party services or mutual aid agreements through formal documentation to solidify mutual expectations.**

There are a number of arrangements including the partnership with the 911 Centre Bexar County Public Safety Communications Center., assistance from San Antonio Police Department and the Texas Rangers that exist and provide occasional assistance or expertise to the agency. Some of these arrangements are based on personal relationships with the police leadership team, and are not supported or articulated by a shared service agreement. It is recommended as a best practice that all of the mutual aid or shared service arrangement be formalized and documented to:

- provide a solid idea of mutual expectations,
- formalize the duration, renewal and procedure to terminate the agreements,
- ensure the continuity and sustainability of such agreement to allow for planning and budgeting decisions
- identify the mechanism and circumstances where the mutual aid can be triggered

# City of Leon Valley Police Department



## Shift Staffing and Organizational Design

**A**t present, the day shifts have four (4) officers and the night shifts have five (5) officers

### A Shift (Days)

- One Corporal
- Three Patrol Officers

### B Shift (Days)

- One OIC
- Three Patrol officers

### C Shift (Nights)

- One Sgt
- One OIC
- Three Patrol Officers

### D Shift (Nights)

- One Sgt
- One OIC
- Three Patrol Officers

From a supervisory standpoint there are no sergeants on the day shifts and the Lieutenants and even the Assistant Chief or Chief, who work a consistent day shift are available to assist the frontline in addition to their other duties if required. On night shifts both C and D have a patrol sergeant to provide oversight. Squads A and B are supervised by a corporal and an OIC respectively. There are also OIC's on C and D Squad. From an organizational design and succession planning standpoint it would be advisable for the Department to decide which structure (OIC or

### Recommendation

**That the Leon Valley Police Department select the new rank structure for the supervisor/second in command on the squads (either corporal or OIC) and then identify members to permanently fulfill these backup supervisory duties on all squads.**

### Recommendation

**That the Leon Valley Police Department increase the minimum staffing to be one supervisor plus three officers at all times.**

Corporal) they want to use on the shifts as the second in command of the squad, and then designate or select members permanently to assume these important roles. The deployment model encourages Sergeants to remain available to provide guidance, make decisions, and complete the administrative tasks rather than get tied up on calls for service themselves, but due to the relatively small size of the shift teams it is not unusual for sergeants to become involved in calls.

The frontline officers work a modified Panama Schedule 12 hour shifts with the day shifts 0600-1800 and the night shifts 1800-0600. There are no overlapping shifts and some degree of overlap would be advisable to provide continuous coverage. The shift system employed is relatively recent as it was adopted during the pandemic but it enjoys considerable popularity with the officers working it. The 12 hour schedule appears to be functioning well and providing adequate coverage for the city. The police department when faced with the staffing inevitabilities such as occupational injuries, parental leaves, retirements, resignations, illness training etc, often have to resort to temporary transfers of personnel from one shift to another in order to provide balanced human resource supply. There is a minimum shift strength of having at least 3 officers (1 supervisor + 2 officers) on duty per shift. This practice was initiated by the Chief of Police as a mandatory minimum for community and officer safety and the consultant recommends this minimum be increased to 3 officers plus 1 supervisor for a total of 4.

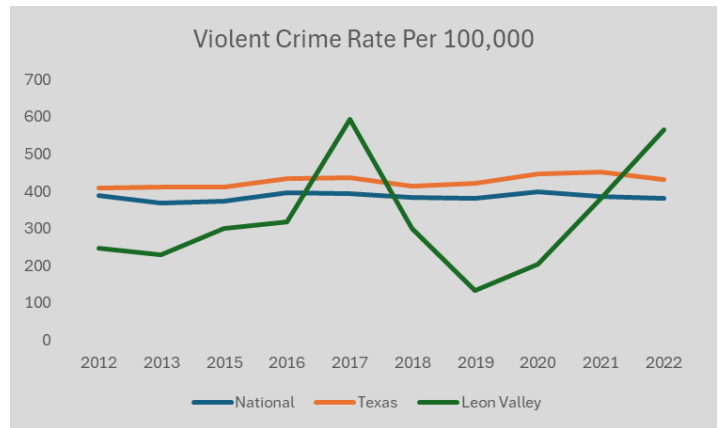
# City of Leon Valley Police Department



{Section}.33.

## Specialty Unit Staffing

The Detective office has a Lieutenant, a Sergeant, 2 active detective investigators and another detective who assist and is in charge of the impound function. The authorized strength for the unit is 5 detectives and a sergeant but the unit often is short staffed because of shortages on the frontline. The City Manager's report contains detailed data about the time spent on investigations. For some other key indicators of workload for the frontline and detectives in terms of crimes that that need to be investigated, staffing studies often refer to crime incidents. For this we compare data provided by the Leon Valley Police Department with information from the FBI Uniform Crime Reporting (UCR) program.



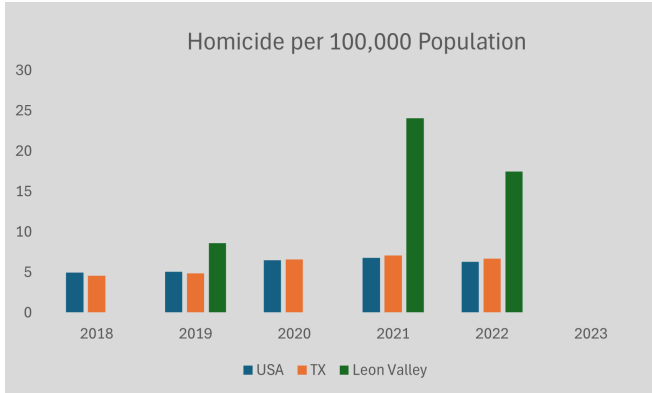
In comparing different regions of different populations the rates of incidents are often expressed as the number of those crimes per 100,000 population. These graphs compare the rates of violent and property crime rates for Leon Valley with the rates across Texas, and the nation. With the exception of an aberrant spike in 2017 and another sharp increase in 2022 the rate of violent crime in Leon Valley for most years has been below the state and national average. It will be wise to monitor the 2022 increase to determine if it was an one time occurrence or indicative of a new trend. Conversely, property crime offences have consistently been significantly

higher than the state and national averages every year since 2012. The individual crime incident types reported in the UCR can also be compared across the state and nationally using the rate per 100,000 population statistic.

# City of Leon Valley Police Department



{Section}.33.

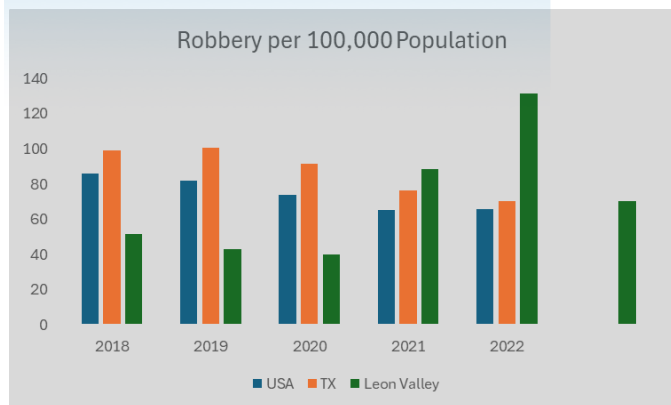
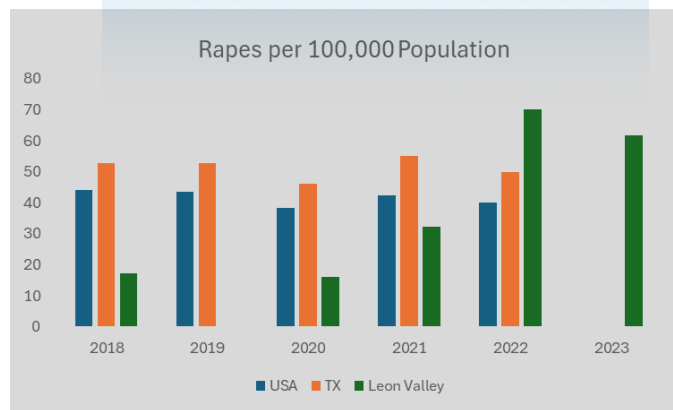


### Homicide

- Actual numbers are very small 0-3 per year so more volatility in the comparison.
- 2021 and 2022 rates are well above state and national average

### Rapes

- 2018 to 2021 rate is well below average but there is a significant increase in 2022 and it appears the increase persisted in 2023



### Robbery

- 2018 to 2020 rate is well below average for Texas and USA but above average slightly in 2021, with a spike in 2022 that may be an anomaly.

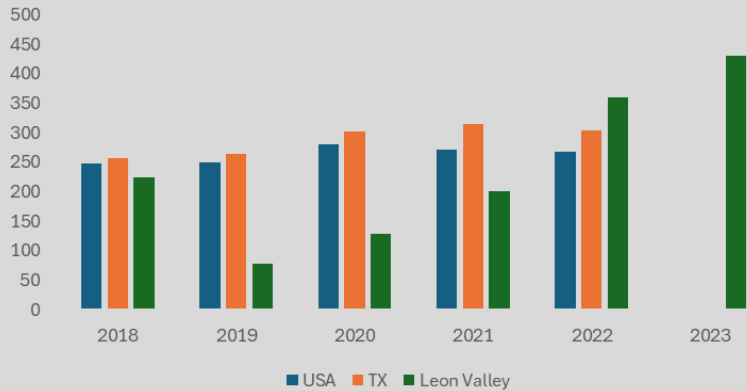
# City of Leon Valley Police Department



{Section}.33.

Page 47

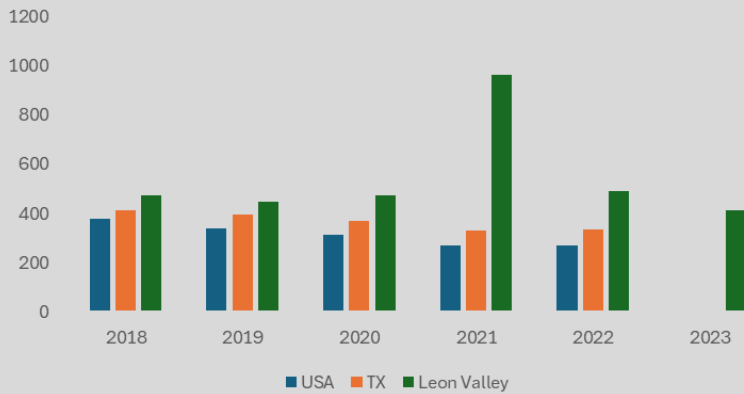
### Aggravated Assault per 100,000 Population



### Aggravated Assault

- 2018 to 2022 rate is below average for Texas and USA slightly above average in 2022 and the increasing trend continues in 2023.

### Burglary per 100,000 Population



### Burglary

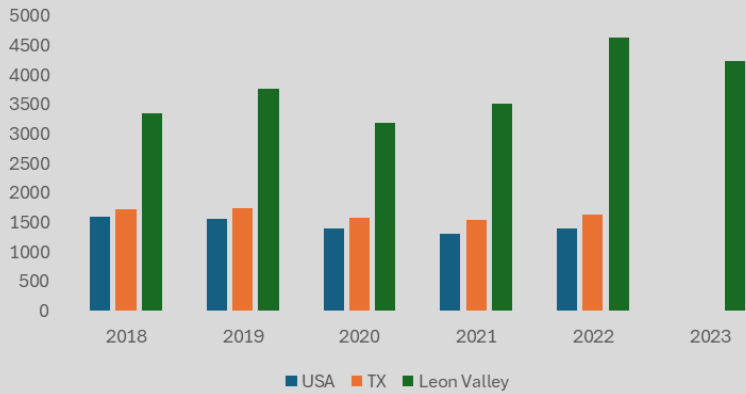
- Consistently slightly higher than state and national averages during the entire sample period. A significant rate increase in 2021 that seems to have abated in 2022 and 2023.

# City of Leon Valley Police Department



{Section}.33.

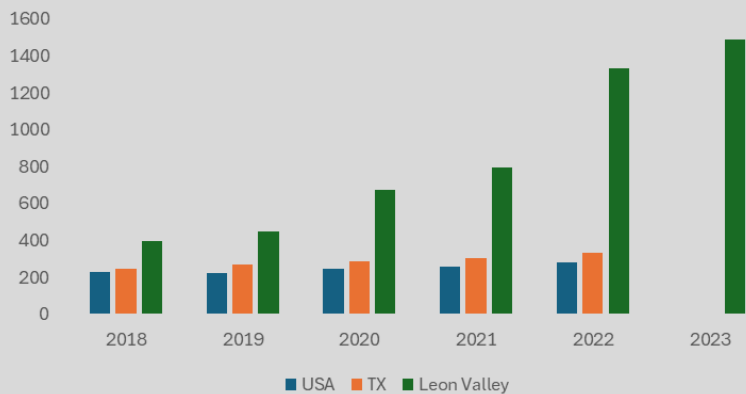
### Larceny-Theft per 100,000 Population



### Larceny

- 2018 to 2022 rate is fairly stable and significantly above average rates in Texas and USA.

### Motor Vehicle Theft Per 100,000 Population



### Robbery

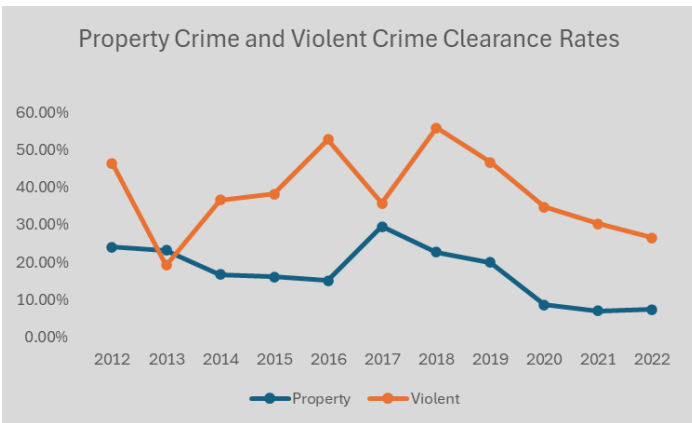
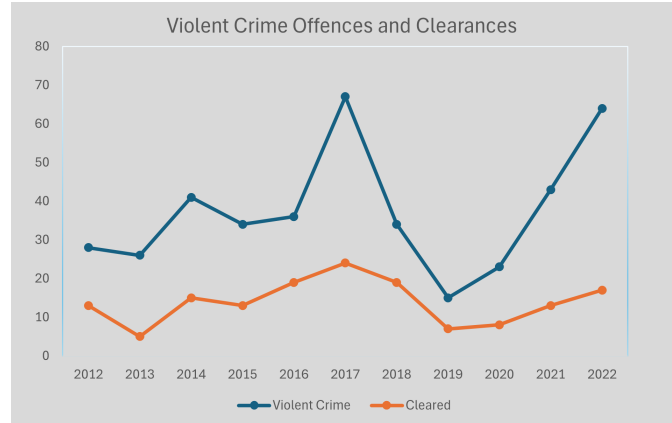
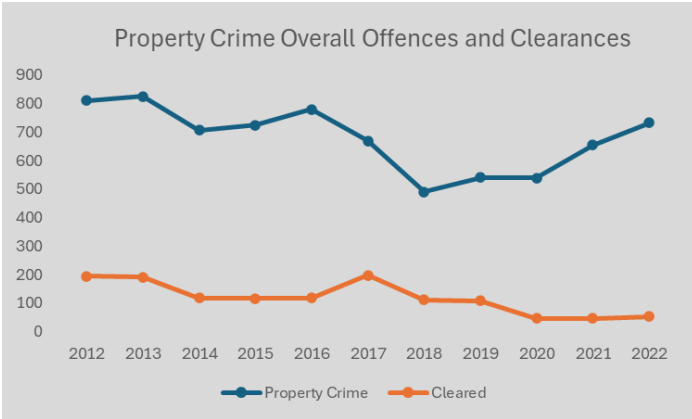
- 2018 to 2023 trend shows a steady and alarming increase in the Leon Valley rate per 100,000 population.
- Rate is slightly higher in 2018 and 2019, moderately higher in 2020 and 2021, and significantly higher in 2022 with the sharp increase in rate continuing in 2023



# City of Leon Valley Police Department



{Section}.33.



### Caption

Another important metric when considering detective/investigative workload in particular is the crime clearance rate. As in most police agencies, the clearance rates for violent crime is consistently higher than the clearance rate for property crimes. The general trend in recent years however for both property crime and violent crime is a decrease in the clearance rate, perhaps suggesting additional resources may be required for followup investigations. Both property and violent crimes have increased since 2020, but the number of clearances for property crime have not increased with the increase in cases, and the number of clearances for violent crimes has increased only slightly at a time when the overall number of incidents has increased sharply. The incidents of property and violent crime are on the rise while the number of clearances remains stagnant.

# City of Leon Valley Police Department



The clearance rates need to be put into context by comparing them with the experience of other departments. Unfortunately, the UCR data does not present clearance rates at the state and national data. To put the Leon Valley clearances into perspective the clearances from San Antonio were reviewed. While San Antonio is a much larger and more populous area, its geographical proximity to Leon Valley makes it an interesting comparator. The totals of each incident type from 2018 and 2022 were compared to the total number of clearances for the same time period. As the table indicates Leon Valley has a higher clearance rate for aggravated assaults, rapes, homicides, burglary, and larceny. It has a slightly lower clearance rate for auto thefts and robberies.

Select Incidents 2018-2022 Clearance Rates

Offence	San Antonio PD # of Offences	Leon Valley PD # of Offences	San Antonio PD Clearance Rate	Leon Valley PD Clearance Rate
<b>Aggravated Assault</b>	39,316	116	23.85%	42.24%
<b>Robbery</b>	9330	42	18.72%	16.67%
<b>Rapes</b>	7112	881	12.39%	26.67%
<b>Homicides</b>	738	6	42.95%	66.67%
<b>Burglary</b>	42170	339	3.67%	5.01%
<b>Larceny</b>	237,394	2186	8.24%	14.68%
<b>Auto Theft</b>	42,160	432	9.07%	6.48%

It is apparent that the unit would benefit from being fully staffed. In addition to the 2 detectives and impound officer, it would be beneficial in terms of succession planning and career development for the fourth position to be filled and used as a 6 month or 1 year training position. Officers from the frontline could be rotated in, and would have an opportunity to develop advanced investigative skills. At the end of the training period the officer returns to uniform patrol using their enhanced investigative knowledge to assist other officers and improve the quality of investigations in the first instance. For the program to fulfill it's potential it is crucial that the frontline be staffed appropriately so that the training detective does not need to be used as a stop gap for unexpected absences of the frontline.

# City of Leon Valley Police Department



Page 51

The complexity of investigations continues to increase for all police agencies across the country, and court challenges to the investigative process are the norm. The role of investigative units to support the front line and ensure quality followup to calls has never been more crucial. In the long term it may also be beneficial for the Leon Valley Police Department to consider civilianizing the impound lot functions currently being performed by one of the detectives, enabling that detective to be fully available to conduct investigations.

## Recommendation

**That the Leon Valley Police Department fully staff the 4 authorized detective positions.**

## Officer Compensation and Retention

There were mixed perspectives on how well paid the officers in Leon Valley were versus their area comparators. Salary comparisons are often a moving target based on what stage raise cycles are at. However, at least some of the officers interviewed believed that the combination of workload and financial compensation deterred experienced from outside the area to applying for Leon Valley vacancies. The city should explore non monetary options that would enhance the the desirability of Leon Valley as a destination for currently serving officers, and maintain good moral and organizational attachment for officers already working for the department. Examples of the non monetary options include, shift schedules,

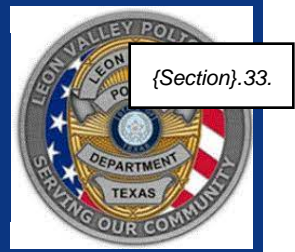
employee recognition programs, department awards, take home cars, improvements in equipment and uniform wear etc. Even when new officers are hired it generally takes 3 or more months before they can function independently. To address this gap in coverage more efficiently, some agencies have a "pre-hire" program where they hire new officers in advance of impending vacancies (resignations and retirements) so that the frontline is fully staffed with fully trained officers on a more continuous basis.

## Fleet

One of the topics that arose during interview was a degree of inflexibility with the Police Department Fleet. The vehicle purchases are identified in the budget, and each year the police department is allocated funds to replace a finite number of vehicles. Once those replacements happen at the beginning of the year, there is no reserve or capacity to replace a vehicle that gets damaged during the course of normal police operations to the point where a

replacement vehicle is required, or to replace a vehicle that experiences a catastrophic mechanical failure. It is best practise in most contemporary police agencies to have some marked police vehicles in reserve, or to have a contingency to replace a vehicle when necessary.

# City of Leon Valley Police Department



Page 52

## City Advisory Committee

On May 17, 2016, the City of Leon Valley adopted a City Ordinance Article establishing the Police Department Citizen Advisory Committee. The committee serves as the liaison between the police department and the community on programs, ideas, and methods to improve the relationship between the department and our citizens. The committee has 13 members appointed by the Mayor and City Council, and come from residents and business owners in Leon Valley. The committee meets once monthly at City Hall.

- Chronic community problems/issues
- Community engagement programs being offered or considered by the police
- Other pervasive community issues as they relate to policing duties

In some instances these types of committees The committee should function as an advisory committee with no ability to dictate police deployment or operations. Their work of the committee should be relayed to City Council on an annual basis via a formal report or presentation by the Chair of the Committee.

As a matter of best practise Chief Of Police advisory committees are excellent sources of information and feedback about

## IT Infrastructure

There is only 1 person in the City who supports IT for all of the departments. There is a ticket system in use to request support. In the event of a failure of a mission critical system it would require a call in for the IT staff member. In dealing with the police specific software the administrative sergeant of the Leon Valley police department is well grounded in the features and nuances of the program and often works with the IT professional to resolve issues or install required updates. In this particular circumstance the department benefits from the unique knowledge of a particular senior officer

and would not likely be in a position to replace that skill set if the administrative sergeant retired or resigned. The City does supplement IT support by having an ongoing contract with an outside vendor for additional technical support as needed.

**While it is beyond the scope of this report to comment on other City departments, it may be wise to consider in the long run bolstering the IT department with another staff member dedicated to maintaining mission critical systems and software for the police, fire and public works departments in keeping with emerging best practices.**

# City of Leon Valley Police Department



Page 53

---

## Succession Planning

**M**uch of the senior management team of the Leon Valley Police Department would be in a position where they were eligible to retire either at present or in the next few years. The agency would benefit from identifying current members with the capacity for future development and

actively look for opportunities to provide relevant courses, job shadowing or acting experience and exposure to the unique responsibilities of the next level ranks in order to have officers prepared to assume positions of increasing responsibility and leadership.

---

## Animal Control

**T**he Leon Valley Police Department has animal control as one of their responsibilities. A significant challenge to the department is the lack of an animal shelter to house found and seized animals.

The Lieutenant in charge of support services, has animal control under his area of command along with the property room, red light unit and the detective unit. When that Lieutenant was asked which issues were of biggest concern

or source of worry for him, identified the animal control responsibilities. It is not unusual for police agencies to assume responsibility for animal control, but it would be advisable to make sure there is sufficient infrastructure in place. This could most effectively be put in place through a shared service agreement with a municipality that has a facility or a private entity to ensure that the Leon Valley Police Department can effectively meet their responsibilities and needs when dealing with animal control

# City of Leon Valley Police Department



## Strategic Direction

The most progressive police agencies have several things in common. One of them is the use of strategic planning to make sure current activities and resource allocations are all done in alignment with longer-term goals and objectives. A strategic plan allows the ability to see how different projects and initiatives undertaken fit into the larger plan and help to fulfill strategic objective and to prioritize activities based on the strategic priorities. Strategic plans give the agency a sense of direction and purpose.

In most cases there is an important element of community consultation as part of the strategic planning exercise to gain the perspective of the customer and understand the communities perceptions and priorities. Strategic plans that are developed without customer input put agencies in danger of losing touch with what the end-user wants, which could have negative political ramifications later on.

An additional benefit of completing a strategic plan is the advantage it would provide administrative staff in developing budgets and annual reports. The basis of the strategic plan is to determine the outcomes the community desires and alignment with the City's strategic goals and objectives and overall planning process. A strategic plan encourages the Police Chief to function in a strategic manner, planning and preparing the organization for future opportunities and threats, and ensuring that all activities have a focus on fulfilling the goals of the strategic plan.

The strategic planning process also requires that the agency identify time bound objectives and metrics to quantify progress.

## Recommendation

**That the Leon Valley Police Department develop a strategic plan outlining the strategic direction of the agency in harmony with the City's planning process, and identifying specific, sequential measurable and time-bound strategic objectives that will be achieved.**

The Leon Valley Police Department should develop a strategic plan and involve staff who will likely be in leadership positions in the future so that there is "buy in" and commitment to the plan's goals. The strategic planning process also requires a detailed implementation plan laying out

- The strategic goals of the agency and how they fit into the mission and values of the organization.
- Who is responsible for achieving particular goals, what metrics will be used to depict what success in achieving the objective will look like, what order will the objectives be completed in and what is the deadline to achieve the objective within the scope of the overall plan.

Through evaluation of the department's current state, the strengths, weaknesses, threats and opportunities in the future, and the input gleaned through community and stakeholder input, the Police Department can develop a framework for the future that illustrates the path forward to a preferred future.

# City of Leon Valley Police Department



Page 55

## Staffing Recommendation

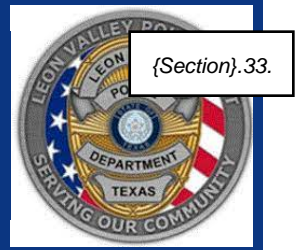
A comprehensive review of all of the available information leads the consultant to the conclusion that the Leon Valley Police Department would benefit significantly from adding 2 additional officers to their frontline complement. Factors that contributed to this conclusion include:

- City expansion including the added parks and trails that the officers are responsible to police.
- The expansion of transient and low income housing.
- The volume of vehicular traffic on the main roadways that adds over 100,000 vehicles that run through the area
- Increase in some violent crime types as indicated in the data, as well as continual increases in some of their most frequent call types.
- The current numbers of frontline officers give Leon Valley very little flexibility in dealing with staffing inevitabilities of illness, occupational injury, vacation, training courses and parental leave. If there is a duty injury or training opportunity the Department has to continually move people from platoon to platoon to balance human resources, the added officers would add more ability to absorb illness, duty injury, maternity leave, training, etc
- There is somewhat of a mismatch with the staffing proportions on day and night shift with 46% of the frontline staff dedicated to day shifts handling 57% of the reactive workload.
- Added officers will assist in the perception of safety. One of the things citizens often do when selecting a new neighbourhood to live in, is to consult public web sites to see if the community is "safe". Here is a sample of what some of those sites had to say about Leon Valley
  - Area Vibes scores Leon Valley a grade of F on crime despite good rankings in cost of living (A+) Housing (A+) and schools (B-)
  - Niche scores Leon Valley a C for Crime and Safety citing rates of assault, murder, rape Theft and motor vehicle theft higher than the national average.
  - [Crimegrade.org](http://Crimegrade.org) gives Leon Valley an overall crime grade of D, with an F in Vehicle Theft
  - [Neighborhoodscout.com](http://Neighborhoodscout.com) reports that Leon Valley is safer than 1% of US neighborhoods with a rate of violent crime at 5.6 victims per 1000 households, compared to the Texas Average of 4.32 and a national median of 4. It also says Leon Valley has a property crime victimization rate of 64.05 per 1000 compared to the Texas rate of 23 and the national of median of 20.

### Recommendation

**That the City of Leon Valley Police Department increase their frontline staffing by adding two officers and assigning them to the two day shift platoons.**

# City of Leon Valley Police Department



Page 56

While one could argue the veracity of these conclusions they do have some nexus to FBI crime data and they certainly would color a prospective resident's impression of the area. Additional resources to increase visibility, proactivity, and deterrence would assist with the area being safe and almost as importantly being perceived as being safe.

The optimized staffing analysis indicates that at current staffing levels, Leon Valley likely has only 2 officers plus one supervisor on duty at any particular time. In order to reach the minimum frontline staffing numbers recommended by the consultant of 3 officer plus 1 supervisor, it is necessary at a minimum to have 5 officers in total on each platoon to cover personal time, occupational injury, Family Medical Leave Act absences, and other eventualities that take away from officers being available for frontline duties.

The frontline is currently at 18 members and needs to get to 20 to reach the level recommended. Achieving 20 members on the frontline would put the police department in position of having enough staff to absorb the inevitable administrative demands and lost time that take away from operational availability, and still be able to deploy 4 officers on the majority of day and night shifts. Thus reducing overtime, and providing valuable opportunities to engage in more proactive activities, rather than be in a perpetual call response reactive policing mode.

## Staffing Methodology

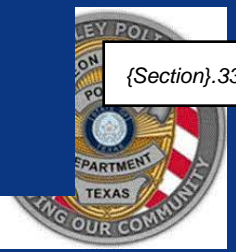
---

One of the requirements of the study was for the consultant to recommend a methodology for the calculation of police staffing needs that can be updated and replicated by city and police department staff for short and long-term strategic planning resource budgeting. Taking into account daily staffing needs, training needs, and personal time off

The following benchmark metrics should be monitored for significant changes and should trigger a staffing review. Some of these metrics will require new tracking systems to accurately track and quantify

1. more than a 20% increase to the 80th percentile of response times for priority 1 and 2 calls
2. the 80th percentile queue time for any call priority level begins to exceed 60 minutes
3. officer proactive time and patrol time between the hours of 8:00 AM and 10:00 PM falls below 3 hours.
4. more than a 15% increase in annual calls for service in a time span of 3 years or under, or when there is a cumulative net increase of 20% of reactive calls over any time period
5. when the annual review of Optimized Relief Staffing Model Calculation updated with the yearly Administrative/Lost productivity data indicates that the Police Department is not achieving optimal staffing
6. if for any reason the Police Department changes shift schedules, minimum staffing levels, patrol area or annexes territory





## A Final Word

---

The City of Leon Valley is a unique community. Surrounded by the City of San Antonio, Leon Valley has carved out an independent, self-sustaining, diverse and progressive community with a commitment to providing outstanding public services to its citizens including extraordinary public safety services. Many progressive communities across the nation have experienced calls for police reform and modernization while maintaining traditional services. At its fundamental level, policing is characterized by individual interactions between officers and citizens. Having those interactions take place in an environment where the parties have some level of previous familiarity with one another, and ongoing community issues, can promote trust and understanding. Having these interactions take place in a setting where the parties know one another as individuals rather than as stereotypical members of a particular group, does much to humanize the police to the citizens, and citizens to the police, and to promote mutual respect and equity of treatment. This type of community policing is especially effective in condensed, tight knit communities such as Leon Valley. If frontline officers are expected to be consistently visible and accessible to build trust and transparency with the community, it has staffing implications for frontline and/or specialty units. There has to be sufficient human resources to

- have an effective emergency response capacity,
- to effectively handle reactive calls for service within a reasonable time after they are called in,
- to have sufficient time available to engage the community, build relationships and problem solve, during the particular times of the day and night when it will be most effective for that community.
- and to have adequate staffing to provide timely and effective investigative support.

To achieve sufficient human resources this study recommends that the City hire additional officers to achieve a total of 20 Officers on the frontline inclusive of supervisors, and fill the existing vacancies in the Detective Office to achieve a total of 6 Detectives (1 Detective Sergeant plus 5 Detectives). These staffing increases, along with the other recommendations in this report, support the City of Leon Valley to continue their wise stewardship of city finances, their commitment to economic diversity and sustainability, their capacity to provide modern and effective public safety services, and the ability to demonstrate by their actions, that they are truly a city of "deep roots and big ideas".





# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

*Rate Study Video Conference Conducted on February 21, 2024  
Revised Report Submitted March 8, 2024  
On-site Presentation Delivered on June 11, 2024*

## CITY OF LEON VALLEY(CITY) RATE STUDY REPORT FY-2023 & FY-2024 DATA INCLUDED

### This report is intended for the Governing Board and Management of the CITY OF LEON VALLEY

Superior Water Management of Texas LLC conducted the Rate Study from September 2023 through June 2024 using information, data, and guidance supplied by the CITY OF LEON VALLEY. The Scope of Work included the following services (collectively, the "Services"): To conduct of comprehensive "Cost of Service" water and sewer rate study as detailed in the Scope of Work. **The objective is to recommend a rate structure that promotes sustainable operations while equitable and fairness to all customers.**

#### **1. SCOPE OF WORK: FY-2024 WATER/SEWER UTILITY RATE STUDY**

The study will include Principles of Water Rate Development, Financial Management, Rate Policies, Rate Design, Capital Budgeting, Financial Forecasting, Revenue Requirements, Allocation Procedures, Classification Procedures, Avoiding and Public Relations.

#### **STUDY GOALS & OBJECTIVES**

- Evaluate Financial Policies
- Promote Financial Viability and Sustainability
- Apply Fundamental Methodologies
- Consider Capital Improvement Funding
- Include Projected Changes to Expenses, Connections, etc.
- Design Fair & Equitable Rates
- Recommend Baseline Rate Structures
- Follow The "Keep It Simple Sir" (KISS) Concept



## SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

- A. **Superior Rate Study** – The final report shall explicitly include the following elements and analysis:
- **Current Rate Structure:** Assess the current rate structure's performance as a baseline for comparing recommended changes.
  - **Equity:** Assess the equity of recommended water and sewer rates for all types of property ownership to include multi-family units and other commercial uses.
  - **Conservation Impacts:** Assess the interaction between the water conservation elements of the recommended rate structure and their impacts on the ability to fund water operations as well as their impact on the economic well-being of the community.
  - **Rate-payer Education/Communication:** Recommend methods for communicating utility costs to include layout of the utility bill and how it might be used to identify actual costs of providing water and sewer services under recommended rate structures. Assess ease of communication associated with each recommended rate structure. Present/Explain Rate Study during a public meeting.
  - **Annual Operating Fund Balance Targets:** Analysis of capacity to meet target contingency fund balances and level of liquidity for asset management, emergency fund, debt service, etc.
  - **Budgeting Horizon and Cycle:** Assess appropriate budgeting horizon and cycle needed to support recommended rate structures
  - **Supporting Data:** Provide data supporting conclusions and observations made for each of the areas above and site within study.



# SUPERIOR MANAGEMENT

*"Your Success is Our Business"*

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

**2. GUIDANCE, INFORMATION AND DATA:** The CITY provided a forecasted FY-2023/2024 budget and other information including a meter inventory, water demand data, current rate structure, debt service requirements, and projected capital projects spending as well as other relevant information along with the applicable source documents.

## OBJECTIVES OF RATE STUDY



- 1. Revenue Stability*
- 2. Financial Integrity*
- 3. Fair Distribution of Shared Cost*
- 4. Customer Comprehension*
- 5. Administrative Implementation*
- 6. Water Conservation*
- 7. Sustainability*

**Sustainability:** The ability to become a “self-sustaining” entity without the need for any outside financial assistance in meeting both current and future needs.

**This element requires the implementation of an “Asset Management Plan”.**




# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

<p><u>Overview</u> – The Process</p> <p>In providing adequate water service, every water utility must receive sufficient total revenue to ensure proper operation &amp; maintenance (O&amp;M), development, perpetuation of the system, and preservation of the utility's financial integrity. (AWWA M1)</p>  <p>All Rights Reserved SWMT LLC 11</p>	<p><u>RATE STUDY PROCESS</u></p> <ul style="list-style-type: none"> <li>• INCLUDE TOTAL REVENUE REQUIREMENT</li> <li>• SEGREGATE WATER VS. SEWER COSTS</li> <li>• DETERMINE FIXED VS. VARIABLE COSTS</li> <li>• ADD DEBT SERVICE REQUIREMENTS</li> <li>• SUBTRACT OTHER REVENUE ITEMS</li> <li>• ENTER GALLONS, CONNECTIONS, ETC.</li> <li>• CALCULATE RATES</li> </ul> <p>All Rights Reserved SWMT LLC 12</p>
---	--

**The value of "TAP WATER"** – As an industry we should help our customers understand the value of the service we provide for them 24-7, 365 days a year.

To help with this initiative two weblinks are provided below where **FREE** professional grade media tools and publications can be downloaded for distribution to your customers.

[The Value of Water Campaign - US Water Alliance](#)

[Value of Water | American Water Works Association \(awwa.org\)](#)



**RELIABLE SAFE DRINKING WATER FROM THE FACUET  
"TAP WATER" MAKES OUR HIGH QUALITY OF LIFE POSSIBLE**




# SUPERIOR MANAGEMENT

"Your Success is Our Business"


P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

## VALUE OF WATER SERVICE



Pennies Per Gallon ???



All Rights Reserved  
SWMTLLC

## TAP WATER DELIVERS

- PUBLIC HEALTH PROTECTION
- SUPPORT FOR THE ECONOMY/JOB
- FIRE SUPPRESSION
- QUALITY OF LIFE
- FUN

All Rights Reserved  
SWMTLLC

7

## WHAT DOES A GALLON COST?



All Rights Reserved  
SWMTLLC

8

## COST OF SERVICE

- CABLE
- TELEPHONE
- ELECTRIC
- GAS (PROPANE)
- Other



All Rights Reserved  
SWMTLLC

9



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

### 3. RATE STUDY RESULTS:

A preliminary report of the Rate Study was provided and discussed with the City officials via video conference on February 21, 2024, in addition to related subsequent emails, telephone calls, etc. An on-site presentation was made a city hall on June 11, 2024. Adjustments and revisions were made to the rate study based on feedback, communications and interactions received. This final copy is provided for additional review and comment.

**TABLE 1 – OPTIONS SNAPSHOT**

The “Options Snapshot” table above shows how the “budget based” calculated rates compare to the existing rates including the base rate, availability fee (minimum bill), and the variable rate (gallonge rate or cost per 1000 gallons of water use).

The “Difference” column shows the increase to the Availability Fee (minimum bill) while the gallons across from 1,000 to 25,000 shows the total bill including includes WATER, SEWER, SANITATION, DEBT, CAPITAL EXPENDITURES, and TCEQ FEE.

UTILITY: City of Leon Valley		RATE COMPARISONS TABLE (5/8-3/4 Inch Meter)							
OPTIONS SNAPSHOT	Gallons Billed		1000	3000	6000	10000	17000	20000	25000
	Availability Fee	Difference							
Current Rates Structure	\$30.98	NA	\$34.54	\$55.38	\$91.14	\$144.82	\$249.26	\$298.52	\$380.62
Calculated Rates Without Deprecation	\$37.14	\$6.16	\$37.14	\$50.86	\$86.62	\$140.30	\$244.74	\$294.00	\$376.10
Recommended Rates (With Deprecation)	\$121.92	\$90.94	\$122.92	\$126.18	\$132.57	\$141.10	\$159.53	\$170.44	\$193.66
<b>NOTE: Availability Fee includes water, sewer, and TCEQ fee</b>									
<b>NOTE: Average Monthly Usage is 9000 Gallons</b>									

**Important Note:** The “Option Snapshot” table shows the rates using the FY-2024 Budget. The cost of the 1000 (Sewer) gallons has been removed from the “Recommended Rate Structures” to reflect the Zero (0) gallons to promote achievement of the equity and fairness goals.





# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

UTILITY: City of Leon Valley			RATE COMPARISONS TABLE (1 Inch Meter)						
OPTIONS SNAPSHOT	Gallons Billed		1000	3000	6000	10000	17000	20000	25000
	Availability Fee	Difference							
Current Rates Structure	\$38.94	NA	\$48.74	\$69.58	\$105.34	\$159.02	\$263.46	\$312.72	\$394.82
Recommended Rates (With Deprecation)	\$302.55	\$263.61	\$318.57	\$322.08	\$328.92	\$338.04	\$357.68	\$369.24	\$393.76

UTILITY: City of Leon Valley			RATE COMPARISONS TABLE (1 1/2 Inch Meter)						
OPTIONS SNAPSHOT	Gallons Billed		1000	3000	6000	10000	17000	20000	25000
	Availability Fee	Difference							
Current Rates Structure	\$62.26	NA	\$72.06	\$92.90	\$128.66	\$182.34	\$286.78	\$336.04	\$418.14
Recommended Rates (With Deprecation)	\$604.29	\$542.03	\$635.34	\$638.74	\$645.42	\$654.33	\$673.58	\$684.99	\$709.24

UTILITY: City of Leon Valley			RATE COMPARISONS TABLE (2 Inch Meter)						
OPTIONS SNAPSHOT	Gallons Billed		1000	3000	6000	10000	17000	20000	25000
	Availability Fee	Difference							
Current Rates Structure	\$91.38	NA	\$101.18	\$122.02	\$157.78	\$211.46	\$315.90	\$365.16	\$447.26
Recommended Rates (With Deprecation)	\$966.37	\$874.99	\$1,015.53	\$1,018.93	\$1,025.61	\$1,034.51	\$1,053.77	\$1,065.17	\$1,089.42

UTILITY: City of Leon Valley			RATE COMPARISONS TABLE (3 Inch Meter)						
OPTIONS SNAPSHOT	Gallons Billed		1000	3000	6000	10000	17000	20000	25000
	Availability Fee	Difference							
Current Rates Structure	\$259.64	NA	\$269.44	\$290.28	\$326.04	\$379.72	\$484.16	\$533.42	\$615.52
Recommended Rates (With Deprecation)	\$1,811.22	\$1,551.58	\$1,902.62	\$1,906.02	\$1,912.70	\$1,921.61	\$1,940.86	\$1,952.27	\$1,976.52

UTILITY: City of Leon Valley			RATE COMPARISONS TABLE (4 Inch Meter)						
OPTIONS SNAPSHOT	Gallons Billed		1000	3000	6000	10000	17000	20000	25000
	Availability Fee	Difference							
Current Rates Structure	\$330.24	NA	\$340.04	\$360.88	\$396.64	\$450.32	\$554.76	\$604.02	\$686.12
Recommended Rates (With Deprecation)	\$3,018.15	\$2,687.91	\$3,169.90	\$3,173.30	\$3,179.98	\$3,188.89	\$3,208.14	\$3,219.55	\$3,243.80

UTILITY: City of Leon Valley			RATE COMPARISONS TABLE (8 Inch Meter)						
OPTIONS SNAPSHOT	Gallons Billed		1000	3000	6000	10000	17000	20000	25000
	Availability Fee	Difference							
Current Rates Structure	\$1,234.28	NA	\$792.06	\$812.90	\$848.66	\$902.34	\$1,006.78	\$1,056.04	\$1,138.14
Recommended Rates (With Deprecation)	\$9,656.29	\$8,422.01	\$10,139.95	\$10,143.35	\$10,150.03	\$10,158.93	\$10,178.19	\$10,189.59	\$10,213.85



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

***Important Note: The number of equivalent meters determine how the required revenue (cost of service) is allocated fairly to each meter size base of meter capacity.***

METER INVENTORY						
INSERT DATA:						
NO OF 5/8" CUST.=	92%	2430	5/8", 3/4"	EQUIV.	1	2430.00
NO OF 1" CUST.=	2%	59	1"	EQUIV.	2.5	147.50
NO OF 1-1/2" CUST.=	3%	86	1-1/2"	EQUIV.	5	430.00
NO OF 2" CUST.=	2%	55	2"	EQUIV.	8	440.00
NO OF 2-1/2" CUST.=	0%	0	2-1/2"	EQUIV.	12	0.00
NO OF 3" CUST.=	0%	11	3"	EQUIV.	15	165.00
NO OF 4" CUST.=	0%	1	4"	EQUIV.	25	25.00
NO OF 6" CUST.=	0%	0	6"	EQUIV.	50	0.00
NO OF 8" CUST.=	0%	1	8"	EQUIV.	80	80.00
NO OF 10" CUST.=	0%	0	10"	EQUIV.	115	0.00
	100%	2643				3718

ESFC Per Water District Financial Management Guide

TCEQ publication RG-080

**Note: Each meter size reserves a certain capacity of the water system and should pay their fair share of the fixed costs to produce the capacity and deliver the water to the property line/customer meter. This is the cost to make the water available and delivered to the property.**



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

**A comprehensive breakdown of each scenario is provided in the tables below.**

**TABLE 2 – RATE COMPARISON DETAIL**

UTILITY: City of Leon Valley		Availability Fee	RATE COMPARISONS TABLE (5/8 Inch Meter)						
Current Rates			1000	3000	6000	10000	17000	20000	25000
NOTES:	<b>WATER</b>	Per 1000	\$3.56	\$3.56	\$5.06	\$6.56	\$8.06	\$9.56	\$9.56
	Water Incls 0 Gals	\$15.08	\$18.64	\$25.76	\$40.94	\$67.18	\$123.60	\$152.28	\$200.08
	Edwards Aquifer Authority fee	\$0.62	\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
NOTES:	<b>SEWER</b>	Per 1000	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24
	Sewer Incls 1000 Gals	\$15.08	\$15.08	\$27.56	\$46.28	\$71.24	\$114.92	\$133.64	\$164.84
	Sanitation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal	\$30.78	\$34.34	\$55.18	\$90.94	\$144.62	\$249.06	\$298.32	\$380.42
	TCEQ Fee	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
	<b>Total Bill</b>	<b>\$30.98</b>	<b>\$34.54</b>	<b>\$55.38</b>	<b>\$91.14</b>	<b>\$144.82</b>	<b>\$249.26</b>	<b>\$298.52</b>	<b>\$380.62</b>
	<b>COST PER GALLON</b>		\$0.03	\$0.02	\$0.02	\$0.01	\$0.01	\$0.01	\$0.02
<b>NOTES: AVERAGE GALLONS USAGE IS 9,000 GALLONS PER MONTH</b>									
Calculated Rates (Budget Based)		Availability Fee	1000	3000	6000	10000	17000	20000	25000
NOTES: FY2024 Budget	<b>WATER</b>	Per 1000	\$3.56	\$3.56	\$5.06	\$6.56	\$8.06	\$9.56	\$9.56
	Water Incls 0 Gals	\$9.58	\$9.58	\$9.58	\$24.76	\$51.00	\$107.42	\$136.10	\$183.90
	Edwards Aquifer Authority fee	\$0.62	\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
NOTES:	<b>SEWER</b>	Per 1000	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24
	Sewer Incls 1000 Gals	\$26.74	\$26.74	\$39.22	\$57.94	\$82.90	\$126.58	\$145.30	\$176.50
	Sanitation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal	\$36.94	\$36.94	\$50.66	\$86.42	\$140.10	\$244.54	\$293.80	\$375.90
	TCEQ Fee	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
	<b>Total Bill</b>	<b>\$37.14</b>	<b>\$37.14</b>	<b>\$50.86</b>	<b>\$86.62</b>	<b>\$140.30</b>	<b>\$244.74</b>	<b>\$294.00</b>	<b>\$376.10</b>
	Percentage Increase	20%	8%	-8%	-5%	-3%	-2%	-2%	-1%
	Dollar Increase	\$6.16	\$2.60	-\$4.52	-\$4.52	-\$4.52	-\$4.52	-\$4.52	-\$4.52
<b>AVG COST PER DAY OVER 30 DAYS</b>		\$0.21	\$0.09	-\$0.15	-\$0.15	-\$0.15	-\$0.15	-\$0.15	-\$0.15
	<b>COST PER GALLON</b>		\$0.04	\$0.02	\$0.01	\$0.01	\$0.01	\$0.01	\$0.02



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

**RECOMMENDATION**

City of Leon Valley									
RATE COMPARISONS TABLE (5/8 & 3/4 Inch Meter)									
NOTES: AVERAGE GALLONS USEAGE IS 2000 GALLONS PER MONTH									
Recommended Rates	Availability Fee		1000	3000	6000	10000	17000	20000	25000
<b>NOTES:</b>	<b>WATER</b>	<b>Per 1000</b>	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Water Incls 0 Gals	\$44.91		\$45.41	\$46.41	\$48.66	\$51.66	\$58.66	\$63.16	\$73.16
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
<b>NOTES:</b>	<b>SEWER</b>	<b>Per 1000</b>	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Sewer Incls 0 Gals	\$75.79		\$76.29	\$77.29	\$79.54	\$82.54	\$89.54	\$94.04	\$104.04
Sanitation	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$121.31		\$122.31	\$125.55	\$131.91	\$140.39	\$158.73	\$169.59	\$192.69
TCEQ Fee	\$0.61		\$0.61	\$0.63	\$0.66	\$0.70	\$0.79	\$0.85	\$0.96
<b>Total Bill</b>	<b>\$121.92</b>		<b>\$122.92</b>	<b>\$126.18</b>	<b>\$132.57</b>	<b>\$141.10</b>	<b>\$159.53</b>	<b>\$170.44</b>	<b>\$193.66</b>
<b>Percentage Increase</b>	<b>294%</b>		<b>256%</b>	<b>128%</b>	<b>45%</b>	<b>-3%</b>	<b>-36%</b>	<b>-43%</b>	<b>-49%</b>
<b>Dollar Increase</b>	<b>\$90.94</b>		<b>\$88.38</b>	<b>\$70.80</b>	<b>\$41.43</b>	<b>-\$3.72</b>	<b>-\$89.73</b>	<b>-\$128.08</b>	<b>-\$186.96</b>
<b>AVG COST PER DAY OVER 30 DAYS</b>	<b>\$3.03</b>		<b>\$2.95</b>	<b>\$2.36</b>	<b>\$1.38</b>	<b>-\$0.12</b>	<b>-\$2.99</b>	<b>-\$4.27</b>	<b>-\$6.23</b>
	<b>COST PER GALLON</b>		<b>\$0.12</b>	<b>\$0.04</b>	<b>\$0.02</b>	<b>\$0.01</b>	<b>\$0.01</b>	<b>\$0.01</b>	<b>\$0.01</b>

NOTE: Availability Fee includes water, sewer, capital costs and TCEQ fee



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

City of Leon Valley	Availability Fee		RATE COMPARISONS TABLE (1 Inch Meter)						
Current Rates			1000	3000	6000	10000	17000	20000	25000
NOTES:	<b>WATER</b>	Per 1000	\$3.56	\$3.56	\$5.06	\$6.56	\$8.06	\$9.56	\$9.56
Water Incls 0 Gals	\$19.06		\$22.62	\$29.74	\$44.92	\$71.16	\$127.58	\$156.26	\$204.06
NOTES:	<b>SEWER</b>	Per 1000	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24
Sewer Incls 0 Gals	\$19.06		\$25.30	\$37.78	\$56.50	\$81.46	\$125.14	\$143.86	\$175.06
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.05	\$0.15	\$0.31	\$0.51	\$0.87	\$1.02	\$1.28
Subtotal	<b>\$38.74</b>		\$48.59	\$69.53	\$105.45	\$159.33	\$264.13	\$313.54	\$395.90
TCEQ Fee	\$0.20		\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
<b>Total Bill</b>	<b>\$38.94</b>		<b>\$48.74</b>	<b>\$69.58</b>	<b>\$105.34</b>	<b>\$159.02</b>	<b>\$263.46</b>	<b>\$312.72</b>	<b>\$394.82</b>
	<b>COST PER GALLON</b>		\$0.05	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
			RATE COMPARISONS TABLE (1 Inch Meter)						
Fair Share Rates	Availability Fee		1000	3000	6000	10000	17000	20000	25000
NOTES: Budget Based	<b>WATER</b>	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Water (incls 0 gals)	\$112.27		\$112.77	\$113.77	\$116.02	\$119.02	\$126.02	\$130.52	\$140.52
NOTES:	<b>SEWER</b>	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Sewer (incls 0 gals)	\$189.46		\$189.96	\$190.96	\$193.21	\$196.21	\$203.21	\$207.71	\$217.71
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.05	\$0.15	\$0.31	\$0.51	\$0.87	\$1.02	\$1.28
Subtotal	<b>\$302.35</b>		\$303.40	\$306.75	\$313.26	\$321.94	\$340.64	\$351.66	\$375.01
TCEQ Fee	\$0.20		\$15.17	\$15.34	\$15.66	\$16.10	\$17.03	\$17.58	\$18.75
<b>Total Bill</b>	<b>\$302.55</b>		<b>\$318.57</b>	<b>\$322.08</b>	<b>\$328.92</b>	<b>\$338.04</b>	<b>\$357.68</b>	<b>\$369.24</b>	<b>\$393.76</b>
Percentage Increase	677%		554%	363%	212%	113%	36%	18%	0%
Dollar Increase	<b>\$263.61</b>		<b>\$269.83</b>	<b>\$252.50</b>	<b>\$223.58</b>	<b>\$179.02</b>	<b>\$94.22</b>	<b>\$56.52</b>	<b>-\$1.06</b>
AVG OVER 30 DAYS	\$8.79		\$8.99	\$8.42	\$7.45	\$5.97	\$3.14	\$1.88	-\$0.04
	<b>COST PER GALLON</b>		\$0.32	\$0.11	\$0.05	\$0.03	\$0.02	\$0.02	\$0.02



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

City of Leon Valley	Availability Fee		RATE COMPARISONS TABLE (1- 1/2 Inch Meter)						
Current Rates			1000	3000	6000	10000	17000	20000	25000
NOTES:	<b>WATER</b>	Per 1000	\$3.56	\$3.56	\$5.06	\$6.56	\$8.06	\$9.56	\$9.56
Water Incls 0 Gals	\$30.72		\$34.28	\$41.40	\$56.58	\$82.82	\$139.24	\$167.92	\$215.72
NOTES:	<b>SEWER</b>	Per 1000	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24
Sewer Incls 0 Gals	\$30.72		\$36.96	\$49.44	\$68.16	\$93.12	\$136.80	\$155.52	\$186.72
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	<b>\$62.06</b>		\$71.86	\$92.70	\$128.46	\$182.14	\$286.58	\$335.84	\$417.94
TCEQ Fee	\$0.20		\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
<b>Total Bill</b>	<b>\$62.26</b>		<b>\$72.06</b>	<b>\$92.90</b>	<b>\$128.66</b>	<b>\$182.34</b>	<b>\$286.78</b>	<b>\$336.04</b>	<b>\$418.14</b>
	<b>COST PER GALLON</b>		<b>\$0.07</b>	<b>\$0.03</b>	<b>\$0.02</b>	<b>\$0.02</b>	<b>\$0.02</b>	<b>\$0.02</b>	<b>\$0.02</b>
			RATE COMPARISONS TABLE (1- 1/2 Inch Meter)						
Fair Share Rates	Availability Fee		1000	3000	6000	10000	17000	20000	25000
NOTES: Budget Based	<b>WATER</b>	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Water (incls 0 gals)	\$224.54		\$225.04	\$226.04	\$228.29	\$231.29	\$238.29	\$242.79	\$252.79
NOTES:	<b>SEWER</b>	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Sewer (incls 0 gals)	\$378.93		\$379.43	\$380.43	\$382.68	\$385.68	\$392.68	\$397.18	\$407.18
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	<b>\$604.09</b>		\$605.09	\$608.33	\$614.69	\$623.17	\$641.51	\$652.37	\$675.47
TCEQ Fee	\$0.20		\$30.25	\$30.42	\$30.73	\$31.16	\$32.08	\$32.62	\$33.77
<b>Total Bill</b>	<b>\$604.29</b>		<b>\$635.34</b>	<b>\$638.74</b>	<b>\$645.42</b>	<b>\$654.33</b>	<b>\$673.58</b>	<b>\$684.99</b>	<b>\$709.24</b>
Percentage Increase	<b>871%</b>		<b>782%</b>	<b>588%</b>	<b>402%</b>	<b>259%</b>	<b>135%</b>	<b>104%</b>	<b>70%</b>
Dollar Increase	<b>\$542.03</b>		<b>\$563.28</b>	<b>\$545.84</b>	<b>\$516.76</b>	<b>\$471.99</b>	<b>\$386.80</b>	<b>\$348.95</b>	<b>\$291.10</b>
<b>AVG OVER 30 DAYS</b>	<b>\$18.07</b>		<b>\$18.78</b>	<b>\$18.19</b>	<b>\$17.23</b>	<b>\$15.73</b>	<b>\$12.89</b>	<b>\$11.63</b>	<b>\$9.70</b>
	<b>COST PER GALLON</b>		<b>\$0.64</b>	<b>\$0.21</b>	<b>\$0.11</b>	<b>\$0.07</b>	<b>\$0.04</b>	<b>\$0.03</b>	<b>\$0.03</b>



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

City of Leon Valley	Availability Fee		RATE COMPARISONS TABLE (2 Inch Meter)						
Current Rates			1000	3000	6000	10000	17000	20000	25000
NOTES:	<b>WATER</b>	Per 1000	\$3.56	\$3.56	\$5.06	\$6.56	\$8.06	\$9.56	\$9.56
Water Incls 0 Gals	\$45.28		\$48.84	\$55.96	\$71.14	\$97.38	\$153.80	\$182.48	\$230.28
NOTES:	<b>SEWER</b>	Per 1000	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24
Sewer Incls 0 Gals	\$45.28		\$51.52	\$64.00	\$82.72	\$107.68	\$151.36	\$170.08	\$201.28
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	<b>\$91.18</b>		\$100.98	\$121.82	\$157.58	\$211.26	\$315.70	\$364.96	\$447.06
TCEQ Fee	\$0.20		\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
Total Bill	\$91.38		\$101.18	\$122.02	\$157.78	\$211.46	\$315.90	\$365.16	\$447.26
	<b>COST PER GALLON</b>		\$0.10	\$0.04	\$0.03	\$0.02	\$0.02	\$0.02	\$0.02
			RATE COMPARISONS TABLE (2 Inch Meter)						
Fair Share Rates	Availability Fee		1000	3000	6000	10000	17000	20000	25000
NOTES: Budget Based	<b>WATER</b>	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Water (incls 0 gals)	\$359.26		\$359.76	\$360.76	\$363.01	\$366.01	\$373.01	\$377.51	\$387.51
NOTES:	<b>SEWER</b>	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Sewer (incls 0 gals)	\$606.29		\$606.79	\$607.79	\$610.04	\$613.04	\$620.04	\$624.54	\$634.54
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	<b>\$966.17</b>		\$967.17	\$970.41	\$976.77	\$985.25	\$1,003.59	\$1,014.45	\$1,037.55
TCEQ Fee	\$0.20		\$48.36	\$48.52	\$48.84	\$49.26	\$50.18	\$50.72	\$51.88
Total Bill	\$966.37		\$1,015.53	\$1,018.93	\$1,025.61	\$1,034.51	\$1,053.77	\$1,065.17	\$1,089.42
Percentage Increase	<b>958%</b>		<b>904%</b>	<b>735%</b>	<b>550%</b>	<b>389%</b>	<b>234%</b>	<b>192%</b>	<b>144%</b>
Dollar Increase	<b>\$874.99</b>		<b>\$914.35</b>	<b>\$896.91</b>	<b>\$867.83</b>	<b>\$823.05</b>	<b>\$737.87</b>	<b>\$700.01</b>	<b>\$642.16</b>
AVG OVER 30 DAYS	\$29.17		\$30.48	\$29.90	\$28.93	\$27.43	\$24.60	\$23.33	\$21.41
	<b>COST PER GALLON</b>		\$1.02	\$0.34	\$0.17	\$0.10	\$0.06	\$0.05	\$0.04



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

City of Leon Valley	Availability Fee		RATE COMPARISONS TABLE (3 Inch Meter)						
Current Rates			1000	3000	6000	10000	17000	20000	25000
NOTES:	<b>WATER</b>	Per 1000	\$3.56	\$3.56	\$5.06	\$6.56	\$8.06	\$9.56	\$9.56
Water Incls 0 Gals	\$129.41		\$132.97	\$140.09	\$155.27	\$181.51	\$237.93	\$266.61	\$314.41
NOTES:	<b>SEWER</b>	Per 1000	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24
Sewer Incls 0 Gals	\$129.41		\$135.65	\$148.13	\$166.85	\$191.81	\$235.49	\$254.21	\$285.41
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	<b>\$259.44</b>		\$269.24	\$290.08	\$325.84	\$379.52	\$483.96	\$533.22	\$615.32
TCEQ Fee	\$0.20		\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
<b>Total Bill</b>	<b>\$259.64</b>		<b>\$269.44</b>	<b>\$290.28</b>	<b>\$326.04</b>	<b>\$379.72</b>	<b>\$484.16</b>	<b>\$533.42</b>	<b>\$615.52</b>
	<b>COST PER GALLON</b>		\$0.27	\$0.10	\$0.05	\$0.04	\$0.03	\$0.03	\$0.02
			RATE COMPARISONS TABLE (3 Inch Meter)						
Fair Share Rates	Availability Fee		1000	3000	6000	10000	17000	20000	25000
NOTES: Budget Based	<b>WATER</b>	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Water (incls 0 gals)	\$673.61		\$674.11	\$675.11	\$677.36	\$680.36	\$687.36	\$691.86	\$701.86
NOTES:	<b>SEWER</b>	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Sewer (incls 0 gals)	\$1,136.79		\$1,137.29	\$1,138.29	\$1,140.54	\$1,143.54	\$1,150.54	\$1,155.04	\$1,165.04
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	<b>\$1,811.02</b>		\$1,812.02	\$1,815.26	\$1,821.62	\$1,830.10	\$1,848.44	\$1,859.30	\$1,882.40
TCEQ Fee	\$0.20		\$90.60	\$90.76	\$91.08	\$91.51	\$92.42	\$92.97	\$94.12
<b>Total Bill</b>	<b>\$1,811.22</b>		<b>\$1,902.62</b>	<b>\$1,906.02</b>	<b>\$1,912.70</b>	<b>\$1,921.61</b>	<b>\$1,940.86</b>	<b>\$1,952.27</b>	<b>\$1,976.52</b>
Percentage Increase	<b>598%</b>		<b>606%</b>	<b>557%</b>	<b>487%</b>	<b>406%</b>	<b>301%</b>	<b>266%</b>	<b>221%</b>
Dollar Increase	<b>\$1,551.58</b>		<b>\$1,633.18</b>	<b>\$1,615.74</b>	<b>\$1,586.66</b>	<b>\$1,541.89</b>	<b>\$1,456.70</b>	<b>\$1,418.85</b>	<b>\$1,361.00</b>
<b>AVG OVER 30 DAYS</b>	<b>\$51.72</b>		<b>\$54.44</b>	<b>\$53.86</b>	<b>\$52.89</b>	<b>\$51.40</b>	<b>\$48.56</b>	<b>\$47.29</b>	<b>\$45.37</b>
	<b>COST PER GALLON</b>		\$1.90	\$0.64	\$0.32	\$0.19	\$0.11	\$0.10	\$0.08





# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

City of Leon Valley	Availability Fee		RATE COMPARISONS TABLE (4 Inch Meter)						
Current Rates			1000	3000	6000	10000	17000	20000	25000
NOTES:	<b>WATER</b>	Per 1000	\$3.56	\$3.56	\$5.06	\$6.56	\$8.06	\$9.56	\$9.56
Water Incls 0 Gals	\$164.71		\$168.27	\$175.39	\$190.57	\$216.81	\$273.23	\$301.91	\$349.71
NOTES:	<b>SEWER</b>	Per 1000	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24
Sewer Incls 0 Gals	\$164.71		\$170.95	\$183.43	\$202.15	\$227.11	\$270.79	\$289.51	\$320.71
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$330.04		\$339.84	\$360.68	\$396.44	\$450.12	\$554.56	\$603.82	\$685.92
TCEQ Fee	\$0.20		\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
<b>Total Bill</b>	<b>\$330.24</b>		<b>\$340.04</b>	<b>\$360.88</b>	<b>\$396.64</b>	<b>\$450.32</b>	<b>\$554.76</b>	<b>\$604.02</b>	<b>\$686.12</b>
	<b>COST PER GALLON</b>		\$0.34	\$0.12	\$0.07	\$0.05	\$0.03	\$0.03	\$0.03

City of Leon Valley			RATE COMPARISONS TABLE (4 Inch Meter)						
Fair Share Rates	Availability Fee		1000	3000	6000	10000	17000	20000	25000
NOTES: Budget Based	<b>WATER</b>	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Water (incls 0 gals)	\$1,122.69		\$1,123.19	\$1,124.19	\$1,126.44	\$1,129.44	\$1,136.44	\$1,140.94	\$1,150.94
NOTES:	<b>SEWER</b>	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Sewer (incls 0 gals)	\$1,894.65		\$1,895.15	\$1,896.15	\$1,898.40	\$1,901.40	\$1,908.40	\$1,912.90	\$1,922.90
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$3,017.95		\$3,018.95	\$3,022.19	\$3,028.55	\$3,037.03	\$3,055.37	\$3,066.23	\$3,089.33
TCEQ Fee	\$0.20		\$150.95	\$151.11	\$151.43	\$151.85	\$152.77	\$153.31	\$154.47
<b>Total Bill</b>	<b>\$3,018.15</b>		<b>\$3,169.90</b>	<b>\$3,173.30</b>	<b>\$3,179.98</b>	<b>\$3,188.89</b>	<b>\$3,208.14</b>	<b>\$3,219.55</b>	<b>\$3,243.80</b>
Percentage Increase	814%		832%	779%	702%	608%	478%	433%	373%
Dollar Increase	\$2,687.91		\$2,829.86	\$2,812.42	\$2,783.34	\$2,738.57	\$2,653.38	\$2,615.53	\$2,557.68
AVG OVER 30 DAYS	\$89.60		\$94.33	\$93.75	\$92.78	\$91.29	\$88.45	\$87.18	\$85.26
	<b>COST PER GALLON</b>		\$3.17	\$1.06	\$0.53	\$0.32	\$0.19	\$0.16	\$0.13



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

City of Leon Valley	Availability Fee		RATE COMPARISONS TABLE (8 Inch Meter)						
Current Rates			1000	3000	6000	10000	17000	20000	25000
NOTES:	WATER	Per 1000	\$3.56	\$3.56	\$5.06	\$6.56	\$8.06	\$9.56	\$9.56
Water Incls 0 Gals	\$616.73		\$168.27	\$175.39	\$190.57	\$216.81	\$273.23	\$301.91	\$349.71
NOTES:	SEWER	Per 1000	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24	\$6.24
Sewer Incls 0 Gals	\$616.73		\$622.97	\$635.45	\$654.17	\$679.13	\$722.81	\$741.53	\$772.73
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,234.08		\$791.86	\$812.70	\$848.46	\$902.14	\$1,006.58	\$1,055.84	\$1,137.94
TCEQ Fee	\$0.20		\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
<b>Total Bill</b>	<b>\$1,234.28</b>		<b>\$792.06</b>	<b>\$812.90</b>	<b>\$848.66</b>	<b>\$902.34</b>	<b>\$1,006.78</b>	<b>\$1,056.04</b>	<b>\$1,138.14</b>
	<b>COST PER GALLON</b>		<b>\$0.79</b>	<b>\$0.27</b>	<b>\$0.14</b>	<b>\$0.09</b>	<b>\$0.06</b>	<b>\$0.05</b>	<b>\$0.05</b>

City of Leon Valley			RATE COMPARISONS TABLE (8 Inch Meter)						
Fair Share Rates	Availability Fee		1000	3000	6000	10000	17000	20000	25000
NOTES: Budget Based	WATER	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Water (incls 0 gals)	\$3,592.60		\$3,593.10	\$3,594.10	\$3,596.35	\$3,599.35	\$3,606.35	\$3,610.85	\$3,620.85
NOTES:	SEWER	Per 1000	\$0.50	\$0.50	\$0.75	\$0.75	\$1.00	\$1.50	\$2.00
Sewer (incls 0 gals)	\$6,062.87		\$6,063.37	\$6,064.37	\$6,066.62	\$6,069.62	\$6,076.62	\$6,081.12	\$6,091.12
Edwards Aquifer Authority fee	\$0.62		\$0.62	\$1.86	\$3.72	\$6.20	\$10.54	\$12.40	\$15.50
Sales Tax	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$9,656.09		\$9,657.09	\$9,660.33	\$9,666.69	\$9,675.17	\$9,693.51	\$9,704.37	\$9,727.47
TCEQ Fee	\$0.20		\$482.85	\$483.02	\$483.33	\$483.76	\$484.68	\$485.22	\$486.37
<b>Total Bill</b>	<b>\$9,656.29</b>		<b>\$10,139.95</b>	<b>\$10,143.35</b>	<b>\$10,150.03</b>	<b>\$10,158.93</b>	<b>\$10,178.19</b>	<b>\$10,189.59</b>	<b>\$10,213.85</b>
Percentage Increase	682%		1180%	1148%	1096%	1026%	911%	865%	797%
Dollar Increase	\$8,422.01		\$9,347.89	\$9,330.45	\$9,301.37	\$9,256.59	\$9,171.41	\$9,133.55	\$9,075.71
AVG OVER 30 DAYS	\$280.73		\$311.60	\$311.01	\$310.05	\$308.55	\$305.71	\$304.45	\$302.52
	<b>COST PER GALLON</b>		<b>\$10.14</b>	<b>\$3.38</b>	<b>\$1.69</b>	<b>\$1.02</b>	<b>\$0.60</b>	<b>\$0.51</b>	<b>\$0.41</b>



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

**TABLE 4A – CITY WATER UTILITY (FY 2024 BUDGET)**

WATER RECOMMENDATION			FY2024 WATER REVENUE REQUIREMENT & RATE DESIGN				
UTILITY:City of Leon Valley			All Rights Reserved - Superior Water Management of Texas LLC ©				
REVENUE REQUIREMENT	"FAIR SHARE" RATE ANALYSIS		Superior Water Management of Texas LLC				
			Expense Item	%	Fixed	%	Variable
<b>Expense</b>							
<b>PERSONNEL SERVICES</b>							
Salaries	\$213,280.23	WATER	\$213,280.23	100	\$213,280.23	0	\$0.00
Retirement Plan	\$45,041.36	WATER	\$45,041.36	100	\$45,041.36	0	\$0.00
Group Insurance	\$36,547.20	WATER	\$36,547.20	100	\$36,547.20	0	\$0.00
Worker Compensation	\$4,382.40	WATER	\$4,382.40	100	\$4,382.40	0	\$0.00
Liability Insurance	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Overtime	\$8,000.00	WATER	\$8,000.00	70	\$5,600.00	30	\$2,400.00
Social Security	\$17,245.57	WATER	\$17,245.57	100	\$17,245.57	0	\$0.00
Car Allowance	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Other Benefits	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Standby	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Special Pay	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Certification Pay	\$3,632.00	WATER	\$3,632.00	100	\$3,632.00	0	\$0.00
2021 Winter Storm	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Longevity Pay	\$7,721.60	WATER	\$7,721.60	100	\$7,721.60	0	\$0.00
<b>SUPPLIES</b>							
Office Supplies	\$3,000.00	WATER	\$3,000.00	70	\$2,100.00	30	\$900.00
Operating Supplies	\$39,000.00	WATER	\$39,000.00	70	\$27,300.00	30	\$11,700.00
Repairs & Maintenance - Internal	\$136,400.00	WATER	\$136,400.00	70	\$95,480.00	30	\$40,920.00
Misc. Supplies	\$15,000.00	WATER	\$15,000.00	70	\$10,500.00	30	\$4,500.00
Water Conservation Program	\$2,000.00	WATER	\$2,000.00	100	\$2,000.00	0	\$0.00
<b>CONTRACTUAL SERVICES</b>							
Professional Services	\$50,555.00	WATER	\$50,555.00	100	\$50,555.00	0	\$0.00
Contractual Services	\$369,490.00	WATER	\$369,490.00	100	\$369,490.00	0	\$0.00
Utilities - Telephone	\$17,000.00	WATER	\$17,000.00	100	\$17,000.00	0	\$0.00
Utilities - Gas, Water, Electric	\$100,000.00	WATER	\$100,000.00	70	\$70,000.00	30	\$30,000.00
Printing	\$3,000.00	WATER	\$3,000.00	70	\$2,100.00	30	\$900.00
Advertising	\$5,000.00	WATER	\$5,000.00	100	\$5,000.00	0	\$0.00
Repairs and Maintenance - External	\$145,000.00	WATER	\$145,000.00	70	\$101,500.00	30	\$43,500.00
Equipment Rental	\$10,000.00	WATER	\$10,000.00	100	\$10,000.00	0	\$0.00
Travel	\$1,500.00	WATER	\$1,500.00	100	\$1,500.00	0	\$0.00
Membership, Dues & Licenses	\$2,000.00	WATER	\$2,000.00	100	\$2,000.00	0	\$0.00
Liability Insurance	\$30,000.00	WATER	\$30,000.00	100	\$30,000.00	0	\$0.00
<b>CAPITAL OUTLAY</b>							
Vehicles	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Other Machinery & Equipment	\$50,000.00	WATER	\$25,000.00	100	\$25,000.00	0	\$0.00
Water Rights	\$140,000.00	WATER	\$70,000.00	100	\$70,000.00	0	\$0.00
Improvements	\$250,000.00	WATER	\$125,000.00	100	\$125,000.00	0	\$0.00
American Rescue Plan	\$0.00	WATER	\$0.00	70	\$0.00	30	\$0.00
<b>PERSONNEL SERVICES</b>							
Salaries	\$53,320.06	SEWER	\$0.00	100	\$0.00	0	\$0.00
Retirement Plan	\$12,407.19	SEWER	\$0.00	100	\$0.00	0	\$0.00
Group Insurance	\$9,136.80	SEWER	\$0.00	100	\$0.00	0	\$0.00
Worker Compensation	\$1,207.19	SEWER	\$0.00	100	\$0.00	0	\$0.00
Liability Insurance	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Overtime	\$8,000.00	SEWER	\$0.00	70	\$0.00	30	\$0.00
Social Security	\$4,750.50	SEWER	\$0.00	100	\$0.00	0	\$0.00
Standby	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Special Pay	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Certification Pay	\$778.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Longevity Pay	\$1,930.40	SEWER	\$0.00	100	\$0.00	0	\$0.00
<b>SUPPLIES</b>							
Office Supplies	\$0.00	SEWER	\$0.00	70	\$0.00	30	\$0.00
Operating Supplies	\$5,000.00	SEWER	\$0.00	70	\$0.00	30	\$0.00
Repairs & Maintenance - Internal	\$27,500.00	SEWER	\$0.00	70	\$0.00	30	\$0.00
Misc. Supplies	\$27,500.00	SEWER	\$0.00	70	\$0.00	30	\$0.00
<b>CONTRACTUAL SERVICES</b>							
Professional Services	\$50,555.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Contractual Services	\$1,977,787.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Utilities - Telephone	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Utilities - Gas, Water, Electric	\$0.00	SEWER	\$0.00	70	\$0.00	30	\$0.00
Printing	\$0.00	SEWER	\$0.00	70	\$0.00	30	\$0.00
Advertising	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Repairs and Maintenance - External	\$60,000.00	SEWER	\$0.00	70	\$0.00	30	\$0.00
Liability Insurance	\$10,000.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Travel	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Sewer Surcharge	\$14,000.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
<b>CAPITAL OUTLAY</b>							
Improvements	\$474,382.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Transfers to General Fund	\$1,000,000.00	BOTH	\$500,000.00	100	\$500,000.00	0	\$0.00
DEPRECIATION (Audit PAGE 27) =	\$308,223.00	BOTH	\$154,111.50	100	\$154,111.50	0	\$0.00
<b>TOTAL EXPENSE</b>	<b>\$5,751,272.50</b>						
<b>SUB-TOTAL</b>			<b>\$2,138,906.86</b>		<b>\$2,004,086.86</b>		<b>\$134,820.00</b>
% OF TOTAL (FIXED + VARIABLE)				94%		6%	
FROM AUDIT PAGE -20 NOTE -3							
	PRINC. & INTEREST	GR&HWY 42	\$0.00		\$0.00		\$0.00
	LESS OTHER ADMIN REVENUE		\$59,586.00		-\$29,793.00		-\$1,877.92
	LESS OTHER WATER REVENUE		\$10,350.00		-\$9,697.62		-\$652.38
	LESS OTHER SEWER REVENUE		\$0.00		\$0.00		\$0.00
	LESS GARBAGE/SANITATION REVENUE		\$0.00		\$0.00		\$0.00
	<b>TOTAL</b>		<b>\$ 2,098,763.86</b>		<b>\$ 1,966,474.16</b>		<b>\$ 132,289.70</b>



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

**TABLE 4A cont – WATER UTILITY RATES-FY 2024 (RECOMMENDED)**

RATE CALCULATION & DESIGN										
GALLONAGE CHARGE								PROPOSED RATE		
Variable Cost/Test Year Gallons/1,000 =====>				\$0.45/TH.GAL.		USE ->		\$0.50 /TH.GAL.		
MINIMUM BILL										
Fixed Cost/12/Customer Equivalents =====>				45.24/MO.		YIELDS ->		\$44.91 /MO.		
				45.24/MO. incl. min. gallons				\$44.91 /MO. incl. min. gallons		
Test-Yr Customer Equivalents =		3718								
Gallons Included In Minimum Bill =		0								
Test Year Gallons Billed (/1,000) =		301,245								
Average Monthly Usage		9498								
REVENUES GENERATED:										
Connection Size	EQUIV.	# of Connections	Base Rate	Minimum Bill Including Gals	Rev/Month	Rev/Year				
5/8", 3/4"	EQUIV.	1	2430	\$44.91	\$44.91	\$109,125.16	\$1,309,501.91			
1"	EQUIV.	2.5	59	\$112.27	\$112.27	\$6,623.85	\$79,486.23			
1-1/2"	EQUIV.	5	86	\$224.54	\$224.54	\$19,310.21	\$231,722.56			
2"	EQUIV.	8	55	\$359.26	\$359.26	\$19,759.29	\$237,111.46			
2-1/2"	EQUIV.	12	0	\$538.89	\$538.89	\$0.00	\$0.00			
3"	EQUIV.	15	11	\$673.61	\$673.61	\$7,409.73	\$88,916.80			
4"	EQUIV.	25	1	\$1,122.69	\$1,122.69	\$1,122.69	\$13,472.24			
6"	EQUIV.	50	0	\$2,245.37	\$2,245.37	\$0.00	\$0.00			
8"	EQUIV.	80	1	\$3,592.60	\$3,592.60	\$3,592.60	\$43,111.17			
10"	EQUIV.	115	0	\$5,164.36	\$5,164.36	\$0.00	\$0.00			
						TOTAL MINIMUM CHARGES=>		\$2,003,322.36		
GALLONAGE CHARGES->				301,245@		\$0.50 /1,000 GAL		\$150,622.50		
TOTAL REVENUE GENERATED=>								\$2,153,944.86		

{Section}.34.

# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

## TABLE 4B – SEWER UTILITY BUDGET-FY 2024

SEWER RECOMMENDATION			FY2024 WATER REVENUE REQUIREMENT & RATE DESIGN				
All Rights Reserved - Superior Water Management of Texas LLC ©							
UTILITY:City of Leon Valley			Superior Water Management of Texas LLC				
REVENUE REQUIREMENT			"FAIR SHARE" RATE ANALYSIS		Expense Item		
					%		
					Fixed		
					%		
					Variable		
<b>Expense</b>							
<b>PERSONNEL SERVICES</b>							
Salaries	\$213,280.23	WATER	\$0.00	100	\$0.00	0	\$0.00
Retirement Plan	\$45,041.36	WATER	\$0.00	100	\$0.00	0	\$0.00
Group Insurance	\$36,547.20	WATER	\$0.00	100	\$0.00	0	\$0.00
Worker Compensation	\$4,382.40	WATER	\$0.00	100	\$0.00	0	\$0.00
Liability Insurance	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Overtime	\$8,000.00	WATER	\$0.00	70	\$0.00	30	\$0.00
Social Security	\$17,245.57	WATER	\$0.00	100	\$0.00	0	\$0.00
Car Allowance	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Other Benefits	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Standby	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Special Pay	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Certification Pay	\$3,632.00	WATER	\$0.00	100	\$0.00	0	\$0.00
2021 Winter Storm	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Longevity Pay	\$7,721.60	WATER	\$0.00	100	\$0.00	0	\$0.00
<b>SUPPLIES</b>							
Office Supplies	\$3,000.00	WATER	\$0.00	70	\$0.00	30	\$0.00
Operating Supplies	\$39,000.00	WATER	\$0.00	70	\$0.00	30	\$0.00
Repairs & Maintenance - Internal	\$136,400.00	WATER	\$0.00	70	\$0.00	30	\$0.00
Misc. Supplies	\$15,000.00	WATER	\$0.00	70	\$0.00	30	\$0.00
Water Conservation Program	\$2,000.00	WATER	\$0.00	100	\$0.00	0	\$0.00
<b>CONTRACTUAL SERVICES</b>							
Professional Services	\$50,555.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Contractual Services	\$369,490.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Utilities - Telephone	\$17,000.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Utilities - Gas, Water, Electric	\$100,000.00	WATER	\$0.00	70	\$0.00	30	\$0.00
Printing	\$3,000.00	WATER	\$0.00	70	\$0.00	30	\$0.00
Advertising	\$5,000.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Repairs and Maintenance - External	\$145,000.00	WATER	\$0.00	70	\$0.00	30	\$0.00
Equipment Rental	\$10,000.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Travel	\$1,500.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Membership, Dues & Licenses	\$2,000.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Liability Insurance	\$30,000.00	WATER	\$0.00	100	\$0.00	0	\$0.00
<b>CAPITAL OUTLAY</b>							
Vehicles	\$0.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Other Machinery & Equipment	\$50,000.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Water Rights	\$140,000.00	WATER	\$0.00	100	\$0.00	0	\$0.00
Improvements	\$250,000.00	WATER	\$0.00	100	\$0.00	0	\$0.00
American Rescue Plan	\$0.00	WATER	\$0.00	70	\$0.00	30	\$0.00
<b>PERSONNEL SERVICES</b>							
Salaries	\$53,320.06	SEWER	\$53,320.06	100	\$53,320.06	0	\$0.00
Retirement Plan	\$12,407.19	SEWER	\$12,407.19	100	\$12,407.19	0	\$0.00
Group Insurance	\$9,136.80	SEWER	\$9,136.80	100	\$9,136.80	0	\$0.00
Worker Compensation	\$1,207.19	SEWER	\$1,207.19	100	\$1,207.19	0	\$0.00
Liability Insurance	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Overtime	\$8,000.00	SEWER	\$8,000.00	70	\$5,600.00	30	\$2,400.00
Social Security	\$4,750.50	SEWER	\$4,750.50	100	\$4,750.50	0	\$0.00
Standby	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Special Pay	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Certification Pay	\$778.00	SEWER	\$778.00	100	\$778.00	0	\$0.00
Longevity Pay	\$1,930.40	SEWER	\$1,930.40	100	\$1,930.40	0	\$0.00
<b>SUPPLIES</b>							
Office Supplies	\$0.00	SEWER	\$0.00	70	\$0.00	30	\$0.00
Operating Supplies	\$5,000.00	SEWER	\$5,000.00	70	\$3,500.00	30	\$1,500.00
Repairs & Maintenance - Internal	\$27,500.00	SEWER	\$27,500.00	70	\$19,250.00	30	\$8,250.00
Misc. Supplies	\$27,500.00	SEWER	\$27,500.00	70	\$19,250.00	30	\$8,250.00
<b>CONTRACTUAL SERVICES</b>							
Professional Services	\$50,555.00	SEWER	\$50,555.00	100	\$50,555.00	0	\$0.00
Contractual Services	\$1,977,787.00	SEWER	\$1,977,787.00	100	\$1,977,787.00	0	\$0.00
Utilities - Telephone	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Utilities - Gas, Water, Electric	\$0.00	SEWER	\$0.00	70	\$0.00	30	\$0.00
Printing	\$0.00	SEWER	\$0.00	70	\$0.00	30	\$0.00
Advertising	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Repairs and Maintenance - External	\$60,000.00	SEWER	\$60,000.00	70	\$42,000.00	30	\$18,000.00
Liability Insurance	\$10,000.00	SEWER	\$10,000.00	100	\$10,000.00	0	\$0.00
Travel	\$0.00	SEWER	\$0.00	100	\$0.00	0	\$0.00
Sewer Surcharge	\$14,000.00	SEWER	\$14,000.00	100	\$14,000.00	0	\$0.00
<b>CAPITAL OUTLAY</b>							
Improvements	\$474,382.00	SEWER	\$474,382.00	100	\$474,382.00	0	\$0.00
Transfers to General Fund	\$1,000,000.00	BOTH	\$500,000.00	100	\$500,000.00	0	\$0.00
DEPRECIATION (Audit PAGE 27) = 6%	\$308,223.00	BOTH	\$154,111.50	100	\$154,111.50	0	\$0.00
<b>TOTAL EXPENSE</b>	<b>\$5,751,272.50</b>						
<b>SUB-TOTAL</b>			<b>\$3,392,365.64</b>		<b>\$3,353,965.64</b>		<b>\$38,400.00</b>
<b>% OF TOTAL (FIXED + VARIABLE)</b>					<b>99%</b>		<b>1%</b>
FROM AUDIT PAGE -20 NOTE -3			<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
PRINC. & INTEREST GR&HWY 42			<b>\$59,586.00</b>		<b>-\$29,793.00</b>		<b>-\$337.24</b>
LESS OTHER ADMIN REVENUE			<b>\$10,350.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
LESS OTHER WATER REVENUE			<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
LESS OTHER SEWER REVENUE			<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
LESS GARBAGE/SANITATION REVENUE			<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
<b>TOTAL</b>			<b>\$ 3,362,572.64</b>		<b>\$ 3,324,509.88</b>		<b>\$ 38,062.76</b>

Page 19 of 31

245



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

**TABLE 4B cont – SEWER UTILITY RATES-FY 2024 (RECOMMENDED)**

RATE CALCULATION & DESIGN										
GALLONAGE CHARGE										PROPOSED RATE
Variable Cost/Test Year Gallons/1,000 =====>				\$0.13 /TH.GAL.		USE ->		\$0.50 /TH.GAL.		
MINIMUM BILL										
Fixed Cost/12 Customer Equivalents =====>				78.38 /MO.		YIELDS ->		\$75.79 /MO.		
				78.38 /MO. incl. min. gallons				\$75.79 /MO. incl. min. gallons		
Test-Yr Customer Equivalents =		3593								
Gallons Included In Minimum Bill =		0								
Test Year Gallons Billed (/1,000) =		301,245,000 / 301,245								
Average Monthly Usage		9970								
REVENUES GENERATED:										
Connection Size		# of Connections	Base Rate	Minimum Bill Including Gals	Rev./Month	Rev./Year				
5/8", 3/4" EQUIV.	1	2305	\$75.79	\$75.79	\$174,686.55	\$2,096,238.63				
1" EQUIV.	2.5	59	\$189.46	\$189.46	\$11,178.42	\$134,141.08				
1-1/2" EQUIV.	5	86	\$378.93	\$378.93	\$32,587.95	\$391,055.36				
2" EQUIV.	8	55	\$606.29	\$606.29	\$33,345.81	\$400,149.67				
2-1/2" EQUIV.	12	0	\$909.43	\$909.43	\$0.00	\$0.00				
3" EQUIV.	15	11	\$1,136.79	\$1,136.79	\$12,504.68	\$150,056.13				
4" EQUIV.	25	1	\$1,894.65	\$1,894.65	\$1,894.65	\$22,735.78				
6" EQUIV.	50	0	\$3,789.30	\$3,789.30	\$0.00	\$0.00				
8" EQUIV.	80	1	\$6,062.87	\$6,062.87	\$6,062.87	\$72,754.49				
10" EQUIV.	115	0	\$8,715.38	\$8,715.38	\$0.00	\$0.00				
TOTAL MINIMUM CHARGES->						\$3,267,131.14				
GALLONAGE CHARGES->			301,245 @		\$0.50 /1,000 GAL		\$150,622.50			
TOTAL REVENUE GENERATED->						\$3,417,753.64				



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

### 3. OBSERVATIONS, FINDINGS, AND RECOMMENDATIONS:

**A. Revenue Risk:** This principle seeks to minimize the risk of revenue reduction due to a reduction in water demand. The more of the monthly revenue that is included in the minimum bill the less risk there is to coverage of monthly fixed costs/expenses. **Fixed costs are the budgetary costs that do not change (or change very little) from month to month, year to year.** Therefore, the fixed cost should be covered by the monthly revenue as generated by the Availability Fee (Minimum Bill/Base Rate) to promote "**Revenue Stability**".

- As proposed, the percentage of the water/sewer revenue generated by the CITYs Base Rate/Minimum Bill is 94% and the percentage generated by the Variable Rate (per 1000 gallons) is 6%.

**B. Financial Integrity:** The ability to meet both day-to-day operational expenses as well as unexpected and unbudgeted costs. This includes capital improvements, emergency repairs or improvements, debt service, etc.

**NOTE: Consider development of a comprehensive Asset Management Plan to fund projected replacement/rehab cost at future price to include the impact of industry inflation.**

**C. Sustainability:** The ability to become a "self-sustaining" entity without the need for any outside financial assistance in meeting both current and future needs.

**Important Note:** Borrowed funds can be utilized as appropriate with the understanding that there is a cost to borrowing.

#### **Application of "Fair Share" Rate Structure with 0 gallons included**

The CITY currently includes 1000 gallons with the minimum bill for sewer. However, it is not known if the cost of the gallons as included in the minimum bill were ever calculated and added to the bill. **We recommend that 0 gallons be included in the minimum bill to distribute the cost of providing service more fairly.**

For instance, if 3000 gallons are included and the cost added to the base rate, then



# SUPERIOR MANAGEMENT

*"Your Success is Our Business"*

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

anyone who may use less than 3000 gallons is being billed for gallons that they did not use or benefit from.

**Therefore, we recommend that a rate including zero (0) gallons be adopted and that each customer pays their fair share of the fixed costs via the base rate and then pays for each 1000 gallons they use each month for both water and sewer.**

**As well as charging rates based on Meter Size (Water Use" and "Capacity Reserved) and not based on land use (commercial, residential, etc.)**

**Additionally, the PUCT rules require that all customers should be charged the same rates unless there is a "cost-based justification" for the difference in rates including In City and Out of City customers.**

I am happy to discuss the rate study findings and recommendations in detail at your convenience. Thank you for the opportunity to be of service!

Superior Water Management of Texas LLC

By: *Phillip Givens*  
**Phillip Givens, Managing Principal**





# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

## Additional Source Documents and Information

### FY 2024 Budget

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

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	BUDGET 2023-2024
<b>OPERATING REVENUES</b>				
Water Sales	#CONNECT!	#CONNECT!	#CONNECT!	\$ 2,090,215
Sewer Sales	#CONNECT!	#CONNECT!	#CONNECT!	2,516,542
Stormwater Fees	#CONNECT!	#CONNECT!	#CONNECT!	583,679
Customer Penalties	#CONNECT!	#CONNECT!	#CONNECT!	51,576
Tapping Fees	#CONNECT!	#CONNECT!	#CONNECT!	10,000
Connection & Platting	#CONNECT!	#CONNECT!	#CONNECT!	8,360
<b>TOTAL OPERATING REVENUES</b>	#CONNECT!	#CONNECT!	#CONNECT!	5,260,372
<b>OPERATING EXPENSES</b>				
General & Administrative	765,084	-	-	-
Water System	#CONNECT!	#CONNECT!	#CONNECT!	1,264,795
Sewer System	#CONNECT!	#CONNECT!	#CONNECT!	2,263,872
Stormwater	#CONNECT!	#CONNECT!	#CONNECT!	175,600
Depreciation	308,233	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	#CONNECT!	#CONNECT!	#CONNECT!	3,704,267
<b>NET OPERATING INCOME (LOSS)</b>	#CONNECT!	#CONNECT!	#CONNECT!	1,556,105
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Interest Income and Other	28,490	#CONNECT!	#CONNECT!	60,500
Transfers In-ARPA	230,000	#CONNECT!	#CONNECT!	224,382
Bexar County Seneca Drainage Reimbursement	546,778	#CONNECT!	#CONNECT!	-
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)	-
<b>TOTAL NON-OPERATING</b>				
<b>NET INCOME (LOSS)</b>	#CONNECT!	#CONNECT!	#CONNECT!	354,978
<b>CHANGES IN 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>	-	(1,244,050)	(1,244,050)	(914,382)
<b>NET INCREASE (DECREASE) IN WORKING</b>	#CONNECT!	#CONNECT!	#CONNECT!	(559,404)
BEGINNING FUND BALANCE	3,150,191	#CONNECT!	#CONNECT!	2,629,984
*ENDING FUND BALANCE	#CONNECT!	#CONNECT!	#CONNECT!	\$ 2,070,580



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

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
<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>	-	-	-	350
<b>Total Connection Fees</b>	-	-	-	350
<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>

Sewer Rev

Admin Rev,  
59,586

Water Rev  
10,350



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

## WATER EXPENSES

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	BUDGET 2023-2024
<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
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
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>



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

## SEWER - Leon Valley EXPENSES

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	BUDGET 2023-2024
<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
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>



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

## CURRENT UTILITY RATE SCHEDULE

### City of Leon Valley

9/21/23, 1:26 PM

Leon Valley, TX Code of Ordinances

#### ARTICLE A11.000 - WATER AND SEWER FEES

##### Sec. A11.001 - Generally

(a) *Monthly water rates and charges, all customers residential or nonresidential.* The rates set forth below are hereby established and shall be charged for water provided for monthly billings effective after publication as required by law:

(1) *Monthly meter charge.*

Meter Size	Fee
Residential 5/8"	\$11.76
Commercial 5/8"	\$12.30
Residential 3/4"	\$13.39
Commercial 3/4"	\$15.08
1"	\$19.06
1 1/2"	\$30.72
2"	\$45.28
3"	\$129.41
4"	\$164.71
8"	\$616.73

(2) *Monthly volumetric rate (per thousand gallons).*

(A) *Commercial.*

- (i) 0—500,000: \$3.70.
- (ii) Above 500,000: \$3.95.

about:blank

1/7

9/21/23, 1:26 PM

Leon Valley, TX Code of Ordinances

(B) *Residential.*

- (i) 0—3,000: \$3.56.
- (ii) 3,001—6,000: \$5.06.
- (iii) 6,001—10,000: \$6.56.
- (iv) 10,001—17,000: \$8.06.
- (v) Above 17,001: \$9.56.



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

(c) Monthly residential and nonresidential sewer service rates. The rates set forth below are hereby established and shall be charged for monthly sewer service provided effective after publication as required by law:

(1) Monthly sewer service rates, residential and nonresidential.

(A) Minimum bill: \$15.08.

(B) Residential (gallons included in minimum bill): 1,000.

(C) Nonresidential (gallons included in minimum bill): 0.

(D) Volumetric rate: \$6.24.

## METER INVENTORY

7. Meter Inventory (number of 5/8-3/4 inch, 1 inch, 2 inch, etc.) by Water Utility and Sewer Utility Please complete the green section below.

METER INVENTORY	WATER UTIL				
INSERT DATA			WATER		
NO OF 5/8" CUS	2430		5/8", 3/4"	EQUIV.	1
NO OF 1" CUS	59		1"	EQUIV.	2.5
NO OF 1-1/2" CUS	86		1-1/2"	EQUIV.	5
NO OF 2" CUS	55		2"	EQUIV.	8
NO OF 2-1/2" CUS	0		2-1/2"	EQUIV.	12
NO OF 3" CUS	11		3"	EQUIV.	15
NO OF 4" CUS	1		4"	EQUIV.	25
NO OF 6" CUS	0		6"	EQUIV.	50
NO OF 8" CUS	1		8"	EQUIV.	80
NO OF 10" CUS	0		10"	EQUIV.	115
	100%				
ESFC Per Water District Finar			TCEQ publication RG-080		
METER INVENTORY	SEWER UTIL				
INSERT DATA			SEWER		
NO OF 5/8" CUS	2305		5/8", 3/4"	EQUIV.	1
NO OF 1" CUS	59		1"	EQUIV.	2.5
NO OF 1-1/2" CUS	86		1-1/2"	EQUIV.	5
NO OF 2" CUS	55		2"	EQUIV.	8
NO OF 2-1/2" CUS	0		2-1/2"	EQUIV.	12
NO OF 3" CUS	11		3"	EQUIV.	15
NO OF 4" CUS	1		4"	EQUIV.	25
NO OF 6" CUS	0		6"	EQUIV.	50
NO OF 8" CUS	1		8"	EQUIV.	80
NO OF 10" CUS	0		10"	EQUIV.	115
	100%				
ESFC Per Water District Finar			TCEQ publication RG-080		



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

## GALLONS BILLED DATA

City of Leon Valley Gallons Billed

*Hello Byron – Below is a list of the records needed from the City of Leon for the Rate Study. Please let me know if you have any questions. Thanks! - Phillip*

*1. Objective and Goals (what is the City trying to achieve/accomplish?)*

**The Study should achieve a water and wastewater rate structure that will assure equitable and adequate revenues for operations, debt service retirement, capital improvements and bond covenant requirements. This will ensure the utility operates on a self-sustaining basis while considering the economic impact on the City's customers.**

*2. Most Recently Adopted Budget (Excel format please)*

**Budget Document Attached**

*3. Annual Gallons Billed to Customers (most recent 12 months calendar or fiscal)*

**301,245,000 Gallons (Source: 2022 Calendar Year TWDB Survey)**



# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

## DEPRECIATION PER AUDIT INFORMATION

CITY OF LEON VALLEY  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION  
PROPRIETARY FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2022

	Business-Type Activities
	Water and Sewer System
<b>OPERATING REVENUES</b>	
Metered Water Sales	\$ 1,847,657
Wastewater Sales Charges	2,577,726
Storm Water Fees	410,225
Connection and Platting	469,172
Customer Penalties	62,889
Customer Disconnect Fees	7,500
Tap Fees	6,180
<b>TOTAL OPERATING REVENUES</b>	<u>5,381,349</u>
<b>OPERATING EXPENSES</b>	
General and Administrative	765,084
Water System	2,023,947
Wastewater System	2,219,658
Stormwater System	240,444
Depreciation	308,233
<b>TOTAL OPERATING EXPENSES</b>	<u>5,557,366</u>
<b>OPERATING INCOME (LOSS)</b>	<u>(176,017)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>	
Investment Earnings	28,490
Interest Expense	(55,815)
Miscellaneous - Non Capital	181,383
Grants - Capital	365,395
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<u>519,453</u>
<b>INCOME BEFORE CONTRIBUTIONS AND TRANSFERS</b>	<u>343,436</u>
<b>TRANSFERS AND CONTRIBUTIONS</b>	
Transfers In	230,000
Transfers Out	(624,509)
<b>TOTAL TRANSFERS AND CONTRIBUTIONS</b>	<u>(394,509)</u>
<b>CHANGE IN NET POSITION</b>	(51,073)
<b>NET POSITION AT BEGINNING OF YEAR</b>	<u>10,155,792</u>
<b>NET POSITION AT END OF YEAR</b>	<u>\$ 10,104,719</u>

See accompanying notes to basic financial statements.





# SUPERIOR MANAGEMENT

"Your Success is Our Business"

P.O. Box 130308  
Spring, TX 77393

Office: (713) 557-0808  
Fax: (281) 886-0558

## DEBT (for informational purpose only):

CITY OF LEON VALLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2022

NOTE 8 -- OTHER POST EMPLOYMENT BENEFIT (OPEB) (Continued)

Deferred outflows of resources in the amount of \$3,885 is related to OPEB benefits resulting from contributions subsequent to the measurement date, and will be recognized as a reduction of the total OPEB liability for the subsequent plan year ended December 31, 2022 (fiscal year ended September 30, 2023). Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

For the Year Ended December 31,	
2022	\$ 31,486
2023	31,031
2024	21,596
2025	10,426
2026	1,222
	\$ 95,761

NOTE 9 -- FUND BALANCE

As of September 30, 2022, fund balances consist of the following:

	General Fund	Debt Service	Street Maintenance Tax Fund	Other Nonmajor Governmental Funds	Total Governmental Funds
<i>Fund Balances:</i>					
Nonspendable:					
Inventory	\$ 4,568	\$ -	\$ -	\$ -	\$ 4,568
Prepaid Items	-	-	-	-	-
Restricted for:					
Public, Education and Governmental	298,380	-	-	-	298,380
Debt Service	-	414,100	-	-	414,100
Parks	-	-	-	-	-
Economic Development Corporation	-	-	-	-	-
Street Maintenance	-	-	1,245,522	-	1,245,522
Crime Control and Prevention District	-	-	-	508,228	508,228
Federal Police Forfeitures	-	-	-	279,412	279,412
Other:					
Park Bucks	5,810	-	-	-	5,810
Community Center	-	-	-	228,610	228,610
Grants	-	-	-	7,142	7,142
Child Safety	-	-	-	50,838	50,838
State Police Forfeiture	-	-	-	10,654	10,654
Building Security	-	-	-	49,897	49,897
Court Technology	-	-	-	38,208	38,208
Committed for Disaster Emergencies	1,000,000	-	-	-	1,000,000
Assigned for:					
Red Light Camera Traffic Safety	919,759	-	-	-	919,759
Tree Mitigation and Replacement	24,125	-	-	-	24,125
Economic Development	557,551	-	-	-	557,551
Unassigned	4,525,932	-	-	-	4,525,932
<i>Total Fund Balances</i>	<u>\$ 7,336,125</u>	<u>\$ 414,100</u>	<u>\$ 1,245,522</u>	<u>\$ 1,172,989</u>	<u>\$ 10,168,736</u>

# City of Leon Valley June 2024 Financial Report

Dawn Tarr

Assistant Finance Director  
City Council Meeting

July 16, 2024

# City of Leon Valley Monthly Financial June 2024

{Section}.35.

## General Fund

Target Percentage 75.00%

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL	FY 2023 Y-T-D ACTUAL		
Ad Valorem	\$ 5,470,447	\$ 5,264,372	96.2%	\$ 5,231,872	95.5%
Sales Taxes	3,789,946	2,162,604	57.1%	2,217,758	66.8%
Franchise Taxes	1,001,820	496,046	49.5%	698,532	77.5%
Licenses, Permits, Fees & Fines	1,237,800	896,664	72.4%	921,184	56.0%
Interest Income	316,000	341,934	108.2%	256,700	485.9%
Miscellaneous Revenue	1,772,504	380,738	21.5%	379,050	98.7%
Transfers In	2,133,856	2,133,856	100.0%	2,267,183	109.2%
<b>Total Revenue</b>	<b>\$ 15,722,373</b>	<b>\$ 11,676,214</b>	<b>74.3%</b>	<b>\$ 11,972,279</b>	<b>85.1%</b>

## EXPENDITURES

Municipal Court	\$ 426,289	\$ 285,293	66.9%	\$ 283,332	67.6%
Finance	465,686	333,835	71.7%	304,329	74.6%
Council & Manager	1,155,434	730,554	63.2%	969,522	72.9%
Information Technology	315,718	260,458	82.5%	175,361	55.6%
Police	3,542,439	2,399,425	67.7%	2,415,834	73.0%
Impound Lot	201,505	107,777	53.5%	93,072	0.0%
Fire	3,900,408	2,549,912	65.4%	2,493,681	68.8%
Public Works	2,772,751	1,666,053	60.1%	1,459,826	65.4%
Planning and Zoning	649,790	367,474	56.6%	267,123	51.8%
Economic Development	514,605	205,156	39.9%	118,919	0.0%
Special Events	144,606	46,442	32.1%	81,266	57.9%
Parks & Recreation	3,154,343	262,404	8.3%	130,612	46.4%
Library	586,862	351,731	59.9%	320,322	55.9%
Transfers Out	-	-	0.0%	659,000	103.1%
<b>Total Expenditures</b>	<b>\$ 17,830,436</b>	<b>\$ 9,566,514</b>	<b>53.7%</b>	<b>\$ 9,772,197</b>	<b>70.9%</b>

## City of Leon Valley Monthly Financial June 2024

### Water/Sewer/Storm Water Fund

Target Percentage 75.00%

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Water Sales	\$ 2,084,115	\$ 1,292,877	62.0%	\$ 1,355,263	69%
Sewer Sales	2,516,542	1,800,026	71.5%	1,798,370	73%
Storm Water	580,444	373,942	64.4%	329,907	77%
Connection & Platting	350	125	35.7%	-	-
Customer Fees	68,921	51,497	74.7%	55,396	98%
Tapping Fees	10,000	3,886	38.9%	-	-
Interest Income	50,000	155,138	310.3%	99,492	975%
Miscellaneous Revenue	10,500	358,852	171.1%	83,076	460.5%
<b>Total Revenue</b>	<b>\$ 5,320,872</b>	<b>\$ 4,036,342</b>	<b>75.9%</b>	<b>\$ 3,721,504</b>	<b>74.6%</b>

### EXPENDITURES

Water System	1,844,795	853,720	46.3%	666,634	71.3%
Sewer System	3,274,892	1,570,913	48.0%	1,087,478	51.8%
Storm Water	1,177,632	398,654	33.9%	46,688	52.5%
Other Sources/Uses	1,354,109	1,261,628	93.2%	2,269,467	-
<b>Total Expenditures</b>	<b>\$ 7,651,428</b>	<b>\$ 4,084,915</b>	<b>53.4%</b>	<b>\$ 4,070,266</b>	<b>57.6%</b>

# City of Leon Valley Monthly Financial June 2024

## Community Center Fund

Target Percentage 75.00%

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 84,000	\$ 35,492	42.3%	\$ 31,526	45.0%
<b>RENTAL FEES</b>					
Community Center	47,900	26,785	55.9%	35,392	70.8%
Conference Center	16,354	21,071	128.8%	12,176	-
Interest Income	7,200	9,454	131.3%	7,227	227.2%
Transfers in	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 155,454</b>	<b>\$ 92,802</b>	<b>59.7%</b>	<b>\$ 86,321</b>	<b>59.7%</b>

EXPENDITURES					
Personnel	\$ 89,338	\$ 65,116	72.9%	\$ 58,072	78.9%
Supplies	8,000	2,317	29.0%	475	6.3%
Contractual	59,350	29,866	50.3%	26,033	50.5%
Capital Outlay	72,000	11,287	15.7%	-	0.0%
<b>Total Expenditures</b>	<b>\$ 228,688</b>	<b>\$ 108,586</b>	<b>47.5%</b>	<b>\$ 84,580</b>	<b>58.5%</b>

## City of Leon Valley Monthly Financial June 2024

### Economic/Community Development

Target Percentage 75.00%

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D Actual	
Sales Tax Revenues	\$ 409,000	\$ 238,394	58.3%	\$ 244,238	0.0%
Interest Income	11,000	18,016	163.8%	13,772	-
<b>Total Revenues</b>	<b>\$ 420,000</b>	<b>\$ 256,410</b>	<b>61.0%</b>	<b>\$ 258,010</b>	<b>0.0%</b>

### EXPENDITURES

Personnel	\$ 172,139	\$ 101,266	58.8%	\$ 81,772	0.0%
Supplies	11,475	9,790	85.3%	4,762	0.0%
Contractual	324,656	94,100	29.0%	32,385	0.0%
Capital Outlay	6,335	-	0.0%		
<b>Total Expenditures</b>	<b>\$ 514,605</b>	<b>\$ 205,156</b>	<b>39.9%</b>	<b>\$ 118,919</b>	<b>0.0%</b>

# City of Leon Valley Monthly Financial June 2024

## Impound Lot

Target Percentage 75.00%

REVENUE	FY 2024	FY 2024		FY 2023	
	Budget	Y-T-D ACTUAL		Y-T-D Actual	
Impound Lot Fees	\$ 100,000	\$ 70,060	70.1%	\$ 74,770	0.0%
Auctions	65,000	68,677	105.7%	24,574	0.0%
<b>Total Revenues</b>	<b>\$ 165,000</b>	<b>\$ 138,737</b>	<b>84.1%</b>	<b>\$ 99,344</b>	<b>0.0%</b>

## EXPENDITURES

Personnel	\$ 122,502	\$ 90,552	73.9%	\$ 86,302	0.0%
Supplies	1,900	624	32.8%	2,090	0.0%
Contractual	10,000	8,530	85.3%	4,680	0.0%
Capital	67,103.00	8,071	12.0%	-	-
<b>Total Expenditures</b>	<b>\$ 201,505</b>	<b>\$ 107,777</b>	<b>53.5%</b>	<b>\$ 93,072</b>	<b>0.0%</b>

# City of Leon Valley Monthly Financial June 2024

{Section}.35.

## Red Light Cameras (RLC)

Target Percentage 75.00%

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D Actual	
Red Light Camera Fines	\$ 1,895,872	\$ 1,812,043	95.6%	\$ 1,781,636	79.7%
Late Fees/Court Costs	200,000	137,047	68.5%	141,688	-
Interest Income	25,000	30,411	121.6%	38,603	286.8%
Miscellaneous Revenue	-	22,500	0.0%	-	0.0%
Transfers in	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,120,872</b>	<b>\$ 2,002,001</b>	<b>94.4%</b>	<b>\$ 1,961,927</b>	<b>87.6%</b>

## EXPENDITURES

### *Red Light Cameras (Tier 1)*

Personnel (6 employees)	\$ 642,258	\$ 450,081	70.1%	\$ 452,370	74.0%
Supplies	3,150	-	0.0%	3,221	80.5%
Contractual	887,000	571,376	64.4%	579,230	64.3%
Transfers	342,558	342,558	100.0%	326,574	72%
<b>Total Tier One</b>	<b>\$ 1,874,966</b>	<b>\$ 1,364,016</b>	<b>72.7%</b>	<b>\$ 1,361,396</b>	<b>69.2%</b>

### *Traffic Safety (Tier 2)*

Personnel (2 out of 3 employees)	\$ 298,227	\$ 145,437	48.8%	\$ 170,796	0.0%
Supplies	9,800	350	3.6%	1,455	-
Contractual	53,997	7,319	13.6%	-	-
Capital Outlay	592,568	252,403	42.6%	126,000	0.0%
<b>Total Tier Two</b>	<b>\$ 954,592</b>	<b>\$ 405,509</b>	<b>42.5%</b>	<b>\$ 298,251</b>	<b>0.0%</b>

### UNAUDITED

RLC Fines Revenue	1,812,043	
RLC Expenditures	(1,021,458)	
RLC Personnel Transfers YTD	(256,919)	Estimated for the YTD FY
	533,667	Of this 50% goes to the city the other 50% goes to the state
City 50% Revenue (Loss)	266,834	This is the 50% that comes to the city
Late Fees Revenue	137,047	City keeps 100%
Interest Income Revenue	52,911	City keeps 100%
Traffic Safety Expenditures	(405,509)	
Total Net Fund Revenue (Loss)	51,283	



# City of Leon Valley June 2024 Financial Report

Dawn Tarr

Assistant Finance Director  
City Council Meeting

July 16, 2024



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, June 04, 2024 at 6:00 PM

**MINUTES**

The City of Leon Valley City Council Shall Hold an In-Person Meeting with A Quorum of Members of City Council to Be Physically Present in The Leon Valley City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238. Some Members of City Council May Appear and Participate in The Meeting by Videoconference Pursuant to The Requirements Set Forth in The Texas Open Meetings Act.

Citizens May E-Mail Public Comments To [citizenstobeheard@leonvalleytexas.gov](mailto:citizenstobeheard@leonvalleytexas.gov). All Other Citizen Participation May Be Provided In-Person at City Council Chambers.

**1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance**

**PRESENT**

- Mayor Chris Riley
- Council Place 1 Benny Martinez
- Council Place 2 Betty Heyl - *Arrived at 6:10 PM*
- Mayor Pro-Tem, Council Place 3 Philip Campos
- Council Place 4 Rey Orozco
- Council Place 5 Will Bradshaw

Mayor Chris Riley called the meeting to order at 6:00 PM and announced that a quorum of City Council was present in Council Chambers.

Mayor Riley asked Councilor Will Bradshaw to lead the Pledge of Allegiance.

Councilor Benny Martinez requested a moment of silence for the sudden loss of the daughter of Mindy Teague, Planning and Zoning Director.

**2. Citizens to be Heard**

Those who spoke at this time were: None.

### 3. Presentations

#### 1. Presentation, Discussion and Workshop on an Ordinance Approving and Adopting Fiscal Year 2024-2025 Proposed Budget (1st Reading as Required by City Charter) - Dr. Caldera, City Manager

Dr. Crystal Caldera, City Manager, presented the proposed Fiscal Year 2024-2025 Budget and emphasized that this is a "draft, working document".

There was a lengthy discussion.

#### 2. Presentation, Discussion, and Direction to Staff on a Reallocation of Funds to Revise the Parks, Recreation, Trails, and Open Space Master Plan and Resurface Tennis and Basketball Courts - M. Moritz, Public Works Director

Melinda Moritz, Public Works Director, presented this item.

Councilor Philip Campos motioned to accept as presented. Councilor Will Bradshaw seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

The motion passed unanimously.

#### 3. Presentation, Discussion, and Possible Action on Update of Fourth of July Celebration - C. Miranda, Community Relations

Dr. Crystal Caldera, City Manager, introduced the item with the staff recommendations as it pertains to public safety.

Crystal Miranda, Community Relations Director gave the presentation with updates on the July 4th event.

### 4. Regular Agenda

#### 1. Presentation, Discussion, and Possible Action on a Resolution Granting a Variance to Section 3.05.005(a)(1)(a) of the City of Leon Valley Code of Ordinances for Fence Height at 6618 Adair Drive -R. Salinas, Director of Economic Development.

Roque Salinas, Economic Development Director presented this item on behalf of Mr. Ponce, applicant.

Councilor Philip Campos motioned to grant the variance as requested. Councilor Rey Orozco seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

The motion passed unanimously.

Dr. Crystal Caldera, City Manager, requests that the City Council go into Executive Session at this time moving Agenda Item 10.1 up to this point in the meeting.

**5. The City Council Shall Meet in Executive Session to Discuss the Following:**

Mayor Chris Riley read aloud the caption.

- 1. Pursuant to Texas Government Code, Chapter 551, Section 551.071, Consultation on Legal Issues; and Section 551.072, Deliberations on Real Property: 0 Samaritan Drive, Leon Valley, Texas, 78238, Lots 1 and 2, Block 1, CB 4430, Grass Hill Estates Subdivision, Approximately 19.614 Acres of Land**

The City Council went into Executive Session at 8:10 PM

**6. Reconvene into Regular Session**

The City Council reconvened into Open Session at 8:37 PM

**7. Possible Action on Issues Discussed in Executive Session If Necessary**

No action taken at this time.

**8. Regular Agenda - Continued**

- 1. Presentation, Discussion and Possible Action on Authorizing the City Manager to Sign the Commercial Contract for Unimproved Property located at 0 Samaritan Drive, Leon Valley, Texas, 78238, Lots 1 and 2, Block 1, CB 4430, Grass Hill Estates Subdivision, Approximately 19.614 Acres of Land - Dr. Caldera, City Manager**

Mayor Chris Riley announced that the developer has offered the City two-million dollars for the property and that she was opposed and would like the item tabled.

There was a lengthy discussion.

Those who spoke on this item were: Samir Chehade (Developer); Abraham Diaz (Leon Valley); Beth Mursch (Leon Valley); Tina Chasan (Leon Valley); Lupe Diaz (Leon Valley); Mary Ruth Fernandez (Leon Valley); Sharon Hendricks (Leon Valley); and Mark Ferris (Leon Valley).

Councilor Will Bradshaw motioned to pass Agenda Item 4.1 and authorize the city manager to sign the contract for the purchase of the property located at 0 Samaritan Drive, Leon Valley, Texas, 78238, Lots 1 and 2, Block 1, CB 4430, Grass Hill Estates Subdivision, approximately 19.614 Acres of Land for two-million dollars, with one change to Section 6b.3 that the buyer will obtain and updated survey. Councilor Benny Martinez seconded the motion.

Mayor Chris Riley asked Dr. Crystal Caldera, City Manager, to take a roll call vote.

Dr. Crystal Caldera, City Manager, proceeded with a roll call vote to which the City Council replied: Councilor Benny Martinez - Yea; Councilor Betty Heyl - Yea; Councilor Philip Campos - Nay; Councilor Rey Orozco - Yea; and Councilor Will Bradshaw - Yea.

Mayor Riley announced the motion passed (4 to 1).

**9. Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.

Mayor Chris Riley and members of the City Council made announcements.

## **10. City Manager's Report**

Dr. Crystal Caldera, City Manager, announced that the City Manager's Report will be available on the website and added a correction to the time of the Big Rig Petting Zoo.

### **1. Upcoming Important Events:**

- **Regular City Council Meeting, Tuesday, July 16, 2024, at 6:30 PM, in City Council Chambers.**
- **Big Rig Petting Zoo, Friday, June 07, 2024, from 9:30 AM to 11:00 AM, at Raymond Rimkus Park.**
- **Movies in the Park featuring, Migration, Friday, June 07, 2024, at Dusk, at Veteran's Park near the Community/Conference Center Grassy Area.**
- **Movies in the Park featuring Kung Fu Panda 4 , Friday, June 21, 2024, at Dusk, at Veteran's Park near the Community/Conference Center Grassy Area.**
- **City Hall and Municipal Court will be closed Thursday, July 04, 2024, in observance of Independence Day.**
- **30th Annual 4th of July Celebration, Thursday, July 04, 2024, at Raymond Rimkus Park. Complete day's schedule of events may be found on the City's website, ENews, as well as on the City's Facebook and Twitter pages.**
- **Coffee with the Mayor & City Council, Saturday, July 27, 2024, 9:00 AM to 11:00 AM, at the Leon Valley Conference Center.**
- **Miscellaneous other events and announcements.**

## **11. Consent Agenda**

Councilor Rey Orozco motioned to approve the Consent Agenda as presented. Councilor Philip Campos seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

The motion passed unanimously.

1. **Discussion and Possible Action Approving of the Following City Council Minutes - S. Passailaigue, City Secretary:**
  - a. **05-21-2024 Regular City Council Meeting Minutes**
2. **Discussion and Possible Action Accepting of the Following Board/Commission Minutes - S. Passailaigue, City Secretary:**
  - a. **04-11-2024 Park Commission Meeting Minutes**
  - b. **04-23-2024 Planning & Zoning Commission Meeting Minutes**
3. **Discussion and Possible Action on an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 14 Utilities, Article 14.05 Sewers, Section 14.05.001 Connection to Allow Properties Over One Acre in Size to Install On Site Sewage Facilities if Not Within 300' of the City's Sanitary Sewer System Mains (1st Read was Held on 05-21-2024) - M. Moritz, Public Works Director**
4. **Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment to Transfer Funds from the American Rescue Plan Fund (ARP) to the Enterprise Fund for Remaining ARP Funds (1st Read was on Held 05-21-2024) - C. Goering, Finance Director**

## 12. Regular Agenda - Continued

1. **Presentation and Discussion of an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A8.000 Building and Construction Related Fees, A 8.003 Plan Review Fee Assessment, to Add a Subsection (C) Re-Review Plan Fee (1st Read as Required by City Charter) - R. Salinas, Director of Economic Development.**

Roque Salinas, Economic Development Director presented.

This item will be placed in the Consent Agenda of the July 16, 2024 Regular City Council Meeting for a second read and consideration.

2. **Presentation and Discussion on Amending the City of Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A8.000 Building and Construction Related Fees, Section A8.006 Curb Cut Permit and Section A8.018 Sidewalk Permit to Increase Fees for Such Permits (1st Reading as Required by City Charter) - R. Salinas, Director of Economic Development.**

Roque Salinas, Economic Development Director presented.

This item will be placed in the Consent Agenda of the July 16, 2024 Regular City Council Meeting for a second read and consideration.

3. **Discussion and Possible Action of a Resolution of the City of Leon Valley, TX., City Council Appointing Members, Alternates, and a Council Liaison to the Board of Adjustment - S. Passailaigue, City Secretary**

Councilor Philip Campos motioned to appoint Linda Barker and Danielle Bolton to the Board of Adjustment. Councilor Will Bradshaw seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

The motion passed unanimously.

Councilor Will Bradshaw will remain Council Liaison to the Board of Adjustment.

**4. Discussion and Possible Action on a Resolution Appointing Members to the Citizens Police Advisory Committee - S. Passailaigue, City Secretary**

Councilor Betty Heyl nominated Erick Matta for reappointment.

Councilor Rey Orozco nominated Kim Crawford for reappointment.

Mayor Chris Riley nominated Tina Chasan for reappointment and Joshua Stevens for appointment.

Councilor Rey Orozco will remain as Council Liaison.

Councilor Rey Orozco motioned to appoint all as presented as stated. Councilor Will Bradshaw seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

The motion passed unanimously.

**5. Discussion and Possible Action on a Resolution Appointing Members to the Economic and Community Development Advisory Committee - S. Passailaigue, City Secretary**

Councilor Rey Orozco motioned to appoint Yvonne Orozco and Benjamin Alterman to the Economic and Community Development Advisory Committee. Councilor Will Bradshaw seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

The motion passed unanimously.

**6. Discussion and Possible Action on a Resolution Appointing Members to the Library Advisory Board - S. Passailaigue, City Secretary**

Councilor Philip Campos motioned to appoint Linda Crews, Margaret Tovar, and Hillary Huber as stated. Councilor Benny Martinez seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

The motion passed unanimously.

**7. Discussion and Possible Action on a Resolution Appointing Commissioners and Alternates to the Park Commission - S. Passailaigue, City Secretary**

Councilor Will Bradshaw motioned to reappoint Danielle Bolton, Roger Christensen, Thomas Benavides, Elaine Valdez, Diana Frazier, and Joyce Trent to the Park Commission. Councilor Rey Orozco seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

The motion passed unanimously.

**8. Discussion and Possible Action on a Resolution Appointing Commissioners and Alternates to the Planning & Zoning Commission- S. Passailaigue, City Secretary**

Mayor Chris Riley pointed out that Thomas Dillig resigned months ago and should be removed from the roster.

Councilor Benny Martinez motioned to reappoint Andrea Roofe, Erick Matta, Pat Martinez, and to move Mary Ruth Fernandez into a Commissioner position; also, to move Cynthia Koger into the 1st Alternate position; and appoint Abraham Diaz to 2nd Alternate of the Planning & Zoning Commission. Councilor Philip Campos seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

The motion passed unanimously.

**13. Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley’s Code of Ordinances, at a Meeting of City Council, a Member of City Council May Place an Item on an Agenda by Making a Motion to Place the Item on a Future Agenda and Receiving a Second. No Discussion Shall Occur at the Meeting Regarding the Placement of the Item on a Future Agenda.**

Dr. Crystal Caldera, City Manager, informed City Council that along with the other appointments mentioned previously, she will add an item to the July 16, 2024 agenda for Council to appoint members to the Trash Committee.

Councilor Rey Orozco asked for a briefing on the Lyft Fund and the Lions Roar added to the Retreat Agenda.

Councilor Orozco would also like a briefing on the Evers speed limit ("Pros and Cons"); as well as the lights at Bandera and Seneca.



**14. Adjournment**

Mayor Riley announced that the meeting adjourned at 10:09 PM

**These minutes approved by the Leon Valley City Council on the 16th of July, 2024.**

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

**ATTEST:** \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
CITY SECRETARY

DRAFT



**City of Leon Valley  
PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
6:30 PM – MAY 28, 2024  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238**

**1. CALL TO ORDER AND ROLL CALL**

1st Vice-Chair Erick Matta called the Planning & Zoning Commission meeting to order at 6:33PM.

**PRESENT**

Commissioner	David Perry	Place 1
Commissioner	Hilda Gomez	Place 3
Commissioner	Pat Martinez	Place 4
1 <sup>st</sup> Vice-Chair	Erick Matta	Place 6
Commissioner	Richard Blackmore	Place 7
2 <sup>nd</sup> Alternate	Mary Ruth Fernandez	Seated to Vote
3 <sup>rd</sup> Alternate	Cynthia Koger	Seated to Vote
Council Liaison Benny Martinez		

**ABSENT**

2nd Vice Chair	Andrea Roofe	Place 2 – unexcused
----------------	--------------	---------------------

The previous Chair, Cassie Rowse, submitted her resignation from the Commission on May 22, 2024, so 1<sup>st</sup> Vice Chair Matta acted as Chair in her absence. Also present were Public Works Director Melinda Moritz, Economic Development Director Roque Salinas, City Council Member Rey Orozco, City Council Member Betty Heyl, and Permit Technician Elizabeth Aguilar

**2. APPROVAL OF ZONING COMMISSION MINUTES**

2<sup>nd</sup> Alternate Mary Ruth Fernandez made a motion to approve the minutes as presented, which was seconded by Commissioner Blackmore. The motion carried unanimously.

**3. NEW BUSINESS**

1. Presentation, Public Hearing, and Possible Action to Approve a Replat of Lot 19, Block 5, CB 4429, Bandera Exchange Subdivision Unit 13-A to Lots 24 and 25, Block 5, CB 4429, River City Wurzbach Subdivision, Being a 2.886 Acre Tract of Land Located in the 5300 Block of Wurzbach Road - M. Moritz, Public Works Director

Economic Development Director Roque Salinas presented the case information, and a brief discussion was held between the Commissioners and Mr. Salinas regarding the location and occupancy status of the buildings.

Acting Chair Matta opened the public hearing at 6:37 p.m., asking if anyone wished to speak on this item. Seeing no one, Acting Chair Matta closed the public hearing at 6:38 p.m.

Commissioner Perry made a motion to approve the replat as presented, which was seconded by Commissioner Gomez.

Voting Yea: Acting Chair Matta, Commissioners Martinez, Blackmore, Gomez, Perry, Alternates Fernandez and Koger.

Voting Nay: None

2. Discussion and Possible Recommendation to Amend the Leon Valley City Code of Ordinances, Chapter 15 Zoning, Article 15.02 Zoning, Division 6. Districts, Boundaries, and Use Regulations, Sec. 15.02.327 - "PDD" Planned Development District - M. Moritz, Public Works Director

Public Works Director Melinda Moritz presented proposed revisions to Chapter 15 Zoning, Division 6 Divisions, Boundaries, and Use Regulations, Section 15.02.327 Planned Development District, noting that there had been several comments that applicants requesting a zone change to this District may have been using it to circumvent the Board of Adjustment variance procedures, as they had proposed traditional neighborhood layouts with only variances to the lot size and street width regulations.

A brief discussion was held regarding the proposed revisions, previous discussions on the types of residential uses, how revisions might affect current and future developments, the manners in which the Commissioners could respond, differences between City of San Antonio and Leon Valley Planned Development District regulations, and the potential reduction in flexibility of the zoning district for the city regarding basic code.

Commissioner Blackmore made a motion to table the item to the next meeting to allow Commissioners to review the material. The motion was seconded by acting Chair Matta, and it carried unanimously.

Voting Yea: Acting Chair Matta, Commissioners Martinez, Blackmore, Gomez, Perry, Alternates Fernandez and Koger.

Voting Nay: None

**4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF**

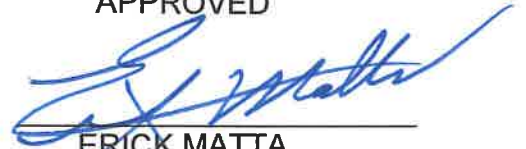
Public Works Director informed everyone that there will be a meeting on June 25, 2024.

**5. ADJOURNMENT**

Acting Chair Matta announced the meeting adjourned at 6:54PM.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 25<sup>th</sup> of June 2024.*

APPROVED



ERICK MATTA  
ACTING CHAIR

ATTEST:

  
ELIZABETH AGUILAR  
PERMIT TECHNICIAN

# City of Leon Valley May 2024 Financial Report

Dawn Tarr

Assistant Finance Director  
City Council Meeting

July 16, 2024

# City of Leon Valley Monthly Financial May 2024

{Section}.63.

## General Fund

Target Percentage 66.66%

REVENUE	FY 2024	FY 2024		FY 2023	
	BUDGET	Y-T-D ACTUAL		Y-T-D ACTUAL	
Ad Valorem	\$ 5,470,447	\$ 5,127,779	93.7%	\$ 5,136,897	93.8%
Sales Taxes	3,789,946	1,857,882	49.0%	1,924,988	58.0%
Franchise Taxes	1,001,820	491,213	49.0%	695,374	77.1%
Licenses, Permits, Fees & Fines	1,237,800	811,730	65.6%	802,016	48.8%
Interest Income	316,000	293,922	93.0%	217,161	410.4%
Miscellaneous Revenue	1,772,504	277,175	15.6%	199,926	64.8%
Transfers In	2,133,856	2,133,856	100.0%	2,267,183	109.2%
<b>Total Revenue</b>	<b>\$ 15,722,373</b>	<b>\$ 10,993,556</b>	<b>69.9%</b>	<b>\$ 11,243,545</b>	<b>80.0%</b>

## EXPENDITURES

Municipal Court	\$ 426,289	\$ 262,667	61.6%	\$ 251,087	59.9%
Finance	465,686	288,730	62.0%	262,173	64.3%
Council & Manager	1,155,434	646,035	55.9%	861,353	64.8%
Information Technology	315,718	241,124	76.4%	161,757	51.3%
Police	3,542,439	2,157,007	60.9%	2,167,118	65.5%
Impound Lot	201,505	96,846	48.1%	83,372	0.0%
Fire	3,900,408	2,197,027	56.3%	2,204,150	60.8%
Public Works	2,772,751	1,478,143	53.3%	1,267,269	56.8%
Planning and Zoning	649,790	310,158	47.7%	231,788	45.0%
Economic Development	514,605	190,280	37.0%	93,867	0.0%
Special Events	144,606	25,382	17.6%	47,027	33.5%
Parks & Recreation	3,154,343	204,202	6.5%	86,846	30.9%
Library	586,862	315,426	53.7%	286,499	50.0%
Transfers Out	-	-	0.0%	659,000	103.1%
<b>Total Expenditures</b>	<b>\$ 17,830,436</b>	<b>\$ 8,413,026</b>	<b>47.2%</b>	<b>\$ 8,663,306</b>	<b>62.8%</b>

# City of Leon Valley Monthly Financial May 2024

{Section}.63.

## Water/Sewer/Storm Water Fund

Target Percentage 66.66%

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Water Sales	\$ 2,084,115	\$ 1,114,545	53.5%	\$ 1,201,546	61%
Sewer Sales	2,516,542	1,574,255	62.6%	1,578,304	64%
Storm Water	580,444	329,422	56.8%	291,178	77%
Connection & Platting	350	125	35.7%	-	-
Customer Fees	68,921	46,654	67.7%	50,813	90%
Tapping Fees	10,000	3,886	38.9%	-	-
Interest Income	50,000	140,057	280.1%	86,386	319%
Miscellaneous Revenue	10,500	347,351	171.1%	82,840	0.0%
<b>Total Revenue</b>	<b>\$ 5,320,872</b>	<b>\$ 3,556,295</b>	<b>66.8%</b>	<b>\$ 3,291,066</b>	<b>66.0%</b>

### EXPENDITURES

Water System	1,844,795	770,160	41.7%	616,519	66.0%
Sewer System	3,274,892	1,431,225	43.7%	1,062,933	50.6%
Storm Water	1,177,632	376,400	32.0%	46,424	52.2%
Other Sources/Uses	1,354,109	1,261,628	93.2%	2,269,467	-
<b>Total Expenditures</b>	<b>\$ 7,651,428</b>	<b>\$ 3,839,413</b>	<b>50.2%</b>	<b>\$ 3,995,343</b>	<b>50.8%</b>

# City of Leon Valley Monthly Financial May 2024

{Section}.63.

## Community Center Fund

Target Percentage 66.66%

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 84,000	\$ 35,492	42.3%	\$ 31,526	45.0%
<b>RENTAL FEES</b>					
Community Center	47,900	23,525	49.1%	30,221	60.4%
Conference Center	16,354	18,884	115.5%	11,656	-
Interest Income	7,200	8,405	116.7%	6,281	280.7%
Transfers in	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 155,454</b>	<b>\$ 86,306</b>	<b>55.5%</b>	<b>\$ 79,684</b>	<b>55.1%</b>

EXPENDITURES					
Personnel	\$ 89,338	\$ 58,204	65.2%	\$ 51,023	69.3%
Supplies	8,000	1,853	23.2%	475	6.3%
Contractual	59,350	26,841	45.2%	22,958	44.5%
Capital Outlay	72,000	1,711	2.4%	-	0.0%
<b>Total Expenditures</b>	<b>\$ 228,688</b>	<b>\$ 88,609</b>	<b>38.7%</b>	<b>\$ 74,456</b>	<b>45.0%</b>



# City of Leon Valley Monthly Financial May 2024

{Section}.63.

## Economic/Community Development

Target Percentage 66.66%

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D Actual	
Sales Tax Revenues	\$ 409,000	\$ 204,797	50.1%	\$ 211,972	0.0%
Interest Income	11,000	16,017	145.6%	11,969	-
<b>Total Revenues</b>	<b>\$ 420,000</b>	<b>\$ 220,814</b>	<b>52.6%</b>	<b>\$ 223,941</b>	<b>0.0%</b>

## EXPENDITURES

Personnel	\$ 172,139	\$ 90,594	52.6%	\$ 70,231	0.0%
Supplies	11,475	8,114	70.7%	4,603	0.0%
Contractual	324,656	91,572	28.2%	19,033	0.0%
Capital Outlay	6,335	-	0.0%		
<b>Total Expenditures</b>	<b>\$ 514,605</b>	<b>\$ 190,280</b>	<b>37.0%</b>	<b>\$ 93,867</b>	<b>0.0%</b>

# City of Leon Valley Monthly Financial May 2024

{Section}.63.

## Impound Lot

Target Percentage 66.66%

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D Actual	
Impound Lot Fees	\$ 100,000	\$ 62,260	62.3%	\$ 60,570	0.0%
Auctions	65,000	52,923	81.4%	24,574	0.0%
<b>Total Revenues</b>	<b>\$ 165,000</b>	<b>\$ 115,183</b>	<b>69.8%</b>	<b>\$ 85,144</b>	<b>0.0%</b>

## EXPENDITURES

Personnel	\$ 122,502	\$ 81,884	66.8%	\$ 76,939	0.0%
Supplies	1,900	590	31.0%	2,090	0.0%
Contractual	10,000	6,735	67.3%	4,343	0.0%
Capital	67,103.00	7,638	11.4%	-	-
<b>Total Expenditures</b>	<b>\$ 201,505</b>	<b>\$ 96,846</b>	<b>48.1%</b>	<b>\$ 83,372</b>	<b>0.0%</b>

**City of Leon Valley  
Monthly Financial  
May 2024**

{Section}.63.

Red Light Cameras (RLC)

Target Percentage 66.66%

REVENUE	FY 2024	FY 2024		FY 2023	
	Budget	Y-T-D ACTUAL		Y-T-D Actual	
Red Light Camera Fines	\$ 1,895,872	\$ 1,624,263	85.7%	\$ 1,626,051	72.8%
Late Fees/Court Costs	200,000	122,591	61.3%	129,878	-
Interest Income	25,000	26,521	106.1%	36,260	208.7%
Misc Revenue	-	22,500	0.0%	-	0.0%
Transfers in	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,120,872</b>	<b>\$ 1,795,875</b>	<b>84.7%</b>	<b>\$ 1,792,189</b>	<b>80.0%</b>

**EXPENDITURES**

*Red Light Cameras (Tier 1)*

Personnel (6 employees)	\$ 642,258	\$ 411,462	64.1%	\$ 404,288	66.2%
Supplies	3,150	-	0.0%	3,064	76.6%
Contractual	887,000	498,686	56.2%	499,190	55.4%
Transfers	342,558	342,558	100.0%	326,574	72%
<b>Total Tier One</b>	<b>\$ 1,874,966</b>	<b>\$ 1,252,706</b>	<b>66.8%</b>	<b>\$ 1,233,115</b>	<b>62.6%</b>

*Traffic Safety (Tier 2)*

Personnel (2 out of 3 employees)	\$ 298,227	\$ 130,265	43.7%	\$ 156,764	0.0%
Supplies	9,800	350	3.6%	1,455	-
Contractual	53,997	6,664	12.3%	-	-
Capital Outlay	592,568	188,448	31.8%	126,000	0.0%
<b>Total Tier Two</b>	<b>\$ 954,592</b>	<b>\$ 325,727</b>	<b>34.1%</b>	<b>\$ 284,219</b>	<b>0.0%</b>

UNAUDITED

RLC Fines Revenue	1,624,263	
RLC Expenditures	(910,148)	
RLC Personnel Transfers YTD	(228,372)	Estimated for the YTD FY
	485,744	Of this 50% goes to the city the other 50% goes to the state
City 50% Revenue (Loss)	242,872	This is the 50% that comes to the city
Late Fees Revenue	122,591	City keeps 100%
Interest Income Revenue	49,021	City keeps 100%
Traffic Safety Expenditures	(325,727)	
<b>Total Net Fund Revenue (Loss)</b>	<b>88,756</b>	

# City of Leon Valley May 2024 Financial Report

Dawn Tarr

Assistant Finance Director  
City Council Meeting

July 16, 2024

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** July 16, 2024

**TO:** Mayor and Council

**FROM:** Roque Salinas, Director of Economic Development

**THROUGH:** Crystal Caldera, Ph.D., City Manager

**SUBJECT:** Presentation And Discussion to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A8.000 Building and Construction Related Fees, Section A8.006 Curb Cut Permit and Section A8.018 Sidewalk Permit to Increase Fees for Curb Cut and Sidewalk Permits

**SPONSOR(S):** N/A

**PURPOSE**

A review of the current fees being charged for curb cuts and sidewalk permits was performed and it was discovered that the fees being charged do not recover the costs being invoiced to the city by the Building Inspector and for staff processing time.

**Current**

The current fee for each permit is \$75.00 for initial permit issuance and an additional \$75.00 for the reinspection fee.

Building Inspector charges:	
Steel inspection	\$ 65.00
Concrete pour	\$ 65.00
Total	<u>\$130.00</u>
Loss to City	\$ 55.00
City Reinspection fee	\$ 75.00
Building Inspector reinspection fee	<u>\$ 65.00</u>
Profit to City	\$ 10.00
Net loss to city	\$ 45.00

**Proposed**

*Sec. A8.006 Curb cut permit*

Commercial:	\$275.00, includes initial and final inspection only.
Residential:	\$175.00, includes initial and final inspection only.
Resubmittal of plan for review	\$150.00

Commercial reinspection: \$150.00  
Residential reinspection: \$100.00

*Sec. A8.018 Sidewalk permit*

Commercial: \$275.00, includes initial and final inspection only.  
Residential: \$175.00, includes initial and final inspection only.  
Resubmittal of plan for review: \$150.00 flat fee

Commercial reinspection: \$150.00.  
Residential reinspection: \$100.00.

**FISCAL IMPACT**

The fee increase will reduce revenue loss to the city for curb cut and sidewalk permits and will place the City of Leon Valley in line with fees being charged by other cities in the area. The increase of this fee will ensure the Leon Valley Planning and Zoning department continues to generate sufficient revenue to be financially self-sufficient.

**RECOMMENDATION**

Staff recommends approval of an Ordinance amending LVCC Appendix A Fee Schedule, Article A8.000 Building and Construction Related Fees, Section A8.006 Curb Cut Permit and Section A8.018 Sidewalk Permit to increase fees for these permits.

APPROVED : \_\_\_\_\_ DISAPPROVED : \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS :

\_\_\_\_\_  
\_\_\_\_\_

ATTEST :

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**ORD. NO.**

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL, AMENDING THE CITY OF LEON VALLEY CODE OF ORDINANCES, APPENDIX A FEE SCHEDULE, ARTICLE A8.000 BUILDING AND CONSTRUCTION RELATED FEES, SECTION A8.006 CURB CUT PERMIT AND SECTION A8.018 SIDEWALK PERMIT TO INCREASE FEES FOR SUCH PERMITS; PROVIDING AN EFFECTIVE DATE OF THE REVISION WITH PUBLICATION, AS REQUIRED BY LAW, PROVIDING A SAVINGS CLAUSE; AND PROVIDING A CONFLICTS PROVISION.**

---

**WHEREAS**, while reviewing fees being charged for plan review, it was discovered that additional reviews were being performed and that applicants were not being charged for these subsequent reviews, and that the fee for the number of inspections required were also not being recovered;

**WHEREAS**, the City Building Inspector invoices the city for any subsequent reviews and inspections, which results in a revenue loss to the city; and

**WHEREAS**, the increase of these fees ensures that the Leon Valley Planning and Zoning department continues to generate enough revenue to be financially self-sufficient;

**WHEREAS**, the City Council now desires to amend Appendix A Fee Schedule, Article A 8.000 Building and Construction Related Fees, Sections A8.006 Curb Cut Permit and Section A8.018 Sidewalk Permit to increase these fees;

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

**SECTION 1.** The Leon Valley Code of Ordinances Appendix A Fee Schedule, Article A8.000 Building and Construction Related Fees, Section A8.006 Curb Cut Permit and Section A8.018 Sidewalk Permit are hereby amended as follows:

“Sec. A8.006 Curb Cut Permit

- (a) Commercial: \$275.00 (includes initial and final inspection only.
- (b) Residential: \$175.00 (includes initial and final inspection only.
- (c) Resubmittal of plans for review: \$150.00 flat fee.
- (d) Commercial reinspection: \$150.00.
- (e) Residential reinspection: \$100.00.”

“Sec. A8.018 Sidewalk Permit

- (a) Commercial: \$275.00 (includes initial and final inspection

- (b) Residential: only.  
\$175.00 (includes initial and final inspection only.)
- (c) Resubmittal of plans for review. \$150.00 flat fee
- (d) Commercial reinspection: \$150.00.
- (e) Residential reinspection: \$100.00.”

**SECTION 2.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Ordinance.

**SECTION 3.** The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

**SECTION 4.** This Ordinance shall become effective immediately upon its passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 16th day of July, 2024.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
 MAYOR

Attest:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE**  
 City Secretary, TRMC

Approved as to Form:

\_\_\_\_\_  
**ARTURO D. ‘ART’ RODRIGUEZ**  
 CITY ATTORNEY



## Exhibit A

### Sec. A8.006 Curb cut permit

- A. Commercial \$275.00, Includes initial and final inspection only.
- B. Residential \$175.00, Includes initial and final inspection only.
- C. Commercial reinspection- \$150.00.
- D. Residential reinspection- \$100.00.
- E. \$150.00 flat fee for the resubmittal of plans for review.

### Sec. A8.018 Sidewalk permit

- A. Commercial \$275.00, Includes initial and final inspection only.
- B. Residential \$175.00, Includes initial and final inspection only.
- C. Commercial reinspection- \$150.00.
- D. Residential reinspection- \$100.00.
- E. \$150.00 flat fee for the resubmittal of plans for review.

# Consider Amending LVCC, Appendix A Fee Schedule Increase Curb Cut and Sidewalk Permit Fees

Roque Salinas, MPA

Director of Economic Development

City Council Meeting 7/14/2024

# Summary

- Question
  - Should the City Council increase fees being charged for curb cut and sidewalk permits to recover out of pocket costs to the city for review, inspection, and staff processing associated with this work?
- Options
  - Approve
  - Deny
  - Other
- Declaration
  - Staff recommends increasing fees for curb cut and sidewalk permits to recover out of pocket costs associated with the review and inspection of these two permits

# Current process

- Application is received by the City
- Permit Fee \$75
- Building Inspector charges:
  - Steel inspection \$65
  - Concrete pour \$65
  - Total \$130
  - Loss to City ~~\$55~~
  
  - City Reinspection fee \$75
  - Building Inspector reinspection fee \$65
  - Profit to City \$10
- **Net loss to city \$45**
- Current fees do not cover initial review, inspection, and staff processing time - City is losing funds on this permit
- Increase in fees will address the issue

# Proposed Fees

## Sec. A8.006 Curb cut permit

- A. Commercial: \$275.00, includes initial and final inspection only.
- B. Residential: \$175.00, includes initial and final inspection only.
- C. Commercial reinspection: \$150.00.
- D. Residential reinspection: \$100.00.
- E. Resubmittal of plan for review: \$150.00 flat fee.

## Sec. A8.018 Sidewalk permit

- A. Commercial: \$275.00, includes initial and final inspection only.
- B. Residential: \$175.00, includes initial and final inspection only.
- C. Commercial reinspection: \$150.00.
- D. Residential reinspection: \$100.00.
- E. Resubmittal of plan for review: \$150.00 flat fee.

# Fiscal Impact

- Fees will recover costs associated with the permitting, processing, and inspection of these 2 permits
- Funds are deposited to the General Fund which pays for Planning and Zoning Department operations
- Funds are in keeping with other cities that issue similar permits

# Recommendation

- Staff recommends approving an Ordinance amending Appendix A Fee Schedule to increase the fees for curb cut and sidewalk permits

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** JULY 16, 2024  
**TO:** Mayor and Council  
**FROM:** Roque Salinas, Director of Economic Development  
**THROUGH:** Crystal Caldera, City Manager  
**SUBJECT:** Presentation And Discussion To Amend Appendix A – Fee Schedule To Add Sec.A 8.003-Plan Review Fee Assessment (C) Re-Review Plan Fee  
**SPONSOR(S):** N/A

**PURPOSE**

A review of fees being charged was performed by city staff and it was determined that the lack of a re-review fee for plans should be included in the fee schedule. The new fee will reduce revenue loss to the City when applications have multiple plans reviewed by City inspectors. This new fee will place the City of Leon Valley in line with other Cities in the area, who do have this fee as part of their fee schedule. The addition of this fee is vital to assure that Leon Valley Planning and Zoning department can continue to operate and generate revenue to have the department be financially self-sufficient. The new fee will be for a flat \$150.00.

**FISCAL IMPACT**

The addition of the fee will increase revenue for the general fund.

**RECOMMENDATION**

It is the recommendation of the Staff that the fee be adopted in order to reduce the number of permits resulting in a loss of revenue due to the lack of the re-review fee not being assessed currently.

APPROVED : \_\_\_\_\_ DISAPPROVED : \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS :

\_\_\_\_\_  
\_\_\_\_\_

ATTEST :

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



**AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL, AMENDING THE LEON VALLEY CODE OF ORDINANCES, APPENDIX A FEE SCHEDULE, ARTICLE A8.003 PLAN REVIEW FEE ASSESSMENT, TO ADD A SUBSECTION (c) RE-REVIEW PLAN FEE; PROVIDING AN EFFECTIVE DATE OF THE REVISION WITH PUBLICATION, AS REQUIRED BY LAW, PROVIDING A SAVINGS CLAUSE; AND PROVIDING A CONFLICTS PROVISION.**

---

**WHEREAS**, A review of the current fee schedule was performed, and it was discovered that a re-review fee for plan reviews should be included in the fee schedule;

**WHEREAS**, the new fee will reduce revenue loss to the city where applications have multiple plan review by City inspectors.

**WHEREAS**, the new fee will place the City of Leon Valley in line with other Cities in the area that do charge re-review fees as a part of their fee schedule.

**WHEREAS**, the addition of this fee is vital to assure that Leon Valley Planning and Zoning department continues to generate enough revenue to be financially self-sufficient.

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

**SECTION 1.** The Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A8.000 - Building and Construction Related Fees, A8.003 Plan Review Assessment Fee is amended to add a Subsection (c) as follows:

“(c) Re-review fees.           \$150.00.”

**SECTION 2.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Ordinance.

**SECTION 3.** The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

**SECTION 4.** This Ordinance shall become effective immediately upon its passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 16th day of July 2024.

**APPROVED**

---

**CHRIS RILEY**  
MAYOR

Attest:

---

Saundra Passailaigue, TRMC  
CITY SECRETARY

Approved as to Form:

---

**ARTURO D. 'ART' RODRIGUEZ**  
CITY ATTORNEY

# P&Z Fees

Roque Salinas, MPA

Director of Economic Development

7/16/2024

# Summary

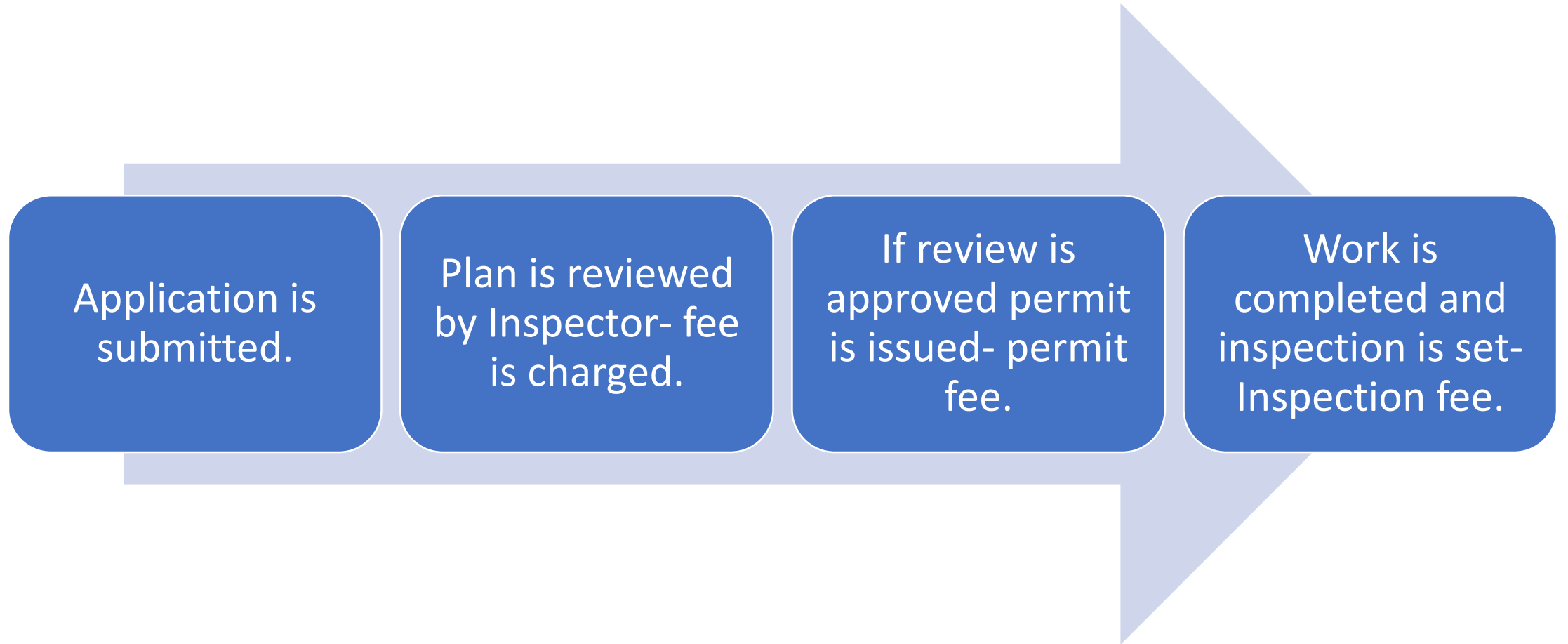
- A review of fees being charged was performed by city staff and it was determined that the lack of a re-review fee for plans should be included in the fee schedule.
- It is the recommendation of the Staff that the fee be adopted in order to reduce the number of permits resulting in a loss of revenue due to the lack of the re-review fee not being assessed currently.
- Options
  - Approve
  - Deny

# Permits affected

{Section}.65.

1. Access/Driveway Permit (Commercial)
2. Access/Driveway Permit (Residential)
3. Building - Accessory (Commercial)
4. Building - Accessory (Residential)
5. Building - Demolition (only) (Commercial)
6. Building - Demolition (only) (Residential)
7. Building - Foundation Repair (Commercial)
8. Building - Foundation Repair (Residential)
9. Building - New Construction (Commercial)
10. Building - New Construction (Residential)
11. Building - Remodel (Commercial)
12. Building - Remodel (Residential)
13. Building Additions (adding over 500sf of impervious area) (Residential)
14. Building Solar (Commercial)
15. Building Solar (Residential)
16. Fence Permit (Commercial)
17. Fence Permit (Residential)
18. Pool Permit (Residential)
19. Sidewalk Permit (Residential)
20. Sign - Permanent (Commercial)
21. Sign - Temporary (Commercial)

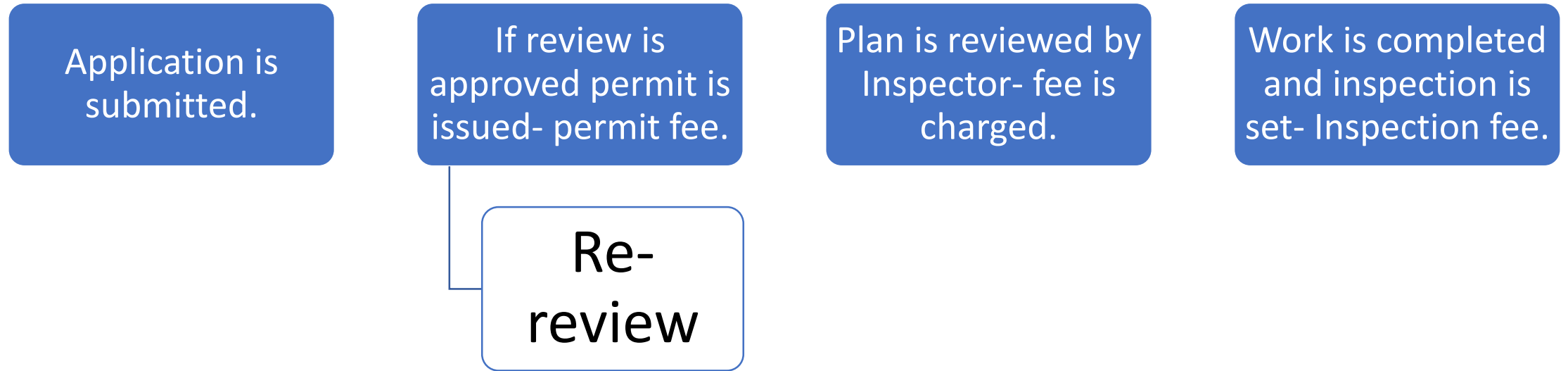
# Permit process 1



# Permit process 1- fiscal impact

Project Type	Plan review	Inspection PAID	Total paid fees	Permit cost	Profit/(loss)
Building - New Construction (Commercial)	\$ 95.00	\$ 60.00	\$ 155.00	\$257.04	\$102.04

# Permit process 2





# Permit process 2- fiscal impact

The City charges a variable fee only on the first inspection with a minimum fee of \$100.00.

If the plans are not approved during the review process, inspector sends it back for corrections. The applicant must resubmit the plans for review. There is no fee for this process; however, the under the contract the inspector is to be paid for all reviews.

The city must then pay for this review. In some cases, plan reviews can go back more than 2 times. After the 2<sup>nd</sup> review the City will lose money on that permit.

This fee will correct that issue.

# Permit process 1- fiscal impact

Project Type	Plan review	Inspection PAID	Total paid fees	Permit cost	Profit/(loss)
Building - New Construction (Commercial)	\$ 475.00	\$ 60.00	\$ 535.00	\$94.50	(440.50)

# P&Z Fees

Roque Salinas, MPA

Director of Economic Development

7/16/2024

**City of Leon Valley**  
**Investment Quarterly Report**  
**Quarter Ending June 30, 2024**

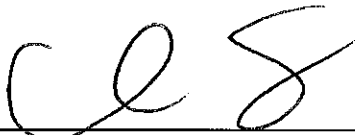
This report is in compliance with the policies and strategies contained in the City of Leon Valley Investment Policy and the Public Funds Investment Act (Chapter 2256)

**As of March 31, 2023**

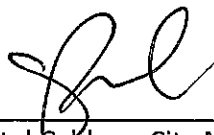
Beginning Book Value	\$ 21,080,637.00
Beginning Market Value	\$ 21,080,637.00
Unrealized Gain/(Loss)	\$ -
Weighted Average to Maturity	1 day

**As of June 30, 2024**

Beginning Book Value	\$ 20,999,897.14
Beginning Market Value	\$ 20,999,897.14
Unrealized Gain/(Loss)	\$ -
Weighted Average to Maturity	1 day



\_\_\_\_\_  
Carol Goering, Finance Director



\_\_\_\_\_  
Dr. Crystal Caldera, City Manager

**City of Leon Valley**  
**Investment Quarterly Report**  
**Quarter Ending June 30, 2024**

<b>Fund</b>	<i>*Cash</i>	<i>Investment</i>	<b>Total</b>
	<b>Frost</b>	<b>TexPool</b>	
General Fund	(642,322.45)	10,239,569.73	9,597,247.28
Impound Lot	-	339,434.40	339,434.40
Economic Development	-	459,762.78	459,762.78
Parks Bucks	-	6,086.10	6,086.10
Water/Sewer/Stormwater	1,118,787.32	3,469,282.47	4,588,069.79
Traffic Safety	419,239.01	894,864.18	1,314,103.19
ARP Funds	187,206.51	217.81	187,424.32
LEOSE Funds	16,315.77	-	16,315.77
Community Center	118,253.42	241,262.38	359,515.80
Debt Service	790,103.03	315,938.56	1,106,041.59
Street Maintenance	(39,029.81)	1,555,192.53	1,516,162.72
Crime Control District	157,841.26	474,329.23	632,170.49
Police Forfeiture Federal	308,441.52	202,340.21	510,781.73
Police Forfeiture State	-	11,602.50	11,602.50
MC Building Security	37,859.37	48,056.14	85,915.51
MC Technology	21,964.30	36,671.59	58,635.89
Child Safety	22,252.79	50,245.42	72,498.21
Capital Projects	138,129.07	-	138,129.07
	<b>\$ 2,655,041</b>	<b>\$ 18,344,856</b>	<b>\$ 20,999,897</b>



**City of Leon Valley**  
**Investment Quarterly Report**  
**Quarter Ending June 30, 2024**

Funds are invested as following:

Type of Investment	Yield	Book Value 3/31/2023	Market Value 3/31/2023	Book Value 6/30/2024	Market Value 6/30/2024	Percent of Total Portfolio
<b><i>Cash - Bank Account</i></b>						
Checking - Frost	0.01%	5,288,613	5,288,613	2,655,041	2,655,041	13%
Bank Total	0.01%	\$ 5,288,613	\$ 5,288,613	\$ 2,655,041	\$ 2,655,041	13%
<b><i>Certificates of Deposit - CDs</i></b>						
N/A	-	-	-	-	-	
CD Total						
<b><i>Investment Pools</i></b>						
TexPool	0.04%	15,792,024	15,792,024	18,344,856	18,344,856	87%
Investment Pool Total	0.04%	\$ 15,792,024	\$ 15,792,024	\$ 18,344,856	\$ 18,344,856	87%
<b>TOTAL PORTFOLIO</b>	<b>0.04%</b>	<b>\$ 21,080,637</b>	<b>\$ 21,080,637</b>	<b>\$ 20,999,897</b>	<b>\$ 20,999,897</b>	<b>100%</b>

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** July 16, 2024  
**TO:** Mayor and Council  
**FROM:** Sandra Passailaigue, City Secretary  
**THROUGH:** Dr. Crystal Caldera, City Manager  
**SUBJECT:** Discussion and Possible Action Regarding the Behavior of Richard Blackmore at the Last Planning & Zoning Meeting  
**SPONSOR(S):** Council Member Will Bradshaw, Council Member Benny Martinez

**PURPOSE**

This item was placed on this agenda at the request of Councilor Will Bradshaw and seconded by Councilor Benny Martinez in accordance with the City of Leon Valley Code of Ordinances, Section 3.10(A) A.

*Agendas. A member of City Council may place an item on an agenda with the concurrence of one additional member of City Council. The member of City Council requesting an item be placed on an agenda and the concurring member shall submit in writing, which may be by electronic mail, the request to place the item on an agenda and the concurrence to the City Secretary. The item shall be placed on the next agenda of the City Council meeting occurring on or after the eighth (8th) calendar day after receipt by the City Secretary of the later of either the request or the concurrence.*

**FISCAL IMPACT**

None

**STRATEGIC GOALS**

Not applicable

**RECOMMENDATION**

City Council Discretion

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



**From:** Will Bradshaw  
**Sent:** Monday, July 8, 2024 6:05 PM  
**To:** Crystal Caldera  
**Cc:** Mayor Riley; Benny Martinez; Sandra Passailaigue  
**Subject:** Agenda Item for next council meeting

Hi Crystal,

I would like to add an item to the next council meeting, "Discussion and possible action regarding the behavior of Richard Blackmore at the last Planning & Zoning meeting."

Benny Martinez has agreed to be my second for this agenda item.

Thanks,  
Will Bradshaw  
Leon Valley City Council – Place 5

**From:** Benny Martinez  
**Sent:** Monday, July 8, 2024 10:00 AM  
**To:** Mayor Riley; Crystal Caldera; Sandra Passailaigue  
**Subject:** Item for July 16 council meeting

Councilor Bradshaw will request an item for the meeting. I will be his second.

This might have to be held in executive session  
Removal of Mr. Blackmore from all committees.

Benny Martinez  
City Council PI 1

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** July 16, 2024

**TO:** Mayor and Council

**FROM:** Michael Naughton, Fire Chief

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Authorize the City Manager to negotiate a contract and enter into an agreement with the University of Texas Health Science Center for medical direction for the fire department Emergency Medical Services (EMS) program

**SPONSOR(S):** NA

### **PURPOSE & BACKGROUND**

The Emergency Medical Services (EMS) Division of the Fire Department is required by state law to retain the services of a physician to provide medical direction and oversight of the EMS program. Medical direction is currently provided through the University of Texas Health Science Center at San Antonio, Office of the Medical Director (OMD). The current agreement will expire on September 30, 2024. UTHSCSA OMD has provided medical direction services to LVFD since 2016.

The OMD provides a wide range of services, including “on-line” medical direction by telephone on a 24/7 basis, support in continuing education, quality assurance and performance improvement audits of patient care records, written standing orders (protocol) for use in the field until medical control contact is necessary, pharmacology oversight and control.

A Request for Qualifications (RFQ) was issued for the service in March 2024. The deadline to submit proposals was May 2, 2024. The LVFD mailed 5 RFQ packets to local Medical Directors. Two responses were received, one from Dr. Mark Ogden who declined and one from the UTHSCSA OMD. UTHSCSA OMD was the only completed RFQ received.

### **FISCAL IMPACT**

The purposed FY25 budget has an allocation of \$25,000 for this item. The current contract cost is \$18,000.

### **RECOMMENDATION**

Authorize the City Manager to negotiate a contract and enter into an agreement with the University of Texas Health Science Center, Office of the Medical Director, for medical direction for the fire department EMS program, to include a fee for service not to exceed \$25,000 annually.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**Agreement For Medical Control and Medical Director Services, Between  
The**

**CITY OF LEON VALLEY**

**And The**

**UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER At SAN ANTONIO**

This agreement is entered into by and between the City of Leon Valley, a Texas Municipal Corporation, acting through its Mayor, hereinafter called "City", and The University of Texas Health Science Center at San Antonio, hereinafter called "Center".

WHEREAS, the City operates the Emergency Medical Services throughout Leon Valley, a service providing emergency medical care and ambulance transport to hospital emergency rooms for those determined by medical standards to be in need of these services; and

WHEREAS, this service is provided by the Leon Valley Fire Department, and in order to fulfill its mission, the City needs Medical Director Services and Continuing Education for all levels of Emergency Medical Technicians; and

WHEREAS, the Center has the capability and resources to provide these services, and the City wishes to arrange for such services; and

WHEREAS, the Center is willing to provide these services;

NOW THEREFORE:

The parties agree as follows:

**SECTION A. MEDICAL DIRECTOR**

1. The Center will designate a mutually agreed upon physician medical director as the EMS Medical Director for Leon Valley Fire Department.
2. The Medical Director is responsible for clinical oversight of emergency medical services rendered by Leon Valley Fire Department. The Medical Director shall develop clinical protocols, provide medical supervision and appropriate quality assurance for daily operations and training pursuant to applicable local, State and Federal law. The Medical Director is responsible for the medical oversight by delegating authority for all aspects of patient care to ensure maintenance of accepted standards of EMS medical practice. This includes

credentialing/authorizing of all emergency care attendants (ECA), emergency medical technicians (EMT), emergency medical technician-Intermediate (EMT-I), and emergency medical technician-paramedic (EMT-P), and emergency medical dispatchers (EMD) within the Leon Valley Fire Department.

3. The Medical Director's duties and responsibilities are as follows:

A. General EMS System Oversight and Clinical Supervision:

- 1) The EMS Medical Director shall develop and monitor medically correct standing orders or protocols that permit specified ALS (Advanced Life Support) and BLS (Basic Life Support) procedures.
- 2) The Medical Director shall provide both on-line and off-line medical direction, on matters pertaining to the delivery of emergency care within the City of Leon Valley and other cities or areas as necessary when the EMS is providing Mutual Aid support outside of the City.
- 3) Provide clinical supervision to all Leon Valley Fire Department emergency medical personnel.
- 4) Retain authority and responsibility to suspend or de-authorize any Leon Valley Fire Department emergency medical personnel.
- 5) Develop, implement, and revise policies and procedures of pre-hospital care, patient triage, transport, transfer, dispatch, extrication, rescue, communications, and education development, and training.
- 6) Approve all continuing education as it pertains to the delivery and practice of EMS care.
- 7) Establish and maintain a working relationship with other Medical Directors of Emergency Medical Services in Bexar County. Act as liaison with other medical directors, federal and state officials, RAC officials and local hospitals in order to promote the highest quality of emergency care.
- 8) Coordinate with local hospitals and other agencies in matters related to hospital diversions; provide diversion protocols and procedures for EMS; liaison with hospital personnel in order to resolve disputes involving diversion.

B. On-Line Medical Control:

- 1) Provide on-line medical advice and orders to emergency medical personnel during medical incidents on a 24-hour, seven days per week coverage basis for "on-line" medical direction, via cellular telephone or radio.
- 2) The Medical Director shall provide backup medical direction during periods of time away from duties and notify Fire Department of times, dates and backup contact numbers.

C. Establish and Maintain Standing Orders, Protocols, and Standards of Care:

- 1) Develop and monitor medically correct standing orders or protocols that permit specified Advanced and Basic Life Support procedures.
- 2) Review all patient care procedures, protocols, standard operating procedures and policies to ensure compliance with all applicable Texas Department of State Health Services statutes, administrative rules and departmental policies promulgated by TDSHS.
- 3) Develop, implement and revise as necessary Trauma Transport and Hospital Bypass Protocols, consistent with RAC protocols. Ensure that all emergency medical personnel are trained in the use of the trauma "Red/Blue" scorecard methodologies for adult and pediatric trauma patients.
- 4) Develop and revise, when necessary Stroke Alert and STEMI/Heart Alert Transport Protocols. Ensure that all emergency medical personnel are trained in the use of the stroke and heart assessment scorecard methodology.
- 5) Work with emergency department directors of local hospitals to ensure a community standard of care and to monitor the quality of care provided by Leon Valley Fire Department personnel.
- 6) Participate and represent the City of Leon Valley in local EMS Medical Advisory Board meetings and Regional Advisory Council (RAC) meetings.

D. Disaster Related Duties:

- 1) Review and update, as necessary, the City of Leon Valley's Emergency Disaster Plan, Medical section.
- 2) Assist in the development of EMS mass casualty and disaster services planning and exercising.
- 3) Provide field response, telephone or radio support, as needed, during multiple casualty or disaster incidents at the request of the Incident Commander.

E. Quality Assurance and Evaluation:

- 1) Develop and implement a patient-care quality assurance system to assess the medical performance of EMS system personnel by use of a quality assurance program including, but not limited to, a prompt review of run reports and skills performance data, compliance with medical protocols, and direct observation when possible.
- 2) Develop and maintain a system to review and evaluate new medications, equipment and treatment modalities for potential implementation and review for possible elimination of medications, equipment and treatment modalities that no longer provide effective and efficient care and treatment for emergency patients.
- 3) Meet with the Fire Chief on a regular basis (minimum quarterly meetings) to keep him/her apprised of any changes or issues affecting the EMS program, and suggest program improvements.
- 4) Participate in scheduled Quality Assurance meetings.
- 5) Develop and/or review quality improvement program and mechanisms for individual case review.
- 6) Review patient care reports and apply analytic procedures to ensure appropriate documentation of patient care is being accomplished. Evaluate patient care reports to evaluate the effectiveness of the patient care that is provided by field EMS technicians and makes recommendations for improvement.



- 7) Review and resolve medical issues that may arise from EMS personnel.
- 8) Assist the City as provided in Texas State Law in the processing, mediation, and resolution of any medical complaint or injury originating from any element of the medical community and report such actions to the appropriate City officials.
- 9) Respond to all complaints regarding EMS services when such complaints are received in writing by his/her office, and report such findings to the City.
- 10) In instances where it is found that an Emergency Medical Technician or otherwise certified personnel's performance is unsatisfactory, the Medical Director or his Assistant has the authority to de-authorize or suspend the individual from patient care activities. Immediate suspension from patient care activities will be implemented by City administration until the case can be thoroughly reviewed; The Medical Director may temporarily or permanently de-authorize any City emergency medical personnel, without prejudice, from participation in patient care activities as provided by state law.
- 11) Report to the Fire Chief any emergency medical personnel who has had their privilege to provide patient care removed by the Medical Director. Such a report must include a statement and documentation of the specific act(s) that required the removal of patient care privileges.
- 12) Review and make recommendations to the Fire Chief on the removal of Fire Department personnel from direct patient contact.
- 13) Maintain adequate records of quality assurance actions, remedial training or patient care suspensions. Continuing education and other training files are to be maintained by the Fire Department.

F. Emergency Medical Dispatch Oversight & Training:

- 1) Provide oversight for the medical care aspects of the Emergency Medical Dispatch program, including selection, approval and medical control of the emergency medical pre-arrival and priority dispatch reference system.

- 2) Provide status reports in a format acceptable to the City. Minimum report requirements are shown as follows on a monthly basis:
  1. Analysis of emergency medical personnel compliance with protocol and procedure.
  2. Noteworthy trends or patterns revealed during audits.
  3. Individual problems that require additional action.

J. Assistant Medical Direction:

- 1) The Medical Director may appoint an Assistant Medical Director to assume any or all duties and responsibilities of the Medical Director at no additional cost. The City of Leon Valley shall have the right to disapprove of any physician so designated, with reasonable written justification for such disapproval.

K. Other Duties:

- 1) Provide current contact information to include telephone number, cellular phone number, pager and e-mail address.
- 2) Serve on and attend meetings as may be designated by the City pertaining to the Emergency Medical mission of the City.
- 3) Perform other tasks related to medical direction of the Leon Valley Fire Department program as required by law or as necessary.
- 4) Initiate and maintain involvement with local and state legislative processes to initiate and update laws affecting EMS.

**SECTION C. GENERAL PROVISIONS**

- A. The City of Leon Valley, to the extent authorized by the Constitution and laws of the state of Texas, agrees to indemnify and hold Center harmless from liability arising out of any actions or omissions of City personnel while performing services related to this agreement.

- B. The Center represents that it will provide ethical, professional, timely, responsible, and prudent services in connection with this contract.
- C. Within the financial resources provided for in this contract, the Center shall employ all the necessary personnel needed to implement this contract. Such persons shall be employees of the Center and the Center shall provide such physicians with professional liability self-insurance coverage under the Center's Self-insurance Plan. The Center shall provide that non-physician employees shall be covered under the provisions of the Civil Practices & Remedies Code, Chapter 104 of the State law. Additionally, the Center agrees to indemnify and hold harmless Leon Valley Fire Department from liability arising from acts and omissions of the Medical Director, Assistant Medical Director(s), or his staff only to the extent such liability is covered by said professional malpractice liability insurance policy and to the extent that the Center can lawfully assume such indemnification under the Constitution and laws of the State of Texas.
- D. Either party may cancel and terminate this agreement by giving written notice to the other party no less than ninety (90) days prior to termination, via certified mail, return receipt requested, or by hand delivery.
- E. The parties may amend this agreement by mutual written agreement signed by the authorized representative of each party.
- F. With regard to contract disputes and complaints, all complaints or grievances should be first submitted in writing to the Fire Chief. The Fire Chief shall investigate the validity of the complaint and present the findings in writing to the Medical Director/Center and the City Manager. The City Manager will report any findings to the Mayor and City Council. The Chief shall take prompt remedial action as warranted.
- G. The term of this agreement is for three years. This may be extended up to one year pending re-negotiation by mutual written consent of the parties.

#### **SECTION D. PAYMENT**

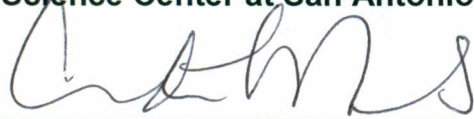
- A. In consideration for medical direction, medical quality assurance, and other related support services provided, the City will pay the Center in the first year of this contract the sum of Fifteen Thousand

and No/100 Dollars (\$15,000.00), payable at \$3,750.00 per quarter for services rendered during the first year of this Agreement. Contract years' two, three and optional amendments one and two will incorporate a 3% increase from the previous year's contract total and respectively assessed as follows: \$15,450.00 (year 2), \$15,913.50 (year 3), \$16,390.91 (optional amendment 1), and with contract yearly total being billed on a quarterly basis. Payment for quarterly invoice must be received by the Center within thirty (30) days of receipt of the invoice. Check should be made payable to The University of Texas Health Science Center at San Antonio and mailed to the Department of Emergency Health Sciences, 4201 Medical Drive, Suite 120, San Antonio, Texas, 78229-5631.

- B. The yearly amounts in Section D., A. include ten percent (10%) for Center's Facilities and Administrative Costs (F&A).
- C. The Center shall provide invoices for services rendered on a quarterly basis. Checks are to be made payable to The University of Texas Health Science Center at San Antonio and mailed to Department of Emergency Health Services, 4201 Medical Drive, Suite 120, San Antonio, Texas, 78229-5631.
- D. The rate for Year 1 will be in effect as of the last date executed below through September 30, 2016 at the quarterly or prorated amount for this time. Year 2 and continued years begin October 1.

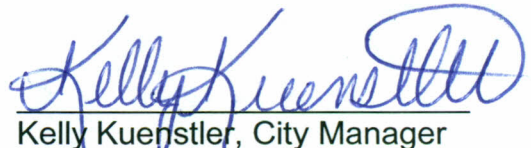
IN WITNESS OF WHICH THIS AGREEMENT HAS BEEN EXECUTED IN DUPLICATE ORIGINALS, THIS 1<sup>st</sup> day of May, 2016.

**The University of Texas Health  
Science Center at San Antonio**



Andrea Marks, MBA, CPA  
Vice President and Chief Financial  
Officer, Business Affairs

**City of Leon Valley**



Kelly Kuenstler, City Manager  
Leon Valley, Texas

April 30, 2024

City of Leon Valley  
Fire Department  
6300 EL Verde Road  
Leon Valley, TX 78238

Enclosed with this letter is the University of Texas Health Science Center at San Antonio (UTHSCSA), Department of Emergency Health Sciences, Office of the Medical Director's response to the City of Leon Valley Fire Department's **RFQ LVFD 34-01 for medical direction.**

UTHSCSA's Office of the Medical Director is uniquely qualified to provide patient-centered and evidence-based medical direction to assist the City of Leon Valley and its citizens and visitors. We have a robust background in emergency medicine, extensive experience in out-of-hospital care, and a commitment to enhancing public health safety. We are excited to discuss renewing our long-standing relationship with the City of Leon Valley Fire Department.

The Office of the Medical Director (OMD) has hands-on experience in coordinating with emergency services and tailoring medical protocols to meet diverse community needs. Through the work of Dr. Mark Sparkman and the OMD, we hold key qualifications to this position:

- **Proven Leadership-** Successfully managed medical teams during critical situations, ensuring swift, efficient, and compassionate care.
- **Expertise in Emergency Medicine:** Over 50 years of experience in trauma care and acute medical services, focusing on adult and pediatric emergency management.
- **Strategic Planning and Implementation:** Developed and refined emergency response strategies that reduced response times with a continual focus on improving patient survival rates.
- **Commitment to Training and Development:** Designed and executed training programs for EMS personnel, enhancing their skills and confidence in delivering emergency medical services.
- **Evidence-based care-** An international reputation through EMS research and scholarly presentations growing and promoting the field of EMS.

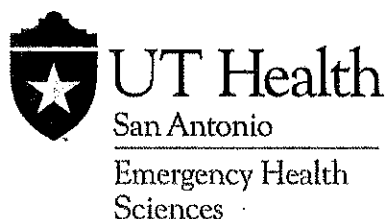
We are particularly proud of our relationship with the City of Leon Valley Fire Department and continuing our partnership of developing innovative approaches to EMS, as well as the opportunity to work closely with fire department teams to enhance safety and outcomes across the community.

Thank you for your consideration. We look forward to discussing our capabilities and qualifications. If you require any further information or clarification of any of the elements of our proposal, please contact Lance Villers.

Sincerely,



Lance Villers, PhD, LP  
Associate Professor & Chair  
Dept of Emergency Health Sciences  
UT Health San Antonio  
7703 Floyd Curl Dr. MC 7778  
San Antonio, TX 78229-3900  
210-567-7803



**ORIGINAL**

## **Institutional and Department Profile**

### **UT Health San Antonio**

The UT Health San Antonio, Department of Emergency Health Sciences (DEHS), Office of the Medical Director (OMD) is pleased to submit our qualifications for Medical Direction for Leon Valley Fire Department (RFQ LVFD 24-01). We have extensive experience providing medical direction to enhance fire and emergency services for better service to their constituents.

Across its missions of research, education, patient care, and community service, The University of Texas Health Science Center at San Antonio, also called UT Health San Antonio, remains relentlessly committed to advancing the health of all in San Antonio and the surrounding region.

With an annual biomedical research portfolio of over \$360 million, the university is a primary driver of the city's \$44.1 billion health care and biosciences sector. Through its six schools, a diverse workforce of 7,900, an annual expense budget of \$1.23 billion, and a clinical practice that provides 2.6 million patient visits each year, UT Health San Antonio generates a substantial economic impact across South Texas as it daily serves the public good.

### **Department of Emergency Health Sciences**

The Department of Emergency Health Sciences is one of 8 departments within the School of Health Professions. The EMT-Paramedic program originated within the School of Medicine Division of Orthopaedic Surgery in 1974 as a result of a community effort by the Bexar County Medical Society, the San Antonio Fire Department (SAFD), San Antonio College, and the UTHSCSA. In 1981, the program expanded to offer EMT, EMT-Intermediate, and EMT-Paramedic training to the general public and the SAFD. The EHS Department first gained CAHEA/CAAHEP accreditation in 1983.

In 1989, the EMT Department was transferred to the School of Allied Health Sciences. In February 2000, the Department was granted approval to offer a Bachelor of Science Completion Degree in Emergency Health Sciences. In 2004, the EMT Department changed

its name to the Department of Emergency Health Sciences (EHS), reflecting its expanding role in pre-hospital and emergency services education, physician medical direction, and research.

The Department of EHS has been a longtime partner of the City of San Antonio. Through a recurring contract, the Department provides initial and continuing education, quality assurance and EMS field evaluations, and online and offline medical direction. The Department contracts with the Bexar County Hospital District to provide all county first responders medical control and quality assurance. The Department also has a long tradition of training military personnel, including contracts for training with the US Army Special Operations Command, 232nd Medical Battalion, US Air Force Special Operations Forces, and the US Army Flight Medics.

Today, the Department of EHS has expanded further to offer accredited EMS certification and continuing education courses to areas throughout Texas through partnerships with EMS agencies, fire departments, and hospitals. The EHS Department is composed of 3 divisions with distinct missions that serve a variety of communities of interest.

### **Highlights of the EHS Department:**

#### **1. Initial Education Division:**

- Trains approximately 7,000 students annually in AHA-approved and other medical continuing education programs.
- Offers EMS certification programs for selected EMS agencies across Texas in 3-5 Paramedic cohorts annually.
- Offers one of the only fully online Bachelor of Science Degree program for paramedics.

#### **2. Office of the Medical Director:**

- Trains nearly 1,500 San Antonio Fire Department personnel in EMT and Paramedic continuing education.
- Provides Medical Direction, Performance Improvement, and Quality Assurance Program for the medical operations of the SAFD.
- Provides physician medical direction for 10 federal, county, municipal, and private EMS providers in Texas.
- Includes 3 full-time physicians and 5 EMS Fellows.

#### **3. Research Division:**

- Partners with the military for EMS Fellowship training and research projects.
- Annual research awards and sponsored program activity of nearly \$3 million.
- Multiple conference research presentations and abstracts each year.

Office of the Medical Director

## **Agency Capabilities**

### Medical Control & Performance Improvement Programs

The Department of EHS currently provides an identical scope of work to other municipalities and private agencies, demonstrating our understanding of the nature of this contract and its operational requirements. The Department of EHS has contracts for various levels of physician medical direction, EMS delivery quality improvement, infection control services, field evaluation of EMS personnel, online medical direction, and EMS initial and continuing education programs for the following agencies (all current):

- San Antonio Fire Department
- San Antonio Police Department
- North Channel EMS
- City of Windcrest
- Harris County ESD 12
- Wilson County 1&3
- Wilson County 4
- City of Converse
- City of Pleasanton Fire Department
- Kerrville Fire Department
- HIS Centre
- Bexar County First Responder Network
- Bexar County District 2
- City of Helotes
- Boeing
- Marksman Security (Toyota)
- Leon Valley Fire Department

The Department of EHS, OMD, can provide the resources and personnel required to maintain a Performance Improvement (PI) Program for contracted agencies. EHS, through the Medical Director, assigned faculty, and the PI process, will:

- A. Credential EMS personnel by providing documentation of:
- a process for EMS personnel to demonstrate skills proficiency to the satisfaction of the Medical Director;
  - a process for reintegration (i.e., bringing an individual from a prolonged inactive status back into active practice in the field); and
  - perform documented field evaluations by the EHS faculty, which would include demonstration of adequate patient care and scene control skills, appropriate conduct and effective human communications by EMS personnel or demonstration of corrective remediation, etc.;



- B. Assure EMS personnel internship by providing documentation of:
- a process in which newly certified/licensed emergency medical responders, personnel removed from service due to prolonged absence, and other Medical Director-credentialed personnel ride as a third person until personnel have met pre-established competencies/prerequisites as defined by the Medical Director.
- C. Assure and maintain professional development of EMS personnel by maintaining and providing documentation:
- of professional development training of EMS personnel in specific content areas and specific hourly requirements required to obtain at least the minimum continuing education hours;
  - that EMS personnel receive continuing education in accordance with state or national recertification requirements;
  - that the continuing education instruction spans the three learning domains: cognitive, affective, and psychomotor;
  - that demonstrates programmatic strengths and performance improvement plans for weaknesses and;
  - that the continuing education clinical content is defined and approved by the Medical Director.
- D. Assure and maintain protocol/standard of care management by providing documentation of:
- ongoing protocol review, updated according to current literature practice techniques, executed and approved by the Medical Director;
  - a process for protocol knowledge assessment among EMS personnel; protocol assessment that reflects the ongoing protocol review and revision, with structure and content defined and approved by the Medical Director and a defined remediation process with established timelines;
  - a process for protocol criteria to be jointly defined by the Medical Director and the Fire Chief;
  - a reassessment/re-education process and timeline that clearly identifies the criteria for identification of weakness and successful completion of re-education; or revocation of credentials if unsuccessful;
- E. Assure and maintain a Quality Improvement Program by providing documentation of:
- a five-component problem-solving process with the following components: assessment, goal setting, plan development, intervention, and progress evaluation;
  - measurable, written, and disseminated clinical indicators that are regularly assessed for compliance with established thresholds;
  - an appropriate, organized and prioritized monitoring and evaluation system for compliance with documentation standards, correct protocol selection and appropriate patient care;
  - assessment of key performance indicators such as response and averaging with correct statistical monitoring, clinical care (skills performance, protocol selection, patient assessment, etc.), customer relations program, education, and administrative and response policies as defined by the Fire Chief or appropriate designee;
  - a monthly random chart review of all runs (at least 5% or 30, whichever is greater) for compliance with documentation standards, correct protocol selection, and appropriate patient care;
  - an annual cardiac arrest survival analysis in accordance with current acceptable criteria, with comparative analysis with regard to nationally acceptable criteria;

- tracking the individual performance of skills for each EMS personnel. These will include those skills tested by NREMT;
  - measurable, written, and disseminated clinical indicators that are regularly assessed for compliance with established thresholds;
  - an appropriate, organized, prioritized, written, and disseminated monitoring and evaluation system for compliance with documentation standards, correct protocol selection, and appropriate patient care;
- F. Assure and maintain a system to respond to sentinel event response process/management by providing documentation of:
- a process to appropriately direct the response to emergency problems such as equipment failures, supply deficiency, medication errors, fleet failures, etc., if appropriate;
  - appropriate record-keeping and tracking of sentinel events;
  - process to investigate sentinel events that involve the appropriate parties;
- G. Assure and maintain an ongoing corrective action process by providing documentation of:
- annual documentation of the results of the quality improvement efforts and formal complaint tracking process, including the content of continuing education or individual training sessions to resolve identified deficiencies;
  - evidence to resolve and reassess identified deficiencies;
  - a process to determine whether deficiencies are individual or system-oriented;
  - a developed reporting structure that includes a public performance report;
  - a policy and methods regarding privilege/confidentiality;
  - a process of remediation and improvement strategies that comply with DSHS continuing education requirements, as appropriate.

## **Medical Director's Individual Capabilities**

The OMD meets all Essential and Desirable qualifications described in the RFQ.

Medical Direction is provided 24 hours per day through published monthly call schedules available to supervisors, field personnel, and dispatchers via cell phones. EMS Medical Directors and the Department of EHS have extensive knowledge of electronic patient care systems, sentinel reporting requirements, chart auditing, DSHS performance improvement directives, and quality assurance procedures for EMS personnel.

The EHS OMD will assign Dr. Mark Sparkman's services to provide medical direction for the Leon Valley Fire Department.

*Mark K. Sparkman, MD*  
*Associate Professor Emergency Medicine*  
*University of Texas Health Science Center at San Antonio*

**Employment History**

<b>Year</b>	<b>Position</b>	<b>Institution</b>
2000-Current	Associate Professor, Emergency Medicine	University of Texas Health Science Center at San Antonio, TX
2006-2018	Medical Director	Air Medical, San Antonio, TX
2008-2016	Medical Director	San Antonio College EMS Program
1986-1992	Paramedic/ Firefighter	New Braunfels Fire Department, New Braunfels, TX
1983-1986	Paramedic	Careflite GAE, Dallas, TX

**Education**

1996	MD	University of Texas Southwestern Medical Center at Dallas School of Medicine Dallas, TX
1990	BA, Chemistry	Texas Lutheran College, Seguin, TX

**Academic Appointments**

2014	Associate Professor	University of Texas Health Science Center, Emergency Medicine
2005	Assistant Professor	University of Texas Health Science Center, Emergency Medicine

**Non-Academic Appointments**

2020	Medical Director	Leon Valley Fire Department
2020	Medical Director	Helotes Fire Department
2020	Medical Director	Bexar County ESD 8 Fire Department
2014	Assoc. Medical Director	San Antonio Fire Department
2012	Assoc. Program Director	University of Texas Health Science Center at San Antonio, Dept of Emergency Medicine
2010	Program Director, EMS Fellowship	University of Texas Health Science Center at San Antonio, Dept of Emergency Medicine
2010	Medical Director	University Hospital Emergency Department San Antonio, TX
2000	Attending Physician	McKenna Memorial Hospital, New Braunfels, TX

## **Certifications and Licensure**

### **Board Certification**

American Board of Emergency Medicine 11/2001 to 12/2025  
American Board of Emergency Medicine EMS Physician 11/2019 to 11/2029

### **Certifications**

BLS -- AHA  
PALS -- AHA  
ACLS -- AHA  
ATLS -- ACS  
Medical Director – NAEMSP

### **License to Practice**

State of Texas, TSBME, # L-0614. 08/2000, Exp 02/2024

### **Honors and Awards**

08/2017 Master Clinician, Long School of Medicine  
06/2007 Nominee Excellence in Teaching  
06/2005 Nominee Excellence in Teaching  
06/2001 Excellence in Teaching Award  
06/2000 EMS Can Do Gold Award for EMS Activities  
06/2000 Walter A Hoyt Award for Basic Sciences Research  
06/2000 Outstanding Research Award in Emergency Medicine

### **Professional Affiliations**

American College of Emergency Physicians  
National Association of EMS Physicians  
National Association of EMTs  
Texas College of Emergency Physicians  
Texas Chapter National Association of EMS Physicians  
National EMS Quality Assurance  
International Trauma Life Support

### **Committees**

#### **National**

NAEMSP Council of EMS Fellowship Directors  
NAEMSP Safety and Quality Committee  
NAEMSP Diversity in EMS  
NAEMSP Pediatrics  
NAEMSP Rural EMS  
NAEMSP EMS Professionalism Subcommittee  
NAEMSQA Measures Implementation  
Safe States Alliance Membership

**State**

Governor's EMS and Trauma Advisory Committee, EMS Medical Directors 2023  
Emergency Medical Services for Children State Partnership 2014 – current  
Governor's EMS and Trauma Advisory Committee, Injury Prevention 2014-2022  
Governor's EMS and Trauma Advisory Committee, Trauma Systems Committee Exp.  
12/2010

**Local**

STRAC EMS Medical Directors  
STRAC Emergency Department Operations Committee  
STRAC Electronic PCR / Hospital Health Record Committee  
STRAC Emergency Medical Task Force 8, Mobile Medical Unit Physician

Essential Qualifications:

**EHS Faculty & Staff**

In addition to Dr. Sparkman, the EHS Department's *OMD* also includes 3 fulltime EMS physicians to provide backup online and offline medical direction.

Highlights of the OMD:

- Over 1,250 hours of yearly classroom EMT & Paramedic Continuing Education
- Over 6000 hours yearly of in-field evaluation of EMS personnel
- Medical Control available 24 hours per day/365 days per year
- Participation in Quality Assurance and Quality Improvement activities
- Participation in Region-wide initiatives for improved medical care (Heart Alert, Stroke Alert, Hypothermia)
- Specialized training – airport medics, dispatch, mass casualty training, Weapons of Mass Destruction
- Participation in large city events – Fiesta, Rock-N-Roll Marathon
- Extensive knowledge in civilian and military out-of-hospital medicine

In order to meet all Responsibilities and Requirements of the RFQ, the OMD, through the medical director, shall through off-line and on-line medical direction:

Off-line Medical Direction:

The OMD shall provide off-line physician medical direction. The Medical Director has ultimate authority over medical care issues in accordance with the Texas Administrative Code Title 22, Part 9, Chapter 197. The service director, chief, or designee(s) possess ultimate authority for direction and decisions related to administrative, operational, training, and related issues. The Medical Director shall:

1. Be responsible for clinical oversight via phone, radio, e-mail or video conferencing of emergency medical services rendered.
2. Develop and monitor medically correct guidelines that permit specified ALS (Advanced Life Support) and BLS (Basic Life Support) procedures.
3. Develop, implement, and revise policies and procedures of pre-hospital care, patient triage, dispatch, communications, education development, and training.
4. Approve continuing education as it pertains to the delivery and practice of EMS care.
5. Provide clinical supervision via phone, radio, e-mail or video conferencing to emergency medical personnel.
6. Maintain effective communication with members of the EMS, city/county government, medical community, media, and the public as deemed appropriate by the Director or designee
7. Serve as a patient advocate and an advocate for emergency medical personnel.
8. Facilitate the credentialing of personnel under his medical authority.
9. Conduct reasonable measures through training, education, and other reasonable measures as determined by the Medical Director. Further, bring identified medical care deficiencies, if any, to acceptable levels, considering operational policies and budget constraints.
10. Establish written guidelines for conducting medical reviews, chart audits, and field evaluations.
11. Process, mediate, and attempt to resolve any medical complaint or inquiry originating from any element of the medical community in a timely fashion and report such actions to the Director and/or designees immediately upon receipt of the complaint and resolution of such complaint.
12. Respond to, mediate, and resolve any concerns or complaints of any member of the medical community and/or involving EMTs or medical related issues forwarded by medical personnel, in a timely manner. Review all patient care procedures, protocols, standard operating procedures and policies to ensure compliance with all applicable Texas Department of State Health Services statutes, administrative rules and departmental policies promulgated by TDSHS.
13. Ensure emergency medical personnel are trained in the use of the local trauma triage processes.
14. Develop and revise, when necessary Alert Protocols, i.e. Heart Alert, Stroke Alert, etc.
15. Review and reasonably update, as necessary, the services' Emergency Disaster Plan, Medical section.
16. Assist in the development of EMS mass casualty and disaster services planning and exercising.
17. Provide field response via telephone or radio support, as needed, during multiple casualty or disaster incidents at the request of the Incident Commander.
18. Develop and implement a patient-care quality assurance system to assess the medical performance of medical personnel by use of a quality assurance program including, but not limited to, a prompt review of run reports and skills performance data, compliance with medical protocols, and direct observation when possible.
19. Develop and maintain a system to review and evaluate new medications, equipment and treatment modalities for potential implementation and review for possible

- elimination of medications, equipment and treatment modalities that no longer provide effective and efficient care and treatment for emergency patients.
20. Discuss with the Director (or designee) on a regular basis, which shall be no less than once a month, to keep him/her apprised of any changes or issues affecting the service's program and suggest program improvements.
  21. Review patient care reports and apply analytic procedures to ensure appropriate documentation of patient care is being accomplished. Evaluate patient care reports to evaluate the effectiveness of the patient care that is provided by field emergency medical personnel and makes recommendations for improvement.
  22. In instances where it is found that an Emergency Medical Technician or otherwise certified personnel's performance is unsatisfactory, the Medical Director or his Assistant has the authority to de-authorize or suspend the individual from patient care activities. Immediate suspension from patient care activities will be implemented by the services' administration until the case can be thoroughly reviewed; The Medical Director may temporarily or permanently de-authorize any emergency medical personnel, without prejudice, from participation in patient care activities as provided by state law and as described in the Suspension or Revocation of Credential to Practice Section of the Clinical Operating Guidelines which has been provided to all emergency medical personnel.
  23. Ensure and certify the service's program security procedures for medications, fluids and controlled substances are in compliance with local, State, and Federal law. Create, authorize and ensure adherence to detailed written operating procedures regarding all aspects of handling medications, fluids and controlled substances by emergency medical personnel.
  24. Provide authorizations and oversight for purchase of pharmaceuticals and equipment requiring prescription.
  25. Evaluate and recommend medical equipment and supply standards.
  26. Participate in local, regional, state and national committees, and other standing or newly established committees that require appropriate CENTER and/or service representation.
  27. Remain in clinical practice in emergency medicine during the term of this contract and any extensions thereof.
  28. Perform other duties as required by law, rule, policy or other requirements as deemed appropriate by Director and/or Designee.

### On-line Medical Direction

The OMD shall, through the Medical Director:

1. Provide, coordinate, and delegate online Medical Direction services on a twenty-four (24) hour basis, seven (7) days a week and respond within a reasonable amount of time to calls from EMS field personnel.

As required by state code, the services provided as EMS medical director will follow all state codes as defined in:

<b>Code</b>	<b>Title</b>
Title 25, Part 1, Chapter 157	Texas Administrative Code, Department of State Health Services, Emergency Medical Care
Title 22, Part 9, Chapter 197	Texas Administrative Code, Texas Medical Board Rules, Emergency Medical Service

**UT Health San Antonio, Department of Emergency Health Sciences, Office of the Medical Director references:**

HIS Centre: Mechelle Salmon. [Mechelle.salmon@hiscentre.com](mailto:Mechelle.salmon@hiscentre.com) 830-228-4504  
Kerrville: Eric Maloney [eric.maloney@kerrvilletx.gov](mailto:eric.maloney@kerrvilletx.gov) 830-257-8000  
Helotes: Scott Moreland [smoreland@helotes-tx.gov](mailto:smoreland@helotes-tx.gov) 210-695-3572  
Bexar County District 2: Josh Brown [josh.brown@bc2fd.org](mailto:josh.brown@bc2fd.org) 210-881-0658

**Contact Person:**

Lance Villers, PhD, LP  
Associate Professor & Chair  
Dept of Emergency Health Sciences  
UT Health San Antonio

Office:  
Wonderland of the Americas Mall  
4522 Fredericksburg Road, Suite A101  
San Antonio 78201  
United States 210-567-7803



# RFQ for Medical Direction



Michael Naughton  
Fire Chief  
City Council Meeting  
July 16, 2024

# Summary

- Question
  - **City Council is being asked to allow the City Manager to negotiate and enter into an agreement with UTHSCSA, OMD, for medical direction for LVFD**
- Options
  - Recommended:
    1. Approval
- Declaration
  - At City Council Discretion

# Purpose

- Authorize the City Manager to negotiate a contract and enter into an agreement with the University of Texas Health Science Center for medical direction for the fire department Emergency Medical Services (EMS) program.

# Background

- LVFD is required to have medical direction for the operation and oversight of the EMS system
- This services is currently provided by UTSHCSA OMD
- The current agreement expires on September 30, 2024

# RFQ

- RFQ's were sent to 5 local Medical Directors/facilities
- These names were taken from the STRAC Medical Directors' board
- LVFD received 2 responses
- One declined and one submitted the RFQ packet
- The University of Texas Health Science Center of San Antonio, Office of the Medical Director, was the only RFQ submitted.

# *Fiscal Impact*

- FY25 purposed budget is up to \$25,000

## PLANNING AND ZONING COMMISSION COMMUNICATION

**DATE:** July 16, 2024

**TO:** Mayor and City Council

**FROM:** Roque Salinas, Director of Economic Development

**THROUGH:** Crystal Caldera, Ph.D., City Manager

**SUBJECT:** Presentation, Public Hearing, Discussion, to Consider Approval for a Specific Use Permit (SUP) on an Approximately 2.75 Acre Tract of Vacant Land, Located in the 5300 Block of Wurzbach Road, Being Lots 5, 24, and 25, Block 4, CB 9904, Rollingwood Ridge Subdivision, and Zoned B-3 Commercial with Commercial/Industrial Overlay Zoning, for the Construction of a "Church and Learning Center" - (1st Read as Required by City Charter) - R. Salinas, Economic Development Director

### **PURPOSE**

To consider recommending approval of a request for a Specific Use Permit (SUP) on an approximately 2.75 Acre tract of vacant land, located in the 5300 block of Wurzbach Road, being Lots 5, 24, and 25, Block 4, CB 9904 Rollingwood Ridge Subdivision, for the construction of a church and learning center.

The project consists of three lots that will be replatted prior to construction. Structures on the property will consist of a 6,081 square foot Mosque on what is now Lot 25 and a 5,529 square foot learning center located on what is now Lot 24. These structures will face Wurzbach Road. A parking lot will be located on Lot 5, which will exit onto Blackberry Drive. In addition to the buildings, the owner is proposing a basketball court and a picnic area. The Zoning Code requires a SUP where the new construction abuts a residentially zoned property. The residential property is adjacent to the planned parking lot.

The project meets all requirements for landscaping, parking, and lighting.

### **HISTORY**

The property was rezoned from R-1 (Single Family) Dwelling to B-3 (Commercial) in 1983. The City rezoned this property from B-3 (Commercial) to B-3 (Commercial) with Commercial/Industrial Overlay zoning in 2010. The property was platted in 1949 and then replatted in 1982, and then again in 2002. It has remained vacant.

### **NOTIFICATION**

Eighteen (18) letters were sent to surrounding property owners. Staff has not received any letters in opposition or in favor, and one (1) have been returned undeliverable.

### **FISCAL IMPACT**

The applicant has paid all fees associated with this project.

The improvements to this property will be ad valorem tax exempt, but the parishioners may purchase goods and services that would provide some sales tax revenue to the city.

APPROVED : \_\_\_\_\_ DISAPPROVED : \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS :

\_\_\_\_\_  
\_\_\_\_\_

ATTEST :

\_\_\_\_\_



**AN ORDINANCE GRANTING SPECIFIC USE PERMIT #2024-05 FOR THE CONSTRUCTION OF AN " CHURCH AND LEARNING CENTER" ON THE 5300 BLOCK OF WURZBACH STREET ZONED B-3 COMMERCIAL DISTRICT, UPON APPLICATION BY SHAMEEM AKHTAR, OWNER AND APPLICANT.**

---

**WHEREAS**, Chapter 211 of the Texas Local Government Code empowers a city to enact zoning regulations and provide for its administration, enforcement and amendment; and

**WHEREAS**, the City has previously deemed it necessary and desirable to adopt zoning regulations and zoning tools to provide for the orderly development of property within the City to promote the public health, safety, morals and general welfare of the residents of the City, and

**WHEREAS**, the Leon Valley Code of Ordinances Chapter 14 constitutes the City's Zoning Regulations and requires property to be zoned in accordance with proper designations as defined by the City; and

**WHEREAS**, the Planning and Zoning Commission of the City of Leon Valley provided adequate notice and held a public hearing in accordance with Chapter 14 of the Leon Valley Code of Ordinances; and

**WHEREAS**, the Planning and Zoning Commission of the City of Leon Valley has recommended approval of the Specific Use Permit, a zoning tool, to address the use of the designated property; and

**WHEREAS**, the Planning and Zoning Commission has confirmed that the Specific Use Permit is uniform and conforms to the plan and design of the City of Leon Valley's Zoning regulations and Permitted Use Table and the City of Leon Valley Comprehensive Plan; and

**WHEREAS**, the City Council of the City of Leon Valley has also held a public hearing regarding the Specific Use Permit for operation of an "Church and Learning Center" on the affected property and has issued adequate notice to all the affected parties; and

**WHEREAS**, the City Council of the City of Leon Valley believes the granting of a Specific Use Permit will not adversely affect the character of the area of the neighborhood in which it is proposed to operate the Specific Use Permit; and

**WHEREAS**, said Specific Use Permit will not substantially depreciate the value of adjacent or nearby properties; and

**WHEREAS**, said Specific Use Permit will be in keeping with the spirit and intent of the City's Zoning Ordinance; and

**WHEREAS**, said Specific Use Permit will comply with applicable standards of the district in which located; and

**WHEREAS**, said Specific Use Permit will not adversely affect traffic, public health, public utilities, public safety, and the general welfare of the residents of the City of Leon Valley; and

**WHEREAS**, it is now the desire of the City Council of the City of Leon Valley to grant a Specific Use Permit for the construction and operation of an “Church and Learning Center”;

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

**SECTION 1.** Property being described as Lots 5, 24, and 25, Block 4, CB 9904, Rollingwood Ridge Subdivision, generally located at On The 5300 Block Of Wurzbach Street and more particularly described in case file SUP 2024-05, is hereby granted a Specific Use Permit to construct a " Church and Learning Center", in a B-3 Commercial District.

**SECTION 2.** The City staff is hereby authorized to issue said zoning when all conditions imposed by the City Council have been addressed and complied with in full.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the \_\_\_\_ day of, \_\_\_\_\_ 2024.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest:

\_\_\_\_\_  
**CRYSTAL CALDERA, PhD**  
CITY MANAGER

Approved as to Form:

\_\_\_\_\_  
**ARTURO D. ‘ART’ RODRIGUEZ**  
CITY ATTORNEY

PZ-2024-5

Request for a Specific Use Permit  
Construction of a Church & Learning  
Center

5300 blk Wurzbach Road

Roque Salinas, MPA

Director of Economic Development

7/16/2024

# Purpose

- Consider approval of a request for an SUP
- 5300 block Wurzbach Road – approx. 2.75 acres of vacant land
- Lots 5, 24, & 25, Block 4, CB 9904, Rollingwood Ridge Subdivision
- Construction of a “Church”, specifically a Mosque and Learning Center
- Owner is required to replat prior to construction

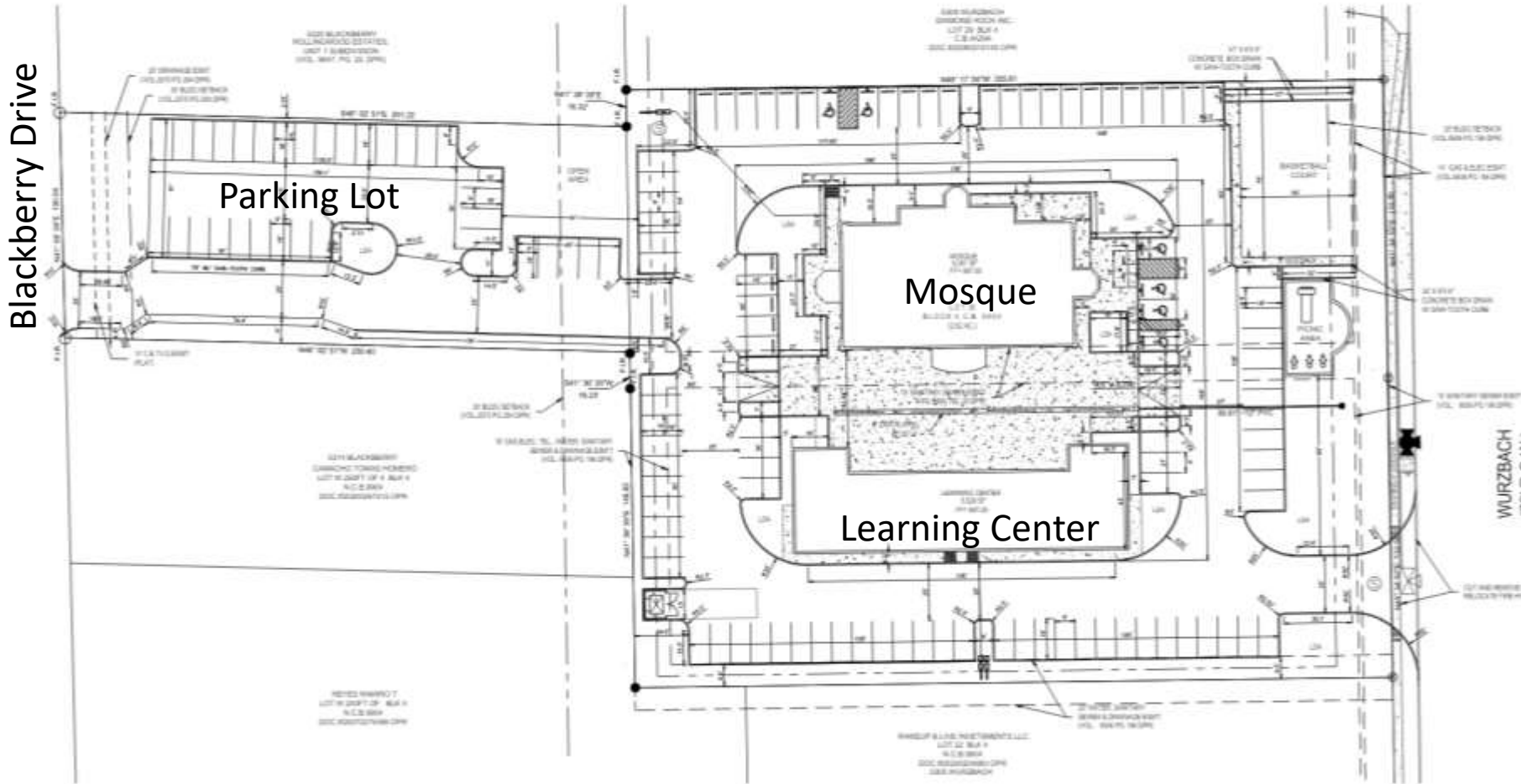
# Aerial View



# Purpose

- Project consists of three lots (to be replatted):
- Lot 25 - 6,081 sq ft Mosque
- Lot 24 - 5,529 square foot learning center
  - These structures will face Wurzbach Road
- Lot 5 - parking lot
  - Vehicles will exit onto Blackberry Drive
- Owner is also proposing a basketball court & picnic area

# Site Plan



# Purpose

- Zoning Code requires an SUP where new construction abuts residentially zoned property
- Residential property is adjacent to the planned parking lot
- The project meets all requirements for landscaping, parking, and lighting
- The use “Church” is allowed in all zoning districts



# History / TIA

- 1983 - property rezoned from R-1 (Single Family Dwelling) to B-3 (Commercial)
- 2010 - City rezoned property from B-3 (Commercial) to B-3 (Commercial) with Commercial/Industrial Overlay zoning
- 1949 - property platted
- 1982 - replatted
- 2002 – replatted
- Land has remained vacant
- Use has less than 100 peak hour trips – no TIA required

# Notification

- Letter mailed 18
- Received in favor 0
- Received in opposition 0
- Received undeliverable 1

# Fiscal Impact

- The owner has paid all fees associated with this application
- The land will not be taxed; however, parishioners may shop in Leon Valley, which could provide small sales tax revenue.

# Recommendation

- Staff recommends approval of this SUP.
- Planning and Zoning Commission approved.
- No citizens to be heard on this project, during the Planning and Zoning meeting held on 6/25/2024.

PZ-2024-5

Request for a Specific Use Permit  
Construction of a Church & Learning  
Center

5300 blk Wurzbach Road

Roque Salinas, MPA

Director of Economic Development

7/16/2024

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** July 16, 2024

**TO:** Mayor and City Council

**FROM:** Roque Salinas, Director of Economic Development

**THROUGH:** Crystal Caldera, Ph.D., City Manager

**SUBJECT:** Presentation, Public Hearing, Discussion, to Consider Approval of an Ordinance Authorizing a Zone Change from B-3 Commercial with the Sustainability Overlay District to B-3 Commercial Zoning District on an Approximately 1.05 Acre Tract of Vacant Land, Located in the 6400 Block of Grissom Road, Being Lot 73, CB 5784 Leon Valley Addition Glass Service Subdivision - (1st Read as Required by City Charter) - R. Salinas, Economic Development Director.

### **PURPOSE**

To consider a request for a zone change from B-3 Commercial with Sustainability Overlay District to B-3 Commercial with no Sustainability Overlay, on an approximately 1.05-acre vacant tract of land, located in the 6400 Block of Grissom Road, being Lot 73, CB 5784, Leon Valley Addition (Glass Service) Subdivision.

The property owner purchased both this property and the property at 6746 Poss Road. They own and operate a fiber installation company and plan to use this lot along Grissom Road in conjunction with their business that fronts Poss Road as storage for vehicles and equipment. Because of the Sustainability Overlay zoning, storage is not allowed.

### **HISTORY**

1936 – Platted as a part of Leon Valley Addition Subdivision  
1975 – Rezoned from R-1 Single Family to B-2 Retail  
1998 – Rezoned from B-2 Retail to B-3 Commercial  
2008 – Replatted

### **SURROUNDING ZONING AND SIMILAR REQUESTS**

2013 - 6217 Grissom and 6645 & 6655 Poss Roads rezoned from B-3 with Sustainability to Commercial Industrial Overlay to just B-3.

2014 - 6016, 6200, 6312, 6330 & 6400 Grissom rezoned from B-3 with Sustainability Overlay to B-3 with Commercial/Industrial Overlay to allow for storage

2018 – Uhaul at Grissom and Timberhill rezoned from B-3 with Sustainability Overlay to just B-3

2020 – Timberhill near Grissom rezoned from B-3 with Sustainability District Zoning to B-3 with Commercial/Industrial Overlay to allow for automotive storage.

2021 – Lots 68-72 rezoned from B-3 with Sustainability Overlay to just B-3 (these lots are contiguous to the subject site)

**MASTER PLAN**

The Comprehensive Master Plan 4CC Grissom Road Corridor states:

The Grissom Road Corridor is Commercial Use with some Multiple Family Dwelling, Townhouse Dwelling and Garden House Uses. Retail Use in this area is encouraged in the Leon Valley Addition lots northwest of Grissom Road. Consolidation of properties northwest and southeast of Grissom Road are encouraged to consolidate the development of properties and utilities.

The Grissom Road Corridor interfaces with Leon Valley Ranch, Shadow Mist Subdivision and portions of Sawyer Road and Old Mill areas. Rita Kay Driggers Elementary School and NISD corporate headquarters are located along this corridor.

**NOTIFICATION**

Twelve (12) letters were sent to surrounding property owners. Staff has not received any letter in favor or in opposition, one (1) has any been returned as undeliverable.

**FISCAL IMPACT**

The applicant has paid all fees associated with this project.

**RECOMMENDATION**

Staff recommends approval of this request. The surrounding zoning is compatible with the requested zoning.

APPROVED : \_\_\_\_\_ DISAPPROVED : \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS :

\_\_\_\_\_  
\_\_\_\_\_

ATTEST :

\_\_\_\_\_

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL GRANTING A ZONE CHANGE FROM B-3 COMMERCIAL DISTRICT WITH THE SUSTAINABILITY OVERLAY DISTRICT TO B-3 COMMERCIAL ZONING DISTRICT ON AN APPROXIMATELY 1.05 ACRE TRACT OF VACANT LAND, LOCATED IN THE 6400 BLOCK OF GRISSOM ROAD, BEING LOT 73, CB 5784 LEON VALLEY ADDITION GLASS SERVICE SUBDIVISION; PROVIDING FOR REPEALER, SEVERABILITY, AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS** Chapter 211 of the Vernon's Local Government Code empowers cities to enact zoning regulations and provide for their administration, enforcement, and amendment; and

**WHEREAS** the City has previously deemed it necessary and desirable to adopt zoning regulations to provide for the orderly development of property within the City, to promote the public health, safety, and welfare of the residents of the City; and

**WHEREAS** the Leon Valley Code of Ordinances Chapter 15 Zoning constitutes the City's Zoning regulations and requires the property to be zoned in accordance with proper designations as defined by the City; and

**WHEREAS** the Planning and Zoning Commission of the City of Leon Valley provided adequate notice and held a public hearing in accordance with Chapter 15 of the Leon Valley Code of Ordinances; and

**WHEREAS**, the Planning and Zoning Commission of the City of Leon Valley has recommended granting a zone change from B-3 commercial district with the sustainability overlay to B-3 commercial zoning district, and

**WHEREAS**, the City Council, after proper notice and public hearing determined that the request is consistent and with the City's Future Land Use Plan, and

**WHEREAS**, twenty percent (20%) or more of the area of the lots or land immediately adjoining the area covered by the proposed change and extending two hundred [feet] (200') from such area did protest this change and the City Council, by affirmative vote of three-fourths (3/4) of all the members of the City Council, did vote to approve the change; and

**WHEREAS** the City Council of the City of Leon Valley now desires to grant the zone change, as requested at the subject location.

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

**SECTION 1.** Being Lot 73, CB 5784 Leon Valley Addition Glass Service Subdivision

**SECTION 2.** That this Ordinance shall be cumulative of all provisions of the City of Leon



Valley, Texas, except where provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event, conflicting provisions of such Ordinance are hereby repealed.

**SECTION 3.** That it is hereby declared to be the intention of the City Council of the City of Leon Valley that this Ordinance is not severable.

**SECTION 4.** The Ordinance shall be effective upon passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the \_\_\_\_ day of, \_\_\_\_\_ 2024.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest:

\_\_\_\_\_  
**CRYSTAL CALDERA, PhD**  
CITY MANAGER

Approved as to Form:

\_\_\_\_\_  
**ARTURO D. 'ART' RODRIGUEZ**  
CITY ATTORNEY

PZ-2024-11

Consider Request to Rezone  
B-3 (Commercial) with Sustainability  
Overlay to B-3 (Commercial)  
- Lot 73 – Grissom Road

Roque Salinas, MPA

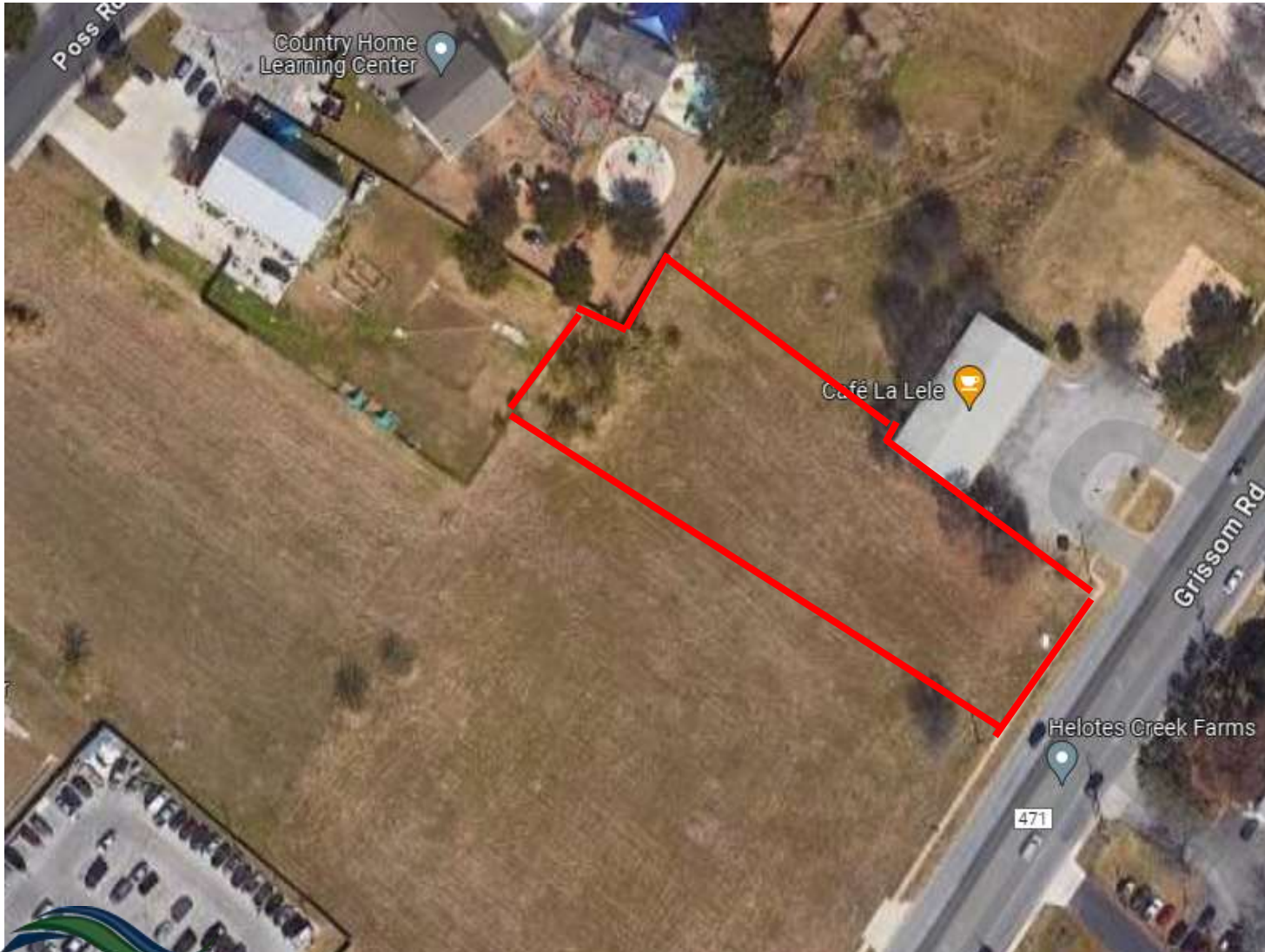
Director of Economic Development

7/16/2024

# Purpose

- To consider a request for a zone change from B-3 (Commercial) with the Sustainability Overlay District to B-3 (Commercial) zoning district
- Approximately 1.05-acre tract of vacant land
- Lot 73, CB 5784, Leon Valley Addition (Glass Service) Subdivision
- Located in the 6400 block of Grissom Road

# Aerial View



# Background

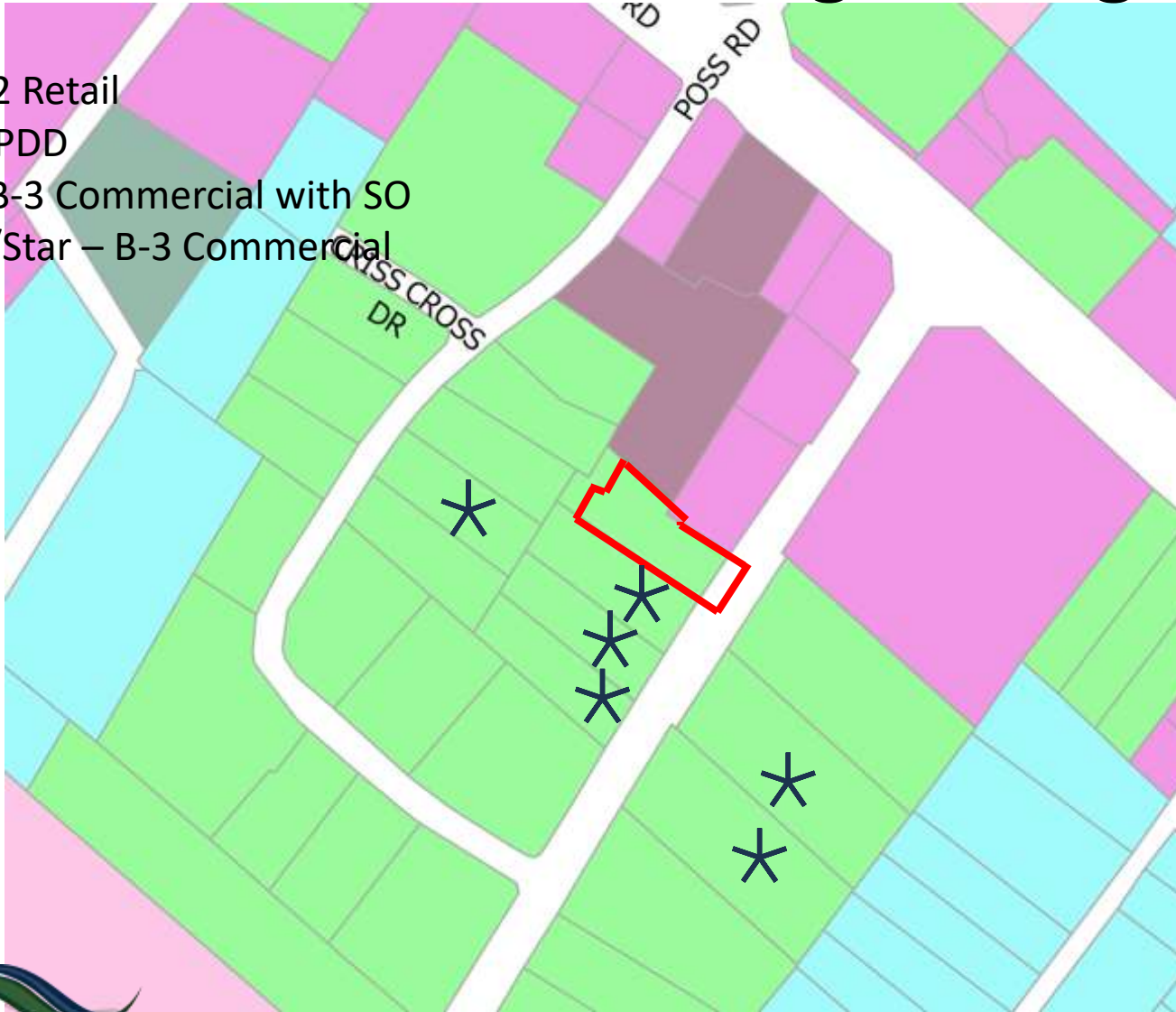
- Property owner purchased both this property & the property at 6746 Poss Road (behind subject site)
- They own & operate a fiber installation company and plan to use this vacant lot along Grissom Road in conjunction with business fronting Poss Road as storage for vehicles and equipment
- Under Sustainability Overlay zoning, storage is not allowed

# History

- 1936 – Platted as a part of Leon Valley Addition Subdivision
- 1975 – Rezoned from R-1 Single Family to B-2 Retail
- 1998 – Rezoned from B-2 Retail to B-3 Commercial
- 2008 – Replatted

# Site & Surrounding Zoning

- Pink – B-2 Retail
- Brown – PDD
- Green – B-3 Commercial with SO
- Green w/Star – B-3 Commercial



# Surrounding Zoning & Similar Cases

- North – B-3 Commercial with Sustainability Overlay & PDD
- West – B-3 Commercial
- South - B-3 Commercial
- East – B-2 Retail
  
- 2013 - 6217 Grissom & 6645 & 6655 Poss Roads rezoned from B-3 with Sustainability to B-3 Commercial Industrial Overlay to allow a storage facility
  
- 2014 - 6016, 6200, 6312, 6330 & 6400 Grissom rezoned from B-3 with Sustainability Overlay to B-3 with Commercial/Industrial Overlay to allow for storage



# Surrounding Zoning & Similar Cases

- 2018 – Uhaul at Grissom & Timberhill rezoned from B-3 with Sustainability Overlay to just B-3
- 2020 – Timberhill near Grissom rezoned from B-3 with Sustainability District Zoning to B-3 with Commercial/Industrial Overlay to allow for automotive storage
- 2021 – Lots 68-72 rezoned from B-3 with Sustainability Overlay to just B-3 (*these lots are contiguous to the subject site*)

# Master Plan

- Master Plan Section 4CC Grissom Road Corridor states:
- The Grissom Road Corridor is Commercial Use with some Multiple Family Dwelling, Townhouse Dwelling and Garden House Uses
- Retail Use in this area is encouraged in the Leon Valley Addition lots northwest of Grissom Road
- Consolidation of properties northwest and southeast of Grissom Road are encouraged to consolidate the development of properties and utilities

# Notification

- Letters mailed 12
- Received in favor 0
- Received in opposition 0
- Received undeliverable 0

# Fiscal Impact

- The owner has paid all fees associated with this application.
- The development of this lot will increase ad valorem taxes.

# Recommendation

- Staff recommends approval
- Surrounding zoning is compatible with this request.
- Planning and Zoning voted to approve.
- No citizens came to the public hearing to voice support or opposition.

PZ-2024-11

Consider Request to Rezone  
B-3 (Commercial) with Sustainability  
Overlay to B-3 (Commercial)  
- Lot 73 – Grissom Road

Roque Salinas, MPA

Director of Economic Development

7/16/2024

## PLANNING AND ZONING COMMISSION COMMUNICATION

**DATE:** July 16, 2024  
**TO:** Mayor and City Council  
**FROM:** Roque Salinas, Director of Economic Development  
**THROUGH:** Crystal Caldera, Ph.D., City Manager

**SUBJECT:** Presentation, Public Hearing, and Discussion, to Consider Approval for a Zone Change From R-1 (Single Family Dwelling) District with Sustainability Overlay to B-2 (Commercial) Zoning District, on an Approximately 0.4028-Acre Tract of Vacant Land, Located at 7704 and 7708 Eckhert Road, Being Lots 13 and 14, Block 1, CB 4446A, Linkwood Addition Subdivision - (1st Read as Required by City Charter)- R. Salinas, Economic Development Director

### **PURPOSE**

To consider a request for a zone change from R-1 (Single Family Dwelling) District with Sustainability Overlay to B-3 (Commercial) Zoning District, on an approximately 0.50-acre tract of vacant land, located at 7708 Eckhert Road, being Lots 13 and 14, Block I, CB 4446A, Linkwood Addition Subdivision.

The applicant is currently under contract with the owner of the property; however, they are seeking to rezone it from R-1 to B-3 to fit their needs.

### **HISTORY**

1956 – platted as a part of the Linkwood Addition Subdivision.

1978 – The City Council directed the City Development Commission to perform a study on the Linkwood Addition Subdivision as they had received numerous complaints on the substandard conditions in that neighborhood. It was platted prior to the adoption of the subdivision and zoning codes and had smaller lots, had gravel and dirt roads, and was not connected to the city's water and sewer systems. In this study, the Commission recommended that all lots in the interior of the subdivision be granted a blanket variance to the R-1 (Single Family Dwelling) lot size requirements but decided to leave all exterior lots as is and mandated that lots be combined to provide enough lot area.

The lots will have to be replatted prior to any construction. In addition, any development will require a Specific Use Permit, as they abut residential zoning.

### **MASTER PLAN**

The Comprehensive Master Plan, Section 2N Linkwood Addition states:

Any non-residential zoning along Eckhert Road, in Blocks C and I, are to be oriented towards Eckhert Road with all access from Eckert Road. Certain lots which front Bandera Road in

Blocks A & B are difficult to develop due to the shallow depth. It is recommended that the lots fronting Bandera Road in Blocks A and B should remain B-2 (Retail); lots fronting Linkcrest Drive in Blocks A and B should remain B-2 (retail) or be rezoned to R-1 (Single-Family) or R-2 (duplex). It is also recommended that the Zoning Board of Adjustment give favorable consideration to allowing variances to the requirement for rear yard setbacks on any lot or lots fronting Bandera Road, if warranted. The Linkwood Addition area interfaces closely with the Bandera Road Corridor. The character of the Linkwood Addition Subdivision shall remain a residential subdivision to maintain the neighborhood character except along the commercial frontages. Development in areas along Bandera and Eckhert Roads should be compatible with surrounding residential areas to maintain neighborhood integrity.

**SURROUNDING ZONING**

North: City of San Antonio, C-2NA- Commercial Nonalcoholic Sales District and MF 33 (office/warehouse & apartments)- Multi-Family District  
West: B-2 Retail with Sustainability Overlay  
East: B-2 Retail with Sustainability Overlay  
South: R-1 Single Family Dwelling

**NOTIFICATION**

Nineteen (19) letters were sent to surrounding property owners. Staff has not received any letter in favor or in opposition, two (2) have any been returned undeliverable.

**FISCAL IMPACT**

The applicant has paid all fees associated with this project. Any retail or commercial development on these lots will increase ad valorem and sales tax revenue to the city.

**RECOMMENDATION**

Staff recommends denial of this request. The B-3 district is composed of land and structures used to furnish commercial needs, wholesale services, and some light assembling of goods, in addition to most of the uses found in the B-2 district. The uses allowed in this district could intrude upon the lifestyle of the community through inappropriate lighting, noise, vibration, smoke, dust, or pollutants.

At their June 25, 2024 meeting, the Planning and Zoning Commission recommended denial of the request.

APPROVED : \_\_\_\_\_ DISAPPROVED : \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS :

\_\_\_\_\_  
\_\_\_\_\_



ATTEST :

---

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL GRANTING A ZONE CHANGE FROM R-1 (SINGLE FAMILY DWELLING) DISTRICT WITH A SUSTAINABILITY OVERLAY DISTRICT TO B-3 COMMERCIAL ZONING DISTRICT ON AN APPROXIMATELY 0.4028-ACRE TRACT OF VACANT LAND, LOCATED IN THE 7704 AND 7708 BLOCK OF ECKHERT ROAD, BEING LOTS 13 AND 14, BLOCK 1, CB 4446A, LINKWOOD ADDITION SUBDIVISION; PROVIDING FOR REPEALER, SEVERABILITY, AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS** Chapter 211 of the Vernon's Local Government Code empowers cities to enact zoning regulations and provide for their administration, enforcement, and amendment; and

**WHEREAS** the City has previously deemed it necessary and desirable to adopt zoning regulations to provide for the orderly development of property within the City, to promote the public health, safety, and welfare of the residents of the City; and

**WHEREAS** the Leon Valley Code of Ordinances Chapter 15 Zoning constitutes the City's Zoning regulations and requires the property to be zoned in accordance with proper designations as defined by the City; and

**WHEREAS** the Planning and Zoning Commission of the City of Leon Valley provided adequate notice and held a public hearing in accordance with Chapter 15 of the Leon Valley Code of Ordinances; and

**WHEREAS**, the Planning and Zoning Commission of the City of Leon Valley has recommended against granting a zone change from R-1 single family dwelling district with a sustainability overlay district to B-3 commercial zoning district, and

**WHEREAS**, the City Council, after proper notice and public hearing determined that the request is consistent and with the City's Future Land Use Plan, and

**WHEREAS**, twenty percent (20%) or more of the area of the lots or land immediately adjoining the area covered by the proposed change and extending two hundred [feet] (200') from such area did protest this change and the City Council, by affirmative vote of three-fourths (3/4) of all the members of the City Council, did vote to approve the change; and

**WHEREAS** the City Council of the City of Leon Valley now desires to grant the zone change, as requested at the subject location.

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

**SECTION 1.** Being lots 13 and 14, block 1, CB 4446a, Linkwood addition subdivision

**SECTION 2.** That this Ordinance shall be cumulative of all provisions of the City of Leon Valley, Texas, except where provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event, conflicting provisions of such Ordinance are hereby repealed.

**SECTION 3.** That it is hereby declared to be the intention of the City Council of the City of Leon Valley that this Ordinance is not severable.

**SECTION 4.** The Ordinance shall be effective upon passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the \_\_\_\_ day of, \_\_\_\_\_ 2024.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest:

\_\_\_\_\_  
**CRYSTAL CALDERA, PhD**  
CITY MANAGER

Approved as to Form:

\_\_\_\_\_  
**ARTURO D. 'ART' RODRIGUEZ**  
CITY ATTORNEY

PZ-2024-15

Consider Recommendation  
Rezone R-1 (Single Family Dwelling)  
w/Sustainability Overlay  
to B-3 (Commercial)  
7704 & 7708 Eckhert Road

Roque Salinas, MPA

Director of Economic Development

7/16/2024

# Purpose

- Consider a Request for a Zone Change:
  - From R-1 (Single Family Dwelling) District with Sustainability Overlay
  - To B-3 (Commercial) Zoning District
- Located at 7704 and 7708 Eckhert Road
- Approximately 0.4028-Acre tract of vacant land, being Lots 13 & 14, Block I, CB 4446A, Linkwood Addition Subdivision

# History

- 1956 – platted as a part of the Linkwood Addition Subdivision, but never developed
- Has remained zoned R-1 (Single Family Dwelling)
- Property will have to be replatted prior to any development
  - Not enough lot area on either lot

# Master Plan Section 2N Linkwood Addition

- Development in areas along Bandera and Eckhert Roads should be compatible with surrounding residential areas to maintain neighborhood integrity
- The character of the Linkwood Addition Subdivision shall remain a residential subdivision to maintain the neighborhood character except along the commercial frontages

# Surrounding Zoning

- North: City of San Antonio, C-2NA and MF 33  
(Commercial office/warehouse & apartments)
- West: B-2 Retail with Sustainability Overlay
- East: B-2 Retail with Sustainability Overlay
- South: R-1 Single Family Dwelling



# Aerial View



# Site and Zoning

- Red – B-2 Retail with Sustainability Overlay
- Clear – R-1 Single Family Dwelling
- Yellow Outline – Sustainability Overlay

City of San Antonio

City of Leon Valley



# Notification

- Letters mailed: 19
- Received in favor: 0
- Received in opposition: 0
- Returned undeliverable: 1

# Fiscal Impact

- The owner has paid all fees associated with this application
- Any development on these lots will increase ad valorem tax revenue and possible sales tax revenue

# Recommendation

- Staff recommends denial of this request
  - The B-3 district is composed of land and structures used to furnish commercial needs, wholesale services, and some light assembling of goods, in addition to most of the uses found in the B-2 district
  - The uses allowed in this district could intrude upon the lifestyle of the community through inappropriate lighting, noise, vibration, smoke, dust, or pollutants
- At their 6/25/24 meeting, the Planning and Zoning voted to recommend denial of the request
  - No citizens came to the public hearing to voice support or opposition

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** July 16, 2024  
**TO:** Mayor and Council  
**FROM:** Melinda Moritz, Public Works Director  
**THROUGH:** Crystal Caldera, Ph.D., City Manager

**SUBJECT:** Discussion and Possible Action to Consider Approval of a Resolution Authorizing an Advance Funding Agreement with the State of Texas and Authorizing the City Manager to Execute the Agreement to Secure Funding for the Leon Vally Huebner Creek Greenway Hike and Bike Trail Segment II

**SPONSOR(S):** N/A

### **PURPOSE**

The purpose of this communication is to consider approval of a Resolution authorizing an Advanced Funding Agreement with the State of Texas and authorizing the City Manager to execute the agreement, for the funding of the Hike & Bike Trail Segment II, from Bandera Road to Evers Road.

### *Background*

Huebner Creek Greenway Hike & Bike Trail Segment 1, which aligns with El Verde Road and runs from Shadow Mist Rd (adjacent to soccer field) to 6613 Bandera Road (Triangle Park), was constructed last year, but it dead ends at the Bandera Road bridge. Segment II of the planned trail system, which runs from 6613 Bandera Road (Triangle Park) to Evers Road (Raymond Rimkus Park), was awarded in August of 2021 and was funded in TxDOT's 2024-25 fiscal year. To proceed with the project, the City Council must sign an Advance Funding Agreement (AFA).

Segment 2 will connect to Segment 1 at Bandera Road and continue to Evers Road, through the Huebner-Onion Natural Area fire break and Raymond Rimkus Park. The City of San Antonio has asked that we consider continuing the trail from Evers Road up Huebner Creek to meet their planned trail just above Balky (plans are being reviewed by TxDOT). The plan is to have one continuous trail to the Medical Center

This project is a part of a reimbursement grant program, with 80/20 matching construction funds, with FHA/TxDOT paying 80% and the City paying 20%. The Opinion of Probable Cost (OPC) for construction is \$1,599,001. We will not know the exact cost until construction bids are opened. Under this type of grant program, the city is responsible for all costs for engineering, plus contingency or cost overruns.

The proposed schedule is as follows:

- Oct 2023 - Engineering started (TxDOT review delayed due to personnel issues)
- Aug/Sept 2024 – TxDOT starts review of plans
- April/May 2025 – Bid advertised
- June/July 2025 – Bid awarded
- July/Aug 2025 – Start construction

**FISCAL IMPACT**

Engineering	\$ 335,000 (already budgeted)
Construction	\$1,599,001
Contingency (15%)	<u>\$ 239,850</u>
Total	\$2,173,851

*Construction only*

Federal portion	\$1,260,312
TxDOT portion	\$ 1,038
City portion	\$ 337,651

*City Share of Project Costs*

Engineering	\$335,000
Contingency	\$239,850
Construction	<u>\$337,651</u>
Total cost to city:	\$912,501

**RECOMMENDATION**

Staff recommends approval of the Resolution authorizing the Advanced Funding Agreement and authorizing the City Manager to execute the agreement. The citizens have been anticipating the construction of this trail since 2013.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

---



---



---



---

ATTEST:

---

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



RESOLUTION NO. # \_\_\_\_\_

**A RESOLUTION AUTHORIZING AN ADVANCED FUNDING AGREEMENT FOR THE PURPOSE OF CONSTRUCTING A HIKE AND BIKE TRAIL AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE STATE OF TEXAS FOR FUNDING THE CONSTRUCTION OF A HIKE AND BIKE TRAIL NEAR HUEBNER CREEK, FROM STATE HIGHWAY 16 (BANDERA ROAD) TO RAYMOND RIMKUS PARK (EVERS ROAD).**

That the City Council authorizes an Advance Funding Agreement with the State of Texas for the construction of the Transportation Alternatives Set Aside Program Project (MPO Selected Off-System) grant improvements to construct a Hike and Bike Trail, from Bandera Road (State Highway 16) to Evers Road in Raymond Rimkus Park in the City of Leon Valley for a total estimated cost of \$1,599,001.00, with the City’s share of the costs estimated to be \$337,651.00, plus any cost overruns. The City Manager is authorized to execute all documents necessary to complete this transaction. That it is hereby officially found and determined that the meeting at which this resolution is passed is open to the public and that public notice of the time, place and purpose of said meeting was given as required by law.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:**

**SECTION 1.** that the City Council authorizes the City Manager to execute this Advance Funding Agreement (AFA) made between the State of Texas, acting by and through the Texas Department of Transportation and City of Leon Valley.

**PASSED, ADOPTED, AND APPROVED** by the City Council of the City of Leon Valley on this 16th day of July, 2024.

**APPROVED**

\_\_\_\_\_

**CHRIS RILEY**  
Mayor

Attest:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

\_\_\_\_\_

**ARTURO D. ‘ART’ RODRIGUEZ**  
CITY ATTORNEY

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

**STATE OF TEXAS           §**

**COUNTY OF TRAVIS       §**

**ADVANCE FUNDING AGREEMENT  
FOR A TRANSPORTATION ALTERNATIVES  
SET-ASIDE (TASA) PROGRAM PROJECT  
MPO-Selected Off-System**

This Advance Funding Agreement for a Transportation Alternatives Set-Aside (TASA) Program Project (“Agreement”) is made between the State of Texas (State), acting through the Texas Department of Transportation, and the City of Leon Valley (Local Government), acting through its duly authorized officials.

**WITNESSETH**

**WHEREAS**, federal law establishes federally funded programs for transportation improvements to implement its public purposes, and

**WHEREAS**, the Texas Transportation Code, Section 201.103 establishes that the State shall design, construct and operate a system of highways in cooperation with local governments, and Section 222.052 authorizes the Texas Transportation Commission to accept contributions from political subdivisions for development and construction of public roads and the state highway system within the political subdivision, and

**WHEREAS**, Federal law, 23 USC §134 and 49 USC §5303, requires that State and Metropolitan Planning Organizations (MPOs) develop transportation plans and programs for urbanized areas of Texas, and

**WHEREAS**, Federal and state laws require local governments to meet certain contract standards relating to the management and administration of State and federal funds, and

**WHEREAS**, the Texas Transportation Commission has codified 43 TAC, Rules 15.50-15.56 that describe federal, state, and local responsibilities for cost participation in highway improvement and other transportation projects, and

**WHEREAS**, the rules and procedures for the Transportation Alternatives Set-Aside Program (TASA) are established in 23 USC §133(h), and 43 Texas Administrative Code, Part 1, Chapter 11, Subchapter G, §§11.400 – 11.418, and

**WHEREAS**, the Local Government prepared and submitted to the State or Metropolitan Planning Organization (MPO) a project nomination package for TASA funding consideration, which is briefly described as constructing concrete hike and bike trail (Project), and

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

**WHEREAS**, the Texas Transportation Commission (Commission) passed Minute Order Number 116073 and 116522 (MO) dated June 30, 2022 awarding funding for TASA projects in the TASA Program Call of the San Antonio-Bexar County MPO, including Project, and

**WHEREAS**, the governing body of the Local Government has approved entering into this Agreement by resolution or ordinance dated {enter date of resolution}, which is attached to and made a part of this Agreement as Attachment C, Resolution or Ordinance. A map showing the Project location appears in Attachment A, Project Location Map, which is attached to and made a part of this Agreement, and

**NOW, THEREFORE**, the State and the Local Government agree as follows:

### AGREEMENT

**1. Period of Agreement and Performance**

- A. Period of Agreement. This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed. This Agreement shall remain in effect until terminated as provided below.
- B. Period of Performance.
  - 1. The Performance Period for each phase of work begins on the date specified in the Federal Project Authorization and Agreement (FPAA) for that phase of work. Local Government may not begin work until issued the State Letter of Authority (SLOA) for that phase of work.
  - 2. The Performance Period for each phase of work ends on the date specified in the FPAA for that phase of work.

**2. Scope of Work and Use of Project**

- A. The scope of work for Project consists of constructing a concrete hike and bike trail in Leon Valley from SH 16 (Bandera Rd) to Evers Rd.
- B. Any project changes proposed must be submitted in writing by Local Government to State. Substantive changes may also require an amendment to this Agreement and the approval of the FHWA, State, MPO, or the Commission. Any changes undertaken without written approval and amendment of this Agreement may jeopardize not only the federal funding for the changes, but the federal funding of the entire Project.

**3. Project Sources and Uses of Funds**

The total estimated development cost of the Project is shown in Attachment B, Project Budget Estimate and Source of Funds (Attachment B).

- A. If Local Government will perform any work under this Agreement for which reimbursement will be provided by or through the State, the Local Government must complete training. If federal funds are being used, the training must be completed before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course entitled "Local Government Project Procedures and Qualification for the Texas Department of Transportation" and retains qualification in accordance with applicable TxDOT procedures. Upon request, Local Government shall provide the certificate of qualification to State. The individual who receives the training

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

certificate may be an employee of Local Government or an employee of a firm that has been contracted by Local Government to perform oversight of the Project. State in its discretion may deny reimbursement if Local Government has not continuously designated in writing a qualified individual to work actively on or to directly oversee the Project.

- B. The total estimated project cost as shown in Attachment B includes the Local Government's estimated itemized cost of real property, utilities, environmental assessments, construction, and other construction related costs. To be eligible for reimbursement or as in-kind contribution, costs must have been included in the nomination form approved by the Texas Transportation Commission or MPO in consultation with State. Local Government must submit to State evidence of payment for eligible in-kind costs at least once per calendar quarter using the State's In-Kind Match Reporting form.
- C. State and the Federal Government will not reimburse Local Government for any work performed outside the Performance Period. After federal funds have been obligated, State will send to Local Government a copy of the formal documentation showing the obligation of funds including federal award information. Local Government is responsible for 100 percent of the cost of any work performed under its direction or control before the federal spending authority is formally obligated.
- D. The Project budget and source of funds estimate based on the budget provided in the application is included in Attachment B. Attachment B shows the percentage and estimated dollar amounts to be contributed to Project by state and local sources, as well as the maximum amount in federal TASA funds assigned by the Commission or MPO in consultation with State. This Agreement may be amended from time to time as required to meet the funding commitments based on revisions to the TASA, FPAA, or other federal documents.
- E. State will be responsible for securing the federal share of funding required for the development and construction of Project, in an amount not to exceed 80 percent of the actual cost of the work up to the amount of funds approved for Project by the Texas Transportation Commission or MPO in consultation with State. Federal funds will be reimbursed on a cost basis. Project costs incurred prior to issuance of the SLOA are not eligible for reimbursement.
- F. The Local Government will be responsible for all non-federal or non-State participation costs associated with the Project, unless otherwise provided for in this Agreement or approved otherwise in an amendment to this Agreement. For items of work subject to specified percentage funding, the Local Government shall only in those instances be responsible for all Project costs that are greater than the maximum State and federal participation specified in Attachment B and for overruns in excess of the amount specified in Attachment B to be paid by the Local Government. If the Project was State-selected, the State may apply a portion of any excess program funds to cover all or a portion of any overrun based on criteria provided by 43 Tex. Admin. Code §11.411(d).
- G. The budget in Attachment B will clearly state all items subject to fixed price funding, specified percentage funding, and the periodic payment schedule, when periodic payments have been approved by the State.
- H. When fixed price funding is used, the Local Government is responsible for the fixed price amount specified in Attachment B. Fixed prices are not subject to adjustment unless (1) differing site conditions are encountered; (2) further definition of the Local

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

Government’s requested scope of work identifies greatly differing costs from those estimated; (3) work requested by the Local Government is determined to be ineligible for federal participation; or (4) the adjustment is mutually agreed to by the State and the Local Government.

- I. Following execution of this Agreement, but prior to the performance of any plan review work by State, Local Government will pay to State the amount specified in Attachment B for plan review. At least 60 days prior to the date set for receipt of the construction bids, Local Government shall remit its remaining local match as specified in Attachment B for State’s estimated construction oversight and construction cost.
- J. In the event State determines that additional funding is required by Local Government at any time during Project, State will notify Local Government in writing. Local Government is responsible for the percentage of the authorized Project cost shown in Attachment B and 100 percent of any overruns above the federally authorized amount. Local Government will make payment to State within 30 days from receipt of State’s written notification.
- K. Whenever funds are paid by Local Government to State under this Agreement, Local Government will remit a warrant made payable to the “Texas Department of Transportation”. The warrant will be deposited by State and managed by State. Funds may only be applied by State to Project.
- L. Upon completion of Project, State will perform a final accounting of Project costs. Any funds due to Local Government, State, or the Federal Government will be promptly paid by the owing party.
- M. In the event Project is not completed, State may seek reimbursement from Local Government of the expended federal funds. Local Government will remit the required funds to State within 60 days from receipt of State’s notification.
- N. If any existing or future local ordinances, commissioners court orders, rules, policies, or other directives, including but not limited to outdoor advertising billboards and storm water drainage facility requirements, are more restrictive than state or federal regulations, or if any other locally proposed changes, including but not limited to plats or re-plats, result in increased costs, then any increased costs associated with the ordinances or changes will be paid by Local Government. The cost of providing right of way acquired by State shall mean the total expenses in acquiring the property interests through negotiations, including, but not limited to, expenses related to relocation, removal, and adjustment of eligible utilities.
- O. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under the Agreement or indirectly through a contract or subcontract under the Agreement. Acceptance of funds directly under the Agreement or indirectly through a contract or subcontract under this Agreement acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
- P. State will not pay interest on any funds provided by Local Government.
- Q. State will not execute the contract for the construction of Project until the required funding has been made available by Local Government in accordance with this Agreement.

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

- R. Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice in a form and containing all items required by State no more frequently than monthly, and no later than 90 days after costs are incurred. If Local Government submits invoices more than 90 days after the costs are incurred, and if federal funding is reduced as a result, State shall have no responsibility to reimburse Local Government for those costs.
- S. If Local Government is an Economically Disadvantaged County (EDC) or the State or MPO selected project meets the State’s or MPO’s criteria to receive Transportation Development Credits in lieu of providing a cash local match, and the State has approved adjustments to the standard financing arrangement, this agreement reflects those adjustments.

**4. Termination of the Agreement**

- A. This Agreement may be terminated by any of the following conditions:
  - 1. By mutual written consent and agreement of all parties;
  - 2. By any party with 90 days written notice; or
  - 3. By either party, upon the failure of the other party to fulfill the obligations as set forth in this Agreement. Any cost incurred due to such breach of contract shall be paid by the breaching party.
- B. If the potential termination of this Agreement is due to the failure of Local Government to fulfill its contractual obligations, State will notify Local Government that possible breach of contract has occurred. Local Government should make every effort to remedy the breach within a period mutually agreed upon by both parties.
- C. The Agreement may be terminated by the State because the parties are not able to execute a mutually agreeable amendment when the costs for Local Government requested items increase significantly due to differing site conditions, determination that Local government requested work is ineligible for federal or state cost participation, or a more thorough definition of the Local Government’s proposed work scope identifies greatly differing costs from those estimated. The State will reimburse Local Government remaining funds to the Local Government within ninety (90) days of termination;
- D. If Local Government withdraws from Project after this Agreement is executed, Local Government shall be responsible for all direct and indirect Project costs as identified by the State’s cost accounting system and with 2 CFR Part 200 recapture requirements.
- E. A project may be eliminated from the program as outlined below. If Project is eliminated for any of these reasons, this Agreement will be appropriately terminated. A project may be eliminated from the program, and this Agreement terminated, if:
  - 1. Local Government fails to satisfy any requirements of the program rules cited in 43 Texas Administrative Code, Part 1, Chapter 11, Subchapter G, §§11.400 – 11.418.
  - 2. The implementation of Project would involve significant deviation from the activities proposed in the nomination form and approved by the Texas Transportation Commission or MPO in consultation with State.
  - 3. Local Government withdraws from participation in Project.
  - 4. State determines that federal funding may be lost due to Project not being implemented and completed.

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

5. Funds are not appropriated, in which case this Agreement shall be terminated immediately with no liability to either party. Payment under this Agreement beyond the current fiscal biennium is subject to availability of appropriated funds.
  6. A construction contract has not been awarded or construction has not been initiated within three years after the date that the Commission or MPO selected the project or by a letting date determined by the state and agreed to by the Local Government.
  7. Local Government fails to attend progress meetings at least twice yearly, as scheduled by State.
- F. State, at its sole discretion, may terminate this Agreement if State does not receive project invoice from Local Government within 270 days of FPAA.

**5. Amendments**

This Agreement may be amended due to changes in the work, the amount of funding required to complete Project, or the responsibilities of the parties. Such amendment must be made through a mutually agreed upon, written amendment that is executed by the parties.

**6. Remedies**

This Agreement shall not be considered as specifying the exclusive remedy for any agreement default, but all remedies existing at law and in equity may be availed of by either party to this Agreement and shall be cumulative.

**7. Utilities**

Local Government shall be responsible for the adjustment, removal, or relocation of utilities or utility facilities in accordance with applicable State laws, regulations, rules, policies, and procedures, including any cost to State of a delay resulting from Local Government’s failure to ensure that utilities or utility facilities are adjusted, removed, or relocated before the scheduled beginning of construction. At the State’s discretion, State may reimburse Local Government for minor, incidental utility adjustments that are identified during the preliminary engineering phase if they are eligible for federal reimbursement. Local Government must obtain advance approval for any variance from established procedures. Before a construction contract is let, Local Government shall provide, at State’s request, a certification stating that Local Government has completed the adjustment of all utilities that must be adjusted before construction begins. Additional utility work may be required due to unknown conditions discovered during construction. These costs may be eligible for TASA participation if the following conditions are met: (1) the activity is required to complete Project; (2) the cost is incidental to Project; and (3) TASA funding is available. Any change orders must be approved by State prior to incurring any cost for which reimbursement is sought.

**8. Environmental Assessment and Mitigation**

Development of Project must comply with the National Environmental Policy Act and the National Historic Preservation Act of 1966, which require environmental clearance of federal-aid projects.

- A. The **Local Government** is responsible for the identification and assessment of any environmental problems associated with the development of Project.

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

- B. Local Government is responsible for the cost of any environmental problem’s mitigation and remediation. These costs will not be reimbursed or credited towards Local Government’s financial share of Project unless specified in the nomination form and approved by State or MPO in consultation with State.
- C. Local Government is responsible for providing any public meetings or public hearings required for development of the environmental assessment, including any public hearing requirements that may be necessary when adding a bike lane.
- D. Before the advertisement for bids, Local Government shall provide to State written documentation from the appropriate regulatory agency or agencies that all environmental clearances have been obtained.

**9. Compliance with Accessibility Standards**

All parties to this Agreement shall ensure that the plans for and the construction of all projects subject to this Agreement are in compliance with standards issued or approved by the Texas Department of Licensing and Regulation (TDLR) as meeting or consistent with minimum accessibility requirements of the Americans with Disabilities Act (P.L. 101-336) (ADA).

**10. Architectural and Engineering Services**

- A. Architectural and engineering services for preliminary engineering will be provided by the **Local Government**. In procuring professional services, the parties to this Agreement must comply with federal requirements cited in 23 CFR Part 172 if Project is federally funded and Local Government will be seeking reimbursement for these services or if these services will be used as in-kind contributions; and with Texas Government Code Subchapter 2254.A., in all cases. Professional services contracts for federally funded projects must conform to federal requirements. Variety
- B. The architectural contract documents shall be developed in accordance with the standards of the American Institute of Architects, the U.S. Secretary of the Interior’s Standards for Historic Preservation Projects, Standards and Guidelines for Archeology and Historic Preservation, the National Register Bulletin Number 36: Guidelines for Evaluating and Registering Historical Archeological Sites and in consultation with the State Historic Preservation Officer, as applicable. The engineering plans shall be developed in accordance with State’s applicable Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges and the two American Association of State Highway and Transportation Officials’ (“AASHTO”) publications, “A Policy on Geometric Design of Highways and Streets” and “Guide for the Development of Bicycle Facilities,” as applicable. All design criteria for bicycle and pedestrian bridges must comply with TxDOT’s Bridge Design Manual and AASHTO’s Load and Resistance Factor Design (LRFD) Guide Specifications for the Design of Pedestrian Bridges (latest edition) as applicable. All contract procurement procedures and documents must adhere to the applicable requirements established in the Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges. The use of other systems of specifications shall be approved by State in writing in advance.
- C. When architectural and engineering services are provided by or through Local Government, Local Government shall submit any plans it has completed to State for review and approval on an agreed upon schedule. Local Government may also submit



<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

the plans to State for review any time prior to completion. Local Government shall make the necessary revisions determined by State. Local Government will not let the construction contract until all required plans have received State approval.

- D. When architectural and engineering services are provided by or through State, then the State is responsible for the delivery and performance of any required architectural or preliminary engineering work. Local Government may review and comment on the work, including any proposed changes to the scope of work, as required to accomplish Project purposes. State will cooperate with Local Government in accomplishing these Project purposes to the degree permitted by state and federal law.

**11. Construction Responsibilities**

- A. The **Local Government** shall advertise for construction bids, issue bid proposals, receive and tabulate the bids, and award and administer the contract for construction of Project. Administration of the contract includes the responsibility for construction engineering and for issuance of any change orders, supplemental agreements, amendments, or additional work orders that may become necessary subsequent to the award of the construction contract. To ensure federal funding eligibility, projects must be authorized by State prior to advertising for construction.
- B. All contract letting and award procedures must be approved by State prior to letting and award of the construction contract, whether the construction contract is awarded by State or by Local Government.
- C. All contract change order review and approval procedures must be approved by State prior to start of construction.
- D. If the Local Government is the responsible party, the State must review and approve change orders.
- E. Upon completion of Project, the party constructing Project will issue and sign a "Notification of Completion" acknowledging Project's construction completion.
- F. For federally funded contracts, the parties to this Agreement will comply with federal construction requirements provided in 23 CFR Parts 633 and 635, and shall include the latest version of Form "FHWA-1273" in the contract bidding documents. If force account work will be performed, a finding of cost effectiveness shall be made in compliance with 23 CFR Subpart 635.B.
- G. Any field changes, supplemental agreements, or revisions to the design plans that may occur after the construction contract is awarded will be mutually agreed to by State and Local Government prior to authorizing the contractor to perform the work. Prior to completion of Project, the party responsible for construction will notify the other party to this Agreement of the anticipated completion date. All parties will be afforded the opportunity to assist in the final review of the construction services performed by the contractor.

**12. Project Maintenance**

- A. Upon completion of Project, Local Government will be responsible for maintaining the completed facility for public use. The property shall be maintained and operated for the purpose for which it was approved and funded for a period commensurate with the federal investment or State rules, whichever is greater. Should Local Government at any time after Project completion decide it can no longer maintain and operate Project

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	200009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

for its intended purpose, Local Government shall consult with State and the FHWA as to the disposal or alternate uses, consistent with Project's original intent. State may require Local Government to return the federal funds in accordance with 2 CFR Part 200 federal recapture requirements. Should Local Government consider conveying the property, State and FHWA must be notified prior to the sale, transfer, or disposal of any property that received federal funds. Written concurrence of approval for the transaction, detailing any required recapture, must be obtained from FHWA prior to the transaction. Advance notice from Local Government of their intended action must be submitted to State for an FHWA review a minimum of 90 days prior to any action being taken by Local Government. Local Government shall be held responsible for reimbursement of all federal funds used or a portion of those funds based on a pro-rata amount, considering the original percentage of federal funds provided and the time elapsed from Project completion date. This same percentage of reimbursement also applies to any amount of profit that may be derived from the conveyance of the property, as applicable.

- B. Any manufacturer warranties extended to Local Government as a result of Project shall remain in the name of Local Government. State shall not be responsible for honoring any warranties under this Agreement.
- C. Should Local Government derive any income from the development and operation of Project, a portion of the proceeds sufficient for the maintenance and upkeep of the property shall be set aside for future maintenance. A project income report shall be submitted to State on a quarterly basis. Monies set aside according to this provision shall be expended using accounting procedures and with the property management standards established in 2 CFR Part 200.
- D. Should any historic properties be included in or affected by this federally funded Project, the historic integrity of the property and any contributing features must continue to be preserved regardless of any approved changes that may occur throughout the life of Project.

**13. Right of Way and Real Property Acquisition**

- A. Right of way and real property acquisition shall be the responsibility of Local Government. Title to right of way and other related real property must be acceptable to State before funds may be expended for the improvement of the right of way or real property.
- B. If Local Government is the owner of any part of Project site under this Agreement, Local Government shall permit State or its authorized representative access to occupy the site to perform all activities required to execute the work.
- C. Local Government will comply with and assume the costs for compliance with all the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 USC §4601 et seq., including those provisions relating to incidental expenses incurred by the property owners in conveying the real property to Local Government, and benefits applicable to the relocation of any displaced person as defined in 49 CFR §24.2(g). Documentation to support such compliance must be maintained and made available to State and its representatives for review and inspection.
- D. Local Government shall assume all costs and perform all work necessary to obtain needed evidence of title or right of use to the real property required for development of

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

Project. Evidence of title or right of use shall be acquired in the name of (1) State, if the real property is to be made part of the State Highway System, or (2) Local Government, if the real property is not to be made part of the State Highway System. The evidence of title or rights shall be acceptable to State, and be free and clear of all encroachments. Local Government shall secure and provide easements and any needed rights of entry over any other land needed to develop Project according to the approved Project plans. Local Government shall be responsible for securing any additional real property required for completion of Project.

- E. Local Government shall prepare real property maps, property descriptions, and other data as needed to properly describe the real property and submit them to State for approval prior to Local Government acquiring the real property. Tracings of the maps shall be retained by Local Government for a permanent record.
- F. Local Government shall determine property values for each real property parcel to be purchased with federal funds using methods acceptable to State and shall submit to State a tabulation of the values so determined, signed by the appropriate Local Government representative. The tabulations must list the parcel numbers, ownership, acreage, and recommended compensation. The tabulation must be accompanied by an explanation to support the estimated values, together with a copy of the documentation and reports used in calculating each parcel's value. Expenses incurred by Local Government in performing this work may be eligible for reimbursement after Local Government has received written authorization by State to proceed with determination of real property values. State will review the data submitted and will base its reimbursement for parcel acquisitions on these in determining the fair market values. Local Government will not be reimbursed for right-of-way costs on state-selected projects.
- G. For State-selected TASA projects, Local Government shall not use eminent domain or condemnation to acquire real property for this TASA Project.
- H. Reimbursement for real property costs will be made to Local Government for real property purchased in an amount not to exceed 80 percent of the cost of the real property purchased in accordance with the terms and provisions of this Agreement. Reimbursement will be in an amount not to exceed 80 percent of State's predetermined fair market value of each parcel, or the net cost thereof, whichever is less. In addition, reimbursement will be made to Local Government for necessary payments to appraisers for expenses incurred in order to assure good title. Local Government will not be reimbursed for right-of-way costs on state-selected projects.
- I. Local Government and current property owner are responsible for any costs associated with the relocation of displaced persons and personal property as well as incidental expenses incurred in acquiring property to implement Project. State will not pay any of these costs.
- J. If Project requires the use of real property to which Local Government will not hold title, a separate agreement between the owners of the real property and Local Government must be executed prior to execution of this Agreement. The separate agreement between Local Government and the current property owner must establish that Project will be dedicated for public use for a period of time not less than ten years after project completion and commensurate with the federal investment. For State-selected projects, this is outlined in 43 Tex. Admin. Code §11.417. The separate agreement

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

must define the responsibilities of the parties as to the use of the real property and operation and maintenance of Project after completion. The separate agreement must be approved by State prior to its execution and a copy of the executed separate agreement shall be provided to State.

- K. Local Government shall execute individually or produce a legal document as necessary to provide for Project’s continued use from the date of completion, and agrees to cause the same to be recorded in the land records of the appropriate jurisdiction.
- L. Local governments receiving federal funds must comply with 23 CFR Part 710 and 49 CFR Part 24, and with the procedures provided in Chapter 6 of the State’s Local Government Project Policy Manual. Local Government agrees to monitor Project to ensure: (1) continued use of the property for approved activities, and (2) the repayment of the Federal funds, as appropriate. Local Government agrees to the review of their Project accounts and site visits by State during the development of Project at any time. Upon Project completion, State will continue to perform periodic visits to confirm Project’s continued use and upkeep.
- M. Before the advertisement for bids, Local Government shall provide a certification to State that all real property has been acquired.

**14. Insurance**

- A. Should this Agreement authorize Local Government or its contractor to perform any work on State right of way, before beginning work, the entity performing the work shall provide State with a fully executed copy of State’s Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and State may recover damages and all costs of completing the work.
- B. For projects including buildings, Local Government agrees to insure the building according to Department specifications and further agrees to name the Federal Government as a “Loss Payee” should the building be destroyed.

**15. Notices, Invoices, Payments, and Project Inquiries**

All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

<b>Local Government:</b>	<b>State:</b>
City of Leon Valley ATTN: City Manager 6400 El Verde Rd Leon Valley, TX 78238	Texas Department of Transportation ATTN: Director of Contract Services 125 E. 11 <sup>th</sup> Street Austin, TX 78701

All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

Invoicing, payment, and project inquiries must be sent to the following address, which the State may change by sending written notice of the change to the Local Government:

Texas Department of Transportation  
 ATTN: Transportation and Planning Development Director  
 4615 NW Loop 410  
 San Antonio, TX 78229

All invoicing, payment, and project inquiries must include the following information:

County: Bexar  
 Local Government: City of Leon Valley  
 CSJ No.: 0915-12-735  
 Project Name: Leon Valley Hike and Bike  
 Highway or Roadway: From Bandera Rd to Evers Rd

**16. Legal Construction**

In case one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and this Agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

**17. Responsibilities of the Parties**

Neither party is an agent, servant, or employee of the other party and each party is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

**18. Ownership of Documents**

Upon completion or termination of this Agreement, all documents prepared by State shall remain the property of State. All data prepared under this Agreement shall be made available to State without restriction or limitation on their further use. All documents produced or approved or otherwise created by Local Government shall be transmitted to State in the form of photocopy reproduction on a monthly basis as required by State. The originals shall remain the property of Local Government.

**19. Document and Information Exchange**

Local Government agrees to electronically deliver to State all general notes, specifications, contract provision requirements, and related documentation in a Microsoft Word or similar format. If requested by State, Local Government will use State's document template. Local Government shall also provide a detailed construction time estimate, including types of activities and month in which the activity will be completed, in the format required by State. This requirement applies whether Local Government creates the documents with its own forces or by hiring a consultant or professional provider. At the request of State, Local Government shall submit any information required by State in the format directed by State.

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

**20. Compliance with Laws**

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. When required, Local Government shall furnish State with satisfactory proof of this compliance.

**21. Sole Agreement**

This Agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the Agreement’s subject matter.

**22. Cost Principles**

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in 2 CFR Part 200 that specify that all reimbursed costs are allowable, reasonable, and allocable to Project.

**23. Procurement and Property Management Standards**

The parties to this Agreement shall adhere to the procurement and property management standards established in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and to the Texas Uniform Grant Management Standards. The State must pre-approve the Local Government’s procurement procedures for purchases to be eligible for state or federal funds.

**24. Inspection of Books and Records**

The parties to this Agreement shall maintain all books, documents, papers, accounting records, and other documentation relating to costs incurred under this Agreement and shall make such materials available to the State, the Local Government, and, if federally funded, the FHWA and the U.S. Office of the Inspector General or their duly authorized representatives for review and inspection at its office during the Agreement period and for seven (7) years from the date of final reimbursement by FHWA under this Agreement or until any impending litigation or claims are resolved. Additionally, the State, the Local Government, and the FHWA and their duly authorized representatives shall have access to all the governmental records that are directly applicable to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

**25. Civil Rights Compliance**

The parties to this Agreement are responsible for the following:

- A. Compliance with Regulations: Both parties will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made part of this Agreement.
- B. Nondiscrimination: The Local Government, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Local Government will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

employment practices when the Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

- C. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Local Government for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by the Local Government of the Local Government's obligations under this Agreement and the Acts and Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
- D. Information and Reports: The Local Government will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of the Local Government is in the exclusive possession of another who fails or refuses to furnish this information, the Local Government will so certify to the State or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the Local Government's noncompliance with the Nondiscrimination provisions of this Agreement, the State will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
  1. withholding of payments to the Local Government under the Agreement until the Local Government complies and/or
  2. cancelling, terminating, or suspending of the Agreement, in whole or in part.
- F. Incorporation of Provisions: The Local Government will include the provisions of paragraphs (A) through (F) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Local Government will take such action with respect to any subcontract or procurement as the State or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Local Government becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, the Local Government may request the State to enter into such litigation to protect the interests of the State. In addition, the Local Government may request the United States to enter into such litigation to protect the interests of the United States.

**26. Pertinent Non-Discrimination Authorities**

During the performance of this Agreement, each party, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- B. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of federal or federal-aid programs and projects).

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

- C. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- D. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- E. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- F. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- G. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the federal-aid recipients, subrecipients and contractors, whether such programs or activities are federally funded or not).
- H. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. Parts 37 and 38.
- I. The Federal Aviation Administration’s Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).
- L. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

**27. Disadvantaged Business Enterprise Program Requirements**

- A. The parties shall comply with the Disadvantaged Business Enterprise (“DBE”) Program requirements established in 49 CFR Part 26.
- B. Local Government shall adopt, in its totality, State’s federally approved DBE program.
- C. Local Government shall set an appropriate DBE goal consistent with State’s DBE guidelines and in consideration of Local market, project size, and nature of the goods or services to be acquired. Local Government shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. Local Government shall follow all other parts of State’s DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation’s Federally-Approved Disadvantaged Business



<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

Enterprise by Entity, and attachments found at web address:

[http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou\\_attachments.pdf](http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou_attachments.pdf).

- E. Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. State’s DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this Agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to Local Government of its failure to carry out its approved program, State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 USC 1001 and the Program Fraud Civil Remedies Act of 1986 (31 USC § 3801 et seq.).
- F. Each contract Local Government signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance: “The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.”

**28. Debarment Certifications**

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, “Debarment and Suspension.” By executing this Agreement, Local Government certifies that it and its principals are not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, and further certifies that it will not do business with any party, to include principals, that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this Agreement shall require any party to a contract, subcontract, or purchase order awarded under this Agreement to certify its eligibility to receive federal funds and, when requested by State, to furnish a copy of the certification.

If state funds are used, the parties are prohibited from making any award to any party that is debarred under the Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter G, Rule §20.585 and the Texas Administrative Code, Title 43, Part 1, Chapter 9, Subchapter G.

**29. Lobbying Certification**

In executing this Agreement, each signatory certifies to the best of that signatory’s knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal contracts, grants, loans, or cooperative agreements, the signatory for Local Government shall complete and submit the federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The parties shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite imposed by 31 USC §1352 for making or entering into this transaction. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### 30. Federal Funding Accountability and Transparency Act Requirements

- A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms: <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf> and <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22706.pdf>.
- B. Local Government agrees that it shall:
  - 1. Obtain and provide to State a System for Award Management (SAM) number (Federal Acquisition Regulation (FAR) Subpart 4.11) if this award provides more than \$25,000 in Federal funding. The SAM number may be obtained by visiting the SAM website whose address is: <https://sam.gov/SAM/pages/public/index.jsf>
  - 2. Obtain and provide to State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows the federal government to track the distribution of federal money. The DUNS number may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet on-line registration website <http://fedgov.dnb.com/webform>; and
  - 3. Report the total compensation and names of its top five executives to State if:
    - a. More than 80 percent of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
    - b. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

### 31. Single Audit Report

- A. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR Part 200.

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

- B. If threshold expenditures of \$750,000 or more are met during the fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Compliance Division, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Compliance Division at [singleaudits@txdot.gov](mailto:singleaudits@txdot.gov).
- C. If expenditures are less than the threshold during Local Government's fiscal year, Local Government must submit a statement to TxDOT's Compliance Division as follows: *We did not meet the \$\_\_\_\_\_ expenditure threshold and therefore, are not required to have a single audit performed for FY\_\_\_\_\_.*
- D. For each year Project remains open for federal funding expenditures, Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or Project has been formally closed out and no charges have been incurred within the current fiscal year.

**32. Signatory Warranty**

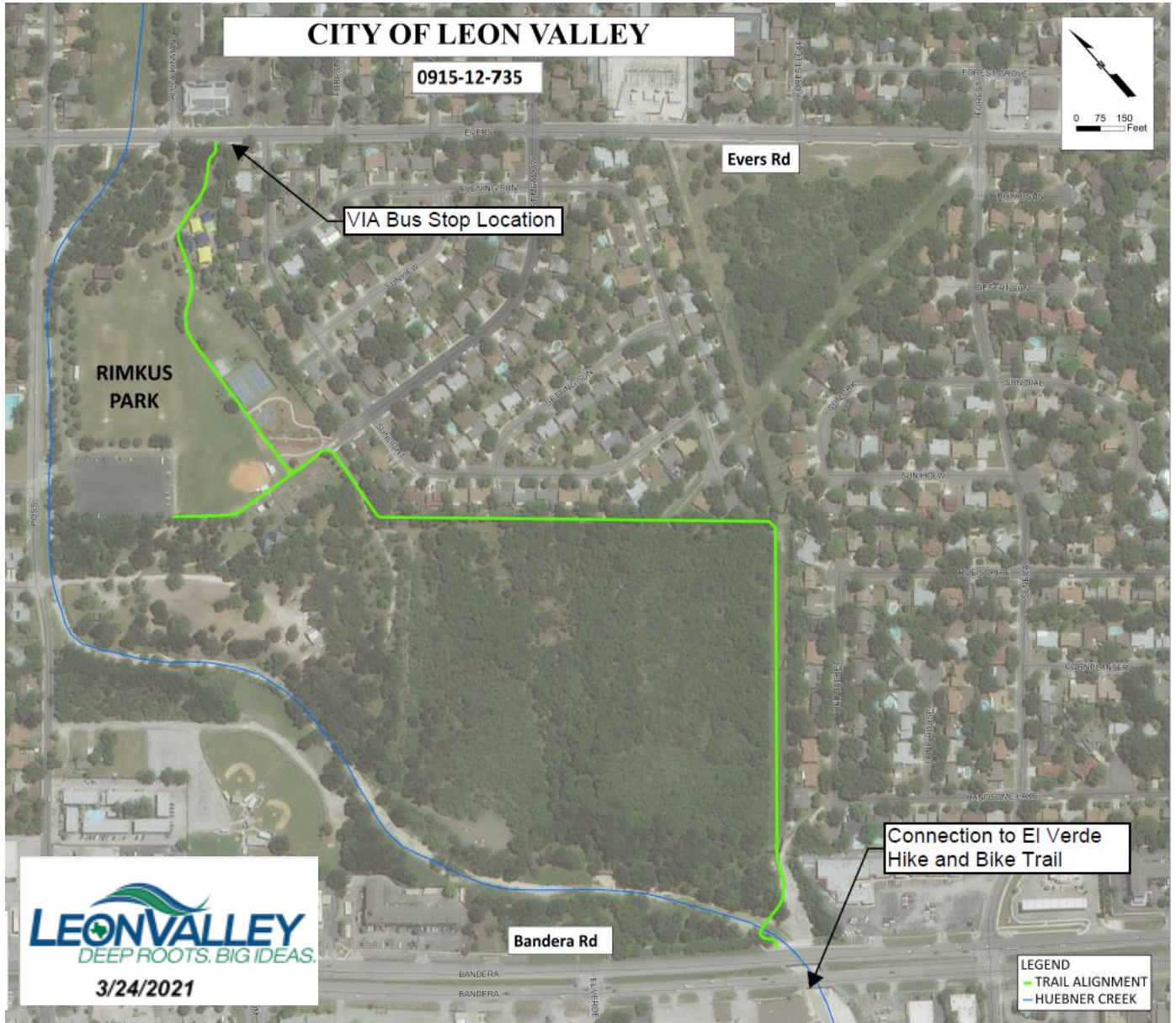
Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Each party is signing this agreement on the date stated under that party's signature.

<b>THE STATE OF TEXAS</b>	<b>THE LOCAL GOVERNMENT</b>
Signature	Signature
Typed or Printed Name	Typed or Printed Name
Typed or Printed Title	Typed or Printed Title
Date	Date

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>		{Section}.74.
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205	
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction	
District #	15	Code Chart 64#	24400			
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>		

**ATTACHMENT A  
PROJECT LOCATION MAP**



<b>TxDOT:</b>				<b>Federal Highway Administration:</b>	
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction
District #	15	Code Chart 64#	24400		
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>	

**ATTACHMENT B**  
**PROJECT ESTIMATE AND SOURCE OF FUNDS**  
 LG Performs PE Work or Hires Consultant / LG Lets Project for Construction

<b>Work Performed by Local Government ("LG")</b>							
Description of Project Costs to be Incurred	Total Project Cost Estimate	Federal Participation <small>Includes percentage for TDC apportionment on projects where applicable</small>		State Participation <small>Includes authorized EDC amounts</small>		Local Government Participation <small>Includes authorized EDC reduction</small>	
		%	Cost	%	Cost	%	Cost
Planning/Maps/Education/Non-CST	\$0	0%	\$0	0%	\$0	0%	\$0
Preliminary Engineering	\$0	0%	\$0	0%	\$0	0%	\$0
Environmental Cost	\$0	0%	\$0	0%	\$0	0%	\$0
Right of Way	\$0	0%	\$0	0%	\$0	0%	\$0
Utilities	\$0	0%	\$0	0%	\$0	0%	\$0
Construction Cost	\$1,575,390						
Construction Engineering Cost	\$						
Eligible In-Kind Contribution Value	\$						
<b>Total Construction Value</b> <small>(sum of construction cost and in-kind value)</small>	<b>\$1,575,390</b>	<b>80%</b>	<b>\$1,260,312</b>	<b>0%</b>	<b>\$0</b>	<b>20%</b>	<b>\$315,078</b>
<b>Work by LG Subtotal</b>	<b>\$1,575,390</b>		<b>\$1,260,312</b>		<b>\$0</b>		<b>\$315,078</b>
<b>Work Performed by the State (Local Participation paid up front by LG to TxDOT)</b>							
Preliminary Engineering <sup>1</sup>	\$0	0%	\$0	0%	\$0	0%	\$0
Environmental Cost <sup>1</sup>	\$0	0%	\$0	0%	\$0	0%	\$0
Right of Way <sup>3</sup>	\$0	0%	\$0	0%	\$0	0%	\$0
Utilities <sup>2</sup>	\$0	0%	\$0	0%	\$0	0%	\$0
Construction Cost <sup>2</sup>	\$						
Eligible In-Kind Contribution Value	\$						
	\$0	0%	\$0	0%	\$0	0%	\$0

<b>TxDOT:</b>				<b>Federal Highway Administration:</b>	
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction
District #	15	Code Chart 64#	24400		
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>	

Total Construction Value (sum of construction cost and in-kind value)							
<b>Work by State Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Direct and Indirect State Costs Incurred for Review, Inspection, Administration &amp; Oversight</b>							
Description of Project Costs to be Incurred	Total Project Cost Estimate	Federal Participation <small>Includes percentage for TDC apportionment on projects where applicable</small>		State Participation <small>Includes authorized EDC amount</small>		Local Government (LG) Participation <small>Includes authorized EDC reduction</small>	
		%	Cost	%	Cost	%	Cost
Preliminary Engineering <sup>1</sup>	\$5,324	0%	\$0	0%	\$0	100%	\$5,324
Environmental Cost <sup>1</sup>	\$2,662	0%	\$0	0%	\$0	100%	\$2,662
Right of Way <sup>1</sup>	\$2,662	0%	\$0	0%	\$0	100%	\$2,662
Utilities <sup>1</sup>	\$2,662	0%	\$0	0%	\$0	100%	\$2,662
Construction <sup>2</sup>	\$9,263	0%	\$0	0%	\$0	100%	\$9,263
Direct State Costs Subtotal	\$22,573	0%	\$0	0%	\$0	100%	\$22,573
Indirect State Cost	\$1,038		\$0	100%	\$1,038		\$0
<b>TOTAL PARTICIPATION</b>	<b>\$1,599,001</b>		<b>\$1,260,312</b>		<b>\$1,038</b>		<b>\$337,651</b>
In-kind Contribution Credit Applied						0%	\$0
<b>TOTAL REMAINING PARTICIPATION AFTER IN-KIND CONTRIBUTION</b>							<b>\$0</b>

- The estimated total participation by Local Government is \$337,651.
- The **Local Government** is responsible for 100% of overruns.
- Total estimated payment by Local Government to State is \$22,573.
- <sup>1</sup>Local Government's first payment of \$22,573 is due to State within 30 days from execution of this contract.
- <sup>2</sup>Local Government's second payment of \$0 is due to State within 60 days prior to the Construction contract being advertised for bids.
- <sup>3</sup>If ROW is to be acquired by State, Local Government's share of property cost will be due prior to acquisition.

TxDOT:				Federal Highway Administration:	
CCSJ #	0915-12-735	AFA ID	Z00009488	CFDA No.	20.205
AFA CSJs	0915-12-735			CFDA Title	Highway Planning and Construction
District #	15	Code Chart 64#	24400		
Project Name	Leon Valley Hike and Bike			<i>AFA Not Used For Research &amp; Development</i>	

- The local match must be 20% or greater and may include State contributions, eligible in-kind contributions, EDC adjustments, or TDCs if authorized as part of project selection.
- Transportation Development Credits (TDC) are being utilized in place of the Local Government’s participation in the amount of 0.
- This is an estimate; the final amount of Local Government participation will be based on actual costs.
- Maximum federal TASA funds available for Project are \$1,260,312.

This is a placeholder document: please  
upload your resolution materials in place of  
this document







# Huebner Creek Greenway Hike & Bike Segment II Advanced Funding Agreement

City Council Meeting

July 16, 2024

Melinda Moritz, Public Works Director

# Summary

- Question
  - Should the City Council approve a Resolution authorizing an Advanced Funding Agreement for Hike & Bike Trail Segment II & authorize the City Manager to execute the agreement?
- Options
  - Approve
  - Deny
- Declaration
  - It is recommended the City Council execute the Advanced Funding Agreement to construct the trail

# Hike & Bike Trail Segments

- Segment 1 – trail from Shadow Mist Rd (adjacent to soccer field) to 6613 Bandera Road (Triangle Park)
  - Already constructed, but dead ends at the bridge
- Segment 2 – trail from 6613 Bandera Road (Triangle Park), to Evers Road (Raymond Rimkus Park)
  - Award notification in August of 2021
  - Funded in TxDOT's 2024-25 fiscal year
- Must sign Advanced Funding Agreement to get plan review process started

## Trail Segment 2

- Segment 2 will connect to Segment 1 at Bandera Road and continue to Evers Road, through the Huebner-Onion Natural Area fire break and Raymond Rimkus Park
- COSA has asked that we consider continuing the trail up Huebner Creek to meet their planned trail just above Balky (plans are being reviewed by TxDOT)
- Plan is to have one continuous trail to the Medical Center

Trail Segment 2  
Huebner  
Creek Trail



## Trail Segment 2

- Reimbursement program is 80/20 matching construction funds, with FHA/TxDOT paying 80% & City paying 20%
- Estimate of Probable Cost is \$1,599,001
  - Won't know exact cost until construction bids are opened
- City is responsible for all costs for engineering, plus contingency or cost overruns

## Trail Segment 2

- Oct 2023 - Engineering started
  - Plans are at 30%
  - TxDOT review delayed due to personnel issues
- Aug/Sept 2024 – TxDOT starts review of plans
- April/May 2025 – Bid advertised
- June/July 2025 – Bid awarded
- July/Aug 2025 – Start construction

# Estimated Fiscal Impact

- *Estimated Project Costs:*

• Engineering	\$ 335,000
• Construction	\$1,599,001
• Contingency (15%)	<u>\$ 239,850</u>
• Total	\$2,173,851

- *Construction only:*

• Federal portion	\$1,260,312
• TxDOT portion	\$ 1,038
• City portion	\$ 337,651



# Estimated Fiscal Impact

- *Total Estimated Costs to City:*
- Engineering \$ 335,000
- Contingency (15%) \$ 239,850
- Construction \$ 337,651
- Total \$ 912,501

# Recommendation

- Staff recommends approval of the Resolution authorizing the Advanced Funding Agreement and authorizing the City Manager to execute the agreement
- Citizens have been anticipating this section of trail since 2013

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** July 16, 2024  
**TO:** Mayor and Council  
**FROM:** Sandra Passailaigue, City Secretary  
**THROUGH:** Dr. Crystal Caldera, City Manager  
**SUBJECT:** Discussion and Possible Action on a Resolution Appointing Members to the Citizen’s Police Advisory Committee  
**SPONSOR(S):** (N/A)

**PURPOSE**

The purpose of this item is to have appointments or reappointments made by Council Place 4, and Mayor Chris Riley; and to appoint a Council Liaison; and to present to City Council all City of Leon Valley applications on file for consideration.

**THE FOLLOWING APPLICATIONS ON FILE:**

Melissa Zavala – Received 04-16-2024  
Vera “Ann” Sawyer – Received 06-06-2024

**FISCAL IMPACT**

None

**RECOMMENDATION**

City Council Discretion

**CITIZENS POLICE ADVISORY COMMITTEE - Coterminous with the Mayor**

<b>CITIZEN'S POLICE ADVISORY COMMITTEE</b>			
<b>Name</b>	<b>Position</b>	<b>Appointed</b>	<b>Term</b>
Manuel Rubio	Committee Member <b>Council Place 1 Appointment</b>	7/18/2023 Res. No. 23-022R	Term Expires: 6/30/2025
Darby Riley	Committee Member <b>Council Place 1 Appointment</b>	7/18/2023 Res. No. 23-022R	Term Expires: 6/30/2025
Erick Matta	<b>Chair</b> Committee Member <b>Council Place 2 Appointment</b>	6/4/2024 Res. No. 24-023R	Term Expires: 5/31/2026
Olen Yarnell	Committee Member <b>Council Place 2 Appointment</b>	6/4/2024 Res. No. 24-023R	Term Expires: 5/31/2026
Andrea Roofe	Committee Member <b>Council Place 3 Appointment</b>	7/18/2023 Res. No. 23-022R	Term Expires: 6/30/2025
Richard Blackmore	Committee Member <b>Council Place 3 Appointment</b>	7/18/2023 Res. No. 23-022R	Term Expires: 6/30/2025
Kim Crawford	Committee Member <b>Council Place 4 Appointment</b>	6/4/2024 Res. No. 24-023R	Term Expires: 5/31/2026
<i>Vacant</i>	Committee Member <b>Council Place 4 Appointment</b>		Term Expires: 5/31/2026
Frank Gonzalez	Committee Member <b>Council Place 5 Appointment</b>	8/1/2023 Res. No. 23-030R	Term Expires: 6/30/2025
Michelle Rawls	Committee Member <b>Council Place 5 Appointment</b>	8/1/2023 Res. No. 23-030R	Term Expires: 6/30/2025
Tina Chasan	Committee Member <b>Mayor's Appointment</b>	6/4/2024 Res. No. 24-023R	Term Expires: 5/31/2026
Joshua Stevens	Committee Member <b>Mayor's Appointment</b>	6/4/2024 Res. No. 24-023R	Term Expires: 5/31/2026
<i>Vacant</i>	Committee Member <b>Mayor's Appointment</b>		Term Expires: 5/31/2026
Councilor Rey Orozco	<b>Mayor Pro-Tem, Council Place 4</b> <b>Council Liaison</b>	7/19/2022 Res. No. 22-021R	Term Expires: 5/31/2025
Kasey Burleson <a href="mailto:k.tucker@leonvalleytexas.gov">k.tucker@leonvalleytexas.gov</a>	<b>Patrol LT. LVPD</b> <b>Staff Liaison</b>	N/A	N/A

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**RESOLUTION NO. 24-0\_\_R**

**A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL APPOINTING MEMBERS TO THE CITIZENS POLICE ADVISORY COMMITTEE.**

---

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:**

1. The following individuals are hereby appointed as members to the **Citizens Police Advisory Committee** with a term expiring June 30, 2025:

Mayor Appointment - \_\_\_\_\_

Place 4 Appointment - \_\_\_\_\_

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:**

That the appointment of the aforementioned individual(s) to the Citizens Police Advisory Committee and that the term become effective immediately.

**PASSED, ADOPTED, AND APPROVED** by the City Council of the City of Leon Valley on this the 16<sup>th</sup> day of July, 2024.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAGUE, TRMC**  
City Secretary

Approved as to Form: \_\_\_\_\_  
**ARTURO D. "ART" RODRIGUEZ**  
City Attorney

# Discussion and Possible Action on a Resolution Appointing Members to the Citizens Police Advisory Committee

Sandra Passailaigue, TRMC  
City Secretary  
City Council Meeting  
July 16, 2024

# Summary

- Question
  - **City Council is being asked to consider applications for appointment to various boards, committees, and commissions.**
- Options
  - Recommended:
    1. Make the appointments.

# Purpose

- Discussion and Possible Action on a Resolution Appointing Members to the Citizens Police Advisory Committee
  - The purpose of this item is to
    1. Have appointments or re-appointments made by Council Place 4, and Mayor (2-year term); and
    2. To present to City Council all City of Leon Valley applications on file for consideration.
      - **Applications were submitted by the following:**
        - » Melissa Zavala – Received 04-16-2024
        - » Vera “Ann” Sawyer – Received 06-06-2024



# Current Citizens Police Advisory Committee

(Section).75.

CITIZEN'S POLICE ADVISORY COMMITTEE			
Name	Position	Appointed	Term
Manuel Rubio	Committee Member	7/18/2023	Term Expires:
	<b>Council Place 1 Appointment</b>	Res. No. 23-022R	6/30/2025
Darby Riley	Committee Member	7/18/2023	Term Expires:
	<b>Council Place 1 Appointment</b>	Res. No. 23-022R	6/30/2025
Erick Matta	<b>Chair</b>		
	Committee Member	6/4/2024	Term Expires:
Olen Yarnell	<b>Council Place 2 Appointment</b>	Res. No. 24-023R	5/31/2026
	Committee Member	6/4/2024	Term Expires:
Andrea Roofe	<b>Council Place 2 Appointment</b>	Res. No. 24-023R	5/31/2026
	Committee Member	7/18/2023	Term Expires:
Richard Blackmore	<b>Council Place 3 Appointment</b>	Res. No. 23-022R	6/30/2025
	Committee Member	7/18/2023	Term Expires:
Kim Crawford	<b>Council Place 3 Appointment</b>	Res. No. 23-022R	6/30/2025
	Committee Member	6/4/2024	Term Expires:
Vacant	<b>Council Place 4 Appointment</b>	Res. No. 24-023R	5/31/2026
	Committee Member		Term Expires:
Frank Gonzalez	<b>Council Place 4 Appointment</b>		5/31/2026
	Committee Member	8/1/2023	Term Expires:
Michelle Rawls	<b>Council Place 5 Appointment</b>	Res. No. 23-030R	6/30/2025
	Committee Member	8/1/2023	Term Expires:
Tina Chasan	<b>Council Place 5 Appointment</b>	Res. No. 23-030R	6/30/2025
	Committee Member	6/4/2024	Term Expires:
Joshua Stevens	<b>Mayor's Appointment</b>	Res. No. 24-023R	5/31/2026
	Committee Member	6/4/2024	Term Expires:
Vacant	<b>Mayor's Appointment</b>	Res. No. 24-023R	5/31/2026
	Committee Member		Term Expires:
Councilor Rey Orozco	<b>Mayor's Appointment</b>		5/31/2026
	<b>Mayor Pro-Tem, Council Place 4</b>	7/19/2022	Term Expires:
Kasey Burleson	<b>Council Liaison</b>	Res. No. 22-021R	5/31/2025
	Patrol LT. LVPD	N/A	N/A
<a href="mailto:k.tucker@leonvalleytexas.gov">k.tucker@leonvalleytexas.gov</a>	<b>Staff Liaison</b>		

**MAYOR AND COUNCIL COMMUNICATION**

{Section}.76.

**DATE:** July 16, 2024  
**TO:** Mayor and Council  
**FROM:** Sandra Passailaigue, City Secretary  
**THROUGH:** Dr. Crystal Caldera, City Manager  
**SUBJECT:** Discussion and Possible Action on a Resolution Appointing Members to the Park Commission.  
**SPONSOR(S):** (N/A)

**PURPOSE**

The purpose of this item is to present to City Council all City of Leon Valley applications for boards/commissions/committees that have been submitted to fill vacancies or to re-apply for expired terms. City Council would need to appoint members to the various boards/commissions/committees.

**THE FOLLOWING APPLICATIONS WERE SUBMITTED:**

Julie Martinez – Received 06-05-2024  
Vera “Ann” Sawyer – Received 06-06-2024

**RECOMMENDATION**

City Council Discretion

**PARK COMMISSION**

<b>PARK COMMISSION</b>			
<b>Name</b>	<b>Position</b>	<b>Appointed</b>	<b>Term</b>
Roger Christensen	Commissioner <b>Chair</b>	6/4/2024 Res. No. 24-026R	Term Expires: 6/30/2026
Danielle Bolton	Commissioner <b>Vice-Chair</b>	6/4/2024 Res. No. 24-026R	Term Expires: 6/30/2026
Elaine Valdez	Commissioner	6/4/2024 Res. No. 24-026R	Term Expires: 6/30/2026
Thomas Benavides	Commissioner	6/4/2024 Res. No. 24-026R	Term Expires: 6/30/2026
Diana Frazier	Commissioner	6/4/2024 Res. No. 24-026R	Term Expires: 6/30/2026
Joyce Trent	Commissioner	6/4/2024 Res. No. 24-026R	Term Expires: 6/30/2026
<i>Vacant</i>	Commissioner		Term Expires: 6/30/2026
<i>Vacant</i>	Commissioner		Term Expires: 6/30/2026
<i>Vacant</i>	Commissioner		Term Expires: 6/30/2026
<i>Vacant</i>	1st Alternate		Term Expires: 6/30/2026
<i>Vacant</i>	2nd Alternate		Term Expires: 6/30/2026

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

---



---



---

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
 City Secretary

**RESOLUTION NO. 24-0\_\_R**

**A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL APPOINTING MEMBERS AND ALTERNATES TO THE PARK COMMISSION**

---

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:**

The following individual(s) are hereby appointed as a Commissioner to the **Park Commission** with a term expiring June 30, 2026:

\_\_\_\_\_

The following individual(s) are hereby appointed as an Alternate to the **Park Commission** with a term expiring June 30, 2026:

\_\_\_\_\_

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:**

That the appointment of the aforementioned individual(s) to the Leon Valley Park Commission and that the terms become effective immediately.

**PASSED, ADOPTED, AND APPROVED** by the City Council of the City of Leon Valley on this the 16<sup>th</sup> day of July, 2024.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAGUE, TRMC**  
City Secretary

Approved as to Form: \_\_\_\_\_  
**ARTURO D. "ART" RODRIGUEZ**  
City Attorney

# Discussion and Possible Action on a Resolution Appointing Commissioners and Alternates to the Park Commission

Sandra Passailaigue, TRMC  
City Secretary  
City Council Meeting  
July 16, 2024

# Summary

- Question
  - **City Council is being asked to consider applications for appointment to various boards, committees, and commissions.**
- Options
  - Recommended:
    1. Make the appointments.

# Purpose

- **Discussion and Possible Action on a Resolution Appointing Members to the Park Commission**
  - The purpose of this item is to
    1. Have Appointments or re-appointments made by City Council (2-year term); and
    2. To present to City Council all City of Leon Valley applications on file for consideration.
      - **Applications were submitted by the following:**
        - » Julie Martinez – Received 06-05-2024
        - » Vera “Ann” Sawyer – Received 06-06-2024

# Current Park Commission

PARK COMMISSION			
Name	Position	Appointed	Term
Roger Christensen	Commissioner	6/4/2024	Term Expires:
	<b>Chair</b>	Res. No. 24-026R	6/30/2026
Danielle Bolton	Commissioner	6/4/2024	Term Expires:
	<b>Vice-Chair</b>	Res. No. 24-026R	6/30/2026
Elaine Valdez	Commissioner	6/4/2024	Term Expires:
		Res. No. 24-026R	6/30/2026
Thomas Benavides	Commissioner	6/4/2024	Term Expires:
		Res. No. 24-026R	6/30/2026
Diana Frazier	Commissioner	6/4/2024	Term Expires:
		Res. No. 24-026R	6/30/2026
Joyce Trent	Commissioner	6/4/2024	Term Expires:
		Res. No. 24-026R	6/30/2026
<i>Vacant</i>	Commissioner		Term Expires:
			6/30/2026
<i>Vacant</i>	Commissioner		Term Expires:
			6/30/2026
<i>Vacant</i>	Commissioner		Term Expires:
			6/30/2026
<i>Vacant</i>	1st Alternate		Term Expires:
			6/30/2026
<i>Vacant</i>	2nd Alternate		Term Expires:
			6/30/2026



**RESOLUTION No.**

**A RESOLUTION AUTHORIZING THE FORMATION OF A TEMPORARY SOLID WASTE SERVICES COMMITTEE**

---

**WHEREAS**, The City of Leon Valley (City) intends to award a contract for municipal solid waste collection, disposal and recycling services;

**WHEREAS**, The City is requesting proposals for the collection, removal and disposal of municipal solid waste for residential and commercial services and to divert suitable materials for recycling;

**WHEREAS**, the City of Leon Valley understands how vital the City’s Solid Waste services are to the community;

**WHEREAS**, the City of Leon Valley will be appointing a committee of residents to review the request for proposal submittals and provide a recommendation to the City Council; and

**WHEREAS**, the City of Leon Valley will establish a temporary committee as illustrated in Attachment A.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY:**

**SECTION 1.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Resolution are severable, and if any phrase, clause, sentence, or section of this Resolution shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Resolution.

**SECTION 3.** The repeal of any Resolution or part of Resolutions effectuated by the enactment of this Resolution shall not be construed as abandoning any action now pending under or by virtue of such Resolution or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Resolution.

**SECTION 4.** This Resolution shall become effective immediately upon its passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 16th day of July 2024.

**APPROVED**

---

**CHRIS RILEY**  
MAYOR

Attest:

---

**CRYSTAL CALDERA, PhD**  
CITY MANAGER

Approved as to Form:

---

**ARTURO D. "ART" RODRIGUEZ**  
CITY ATTORNEY

---

## Attachment A - Solid Waste Services Committee

(a) *Committee's charge.*

- (1) The city council desires to have citizen input on the Request for Proposals for the City's solid waste collection, disposal, and recycling services contract.
- (3) The committee is an independent citizens' committee that is responsible to the mayor and city council of the city and to the general public.

(b) *Committee structure and membership.*

- (1) The committee will consist of seven voting members who are appointed by the city council. The committee will consist of a chairperson, vice chairperson, secretary, and four regular members. Each council person will elect one person to the committee and the mayor will elect two people to the committee.
- (2) One councilmember will serve as the committee's liaison and will be appointed by the mayor and city council.
- (3) The chairperson, vice chairperson, and secretary will be appointed by the committee.
- (5) All members of the committee shall be considered to be volunteers of the city. The committee shall function in an advisory capacity only and shall have no authority over city employees.
- (6) The committee members receive no direct or indirect compensation from the city for their services as members of the committee.
- (7) The committee members may not have an active or pending contract with the city.
- (8) The committee may not include any employee or official of the city, or any vendor or contractor of the city.
- (9) A committee member serves at the pleasure of the mayor and city council of the city. If a committee member resigns, fails to attend three consecutive committee meetings without reasonable excuse, or otherwise becomes unable to serve on the committee, the chairperson may declare the position on the committee to be vacant and request that the mayor and city council appoint another qualified person to the committee.

(c) *Duties and responsibilities.*

- (1) The committee shall review all request for proposal submittals for the municipal solid waste collection, disposal and recycling services contract.
- (2) The committee may grade, rank, or interview any qualified bidders in order to evaluate each proposal.
- (3) By majority vote, the committee will make a recommendation to the City Council.
- (4) The Committee shall make a recommendation to the City Council no later than September 1, 2024.

(d) *Committee meetings.*

- (1) The committee shall meet, at the discretion of the chairperson.
- (2) All committee meetings shall be held within the city's geographic boundaries.
- (3) All information received by the committee will be available to the public under the terms of the Texas Open Records Act and will be retained pursuant to the rules of the state archives and library commission, and the city.
- (4) A quorum of the committee shall consist of at least three members. A quorum must be present to decide on any action items presented to the committee.

- 
- (5) Minutes of the previous meeting and agenda of the upcoming meeting should be sent to the committee members no later than three business days before the upcoming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Members who are absent shall receive all materials distributed at missed meetings.
  - (6) A copy of the agenda must be presented to the city secretary three business days prior to the 72 hours posting requirements pursuant with Texas Local Government Code § 551.043.
  - (7) A copy of the minutes of the previous meeting must be given to the city secretary within ten days of the approval of the minutes by the committee.
  - (9) The current rules of conduct for the city council shall govern the parliamentary procedures, disciplinary proceedings, and rules for the conduct of meetings, so long as they are not inconsistent with these bylaws. No action of the committee shall be invalidated, or the legality thereof affected, by the failure or omission to observe or follow the rules of conduct.
- (e) *City support.*
- (1) The city shall provide to the committee necessary technical and administrative assistance as follows:
    - (A) Provision of a meeting room, including any necessary audio/visual equipment;
    - (B) Preparation and copies of any documentary meeting materials, such as agendas and reports; and distribution of those materials to the committee in a timely manner.
    - (C) Retention of committee meeting records and providing public access to such records on an internet website maintained by the city.
  - (2) City staff liaison shall attend committee proceedings to assist with any information that is needed by the committee to conduct their business.
- (g) *Committee termination.*

The Solid Waste Services Committee will terminate following their recommendation to City Council for Solid Waste Services.



# Temporary Solid Waste Services Committee

Crystal Caldera, PhD  
City Manager  
City Council Meeting  
July 16, 2024

# Summary

- Question
  - Whether or not to establish a committee to review the Request for Proposal submittals for the city's solid waste program
- Options
  - Approve the request
  - Approve a variation of the request
  - Deny
- Declaration
  - The City Council's Discretion

# Purpose

- Establish a committee to review and provide the city council with a recommendation for the City's solid waste collection, disposal, and recycling services contract
- For the council to make their nomination for the committee

# Background

- The City's solid waste collection, disposal, and recycling services contract expires January 2026
- The council solicited community input with a survey
- Those survey results were translated into a request for proposals (RFP)
- The RFP has been posted and the close date for submittal is July 18<sup>th</sup>.



# Background

- Each Council person will appoint a committee member.
- The Mayor will select two members
- The committee will review and make a recommendation to the council by September 1, 2024.

# Fiscal Impact

- NONE

# Recommendation

- City Council's Discretion

## **OUTSTANDING CITY COUNCIL ITEMS**

- **Review of the Water Rates**
  - 6/20/2023 Postpone council requested this be a retreat item for 7/22/23.
  - Council will be looking at a 1% increase at a future meeting.
  - This will be discussed at the Town Hall meeting- on 11/21/2023, the Council decided on a workshop.
  - 12/5/2023 City Council reviewed the presentation from Waterworth. The next workshop is scheduled for 2/20/2023 (the date has been moved). We were waiting on the audited numbers. We just received them. We will be setting a new date for review.
  - 7/16/2024 council will hear a new presentation
- **Flooding**
  - Was addressed at the following Council Meetings.
    - 08/03/2021 – Flood damage prevention Ord. # 21-034.
    - 11/2/2021 – To discuss flood mitigation strategies.
    - 12/07/2021 – Short-Term options to address flooding.
  - Budget Adjustment – For funding floodway monitoring and software upgrades.
    - Upcoming Council presentation 1/18/2022.
  - Budget Adjustment – for creek cleanup.
    - Staff is proposing \$150,000 in ARP funds. Upcoming Council meeting TBD.
  - Segment one of Huebner Creek will be presented to the Council on 4/19/2022.
    - Council decided to look at the 50' wide, protected little league, the study will be brought back to the Council before we agree to do it.
  - Budget adjustment for creek cleanup.
    - 6/7/2022
  - Budget adjustment for flood gates and notification system.
    - 6/7/2022 postponed
- Huebner Creek Channel Improvement presentation 9/20/2022.
  - Council direction to bring back budget adjustment on \$633,000.
    - First Read 10/3/2022.
    - Second Read 10/18/2022.
  - 11/21/2023 – PW Director will provide an update and receive direction – Council decided to have a field trip to look at the creek layout TBD.
  - The Council decided to conduct a field trip in the Natural Area
  - 12/6/2023 the Council walked the steaked-out creek realignment
  - 1/16/2023 – The Council will revisit the project.
  - 2/24/2023- the Council will have a workshop to discuss with the engineer.

- The council directed the engineer to look at a plan that leaves the creek alignment alone, a new tree survey, and build a retaining wall for erosion.
- **Seneca West R6 Zone change**
  - 3/7/2023
    - Council requested some prices to replat as larger lots, not in favor of R6.
    - Staff will be getting prices to plat larger lots and bring them back to the Council.
    - Staff has received the plans and probable cost and will review them with the Council at the retreat.
  - 08/10/2023 Discuss at the retreat. The Council would just like to plat and sell as is.
  - 11/7/2023 Executive session on four options.
  - 11/21/2023 Executive session on two options.
  - This Will be discussed at the town hall meeting.
  - Executive session on 2/6/24
  - Executive Session 3/19/2024
  - Executive Session 4/2/2024
  - Executive Session 5/21/2024
  - On 6/4/2024, the council voted to enter into a contract with one stop to purchase the property.
  - 6/25/24 Zoning commission heard the preliminary hearing for the PDD
  - 7/23/2024 Zoning commission will have a public hearing on the PDD
- **Tiger brush and bulk issues- Contract ends January 1, 2025 (Item Remaining from Retreat)**
  - Discussed at the following City Council Meetings
    - 02/22/2021
      - Council addressed complaints and Tiger Sanitation responded.
    - 09/7/2021
      - Considered a resolution on how to manage bulk pick-up. Resolution # 21-031-R, the direction was given to CM to come back with a plan.
      - Considered and Ordinance Amending the Ord 14.02 Solid Waste First reading.
    - 11/2/2021
    - Considered and Ordinance Amending the Ord 14.02 Solid Waste Second Reading Passes Ord. # 21-053.
    - 1/11/2022
    - The Council considered two options to manage the overflow of Brush. The Council decided to have PW pick up the overage after Tiger Sanitation picked up their 8 CY.

- There were 11 homes with oversized brush the City had the item picked on 3/4/22-3/8/22.
- 05/17/2022 Council meeting discussing rate increase.
  - Council allowed the 2.5% increase for July and another in January but did not approve the 7.5 % increase.
  - Council was willing to renegotiate terms.
    - On 8/23/2022, Council decided to leave terms as is.
- On 9/19/2023 the staff took a draft survey to the Council. Staff will amend it and bring it back to the Council at a later time.
- Will ask for input at the Town Hall meeting. The council decided on the final survey on 12/19/2023.
- The Council presented the Survey at the Town Hall meeting. The majority of Participants are satisfied with their trash service
- 02/20/2024- The Council will discuss the distribution of the survey.
  - The council decided to mail the survey out to the businesses and residents. The survey was mailed out on 3/19/24. RFP should go out May.
- RFP closes July 18, 2024
- Council will elect a committee on 7/16/2024
- **Discussion of updating the Strategic Plan, Mission, & Vision Statement**
  - Will be placed on the Town Hall meeting for discussion decided at the 11/21/23 Council meeting to hold a workshop.
  - February 3, 2024, workshop scheduled. At the council chambers. The Council changed the date to 2/24/24 to coincide with another workshop.
  - The Council decided to amend the mission and vision statements. Holding another workshop for the goals and objectives and core values.
  - Core values will be discussed at 3/19/2024. Goals will return after council retreat.
- **Silo design per request of the adjacent property owner**
  - 5/2/2023 – Moved by CM due to the number of items on the agenda.
  - 5/16/2023 – Scheduled
    - Council Requested outreach to local universities.
    - Melinda is working on quotes.
- **Sustainability Overlay**
  - 6/6/2023 Staff is not ready and has been postponed until September.
  - 725/2023 – Zoning Commission started to review. The item is with the Attorney.
- **Stray Animal Ordinance**
  - Currently being reviewed by the City Attorney – we cannot require private industry to take in and adopt our stray animals.
  - Looking at a possible interlocal agreement.
  - Staff has met with the county for a long-term solution.
- **Neighborhood/Citizen Survey**

- Will be tied to the solid waste survey. The council decided to keep these two separate items.
- **Looking at an amendment to Section 15.02 Appendix C (I), D Structural Nonconformity to add a matching percentage from Economic Community Development funds.**
  - **After the sustainability review.**
- **Four-way stop at Forest Meadow and Evers.**
  - To be evaluated upon the development of the Evers property.
  - Will be discussed on 7/13/2024 council retreat
- **Speed hump policy changes- (Item Remaining from Retreat)**
  - This was added by Mr. Campos who wants to review the policy before adding.
- **Review of the Personnel Manual**
- **Discussion on large capital projects – Possible Bond**
  - Public Works Building
  - ADA requirements
  - Crystal Hills Park
  - Pool
  - Dog Park
  - Library Annex
  - Will be discussed at the council retreat 7/13/2024
- **Ordinance on Amending the PDD**
  - **Scheduled to go to the zoning commission meeting on 4/23/2024**
  - **The zoning commission tabled the item. Will revisit 5/28/2024**
  - **Zoning commission revisited on 6/5/2024**

### **ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED**

- **Red-light Cameras first available contract end term is May 2037**
  - City Council adopted a Resolution declaring the intent to phase out redlight cameras 4/6/2021 – Resolution # 21-009R.
  - The RLC Contract would be difficult to terminate without financial obligation from the City.
  - City Council supports HB 1209 and physically delivers letters in support to Cortez, Biederman, Canales, Menendez
  - Funds – Eligible projects – CR
    - Will be discussed at the Town Hall Meeting on January 22, 2022.
  - Discussed at the retreat Council has decided not to spend funds until we know what the legislature is doing.
  - Resolution supporting SB 446-2/21/2023.
  - The item was not approved during the legislation process the Council will try again in 2025.
- **Comprehensive Master Plan**

- Was addressed at the following Council meetings:
  - 2/2/2021
  - 3/23/2021
  - 06/1/2021
- This item was discussed during the budget process and ultimately, the Council decided not to expend the funds on this project at this time.
- Will be discussed under the Town Hall meeting update to the Council on 4/19/2022.
  - Council would like us to use our future land use map.
- Establish neighborhood boundaries
- Council has opted not to Update Master Plan.
- P & Z Director investigating a university conducting the plan.
- Boundaries of the neighborhood
- This has been placed in the FY 2025 budget.
- **Sewer Service Charge Adjustments**
  - Council meeting 2/15/22.
  - Impact Fees Removed.
  - Sewer Charges will be brought back at a later time.
  - Impact fees were discussed on 6/4/2024 first read
  - Second read scheduled for 7/16/2024
- **Apartments Finley And Sierra Royale, Forest Oaks, Vista Del Rey- BM**
  - Update on one of the Apartment Complexes at the CC mtg 3/15.
    - Presentation was given on Vista Del Rey.
    - Next apartment review is on 5/3/2022.
      - Staff received legal advice in the executive session.
    - Executive session 8/2/2022
      - Council decided to file a Chapter 54 lawsuit against Vista Del Rey, filed on 8/5/2022.
      - TRO was granted on 8/8/2022.
      - Administrative warrant executed on 8/17/2022.
      - Temporary Injunction was granted on 8/22/2022.
        - They have 6 months to comply.
      - 8/31/2022 Vista got new attorneys.
      - 9/9/2022 Vista filed a motion to dissolve the temporary injunction.
      - C of Os issued Shed, Maintenance Shop, Laundry 1-3, Vista, Gym.
      - 9/19/2022 hearing set and canceled.
    - Executive Session 9/20/2022
    - Vista Del Rey is 50% compliant. Council agreed to settle on 4/18/2023.
    - Vista has completed all inspections and received their C of Os.



- **AV equipment for the Conference Center - Budget Adjustment from ARP Funds**
  - Council meeting 2/1/22 first read.
  - Item amended to get the direction of the scope of work.
  - Will bring the item back after the BID process.
  - Discuss alternatives 5/3/2022.
  - This item could not be purchased out of ARP funds.

## **COMPLETED**

- **Consumer protection mandate on refunds**
  - Sent request to attorney. The attorney feels that we have the laws in place.
  - Sent reminders to the animal sales businesses.
- **Interlocal Agreement with the County regarding an Outreach Coordinator.**
  - Bexar County is asking the City to sign a separate agreement with Haven for Hope. They will be completing a draft and sending it over for council approval in March 5, 2024.
    - Council approved
    - Budget adjustment 3/19/24 Approved
- **Legal review of the Sign Code**
  - Councilor Orozco and Bradshaw will work on this item.
  - Look into sign flippers in the median on Bandera
  - The council requested this item go to the Economic Development Advisory Committee. Economic Development Advisory Committee completed its review and a recommended version will come to council in April.
  - First read was held 4/16/24
  - Second Read 5/7/2024 passed unanimously
- **John Marshall Traffic Plan – CR, JH**
  - Discussed at the following Council meeting.
  - 12/14/2022 Next steps
  - NISD engineers are still working on the plan, collecting traffic counts, and coordinating with CoSA Traffic Department.
  - Once complete, additional meetings will be held with the City to determine the feasibility and appropriateness.
  - Once plans are final, the proposal will be presented to City Council for approval.
  - John Marshal Update on 3/15 based on 2/14 meeting.
  - The City received feedback on possible neighborhood suggestions on 5/09/2022. Joint meeting to be determined.
  - Heard by City Council to possible street closures on 8/23/20. Engineers will develop a report, and PD and Fire will review it.
  - Taking to Council on 10/3/2022.
  - On 2/7/2023, the council will review speed pads and school zones.

- Council decided to move forward with the speed pads and wait on the school zone. The delineators will also be left alone.
  - Speed pads have been installed and school zone on Huebner is being addressed.
  - Interlocal agreement with San Antonio is complete. A budget adjustment of \$74,000 was approved by the Council for the mast traffic arms.
  - We met with the contractor, The Levy Company, and they informed us that the mast arms will take 16-24 weeks for delivery, so work will not start until December or January.
  - 1/10/2023- installation has begun
  - School Zone operable and seems to be working
- **Ordinance Amendment to allow lots with ½ Acre or more to have a septic system.**
    - Discussion 5/7/2024,
    - first read 5/21/2024
    - Second Read 6/4/24 – approved as presented.