



Annual Operating Budget



**City of Alamo Heights
FY 2013 - 2014**

CITY OF ALAMO HEIGHTS, TEXAS

ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2013-2014

This budget will raise more revenue from property taxes than last year's budget by an amount of \$60,177, which is a 0.479403% decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$25,911.

City Council Record Vote

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

FOR: Mayor ProTem: John Savage, Councilmembers: Bobby Hasslocher, Fred Prassel, Bobby Rosenthal, Elliot Weser

AGAINST: None

PRESENT and not voting: Mayor Louis Cooper

ABSENT: None

Tax Rate	Proposed FY 2013-14	Adopted FY 2012-13
Property Tax Rate	0.390262	0.390262
Effective Rate	0.388400	0.349354
Effective M&O Tax Rate	0.323900	0.319454
Rollback Tax Rate	0.408000	0.406518
Debt Rate	0.064500	0.070808

The total amount of municipal debt obligation secured by property taxes for the City of Alamo Heights is \$9,580,000.

CITY OF ALAMO HEIGHTS, TEXAS

OPERATING BUDGET OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2014 FISCAL YEAR 2013-2014

AS SUBMITTED TO
THE MAYOR AND THE CITY COUNCIL

MAYOR
LOUIS COOPER

MAYOR PRO TEM
JOHN SAVAGE

CITY COUNCIL MEMBERS
BOBBY ROSENTHAL
BOBBY HASSLOCHER
FRED PRASSEL
ELLIOT WESER

CITY MANAGER
J MARK BROWNE

CITY OF ALAMO HEIGHTS MISSION STATEMENT
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Alamo Heights will continue to be a vibrant village in which to live and work by protecting and enhancing its native beauty, promoting its special sense of community and providing excellent city services.

VISION

To continuously cultivate an efficient and effective customer-driven model city that is innovative and responsive to the needs of the community.

CORE VALUES

- ◆ Safety
The health, safety and general welfare of our citizens, employees and visitors is our utmost concern and highest priority.
- ◆ Service
We constantly endeavor to improve the delivery of consistent and reliable service going beyond customer satisfaction.
- ◆ Integrity
We exhibit the highest levels of honesty and integrity in everything we do.

GOALS

- ◆ Governance and Communication
Promote honest and open government through civic engagement and informative and responsive communication with residents and customers.
- ◆ Infrastructure and Services
Properly maintain and strategically improve infrastructure and provide excellent city services.
- ◆ Neighborhood Character and Commercial Revitalization
Enhance and protect the unique character of neighborhoods and support the development of a vibrant and attractive commercial district.
- ◆ Accountability and Management
Be responsible stewards of public resources and utilize best management practices for our administrative and financial systems.

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CITY OF ALAMO HEIGHTS

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210-822-3331
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September 23, 2013

City of Alamo Heights
6116 Broadway
Alamo Heights, Texas 78209

To the Honorable Mayor and City Council:

I am pleased to present to the City Council and citizens of the City of Alamo Heights the 2013-2014 Proposed Operating Budget. The Proposed Budget has been developed to be consistent with the established mission, vision and goals of the City of Alamo Heights and provides a fiscal plan to accomplish the action steps adopted by the City Council in the 2013-2014 Strategic Action Plan.

The FY 2013-14 Proposed Budget has been developed to allocate resources by City department to provide excellent municipal services to citizens and visitors. The Proposed Budget is organized into a variety of major category sections to provide the reader with a broad overview of the budget and to highlight how the allocation of City financial, human and capital resources are targeted to achieve the established mission, vision and prioritized goals of the City of Alamo Heights.

PRINCIPAL BUDGET ISSUES

The principal budget issues for Alamo Heights relate to the ability of the city to continue its 20 year plan for infrastructure improvements and City Facilities as well as the need for capital vehicle and equipment replacement. This budget provides a transfer of funds from the general fund sufficient to fully fund the 2014 requirements in these programs and to provide a significant portion of the 2015 program.

Alamo Heights is landlocked and does not benefit from the new development of vacant property. To sustain its tax base, the City depends on continuous rehabilitation and renewal of existing developed properties. Since 90% of the City's property values are residential, the City's tax base benefits most from the regular renovation of existing homes and the construction of new homes. Property valuations this year continue to be on the upswing given the 1.9% increase in net taxable values for 2013 despite the continuing economic problems facing the nation and the local economy. The City would also benefit from the improvement and renewal of its aging commercial district.

PLANNING PROCESSES

To address its challenges and identify priorities for operating budgets, the City has undertaken a number of planning processes to establish its short and long term goals.

Strategic Action Plan - Each year, the City Council and City Management Team create, for consideration and approval, a Strategic Action Plan that establishes action steps that are proposed to be accomplished during the next fiscal year. The Strategic Action Plan serves as a baseline for the formulation of the Annual Budget and each action step is assigned to individual city departments to be accomplished and to specific City Council Committees for review. This year's Strategic Action Plan is included in the Budget Information section of this document.

Capital Improvement Program (CIP) – The City Council approved \$7.5 million in Certificates of Obligation in 2007 to fund a wide variety of critical infrastructure improvements. Approximately \$7.34 million was allocated for the purchase of a new fire ladder apparatus, the repaving of several major streets, facility and drainage improvements and the construction of accessible sidewalks. The balance of approximately \$2.3 million was allocated for the construction of a new elevated water tank and related improvements, the repainting of the existing 300,000 gallon elevated water tank and the replacement of various water and sewer mains.

The voters of The City of Alamo Heights approved \$6.3 million General Obligation Bonds (GO's) in 2012 for the purpose of demolishing and replacing, and in certain cases renovating, the City's existing public safety and administrative facilities in order to construct and equip new City Hall facilities consisting of Fire/EMS facilities, Police/Dispatch facilities, a community chamber, city service and office facilities, parking, landscaping and other site improvements.

Comprehensive Plan - The City of Alamo Heights Comprehensive Plan was adopted by the City Council on May 26, 2009. The document was the culmination of a series of public meetings held in each neighborhood and a design workshop where local architects and planners refined the ideas developed in the public meetings and consultants provided expertise and guidance to City staff. The Comprehensive Plan is a collective vision for the future of Alamo Heights. The vision was gathered through a community process and represents a broad range of thoughts and ideas from a diverse group of citizens. The purpose of the plan is to give guidance and direction to City Council on the physical development of the City.

DEBT

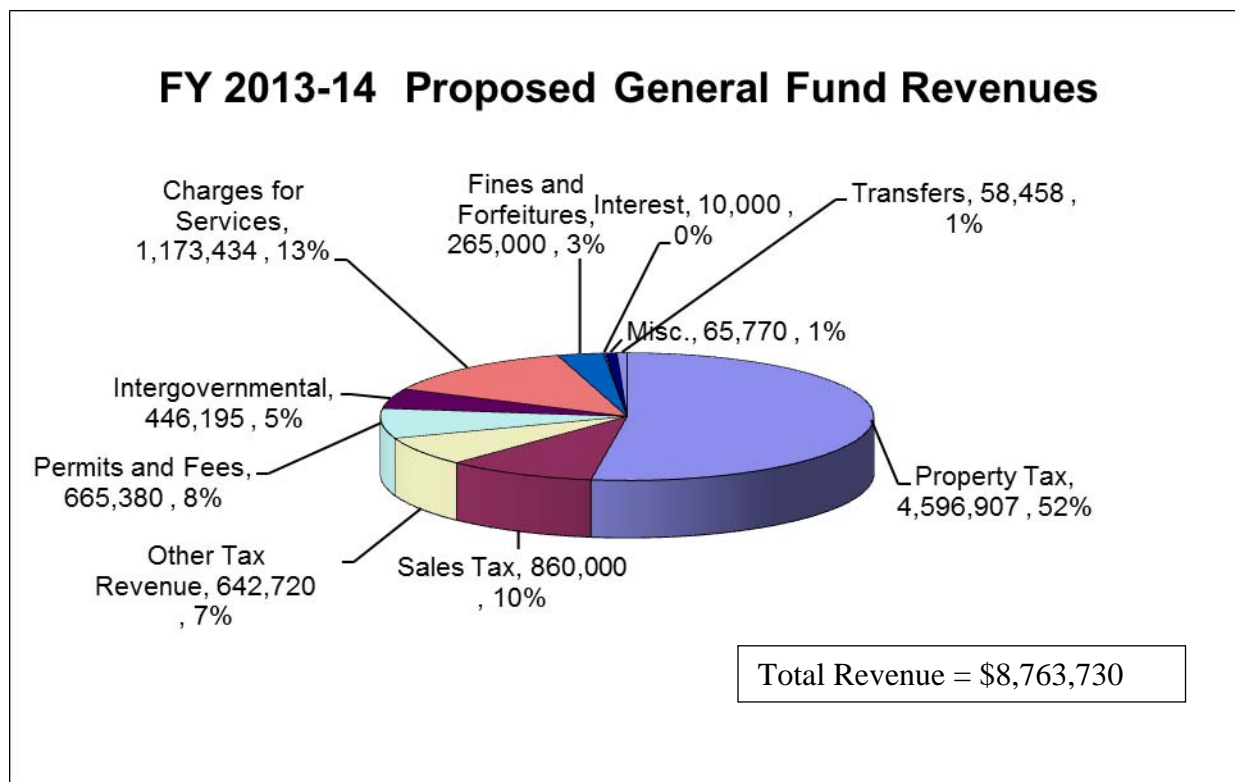
The Constitution of the State of Texas limits the total ad valorem taxes levied by a City to \$2.50 for each \$100 of assessed valuation. There is no limitation within the \$2.50 rate specifically for debt service; however, the Texas Attorney General prohibits the issuance of debt if the debt service requirements exceed the amount that can be paid from \$1.50 tax rate calculated at 90% collections. Approximately 16.5 percent (.0645 cents) of the proposed total property tax rate is currently dedicated for debt service payments related to the 2007 Certificates of Obligation and 2012 General Obligation Bonds. This debt amount is significantly below the state limits and the City is scheduled to retire the general fund portion of this debt in the year 2020.

MAJOR REVENUES

The City derives revenue from a variety of sources to support the provision of municipal services. Major general fund revenues include property taxes, sales taxes, charges for services,

permits and fees, intergovernmental, other taxes and fines and forfeitures. Property taxes constitute the majority of general fund revenues, representing 53 percent of the proposed general fund revenues.

The proposed revenues in the FY 2013-14 General Fund Budget are represented in the following graph:



REVENUE TRENDS

The general fund revenues are subject to a number of economic factors but still tend to exhibit certain predictable trends. For instance, property taxes are based on the appraised value of real property in the community. Preliminary estimates indicate that appraised values in Alamo Heights have increased about 1.9 percent in 2013. A more detailed discussion of property tax is included later in this message.

Permits and fees, sales tax and interest are typically more closely tied to the relative health of the economy. Although interest rates and construction costs are currently low, the credit market is unusually tight and banks are making fewer loans. Being a relatively affluent community, some residents are taking advantage of the economy to make improvements to their homes or build new homes. However, the revenue derived from permits and fees have begun to increase in the current year. Sales tax and interest earned on investments are typically a direct result of economic activity and growth, respectively. Both revenue streams appear to be on an upward trend.

Fortunately, most other tax revenues, charges for services, intergovernmental revenues and fines and forfeitures are largely based on policy changes and tend to remain relatively constant during periods of economic downturn. However, a prolonged economic recession or depression will eventually affect these revenue streams as well.

The City's Utility Fund is an enterprise fund that is operated like a business. As a result, the City Council establishes water and sewer rates to cover the costs of operating and maintaining the water distribution and sanitary sewer systems. These revenue streams are not as affected by the economy but are most affected by the amount of rainfall received throughout the system in a given year. A lack of rainfall will increase water usage, which increases water revenue and typically sewer revenue which is established by water usage in the winter months. More rainfall, conversely, typically leads to more conservation of water but lower water and sewer revenues to support the system. Moreover, the City is in the unusual position of encouraging the conservation of water as a precious resource, but such conservation actually reduces the revenue available to operate and maintain the utility systems and increases such rates over time.

PROPERTY TAX

Property tax revenues comprise the majority of the resources for the General Fund. For this Proposed Budget, a projected \$4,596,907 or 52 percent of General Fund revenues come from property taxes. This concentration of revenues from property taxes is consistent with the fact that over 90 percent of the city's property values are in residential properties. Despite the slow recovery of the nationwide housing market, 2013 taxable values in Alamo Heights increased \$25,692,090 or about 1.9 percent.

The 2013 tax rate is proposed to remain at \$0.390262 per hundred dollars valuation. The Maintenance and Operating Rate (M & O) and Interest and Sinking (I & S) property tax rates are proposed to be \$0.325762 and \$0.0645 cents per \$100 taxable value, respectively.

The City of Alamo Heights voters approved an initiative in November 2007 to freeze property tax values for property owners that are disabled or over 65 years of age. This exemption decreases the amount of property taxes paid by qualifying property owners by freezing the amount of property taxes paid for their property in the year that the owner qualifies for the exemption. For the 2012 tax year, a total of 621 property owners qualified for the property value freeze and the Bexar Appraisal District estimates that 627 property owners will qualify in the 2013 tax year. Properties qualifying for the freeze decreased the total taxable value by \$54,320,430 and the City will forgo approximately \$211,992 in FY 2013-14 as a result of the approved property tax freeze.

The City of Alamo Heights has one of the lowest municipal tax rates in the larger metropolitan area and currently has a relatively low portion of property tax revenue devoted to debt service compared to other area municipalities as demonstrated by the following graph and table:

PROPERTY TAX RATE FOR ALAMO HEIGHTS COMPARED TO OTHER AREA MUNICIPALITIES (PER \$100)

Municipality	2011 Tax Rate	2012 Tax Rate	M&O¹ (Operations)	I&S² (Debt)
<i>Alamo Heights</i>	.355662	.390262	.319454	.070808
Terrell Hills	.385068	.385068	.314488	.070580

Windcrest	.436495	.432970	.351654	.081316
Olmos Park	.480888	.479865	.387000	.092865
Hollywood Park	.536710	.536710	.536710	.00000
Leon Valley	.535510	.574282	.476752	.097530
San Antonio	.565690	.565690	.354190	.21150
Universal City	.582981	.586029	.463303	.122726

¹ Maintenance and Operations Rate – Revenue for General Fund

² Interest and Sinking Rate – Funds for Debt Services

The following sample property tax statement demonstrates the portion of local taxes that are due from a typical resident of City of Alamo Heights. This sample statement, for a typical taxpayer under the age of 65, compares the current property tax rates for a \$493,223 home, which is the 2012 average homestead value. City taxes represent \$1,925 or 16 percent of the total property taxes due.

**SAMPLE STATEMENT
PROPERTY TAXES
ALAMO HEIGHTS, TEXAS**

Taxing Unit	Assessed Value	Homestead Exemption	Taxable Value	Tax Rate per \$100	Tax Levy	% Total Levy
Alamo Heights I.S.D.	\$493,223	\$15,000	\$478,223	\$1.218000	\$5,825	51%
<i>City of Alamo Heights</i>	<i>\$493,223</i>	<i>N/A</i>	<i>\$493,223</i>	<i>\$0.390262</i>	<i>\$1,925</i>	<i>16%</i>
Alamo Comm. College Dist.	\$493,223	N/A	\$493,223	\$0.149150	\$736	6%
Bexar County	\$493,223	N/A	\$493,223	\$0.296187	\$1,461	13%
Univ. Health System	\$493,223	N/A	\$493,223	\$0.276235	\$1,362	12%
County Road & Flood	\$493,223	\$3,000	\$490,223	\$0.030679	\$150	1%
S.A. River Authority	\$493,223	\$5,000	\$488,223	\$0.017370	\$85	1%
Totals				\$2.377883	\$11,544	100%

SALES TAX

Sales tax is paid by consumers upon the purchase of taxable items within the city limits of the City of Alamo Heights and has a strong positive correlation to local and national economic conditions. The City of Alamo Heights' current sales tax rate is 8 percent which includes one-quarter (.25) of a cent for street maintenance originally approved by the voters in November 2008 for a period of four years and approved for an additional four year period in April of 2013. The remainder of the current sales tax rate is divided between the State of Texas at 6.25 cents, the City of Alamo Heights at 1 cent and VIA Metropolitan Transit at one-half (.5) of a cent. For this Proposed Budget, \$1,075,000 is projected to be collected by the City from sales tax. This total amount includes \$215,000 for the Street Maintenance Fund and \$860,000 for the General Fund which represents 8.8 percent of the total General Fund revenue.

BUDGET SUMMARY

The Combined Summary of Revenues and Expenditures is a fund statement which accounts for combined revenues and expenditures, excluding transfers, associated with all City funds subject to appropriation. Although all funds have been recorded on a consolidated fund statement, some funds are required to be spent only for purposes designated by ordinance or law. The Gross Available Balance for FY 2013-14 Proposed Budget is \$6,006,676 which includes the total operating expenses of \$20,290,090 and revenues totaling \$13,566,134.

PROGRAM CHANGES

The FY 2012-13 Proposed Budget includes no new revenues and General Fund expenditures of \$54,000 in one-time improvements. These proposed program changes are outlined in a schedule in the Budget Information section.

GENERAL FUND

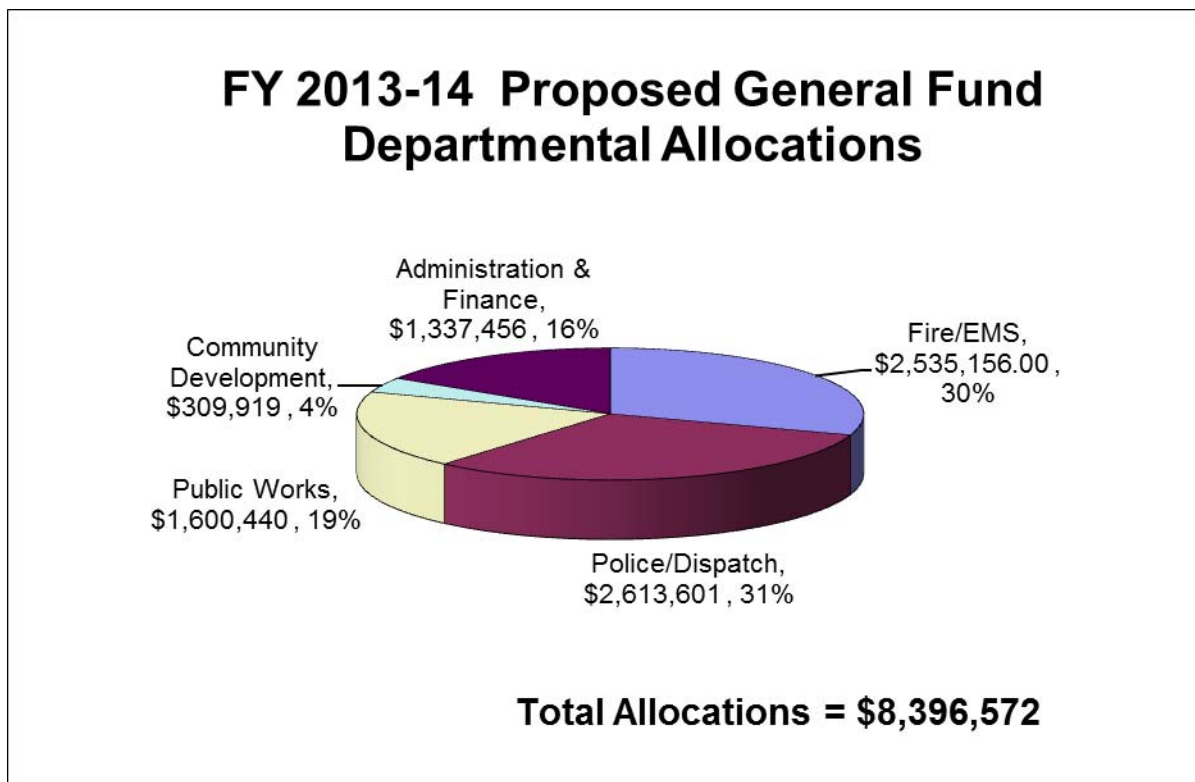
The Proposed General Fund departmental allocations for FY 2013-14 total \$8,396,572 which represents a 2.1 percent increase from the FY 2012-13 Adopted General Fund Budget. Total revenues, excluding transfers, for FY 2013-14 are projected to be \$8,725,406 which represents a 2.0 percent increase from the FY 2012-13 Adopted General Fund Budget.

The General Fund Schedule reflects a Gross Available Fund Balance of \$3,115,398 and a Net Available Fund Balance of \$1,016,255 with an Operating Reserve equivalent to three (3) months of the total departmental allocations, including an Emergency Reserve equivalent to 5% of total departmental allocations. The Emergency Reserve serves as a fail-safe measure to require City Council action prior to expending any portion of the last 5% of the General Fund balance and would only be utilized if the City Council deems it absolutely necessary to address some unforeseen and extraordinary occurrence such as a natural disaster, catastrophic loss or significant change in financial position.

In addition to an accounting of revenues and departmental appropriations, the General Fund also includes a \$240,000 transfer to the Capital Replacement Fund which represents the contributions made by each general fund department to the scheduled purchase of vehicles, heavy equipment and other capital items. The Street Maintenance Fund also receives a \$200,000 transfer from the General Fund to adequately fund the maintenance of all city streets through the 20-year Street Maintenance Program utilizing recurring operational revenue sources.

Public safety represents a top priority for the City of Alamo Heights with 61 percent of the general fund budget being allocated to the Police and Fire/EMS Departments. Public Works represents 19 percent of the general fund budget in FY 2013-14 with Administration and Finance, Municipal Court and Information Technology representing 16 percent and the Community Development Department representing the remaining 4 percent of the departmental allocations.

The proposed departmental allocations in the FY 2013-14 General Fund Budget are represented in the following graph:



REVENUES

Revenue projections in the FY 2013-14 Budget were based on a conservative approach. A further summary and additional detail about each City revenue source is included in the Revenue Section of this document.

PUBLIC SAFETY

The FY 2013-14 Proposed Budget includes \$4,000 in one-time improvements for purchase of equipment in the Police Department.

INFRASTRUCTURE

Maintenance and improvement of the City's infrastructure is a priority of the City Council and the proposed budget includes funding for the continuation of the 20-year Street Maintenance Plan which will allow for the proper maintenance of every City street over a 20-year period following the completion of the City's current capital improvement program (CIP) which includes several major street projects. Projects totaling \$600,000 will be funded Street Maintenance Fund. The Utility Fund Budget includes \$457,000 for installation of new service connections associated with new main installation to address the water and waste water separation compliance mandated by Texas Commission on Environmental Quality.

EMPLOYEE COMPENSATION AND BENEFIT ENHANCEMENT

In an effort to enhance the City's ability to recruit and retain quality employees, the Proposed Budget includes a total of \$126,979 in employee compensation and benefit enhancements. These improvements provide a 2% cost of living allowance (COLA) and an additional 2% increase for Public Works and Water Department employees effective on October 1, 2013.

UTILITY FUND

The Proposed Utility Fund appropriation for FY 2013-14 is \$3,980,421. Total available funds for FY 2013-14 are projected to be \$4,883,576 which represents an 10.6 percent decrease from the FY 2012-13 Adopted Utility Fund Budget and reflects a \$127,233 decrease in revenues budget in the FY 2012-13. Additionally contractual services reflect an increase of \$433,000 due to unanticipated increases in 2013 sewer fees paid to San Antonio Waters Systems. Capital expenditures planned for the FY 2013-14 include possible purchase or lease of additional water. The Utility Fund Schedule reflects a Gross Available Fund Balance of \$903,155 and a Net Available Fund Balance of \$357,511 with an Operating Reserve equivalent to two (2) months of the total departmental allocations.

CAPITAL BUDGET

The City of Alamo Heights has historically had significantly less capital debt than many municipalities its size. In fact, prior to the authorization of \$7,500,000 in certificates of obligation in August 2007, the City of Alamo Heights had not issued public debt since the construction of the swimming pool near Olmos Basin Park in the late 1940's. This is largely due to the fact that the City had not previously adopted a comprehensive capital improvement plan. The City's infrastructure responsibilities include the maintenance of public streets and parks areas, as well as, the maintenance and operation of a water distribution system and a sanitary sewer system. The City has done a fair job maintaining its streets and park areas, but the City's water and wastewater systems have deficiencies that must be addressed to continue to provide high quality services to its customers. The City utilized the 2007 Certificates of Obligation to undertake a number of public infrastructure projects across the city. The purchase of a new fire fighting and rescue apparatus, a 600,000 gallon elevated water tank was completed in in 2012 as required by the Texas Commission on Environmental Quality (TCEQ) along with improvements to the City's sanitary sewer system and street and sidewalk improvements.

Water and Wastewater Main Improvements – A budget of \$457,000 has been established to address infrastructure improvements in the water/sewer system. The following projects will be accomplished with these funds:

Sewer improvements: "pipe bursting" to be designed and contracted for E. Fair Oaks, between Broadway and Vanderhoeven; sewer main replacement "open cut" to be designed and contracted for Willim, between Joliet and Broadway. \$300,000 is budgeted to include both projects.

Water improvements: Continue resolving 4x2 issues using city forces with boring done by contract at a cost of \$100,000. Install 12" water main as part of new city facility at a cost of \$57,000.

Street Overlay and Reconstruction Projects –The City anticipates spending approximately \$600,000 in FY2014 as part of the ongoing 20 years street maintenance program. Streets to receive an asphalt overlay will be identified early in 2014.

Impact of Capital Improvements on Operating Budget – The improvement and replacement of water and sewer infrastructure reduces the cost of maintenance for these mains in the short-term. However, as the majority of the City's utility mains continue to exceed their operational lifespan it becomes increasingly important to maintain a proper replacement program to mitigate the costs of deferred maintenance. Moreover, the Public Works Department has adopted a "pay-as-you-go" funding methodology and therefore does not anticipate and is not recommending the issuance of debt for future street maintenance or utility improvements.

Municipal Facilities – Although voters defeated a bond referendum to construct a new Public Safety and City Services Complex in November 2009, the needs the project was designed to address remained. In an effort to expeditiously move forward, staff executed a contract with OCO architects in June 2011 to perform programming and schematic design concepts to develop a new plan for addressing future facility construction. Staff working closely with City Council, the facility committee (appointed by council in 2011) and our citizens developed and approved an option sufficient to meet the requirement for municipal facilities. In November of 2011 voters approved authorization to issue \$6.3 million in General Obligation Bonds, February of 2012 to fund the demolition, and replacing and in certain cases renovating, the City's existing public safety and administrative facilities in order to construct and equip New City Hall facilities. In May of 2012, through a RFQ process the city hired Overland Partners to proceed with the development of architectural design services for the new facilities. The total budget established for this project is \$7,200,000. Construction is scheduled to be completed by the end of fiscal year 2014.

MAJOR FUTURE INITIATIVES

The City of Alamo Heights has identified several major initiatives which are likely to have significant fiscal impact on the City in the years to come. The scope of these initiatives has not been fully determined and their fiscal impact can only be estimated at this time. The following includes a brief description of each of these initiatives and the potential fiscal impact each initiative could have on the City of Alamo Heights.

Storm Water Improvements along Broadway, Austin Highway and N. New Braunfels – Built on natural creek beds that have existed for thousands of years, Broadway and N. New Braunfels are two of very few areas in the center of the metropolitan area in which storm water drainage has not yet been adequately addressed. City staff is working with the San Antonio River Authority, Bexar County and Bexar Regional Watershed Management (BRWM) to explore options to address the drainage issues. Storm water management is a regional issue that most often requires regional resources to fund improvements. This is especially true for Broadway and N. New Braunfels as continued development to the north of Alamo Heights has contributed significantly to the increased flow rates along these rights of way. The City is committed to working closely with other organizations to study, design and eventually construct drainage improvements which will mitigate flooding without negatively impacting our neighbors downstream.

Implementation of Comprehensive Plan - The FY 2013-14 Proposed Budget does not include a transfer from the General Fund as the fund currently has a projected balance of \$43,771 sufficient for currently planned projects. During the FY 2013-14 fiscal year, Community Development staff plans to develop basic commercial design standards. A tree beautification program for the Broadway and Austin Highway area is being developed to be funded by a combination of funds from the Comprehensive Plan and tree mitigation funding.

Every effort has been made within the Proposed Budget to allocate resources in a sound manner that enables the effective delivery of municipal services for the safety, health, and welfare of the citizens of the City of Alamo Heights. These recommendations are presented to the Mayor and City Council for your review and consideration.

Finally, I would like to thank my staff for all of their hard work in preparing this Budget, especially the work of Finance Director Cynthia Barr and IT Director Marian Vargas and extend special thanks to the Accountability and Management Council Committee, consisting of Council Members John Savage and Bobby Rosenthal, for their direction and guidance during this process.

Respectfully submitted,

J. Mark Browne

J. Mark Browne
City Manager



BUDGET GUIDE

OVERVIEW

This overview is designed to assist the reader in the use and understanding of the City of Alamo Heights' Budget Document. The Annual Operating Budget serves as a policy document, a financial plan, an operations guide and a communications device for the City. It is the foundation for the City's allocation of resources to deliver quality services, targeted investments and continued improvements. It also encapsulates incremental changes addressing service requirements and builds upon initiatives funded in prior years while establishing new direction for existing programs. The Budget Document is also used to evaluate the effectiveness of City programs and services while providing extensive information on municipal operations.

BUDGET SECTIONS

The budget is arranged in six (6) sections that are separated by the following respective tabs:

Budget Message - This section provides the reader with a summary of the annual budget. The Budget Summary provides the reader with a synopsis of the budget and highlights significant funding changes in the Annual Budget. The Capital Budget includes a descriptions of projects included in the City's current Capital Improvement Program as well the impact of those projects on the City's infrastructure, operations and operating budget.

Budget Information - This section is intended to provide the reader a guide to what information is contained in the budget document and to serve as a reference for the user on the City of Alamo Heights's fiscal and budgetary policies. This section also contains the Strategic Action Plan adopted by the City Council for the fiscal year and the Budget Calendar, an Organizational Chart, Personnel Schedule and a Summary of Program Changes.

Revenues – The revenue section contains a summary of major revenues and information about each revenue source.

Fund Statements – This section includes all of the fund statements for the annual budget. Fund schedules for the General Fund, Utility Fund, Debt Service Fund, Capital Projects Fund, Capital Replacement Fund and Designated Revenues Fund.

City Departments – All departmental summaries are included in this section. The departmental summaries include program information, goals and objectives, action steps, performance measures, program changes and a summary of expenditures and positions.

Appendix – This section is designed to assist the user in defining information within the document or in obtaining additional information. It contains the Holiday Schedule, a Glossary and Statistical Data.

FISCAL AND BUDGETARY POLICY

INTRODUCTION

Each year, the City of Alamo Heights develops a Balanced Budget with guidance from the Mayor and City Council, City Departments, and its citizens. In accordance with Texas state law and generally accepted accounting standards, the City of Alamo Heights adopts a balanced budget for each fiscal year.¹ The Adopted Budget is required to cover only those expenditures with revenue for which the City has authority to levy therefore creating a Balanced Budget. The Budget process includes multiples phases, each of which requires a joint effort by government leaders and City staff. This section will explain the City's financial and budget policies, including the budget process, timeline, Budget Document, revenues, and expenditures associated with the budget.

BUDGET PROCESS & TIMELINE

The City of Alamo Heights operates in a fiscal year beginning on October 1 and ending on September 30. Each year, the City Manager, following certain required timelines, decides on key dates that will be used for each phase of the budget process. The phases currently include: 1) establishment of new Strategic Action Plan; 2) a proposed budget for the upcoming fiscal year; 3) public hearings on the proposed budget and tax rate; and 4) a final adopted budget for the next fiscal year.

Strategic Action Plan – Each year, the City's Management Team, in association with the City Council Committees, creates and presents to the full City Council, for their consideration and approval, a Strategic Action Plan that establishes action steps that are proposed to be accomplished during the next fiscal year. The Strategic Action Plan serves as a baseline for the formulation of the Annual Budget and each action step is assigned to individual city departments to be accomplished and to specific City Council Committees for review.

Proposed Budget - The City Manager presents the proposed budget to City Council, demonstrating how the Strategic Action Plan has been addressed. Correspondingly, the proposed budget, according to the Texas Local Government Code, must be filed with the City Secretary thirty (30) days before the tax levy is made for the fiscal year.²

Public Hearing - After presenting the proposed budget to City Council, at least one (1) public hearing must be held. The first hearing must be held at least 15 days after the proposed budget was presented, but before the tax levy. Special notice of the public hearing must also be published in the North Central News no earlier than 30 days and no later than 10 days before the hearing.³ Through the hearing, City Council and City staff are able to receive feedback from the community concerning the proposed budget.

Adopted Budget - Before adopting a final budget, City Council may choose to change any aspect of the proposed budget, as long as the changes result in a balanced budget.

¹ Texas Local Government Code Chapter 102, Subsection 002.

² Texas Local Government Code Chapter 102, Subsection 102.005.

³ Texas Local Government Code Chapter 102, Subsection 102.006.

BUDGET AMENDMENTS

At any time during the fiscal year, upon written recommendation of the City Manager, the City Council may transfer any unencumbered appropriation balance or any portion within a department office or agency to another. The expenditures of the City, by Charter, shall not exceed the total appropriation of the fiscal year. The City Charter also gives the City Manager the authority to transfer appropriations within funds. The budget may also be amended by submitting an ordinance to the City Council for approval.

BUDGET BASIS

The budget of the General Fund is prepared and accounted for on the modified accrual basis which means that revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred. In contrast, the budget of the Utility Fund is prepared and accounted for on the accrual basis of accounting. Under this basis, revenues are recognized when they are earned and expenses are recognized when they are incurred. In addition, capital outlay is treated as an asset and then written off as an expense through depreciation. The Special Revenue Funds are governmental funds used to account for resources which are legally or contractually restricted to specific expenditures.

BUDGET CONTROLS

Budgetary compliance is a significant tool for managing and controlling governmental activities, as well as ensuring conformance with the City's budgetary limits and specifications. The objective of budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by City Council. Levels of budgetary controls, that is the level at which expenditures cannot legally exceed appropriated amounts, are established by function and activity within individual funds. The City utilizes an encumbrance system of accounting as a mechanism to accomplish effective budgetary controls.

ACCOUNTING BASIS

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on a basis of generally accepted accounting principles (GAAP). In most cases, this conforms to the way the City prepares its budget. The accounts of the City are organized by fund. Each fund is considered a separate accounting entity with its own set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses. Each fund is included in the CAFR.

General Fund - The General Fund is accounted for using the current financial resources measurement focus and the modified accrual basis of accounting which means that only current assets and current liabilities are generally included on their balance sheets. Revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred. However, compensated absences, debt service expenditures, claims and judgments and arbitrage are recorded only when the liability is matured. Those revenues susceptible to accrual under the modified accrual method are property taxes and other taxes, intergovernmental revenue, and interest revenue. Licenses and permits, and fines and forfeitures revenues are not susceptible to accrual because they are generally not measurable until received in cash.

Utility Fund - The Utility Fund is accounted for using the accrual basis of accounting. Revenues are recognized when they are earned, and their expenses and related liabilities, including claims, judgments, and compensated absences, are recognized when they are incurred. In addition, capital outlay is treated as an asset and then written off as an expense through depreciation. These funds are accounted for on a cost of services or “economic resources” measurement focus. Consequently, all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets.

The Utility Fund Balance represents the fund’s equity but includes in its equation of assets less liabilities, non-financial assets and all debt. The fund’s equity is also classified in the same manner as the general fund but includes an adjustment for non-monetary assets and liabilities.

The Utility Fund is an enterprise fund which should be self-supporting with user fees and charges for services associated with direct and indirect costs. Cost of service studies are being done periodically to ensure fund balances are maintained at a level necessary to ensure stability in the event of a decline in revenues dedicated to the Utility Fund.

The Fund Balance is the accumulation of revenues over expenditures and provides an indication of financial position. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be recovered, primarily through user fees.

FUND TYPES

General Fund - The General Fund of the City accounts for all financial resources except those required to be accounted for in another fund. The General Fund is usually referred to as the operating fund and is used to finance the day-to-day operations of the City. It is the largest part of the City’s financial operation. Revenues for this fund are obtained from taxes, licenses and permits, intergovernmental revenue, charges for services, fines, and interest.

Utility Fund - The Utility Fund consists of the operating budgets for Water and Sewer operations in the City. These funds account for the operations of the Utility Division of Public Works as if the Division was a separate, self-supporting business. As a cost of service enterprise fund, the Utility Fund obtains its revenues from the water and sewer services. Water and sewer rates must be sufficiently set to pay the total operations, maintenance, debt, and depreciation of the fund.

Internal Service Funds – Internal Service Funds are used to account for the financing of goods or services provided on a cost-reimbursement basis. The Capital Replacement Fund is an internal service fund that was created as part of the FY 2008-09 Budget to account for the financing of substantial capital equipment and vehicles, with the exception of Fire apparatus which are capitalized over 20 years. Fund revenues will include transfers from the General and Utility Funds as well as the proceeds from the sale of vehicles and capital equipment. The fund represents the most fiscally responsible way for the City to regularly finance and purchase vehicles and other substantial capital equipment over time.

Debt Service Funds – The City’s Debt Service Fund was created as part of the FY 2008-09 Budget and accounts for the accumulation of resources and the payment of general long-term debt principal and interest costs.

Capital Projects Funds – The City’s Capital Projects Fund was created as part of the FY 2008-09 Budget to account for the expenditure of issued certificates of obligation on capital projects specifically described in the issuance language and approved by the City Council. The City’s Capital Project Fund includes capital funds expended on all capital projects except water and sewer projects which are accounted for in the City’s Utility Fund.

Special Revenue Funds - The City has a variety of Special Revenue Funds which account for the proceeds of specific revenue sources (other than expendable trusts and major capital projects) that are legally restricted to expenditures for specified purposes. The City’s Street Maintenance Fund for the recurring maintenance of all City streets is an example of a Special Revenue Fund that is supported by a mixture of general fund dollars and the ¼ cent sales tax approved by the voters in November 2008.

EXPENDITURES

For each year, the department’s actual expenditures, revised budget, estimated budget and proposed or adopted budget are compared and tracked in four (4) major spending categories. These categories include:

- **Personnel Services** - This includes the cost of salaries, retirement and health benefits, allowances, insurance and payroll taxes for City employees.
- **Commodities** - This includes the cost of fuel, tires, office supplies, minor equipment, tools, uniforms and protective clothing.
- **Contractual Services** - The cost of travel, storage space rental, purchased utilities and professional services provided by attorneys, consulting engineers, architects, accountants, and other outside firms on a contractual basis. This category does not include purchases of supplies and equipment for which the city enters into contracts on a competitive bid basis.
- **Capital Outlays** - Includes the cost of major equipment, vehicles, and other items, which have a useful life of several years.

Appropriations – The point of budget control is at the department level budget for all funds. Any transfer or appropriation between funds must be approved by the City Council. Transfer of appropriations between departments may be authorized by the City Manager without City Council approval.

Purchasing – All City purchases of goods or services will be made in accordance with the City’s current Purchasing Policy and with State law. State law requires all contracts greater than \$50,000 be approved by the City Council. Materials and other bid items may be purchased up to the \$50,000 limit allowed by State Law without City Council approval.

REVENUES

Services provided by the City of Alamo Heights are funded by a variety of revenue sources, including local, state, federal and grant revenues. The amount of revenue available to the City sometimes depends on economic activity and other factors. The Revenue Section of this Budget

Document includes a summary of all revenues and detailed information about each revenue source.

OPERATING RESERVES

The City of Alamo Heights has established an operating reserve in the General Fund equal to three (3) months or 25% of departmental operating allocations. This operating reserve accounts for the seasonal nature of property tax which constitutes a large portion of the City's revenue base. The City has also established an operating reserve in the Utility Fund equal to two (2) months or 16% of operating allocations.

EMERGENCY RESERVES

The City of Alamo Heights has established an Emergency Reserve within the General Fund Operating Reserve equivalent to five percent (5%) of the total General Fund departmental allocations. The Emergency Reserve shall only be utilized if the City Council deems it absolutely necessary to address some unforeseen and extraordinary occurrence such as a natural disaster, catastrophic loss or significant change in financial position.

PROPERTY TAXES & ROLLBACK

Current Tax Rate - Pursuant to current state Truth-In-Taxation guidelines, the effective M&O tax rate is calculated based on generating approximately the same amount of M&O property tax revenue as generated in the prior year on only properties that were on the tax roll in both years (excludes new construction and annexation). Additionally, Truth-In-Taxation guidelines allow a taxing unit to add an additional eight percent (8%) to the effective M&O tax rate. The rollback tax rate is calculated by adding the effective M&O tax rate, plus eight percent (8%), plus the debt service tax rate. If a taxing unit adopts a tax rate that exceeds the rollback tax rate, registered voters in the taxing unit can circulate a petition calling for an election to reduce the adopted tax rate back to the rollback tax rate.

DEBT MANAGEMENT

Debt Service - The City issues debt for the purpose of financing long-term infrastructure capital improvements. Some of these projects have multiple sources of funding which include debt financing. Infrastructure, as referred to by the City, means economic externalities essentially required to be provided by government to support a community's basic human needs, economic activity, safety, education, and quality of life. Types of debt issued by the City include ad valorem tax-supported bonds and certificates of obligation. Adherence to conservative financial management has allowed the City to meet its financing needs while at the same time maintaining its excellent financial reputation.

Debt Limitations - The amount of ad valorem tax-supported debt that the City may incur is limited by the Constitution of the State of Texas. The Constitution of the State of Texas provides that the ad valorem taxes levied by the City for debt service and maintenance and operation purposes shall not exceed \$2.50 for each \$100 of assessed valuation of taxable property. There is no limitation within the \$2.50 rate for interest and sinking fund purposes; however, it is the policy of the Attorney General of the State of Texas to prohibit the issuance of debt by a city if such issuance produces debt service requirements that exceed the amount that can be paid from \$1.50 tax rate calculated at 90% collections.

Long-Term Debt Planning - The City employs a comprehensive multi-year, long-term capital improvement planning program that is updated annually. Debt management is a major

component of the financial planning model which incorporates projected financing needs for infrastructure development while at the same time measuring and assessing the cost and timing of each debt issuance.

General Obligation Bonds - The City is authorized to issue bonds payable from ad valorem taxes pursuant to the City Charter, the general laws of the State, and ordinances adopted by the City Council. Major projects that are financed with ad valorem tax-supported general obligation bonds are presented to the electorate for approval. Upon voter approval, the City is authorized to issue ad valorem tax-supported bonds to finance the approved projects. The process for any debt issuance begins with the budget process and planned improvements to be made during the ensuing fiscal year. An election held November 8, 2011, and passed by a majority of the participating voters; and an ordinance passed by the City Council of the City authorized the issuance of \$6.3 million in General Obligation Bonds, Series 2012. The bonds were issued February 29, 2012, proceeds from the sale will be used for the purpose of demolishing and replacing, and in certain cases renovating, the City's existing City Hall facilities in order to construct and equip new City Hall facilities.

Certificates of Obligation - The City is authorized to issue certificates of obligation pursuant to the City Charter, applicable State laws, and ordinances adopted by the City Council. Certificates of obligation are typically secured by a pledge of revenues and ad valorem taxes, do not require voter approval, and are issued for programs that support the City's major infrastructure, facilities and certain of its revenue-producing facilities. On September 27, 2007, the City sold \$7,500,000 "City of Alamo Heights, Texas Combination Tax and Revenue Certificates of Obligation, Series 2007," (the "2007 Certificates"). The 2007 Certificates currently represent 100% of the total outstanding ad valorem tax-supported debt and were issued for the purpose of providing funds for the purchase of a fire ladder truck and facility, street and utility improvements.

Revenue Bonds - The City is authorized to issue revenue bonds under the provisions of the City Charter, applicable State laws, and ordinances adopted by City Council. Revenue bonds are utilized to finance long-term capital improvements for proprietary enterprise and self-supporting operations. Revenue bonds do not require an election and are sold as needed for construction, expansion, and/or renovation of facilities in amounts that are in compliance with revenue bond covenants. Currently, the City has not issued revenue bonds for any purpose.

Refundings - The City reviews the possibility of refunding certain of its outstanding debt to effectuate interest cost savings.

OTHER FUNDING ALTERNATIVES

Grants - All potential grants will be examined for any matching requirements and the source of those requirements identified. Grant funding will be reviewed to clearly identify funding sources, outcomes and other relevant information for presentation and approval by the City Council. The City Council must authorize acceptance of any grant awarded.

Use of Reserve Funds - The City may authorize the use of reserve funds to potentially delay or eliminate a proposed bond issue. This may occur due to higher than anticipated fund balances in prior years, thus eliminating or reducing the need for debt proceeds, or postpone a bond issue until market conditions are more beneficial or timing of the related capital improvements does not correspond with the planned bond issue. Reserve funds used in this manner are replenished

upon issuance of the proposed debt. A reimbursement ordinance will be adopted to authorize replacement of these reserves.

Leases - The City may authorize the use of lease financing for certain assets when it is determined that such an arrangement is advantageous to the City.

AUDITING AND FINANCIAL REPORTING

Audit of Accounts – In accordance with the City Charter, an independent audit of the City accounts is performed every year. The auditor is retained by and is accountable directly to the City Council.

External Reporting – Upon completion and acceptance of the annual audit by the City's auditors, the City prepares a written Comprehensive Annual Financial Report (CAFR) which is presented to the City Council within 180 calendar days of the City's fiscal year end. The CAFR shall be prepared in accordance with Generally Accepted Accounting Principals (GAAP) and shall be presented annually to the Government Finance Officer Association (GFOA) for evaluation and consideration for the Certificate of Achievement in Financial Reporting.

STRATEGIC ACTION PLAN

Each year, the City develops a Strategic Action Plan including action steps that are to be accomplished during the next fiscal year. The Strategic Action Plan serves as a baseline for the formulation of the Annual Budget and each action step is assigned to individual city departments to be accomplished and to specific City Council Committees for review. The Strategic Action Plan adopted for FY 2013-14 is as follows:

Governance and Communication (Mayor Louis Cooper and Mayor Pro Tem Bobby Rosenthal)

- Continue to develop and expand the City's Wellness Program
- Promote green initiatives - Obtain iPads for Mayor and Council Members to replace printed agenda packets
- Update the City Personnel Manual to incorporate various law changes to ensure compliance
- Explore document scanning to provide digital record files for Council meeting minutes
- Review job descriptions to ensure compliance with various labor laws and make necessary changes as job duties, responsibilities and tasks change

Infrastructure and Services (Council Members Fred Prassel and Elliot Weser)

- Tree trimming to accommodate the safe passage of Fire/EMS apparatus as well as other vehicles
- Purchase new replacement radio equipment and upgrade some existing communications office equipment to meet p25 compliance standards
- Renew EMS contract with the Cities of Olmos Park and Terrell Hills
- Renew medical director contract to negotiate for a 3 year term
- Study the feasibility of a joint funded project with the Alamo Heights Independent School District for placement of one (1) School Resource Officer on the high school campus
- Consider a new Interlocal Agreement with the Randolph Area Metropolitan SWAT Team for joint funding with all participating agencies for the costs associated with training, operations and specialized equipment.
- Continue a study overnight on-street parking needs in multi-family districts
- Implement an expanded animal care services rescue program utilizing the grant monies awarded by the San Antonio Area Foundation
- Consider a new Interlocal Agreement with the City of Live Oak – a cost sharing project for the purchase of an armored vehicle
- Continue resolving 4x2 issue using city forces – contract boring - completing date mandated by TCEQ - January 2030
- Continue Phase 2 of the parking study addressing, student parking, multi-family district parking, and commercial parking in residential areas
- Continue sidewalk improvements along Townsend to now include crosswalk at Ogden
- Continue Sewer main replacement – E. Fair Oaks and Willim
- Construct silt trap in drainage structure at Albany and Austin Hwy
- Consider purchase or lease of additional water rights
- Explore options for financing relocation and required furnishings for new facility

Neighborhood Character and Commercial Revitalization (Council Member Bobby Hasslocher and Elliot Weser)

- Evaluate Economic Development opportunities
- Broadway and Austin Highway Beautification
- Complete official zoning map update
- Explore revisions to Chapter 5 and Demolition Review
- Develop a 1-story homes workshop with contractors and architects
- Develop a formalized development process for large commercial and multi-family projects - in-house
- Revise MF-D (multi-family district) standards to reflect Comprehensive Plan concepts
- Revise commercial district standards to reflect Comprehensive Plan concepts

Accountability and Management (Council Members John Savage and Bobby Rosenthal)

- Continue to develop written Accounting and Purchasing Policies and Procedures
- Continue to increase EMS collection rate/Delinquent accounts – new collection agency
- Providing property tax information on line

Other Initiatives

- Re-write emergency operations annexes (15) in accordance with federal and state laws
- Seek grant funding for ambulance replacement
- Evaluate capital replacement funding for fire apparatus acquisition for 2024
- Evaluate capital replacement funding for SCBA replacement for 2017
- Review funding options for replacement of breathing air compressor – joint purchase made in 1996 with the Cities of Olmos Park and Terrell Hills
- Integrate iPADS into the EMS system for patient care reporting
- Continue quarterly First Aid/CPR training for citizens
- Provide on-site code and safety oversight during construction of new facilities
- Educate the public on the “Be Ready” program for family emergency preparedness
- Evaluate emergency operations planning during constructions especially with staff separation
- Study the feasibility of an ordinance to regulate towing of vehicles from private property by independently contracted towing services
- Revise MF-D (multi-family district) standards to reflect Comprehensive Plan concepts
- Revise commercial district standards to reflect Comprehensive plan concepts
- Continue 20 year Street Maintenance Program
- Address erosion concerns along La Jara as well as Alamo Heights Blvd.
- Explore entities that conduct comprehensive salary surveys and continue participation with Waters Consulting Group for data information and surveys
- Expand Employee Recognition by creating a quarterly newsletter and re-evaluating the employee annual evaluation process

BUDGET CALENDAR

Budget Estimates	Departments submit current year (FY13) projections	Friday, April 12
	City Manager reviews current year (FY13) projections	April 15-19
	Develop FY14 baseline budget	Monday, June 3
Strategic Action Plan (SAP)	Departments update FY13 SAP and submit FY14 SAP	Monday, April 29
	City Manager reviews FY13 and proposed FY14 SAPs	Tuesday May 28th
	City Council SAP work session	Wednesday, June 5
	City Council approval of SAP – To be approved with Budget	Monday, September 23
Budget Development	Departments submit FY 14 program changes and performance measures	Monday, July 8
	A&M Committee reviews program changes and performance measures	Mid June
	City Council budget work sessions 8:00 to 12:00	Wednesday July 17 th and July 31st
Budget Presentation and Consideration	Presentation of FY 2014 Proposed Budget and Ad Valorem Tax Rate to the City Council	Monday, August 12
	First Public Hearing on FY 2014 Proposed Ad Valorem Tax Rate	Monday, August 26
	Public Hearing for FY14 Proposed Budget and Second Public Hearing on FY 2014 Proposed Ad Valorem Tax Rate	Monday, September 9
	City Council consideration of FY 2014 Proposed Budget and Ad Valorem Tax Rate	Monday, September 23

SUMMARY OF PROGRAM CHANGES

IMPROVEMENTS (ONE-TIME):

Department	Program Change	Amount
Public Works/Utility	Infrastructure	457,000
Public Works/Utility	Water Purchase or lease	150,000
Police Department	Capital Equipment	4,000
Administration	Relocation Costs	50,000

TOTAL ONE-TIME IMPROVEMENTS: \$661,000

SCHEDULE OF AUTHORIZED POSITIONS

Department/Division	Prior Year		Current		Adopted	
	FY 2011-12		FY 2012-13		FY 2013-14	
	F/T	P/T	F/T	P/T	F/T	P/T
Administration & Finance	9	-	8	-	8	-
Municipal Court	1	3*	1	3*	1	3*
Planning & Development	3	-	3	-	3	-
Fire	20	-	20	-	20	-
EMS	9	-	9	-	8	1
Police	23	-	24		24	-
Communications Center	9	1	9	1	10	-
Public Works Administration	2	-	1	-	1	-
Parks	4	-	4	-	4	-
Streets	4	-	5	-	4	-
Solid Waste	10	-	9	-	10	-
Utilities (Utility Fund)	8	-	8	-	8	-
TOTAL	102	4	101	4	101	4

*Two Municipal Court Judges and a Prosecutor

COMPENSATION OF CITY OFFICERS AND OFFICIALS

The following graph reports the total compensation including base salary, certification pay and allowances for each of the current City officers and officials listed as of the date the Proposed Budget is presented. The total compensation for part-time contractual employees is estimated based on previous years' compensation.

City Officers and Officials	Total Compensation
City Manager	\$144,908
Police Chief	\$101,786
Fire Chief	\$ 98,580
Public Works Director	\$ 89,452
Finance Director	\$ 83,344
Planning & Development Director	\$ 72,838
City Secretary	\$ 53,128
City Attorney (contractual)	\$ 42,000 (part-time)
City Prosecutor (contractual)	\$ 6,400 (part-time)

REVENUE SUMMARY AND DETAIL

Services provided by the City of Alamo Heights are funded by a variety of revenue sources. When preparing revenue estimates for the Budget, staff considers the previous history of the revenue and future factors that may affect the revenue stream in the coming fiscal year. Revenues are categorized by type and described as follows:

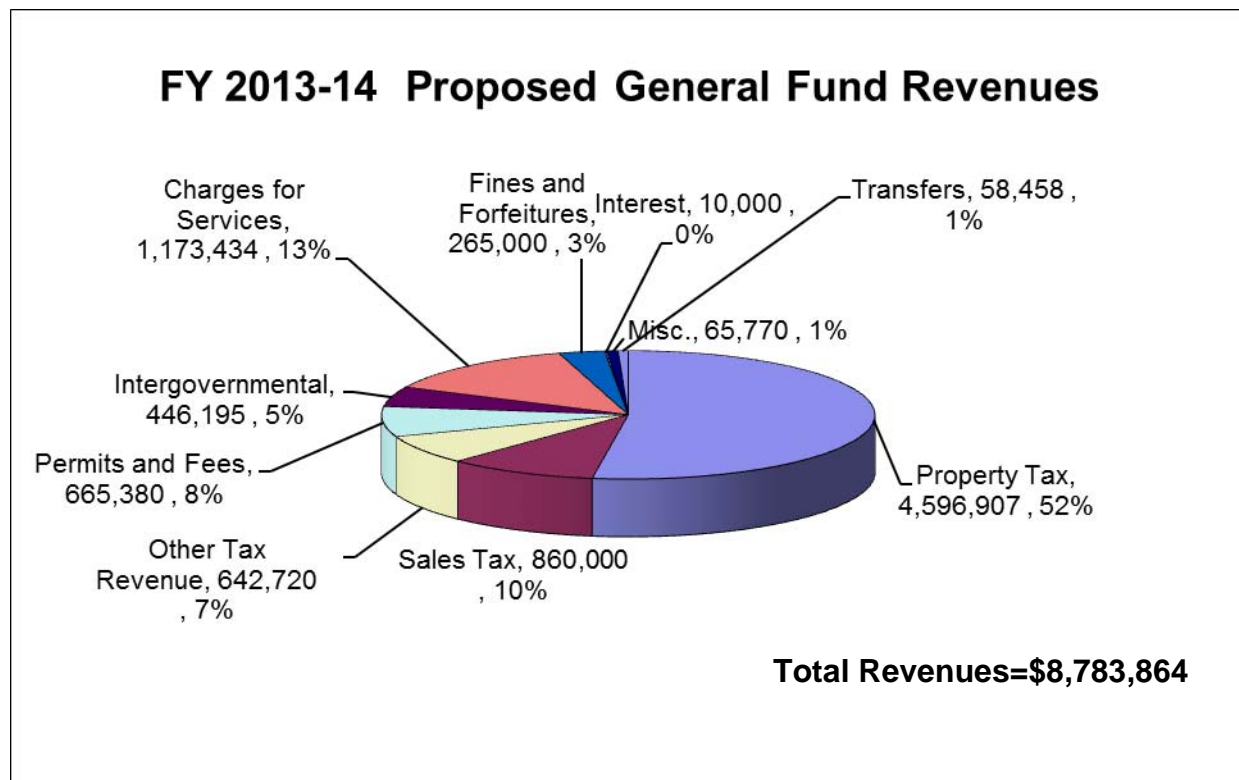
Revenue Types:

1. Property Taxes
2. Sales Taxes
3. Other Tax Revenue
4. Permits and Fees
5. Intergovernmental
6. Charges for Services
7. Fines and Forfeitures
8. Interest
9. Miscellaneous

1. **Property Taxes** - All property tax revenues, including delinquent tax payments, penalties, and interest.
2. **Sales Tax** - Receipts from the local sales and use tax. The current Sales Tax rate is 8%, of which the State retains 6.25%, the San Antonio Municipal Transit Authority receives 0.5 %, 1% is revenue to the City's General Fund and the remaining 0.25% was approved by the voters for an additional four years in April 2013 for street maintenance.
3. **Other Tax Revenue**
 - **Beverage Tax** - Revenues from mixed beverage tax receipts. The current Beverage Tax rate is 14% of gross receipts, of which 10.7143% is revenue to the City.
 - **Franchise Tax/PUC Right of Way Fees** - Revenues from fees imposed on investor-owned electric or gas utilities, telecommunication and cable companies, and other private corporations using the city's streets and other rights-of-way. These fees are in addition to and separate from the property taxes levied against such companies. The fees are based upon a percentage of the company's gross receipts and range from 3% to 6%. These fees currently are collected from CPS Energy, Grande Cable, Time Warner, AT&T, and various phone companies. These revenues are one of the most difficult to project due to a number of variables, which can significantly impact these companies' revenues and, consequently, the City's payment.
4. **Permits and Fees** - Revenues collected from permits and privilege fees required by the City. The categories are building permits, electric permits, plumbing permits, use of City right-of-ways, liquor/food licenses, alarm permits, Fire/Life Safety Code fees, certificates of occupancy, contractor's license/registration, garage sale permits, and animal licenses.

5. **Intergovernmental** - Revenue from outside sources, including dispatch and EMS service contracts with City of Terrell Hills and City of Olmos Park, and periodically state and federal grants.
6. **Charges for Services** - Revenues generated by various services performed by City staff. The significant portion of this revenue type is from the sale of potable water, charges for sanitary sewer operations and solid waste collection. Other services include Rescue Response fees, EMS services, revenue from the recycling program, and municipal court/administration fees.
7. **Fines and Forfeitures** - Funds received from payments of traffic fines and other fines for violations of City laws or ordinances.
8. **Interest** - Income from interest paid on deposits of City funds.
9. **Miscellaneous** - Revenues from collection of other fees such as vehicle wrecker/impound fees, police auction, return check fees, animal impound fees and leases.

The following pie chart provides the estimated revenue and percentages by type projected to be collected in FY 2012-13 in the General Fund:



As part of the Annual Budget process, staff conducts a review of each revenue source to determine whether or not a revision to the fee structure should be recommended. Revenues are classified by fund and type.

**COMBINED SUMMARY OF REVENUES AND EXPENDITURES (EXCLUDING TRANSFERS)
ALL FUNDS SUBJECT TO APPROPRIATION**

Description:

The Combined Summary of Revenues and Expenditures is a fund statement first included in FY 2011-12 to account for combined revenues and expenditures, excluding transfers, associated with all City funds subject to appropriation.

	ACTUAL FY 2011-2012	REV BUDGET FY 2012-2013	PROJECTED FY 2012-2013	ADOPTED FY 2013-2014
AVAILABLE FUNDS				
Beginning Balance	\$ 6,414,467	\$ 13,134,683	\$ 13,720,691	\$ 12,733,632
REVENUES				
General Fund Revenue	\$ 8,145,465	\$ 8,551,861	\$ 8,478,351	\$ 8,725,406
Utility Fund Revenue	3,271,364	3,554,900	3,427,667	3,693,600
Debt Service Tax Revenue	514,500	757,840	927,104	757,840
Capital Projects Revenue	6,525,395	808,202	1,104,209	223,008
Street Maintenance Sales Tax	209,469	202,280	202,280	202,280
Comprehensive Plan Revenue	851	0	0	0
Designated Revenue	51,065	59,000	52,180	46,000
Total Revenues	\$ 18,718,109	\$ 13,934,083	\$ 14,191,791	\$ 13,648,134
TOTAL AVAILABLE FUNDS	\$ 25,132,576	\$ 27,068,766	\$ 27,912,482	\$ 26,381,766
APPROPRIATIONS				
ALLOCATIONS				
Departmental Allocations	\$ 7,720,834	\$ 8,219,964	\$ 7,685,838	\$ 8,396,572
Water and Sewer Expenditures	2,502,844	2,488,264	2,583,604	3,093,860
Capital Projects and Expenditures	201,506	3,072,750	2,886,375	6,800,883
Debt Service Payments	669,072	1,024,471	1,024,471	1,039,761
Capital Replacement Purchases	314,795	125,033	108,557	459,479
Street Maintenance Projects	0	890,000	600,000	600,000
Comprehensive Plan Projects	1,389	35,000	7,309	34,035
Designated Revenue Expenditures	39,439	22,000	3,189	190,500
TOTAL APPROPRIATIONS	\$ 11,449,879	\$ 15,877,482	\$ 14,899,343	\$ 20,615,090
GROSS AVAILABLE BALANCE	\$ 13,682,697	\$ 11,191,284	\$ 13,013,139	\$ 5,766,676

**GENERAL FUND
SUMMARY OF PROPOSED BUDGET**

	ACTUAL FY 2011-2012	REV BUDGET FY 2012-2013	PROJECTED FY 2012-2013	ADOPTED FY 2013-2014
AVAILABLE FUNDS				
Beginning Balance	\$ 3,187,730	\$ 3,327,010	\$ 3,121,090	\$ 3,264,114
REVENUES				
Property Tax	\$ 4,132,351	\$ 4,522,761	\$ 4,370,000	\$ 4,596,915
Sales Tax	835,133	815,000	890,000	860,000
Other Tax Revenue	621,035	644,000	651,720	642,712
Permits and Fees	662,687	606,750	670,229	665,380
Intergovernmental	407,389	424,046	381,612	446,195
Charges for Services	1,179,384	1,186,834	1,153,600	1,173,434
Fines and Forfeitures	261,612	265,000	275,000	265,000
Interest	10,869	20,000	8,000	10,000
Miscellaneous	35,005	67,470	78,190	65,770
Total Revenues	\$ 8,145,465	\$ 8,551,861	\$ 8,478,351	\$ 8,725,406
OTHER FUNDING SOURCES				
Transfer from Utility Fund ¹	\$ 57,382	\$ 56,518	\$ 56,518	\$ 58,458
Total Other Funding Sources	\$ 57,382	\$ 56,518	\$ 56,518	\$ 58,458
Total Operating Revenues	8,202,847	8,608,379	8,534,869	8,783,864
TOTAL AVAILABLE FUNDS	\$ 11,390,577	\$ 11,935,389	\$ 11,655,959	\$ 12,047,978
APPROPRIATIONS				
DEPARTMENTAL ALLOCATIONS				
Police	\$ 1,825,976	\$ 1,921,804	\$ 1,790,168	\$ 2,031,936
Public Safety Dispatch	524,156	527,576	525,334	581,665
Fire	1,636,440	1,811,504	1,772,451	1,831,116
EMS	649,889	703,893	661,448	704,040
Public Works Administration	229,846	206,300	182,667	184,792
Streets	406,039	398,180	314,956	416,759
Solid Waste	622,976	703,212	636,020	705,466
Parks	268,689	284,208	243,457	293,423
Planning & Development	303,172	307,652	278,158	309,919
Administration and Finance	846,934	945,189	879,876	913,654
Municipal Court	184,477	184,376	185,166	185,155
Information Technology	222,240	226,070	216,137	238,647
Total Operating Allocations	\$ 7,720,834	\$ 8,219,964	\$ 7,685,838	\$ 8,396,572
Revenues Over (Under) Allocations	482,013	388,415	849,031	387,292
TRANSFERS				
Transfer to Street Maintenance Fund	\$ 182,475	\$ 300,000	\$ 300,000	\$ 200,000
Transfer to Capital Replacement Fund	366,178	300,000	110,000	128,000
Transfer to Capital Projects	0	0	296,007	208,008
Total Transfers	\$ 548,653	\$ 600,000	\$ 706,007	\$ 536,008
TOTAL APPROPRIATIONS	\$ 8,269,487	\$ 8,819,964	\$ 8,391,845	\$ 8,932,580
GROSS AVAILABLE BALANCE	\$ 3,121,090	\$ 3,115,425	\$ 3,264,114	\$ 3,115,398
OPERATING AND EMERGENCY RESERVE	\$ 1,930,209	\$ 2,054,991	\$ 1,921,460	\$ 2,099,143
NET AVAILABLE BALANCE	\$ 1,190,882	\$ 1,060,434	\$ 1,342,655	\$ 1,016,255

EXPLANATORY NOTES:

¹ Transfer from Utility Fund consists of 25% of Information Technology departmental allocation.

**UTILITY FUND
SUMMARY OF PROPOSED BUDGET**

Description:

The Utility Fund is a self-sufficient enterprise fund established to account for all of the revenues and expenditures associated with the operations and maintenance of the City's water distribution and sanitary sewer systems.

	ACTUAL FY 2011-2012	REV BUDGET FY 2012-2013	PROJECTED FY 2012-2013	ADOPTED FY 2013-2014
AVAILABLE FUNDS				
Beginning Balance	\$ 1,400,778	\$ 1,909,846	\$ 1,799,140	\$ 1,159,976
REVENUES				
Water Revenue	\$ 1,596,068	\$ 1,680,000	\$ 1,532,000	\$ 1,680,000
Water Conservation Fee	76,739	78,000	74,220	78,000
Aquifer Management Fee	130,824	162,000	224,214	234,000
Aquifer Fee Rebate	0	30,000	31,533	0
Meter Connections	22,770	18,000	17,590	18,000
Late Penalties	28,799	33,600	32,200	30,000
Return Check Fees	750	900	780	900
Service Charges	10,520	10,000	7,350	10,000
Federal Stormwater Fees	1,327	1,400	1,330	1,400
Interest	0	6,000	4,000	4,000
Miscellaneous	11	5,000	0	5,000
Total Water Revenue	\$ 1,867,808	\$ 2,024,900	\$ 1,925,217	\$ 2,061,300
Sewer Revenue	\$ 1,370,516	\$ 1,500,000	\$ 1,470,000	\$ 1,602,000
Sewer Surcharge	33,040	30,000	32,450	30,300
Total Sewer Revenue	\$ 1,403,556	\$ 1,530,000	\$ 1,502,450	\$ 1,632,300
Total Operating Revenues	3,271,364	3,554,900	3,427,667	3,693,600
TOTAL AVAILABLE FUNDS	\$ 4,672,142	\$ 5,464,746	\$ 5,226,807	\$ 4,853,576
APPROPRIATIONS				
OPERATING EXPENSES				
Personal Services	\$ 681,812	\$ 751,390	\$ 737,571	\$ 761,994
Commodities	519,366	426,917	417,425	626,909
Contractual Services	181,111	367,957	247,915	367,957
Total Water Expenditures	\$ 1,382,289	\$ 1,546,264	\$ 1,402,911	\$ 1,756,860
Commodities	\$ 26,488	\$ 84,000	\$ 18,193	\$ 84,000
Contractual Services	1,094,067	858,000	1,162,500	1,253,000
Total Sewer Expenditures	\$ 1,120,555	\$ 942,000	\$ 1,180,693	\$ 1,337,000
Total Operating Expenditures	2,502,844	2,488,264	2,583,604	3,093,860
Retained Earnings (Loss) Operations	768,520	1,066,636	844,063	599,740
CAPITAL EXPENDITURES				
Utility Capital Projects	\$ 60,756	\$ 777,000	\$ 1,210,000	\$ 457,000
Debt Principal and Interest	169,800	171,209	171,209	171,209
Capital Purchase Water	0	0	0	150,000
Capital Equipment (Replacement)	82,220	45,500	45,500	48,690
Total Capital Projects and Transfers	\$ 312,776	\$ 993,709	\$ 1,426,709	\$ 826,899
TRANSFERS TO				
Transfer to General Fund	\$ 57,382	\$ 56,518	\$ 56,518	\$ 59,662
TOTAL APPROPRIATIONS	\$ 2,873,002	\$ 3,538,491	\$ 4,066,831	\$ 3,980,421
GROSS AVAILABLE BALANCE	\$ 1,799,140	\$ 1,926,256	\$ 1,159,976	\$ 873,155
OPERATING RESERVE	\$ 417,141	\$ 414,711	\$ 430,601	\$ 515,643
NET AVAILABLE BALANCE	\$ 1,381,999	\$ 1,511,545	\$ 729,375	\$ 357,511

**DEBT SERVICE FUND
SUMMARY OF PROPOSED BUDGET**

Description:

The Debt Fund was established in FY 2008-09 to account for the accumulation of ad valorem taxes and/or pledged revenues designated for payment of principal and interest on debt issued by the city.

	ACTUAL FY 2011-2012	REV BUDGET FY 2012-2013	PROJECTED FY 2012-2013	ADOPTED FY 2013-2014
AVAILABLE FUNDS				
Beginning Balance	\$ 91,053	\$ 103,341	\$ 106,281	\$ 180,123
TAX REVENUE				
Current Property Tax	\$ 508,100	\$ 752,340	\$ 918,133	\$ 752,340
Delinquent Property Tax	3,400	3,000	2,801	3,000
Penalty and Interest on Delinquent Taxes	3,000	2,500	6,170	2,500
Total Tax Revenue	\$ 514,500	\$ 757,840	\$ 927,104	\$ 757,840
TOTAL AVAILABLE FUNDS	\$ 605,553	\$ 861,181	\$ 1,033,385	\$ 937,963
APPROPRIATIONS				
ALLOCATIONS				
Debt Principal and Interest	\$ 499,272	\$ 853,262	\$ 853,262	\$ 868,552
TOTAL APPROPRIATIONS	\$ 499,272	\$ 853,262	\$ 853,262	\$ 868,552
GROSS AVAILABLE BALANCE	\$ 106,281	\$ 7,919	\$ 180,123	\$ 69,411

**CAPITAL PROJECTS FUND
SUMMARY OF PROPOSED BUDGET**

Description:

The Capital Projects Fund was established in FY 2008-09 to account for capital projects constructed with the proceeds of long-term debt issued by the city.

	ACTUAL FY 2011-2012	REV BUDGET FY 2012-2013	PROJECTED FY 2012-2013	ADOPTED FY 2013-2014
AVAILABLE FUNDS				
Beginning Balance	\$ 665,283	\$ 6,176,384	\$ 7,049,928	\$ 6,477,762
REVENUES				
2012 GO Bonds	6,250,000		-	
CIED Funds	262,734	788,202	788,202	0
Interest on Time Deposits	12,661	20,000	20,000	15,000
Transfers from General Fund	0	0	296,007	208,008
<i>Total Revenue</i>	\$ 6,525,395	\$ 808,202	\$ 1,104,209	\$ 223,008
TOTAL AVAILABLE FUNDS	\$ 7,190,678	\$ 6,984,586	\$ 8,154,137	\$ 6,700,770
APPROPRIATIONS				
CAPITAL PROJECTS				
Street Improvement Projects	\$ 0	\$ 0	\$ 500,000	\$ 0
New Facility	140,750	2,295,750	1,176,375	6,193,883
Facility Improvements	0	0	0	0
<i>Total Capital Projects</i>	\$ 140,750	\$ 2,295,750	\$ 1,676,375	\$ 6,193,883
TOTAL APPROPRIATIONS	\$ 140,750	\$ 2,295,750	\$ 1,676,375	\$ 6,193,883
GROSS AVAILABLE BALANCE	\$ 7,049,928	\$ 4,688,836	\$ 6,477,762	\$ 506,887

**CAPITAL REPLACEMENT FUND
SUMMARY OF PROPOSED BUDGET**

Description:

The Capital Replacement Fund is an internal service fund established in FY 2008-09 to assist in long term planning for large purchases of vehicles and capital equipment.

	ACTUAL FY 2011-2012	REV BUDGET FY 2012-2013	PROJECTED FY 2012-2013	ADOPTED FY 2013-2014
AVAILABLE FUNDS				
Beginning Balance	\$ 360,407	\$ 531,821	\$ 532,004	\$ 595,447
REVENUES				
Contributions from General Fund				
Planning & Development	\$ 2,110	\$ 0	\$ 0	0
EMS	49,375	49,375	49,375	49,000
Fire	54,928	54,928	20,250	24,000
MIS	0	0	0	0
Police	106,783	95,697	20,250	20,000
Public Works	152,982	100,000	20,125	35,000
Sale of Vehicles	37,994	15,000	16,500	15,000
Interest	0	0	0	0
Grants	0	0	0	0
Total Revenue and Transfers	\$ 404,172	\$ 315,000	\$ 126,500	\$ 143,000
TOTAL AVAILABLE FUNDS	\$ 764,579	\$ 846,821	\$ 658,504	\$ 738,447
APPROPRIATIONS				
CAPITAL PURCHASES				
Administration & Finance	\$ 0	\$ 0	\$ 0	0
EMS	113,234	0	0	0
Fire	55,468	39,393	32,593	45,747
MIS	0	0	0	10,000
Police	63,873	32,640	30,464	215,042
Planning & Development	0	0	0	15,000
Public Works	\$ 0	\$ 7,500	\$ 0	125,000
TOTAL APPROPRIATIONS	\$ 232,575	\$ 79,533	\$ 63,057	\$ 410,789
GROSS AVAILABLE BALANCE	\$ 532,004	\$ 767,288	\$ 595,447	\$ 327,658

**STREET MAINTENANCE FUND
SUMMARY OF PROPOSED BUDGET**

Description:

The Street Maintenance Fund is a special revenue fund established in FY 2009-10 to account for all of the revenues and expenditures associated with the maintenance of city streets. Appropriations are funded through a transfer from the general fund and a 1/4 cent sales tax approved for a 4-year period by the voters in November 2008.

	ACTUAL FY 2011-2012	REV BUDGET FY 2012-2013	PROJECTED FY 2012-2013	ADOPTED FY 2013-2014
AVAILABLE FUNDS				
Beginning Balance	\$ 395,272	\$ 732,930	\$ 787,216	\$ 689,496
REVENUES				
Street Maintenance Sales Tax ¹	\$ 209,469	\$ 202,280	\$ 202,280	\$ 202,280
Contributions from General Fund	182,475	300,000	300,000	200,000
Total Revenue	\$ 391,944	\$ 502,280	\$ 502,280	\$ 402,280
TOTAL AVAILABLE FUNDS	\$ 787,216	\$ 1,235,210	\$ 1,289,496	\$ 1,091,776
APPROPRIATIONS				
CAPITAL PROJECTS				
Street Maintenance Projects	\$ 0	\$ 890,000	\$ 600,000	\$ 600,000
TOTAL APPROPRIATIONS	\$ 0	\$ 890,000	\$ 600,000	\$ 600,000
GROSS AVAILABLE BALANCE	\$ 787,216	\$ 345,210	\$ 689,496	\$ 491,776

EXPLANATORY NOTES:

¹ A 1/4 cent street maintenance sales tax was approved by the voters in November 2008 for four years beginning on April 1, 2009 (only six months collected in FY 2008-09).

**COMPREHENSIVE PLAN FUND
SUMMARY OF PROPOSED BUDGET**

Description:

The Comprehensive Plan Fund is a special revenue fund established in FY 2009-10 to account for all of the revenues and expenditures associated with the implementation of the Comprehensive Plan which was adopted by the City Council on May 26, 2009.

	ACTUAL FY 2011-2012	REV BUDGET FY 2012-2013	PROJECTED FY 2012-2013	ADOPTED FY 2013-2014
AVAILABLE FUNDS				
Beginning Balance	\$ 51,618	\$ 67,676	\$ 51,080	\$ 43,771
REVENUES				
Contributions from General Fund	\$ 0	\$ 0	\$ 0	\$ 0
Other Sources/Donations	851	0	0	0
Total Revenue	\$ 851	\$ 0	\$ 0	\$ 0
TOTAL AVAILABLE FUNDS	\$ 52,469	\$ 67,676	\$ 51,080	\$ 43,771
APPROPRIATIONS				
ALLOCATIONS				
Comprehensive Plan Projects	\$ 1,389	\$ 35,000	\$ 7,309	\$ 34,035
TOTAL APPROPRIATIONS	\$ 1,389	\$ 35,000	\$ 7,309	\$ 34,035
GROSS AVAILABLE BALANCE	\$ 51,080	\$ 32,676	\$ 43,771	\$ 9,736

DESIGNATED REVENUE FUNDS

The Designated Revenue Funds are a combination of several special revenues received from a variety of sources but restricted by law or purpose to be spent only on designated expenditures. Designated Revenue Funds include:

Community Benefit - Revenue received from child safety fees assessed on certain court fines to be utilized to fund programs designed to enhance child safety, health, or nutrition, including fire prevention, child abuse prevention and intervention and drug and alcohol abuse prevention

Confiscated Property - Revenue obtained as a result of a seizure of property used in a crime, or purchased with dollars obtained from a crime which by law may only be used for police expenditures (except personnel costs) above and beyond the normal budget

Court Security - Revenue available from court fines, specifically restricted by law to provide protection and security to the Municipal Court or the Court Office

Court Technology - Revenue available from court fines designed to help keep Texas courts current with technology and specifically restricted by law for upgrades to software, purchase/maintenance of computer equipment

Public Safety and Service - Revenue received from several sources restricted by law for items that are above and beyond the normal budget:

- Funds seized by the police department and/or property forfeitures awarded to the police department by the courts for specific expenditures (equipment, training, technology, etc.)
- State of Texas LEOSE, the Law Enforcement Officers Standard & Education Fund – for public safety officer educational needs
- STRAC, the South Texas Regional Advisory Council – for improvements or upgrades to EMS
- Texas Department of Health Grants
- Homeland Security Grants

Alamo Heights Rotary designated for Police Department Programs such as the DARE Program, Explorer Post, Risk Watch, Red Ribbon and Youth Academy

Private Contributions - Revenue received by the City and designated for project such as animal services, disaster relief, beautification of traffic islands or hike & bike trail development

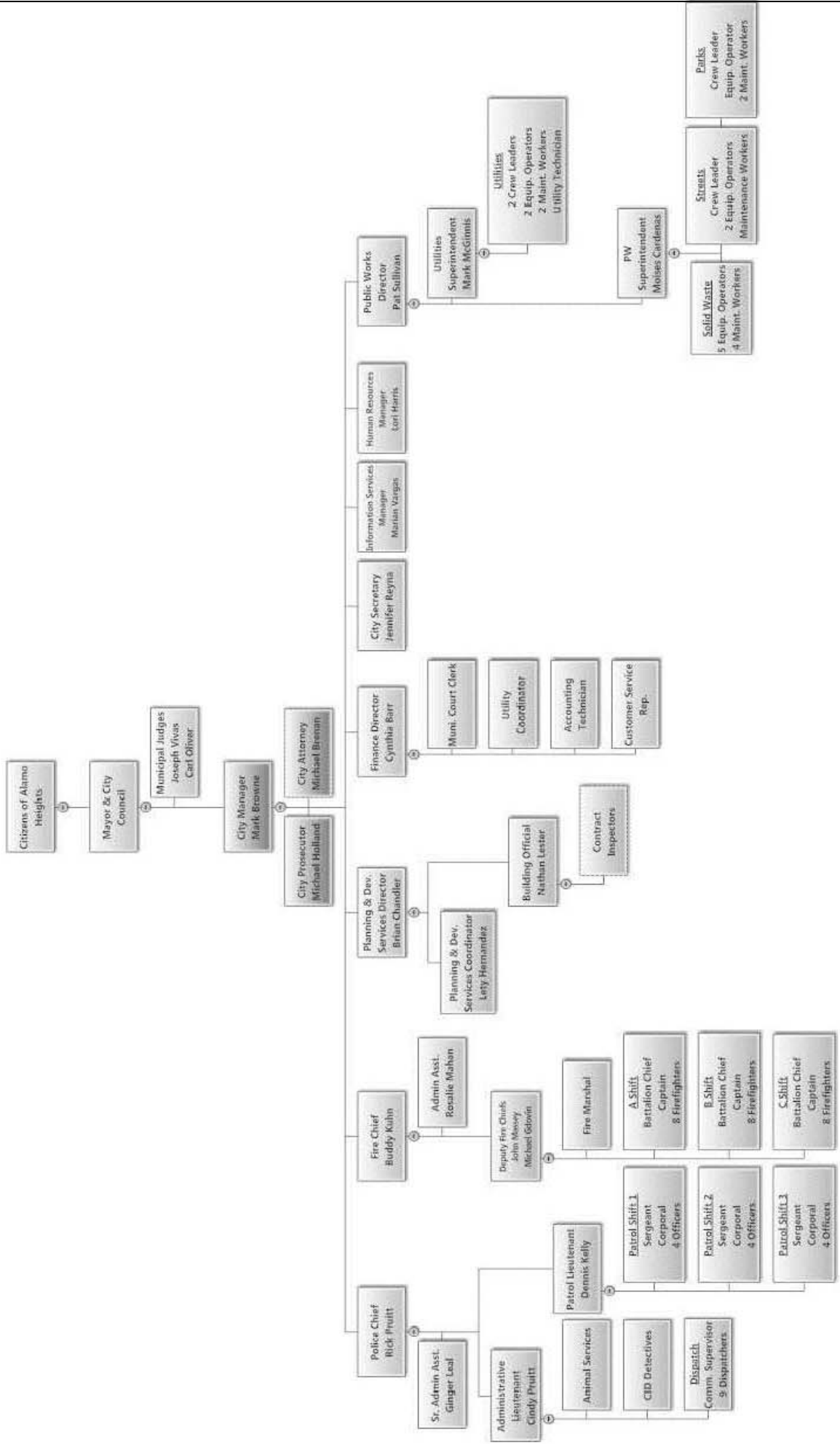
**DESIGNATED REVENUE FUNDS
SUMMARY OF PROPOSED BUDGET**

Description:

Designated Revenue Funds are special revenue funds established to account for all of the revenues and expenditures associated with a variety of sources. Expenditures are restricted by law or purpose.

	ACTUAL FY 2011-2012	REV BUDGET FY 2012-2013	PROJECTED FY 2012-2013	ADOPTED FY 2013-2014
AVAILABLE FUNDS				
BEGINNING BALANCES				
Community Benefit	\$ 89,893	\$ 101,006	\$ 91,169	\$ 106,169
Confiscated Property	21,341	29,077	29,077	27,177
Court Security	91,490	102,490	101,870	112,870
Court Technology	19,887	21,606	21,080	35,080
Public Safety and Service (LEOSE)	32,863	30,738	30,738	30,738
Private Contributions	1,669	669	(71)	909
TNR & Foster Program	5,183	89	89	10,000
<i>Total Beginning Balances</i>	\$ 262,326	\$ 285,675	\$ 273,952	\$ 322,943
REVENUES				
Community Benefit	\$ 15,088	\$ 20,000	\$ 15,000	\$ 15,000
Confiscated Property	8,529	4,000	0	1,000
Court Security	10,380	12,000	11,000	12,000
Court Technology	13,974	17,000	14,500	17,000
Public Safety and Service (LEOSE)	0	0	0	0
Private Contributions	3,094	6,000	1,680	1,000
TNR & Foster Program	0	0	10,000	0
<i>Total Revenues</i>	\$ 51,065	\$ 59,000	\$ 52,180	\$ 46,000
TOTAL AVAILABLE FUNDS	\$ 313,391	\$ 344,675	\$ 326,132	\$ 368,943
APPROPRIATIONS				
ALLOCATIONS				
Community Benefit	\$ 13,812	\$ 5,000	\$ 0	\$ 50,000
Confiscated Property	793	10,000	1,900	15,000
Court Security	0	0	0	80,000
Court Technology	12,781	0	500	35,000
Public Safety and Service (LEOSE)	2,125	2,000	0	2,000
Private Contributions	4,834	5,000	700	500
TNR & Foster Program	5,094	0	89	8,000
TOTAL APPROPRIATIONS	\$ 39,439	\$ 22,000	\$ 3,189	\$ 190,500
ENDING BALANCES				
Community Benefit	\$ 91,169	\$ 116,006	\$ 106,169	\$ 71,169
Confiscated Property	29,077	23,077	27,177	13,177
Court Security	101,870	114,490	112,870	44,870
Court Technology	21,080	38,606	35,080	17,080
Public Safety and Service (LEOSE)	30,738	28,738	30,738	28,738
Private Contributions	(71)	1,669	909	1,409
TNR & Foster Program	89	89	10,000	2,000
GROSS AVAILABLE BALANCE	\$ 273,952	\$ 322,675	\$ 322,943	\$ 178,443

City of Alamo Heights
FY 2013-2014 Organizational Chart





DEPARTMENTAL SUMMARIES

Department summaries consist of a description of services in the form of program information and goals and objectives, departmental action steps derived from the Strategic Action Plan, performance measures, program changes and a summary of expenditures and positions.

Mission Statement – The Mission Statement declares the mission and primary purpose of the department.

Program Information - The Program Information Section provides a brief description of the responsibilities of the department.

Goals and Objectives - The Goals and Objectives Section outlines the key goals and objectives for which the department is responsible.

Action Steps - The Action Steps Section is a listing of the adopted action steps from the Strategic Action Plan approved by City Council for which the department is responsible.

Performance Measures - The Performance Measures Section includes input, output, outcome and efficiency measures adopted by each department to measure their progress in providing the community with the services listed in their program information and goals and objectives.

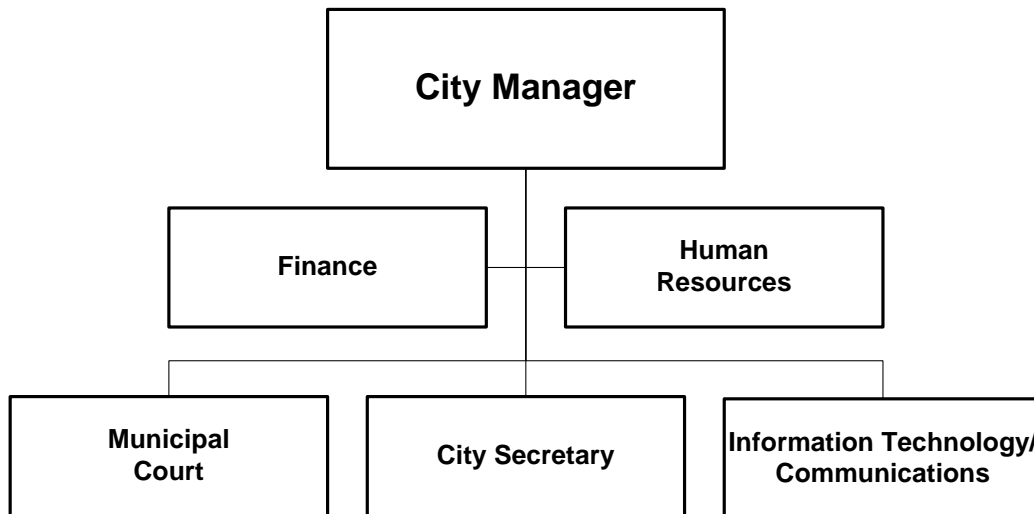
- *Input measures* show the amount of resources, either financial or otherwise, used for a specific service or program. Input measures include labor, materials, equipment and supplies. Demand for governmental services may also be considered an input indicator.
- *Output measures* show units produced or services provided by a service or program. Output measures include the amount of products or services provided, the number of customers served, and the level of activity to provide services.
- *Outcome measures* show results of the services provided. Outcome measures assess program impact and effectiveness and show whether expected results are achieved.
- *Efficiency measures* reflect the cost per unit of output or outcome.

Program Changes - A brief description and dollar amount for each of the department's mandates, improvements, reductions or redirections for the fiscal year are listed in the Program Changes Section.

Summary of Expenditures and Positions - Finally, a table detailing a summary of the department's operating expenditures and staffing levels over a three-year period is provided in the Summary of Expenditures and Positions Section. Included in this table are the department's actual expenditures for the previous year, the budget adopted for current year, an estimate of department expenditure levels in relation to what was budgeted for the current year budget, and the proposed or adopted budget, which includes all of the program changes for the coming fiscal year. The department's actual expenditures, adopted budget, estimate, and proposed or adopted budget are compared and tracked in the four major expenditure categories. In addition, the table also shows the number of authorized positions and full-time-equivalent positions in the department's operating budget.



ADMINISTRATION AND FINANCE



APPROPRIATIONS BY DIVISION	ASSIGNED FTE	BUDGET FY 2014
Administration and Finance	8.00	\$913,654
Municipal Court	2.50	185,155
Information Technology	0.00	238,647
Total Funding	10.50	\$1,337,456

MISSION STATEMENT

The Administration and Finance Department provides exemplary customer service to citizens and minimizes liability through the professional management of city departments and employees, the responsible oversight of fiscal and human resources, the effective administration of city projects and meetings, timely communication with the community and the implementation of cost-effective technology.

PROGRAM INFORMATION

The Administration and Finance Department is responsible for the management of the City's financial assets and resources, the levy and collection of city taxes, administration of the municipal court, utility billing and collections, communications and technological support, administration of elections, City Council meetings, minutes and agendas, the preservation of the City's official papers, records and documents, supervision of the official publication of ordinances, notices and other matters requiring publication, open records requests and provides centralized direction and leadership for the effective administration and operation of the municipal government.

GOALS & OBJECTIVES

- Manage the effective and efficient delivery of municipal services to the citizens of Alamo Heights
- Provide financial support and timely reports to the City Council and City departments to include the City's Annual Financial Report (CAFR)
- Process payments, purchase orders, requests for payment, payroll, utility bills, access and collect city taxes in accordance with applicable laws and any other account receivables as required in a timely and efficient manner
- Provide a courteous, impartial and expeditious resolution of all court matters
- Increase cross-training to maximize the utilization of staff and improve customer service
- Conduct all municipal elections in accordance with applicable laws, and prepare documentation for elections and certify election results
- Manage and support the direction of City Council meetings in accordance with the Texas Open Meetings Act
- Provide administrative direction for City-wide records management practices in accordance with policy and applicable state laws
- Manage open records requests to internal and external customers by processing, storing, retrieving and distributing data and documents in the required time frame regulated by state law
- Provide high-quality administrative services to the organization through researching, analyzing and developing employee policies
- Organize new hire processing, investigate and respond to employee complaints and grievances and coordinate employee appeals process

GOALS & OBJECTIVES (CONTINUED)

- Provide consulting services for directors and managers concerning policies, procedures and various employment laws by coordinating, responding and managing unemployment claims, EEOC claims, and Department of Labor investigations
- Provide communication to citizens and employees through the City newsletter and website and email blast notifications
- Maintain a network infrastructure that delivers data, voice communications and audio/visual services

ACTION STEPS

- Revise the City Pay Plan to ensure salaries, wages and benefits remain competitive to attract and retain quality employees
- Continue to develop and expand the City's Wellness Program
- Promote green initiatives - Obtain iPads for Mayor and Council Members to replace printed agenda packets
- Update the City Personnel Manual to incorporate various law changes to ensure compliance
- Review job descriptions to ensure compliance with various labor laws and make necessary changes as job duties, responsibilities and tasks change
- Develop written Accounting and Purchasing Policies and Procedures
- Explore options for additional funding of city hall facilities
- Explore document scanning to provide digital record files for Council meeting minutes
- Promote green initiatives - Obtain iPads for Mayor and Council Members

OTHER INITIATIVES

- Expand employee recognition
- Utilize Slideshare.net, web based informational sharing program
- Explore options for financing relocation and required furnishings for new facility
- Fund additional pole banners for Broadway corridor

PERFORMANCE MEASURES

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
Inputs:				
No. of city employees ¹	105	105	105	105
No. of taxpayers	3,495	3,498	3,495	3,498
No. of water customers	2,906	2,937	2,910	2,937
No. of City Council meetings	31	32	22	28
No. of City Council work sessions	2	4	5	4
No. of citations processed	8,297	8,850	7,457	8,500
Current tax levy	\$4,619,507	\$5,165,856	\$5,124,022	\$5,222,653
Water revenues invoiced	\$1,864,538	\$1,864,538	\$1,962,147	\$1,999,000
Output:				
No. of City Council agenda items	238	205	243	250
No. of open records requests	150	220	200	210
No. of new employees processed	15	16	16	15
No. of injury reports processed	15	16	16	16

PERFORMANCE MEASURES (CONTINUED)

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
No. of vehicle accident reports processed	3	6	6	6
No. of payroll checks processed	2,662	2,780	2,783	2,780
No. of accounts payable checks processed	2,999	3,100	2,838	3,000
Water revenue collected	\$1,804,958	\$1,680,000	\$1,831,764	\$1,993,400
Current Tax revenue collected	\$4,581,705	\$4,559,170	\$5,024,104	\$5,190,256
Municipal courts revenue collected	\$570,925	\$615,000	\$526,122	\$550,000
No. of staff requests for IT assistance	510	475	550	500
No. of electronic notifications sent	210	185	242	230
No. of newsletters published	12	12	12	12
No. of visits to city website	41,771	42,000	46,537	46,000
Avg. no. of hours spent updating website	355	300	450	350
No. of workstations managed	66	66	66	68
No. of servers managed	10	10	11	11
<u>Outcome:</u>				
% of accounts payable invoices processed within 30 days	98%	98%	98%	98%
<u>Efficiency:</u>				
Avg. no. of agenda items per City Council meeting	7.7	6.40	11.0	8.93
No. of injuries per city employee	.14	.15	.15	.15
No. of vehicle accidents per city employee	.06	.06	.06	.06
Avg. amount of revenue collected per citation	\$68.81	\$69.49	\$70.55	\$64.71
% of water revenue collected	97%	90%	93%	99%
% of tax revenue collected	990%	88%	98%	100%

EXPLANATORY INFORMATION:

1 Includes both full-time and part-time employees.

PROGRAM CHANGES

♦ IMPROVEMENTS **\$50,000**

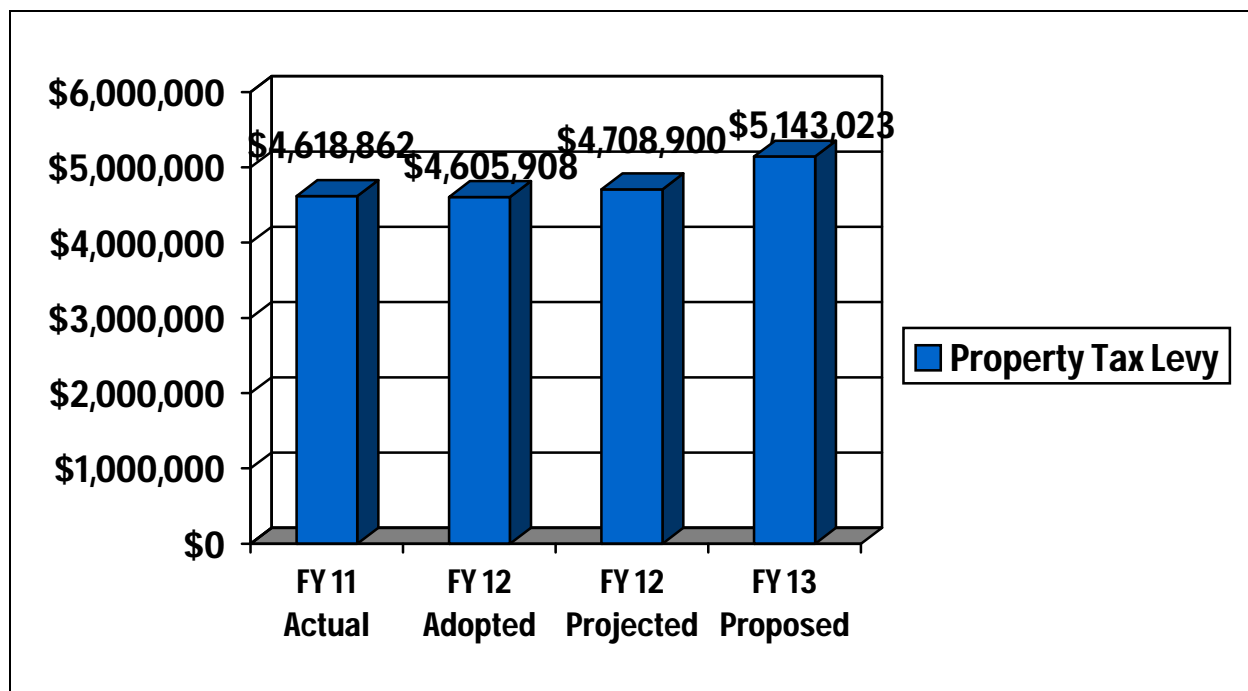
RELOCATION COSTS - \$50,000

This improvement totaling \$50,000 is a one-time cost that will provide the funds to pay for temporary facilities for administrative and customer service functions during demolition and construction of a new city hall facility.

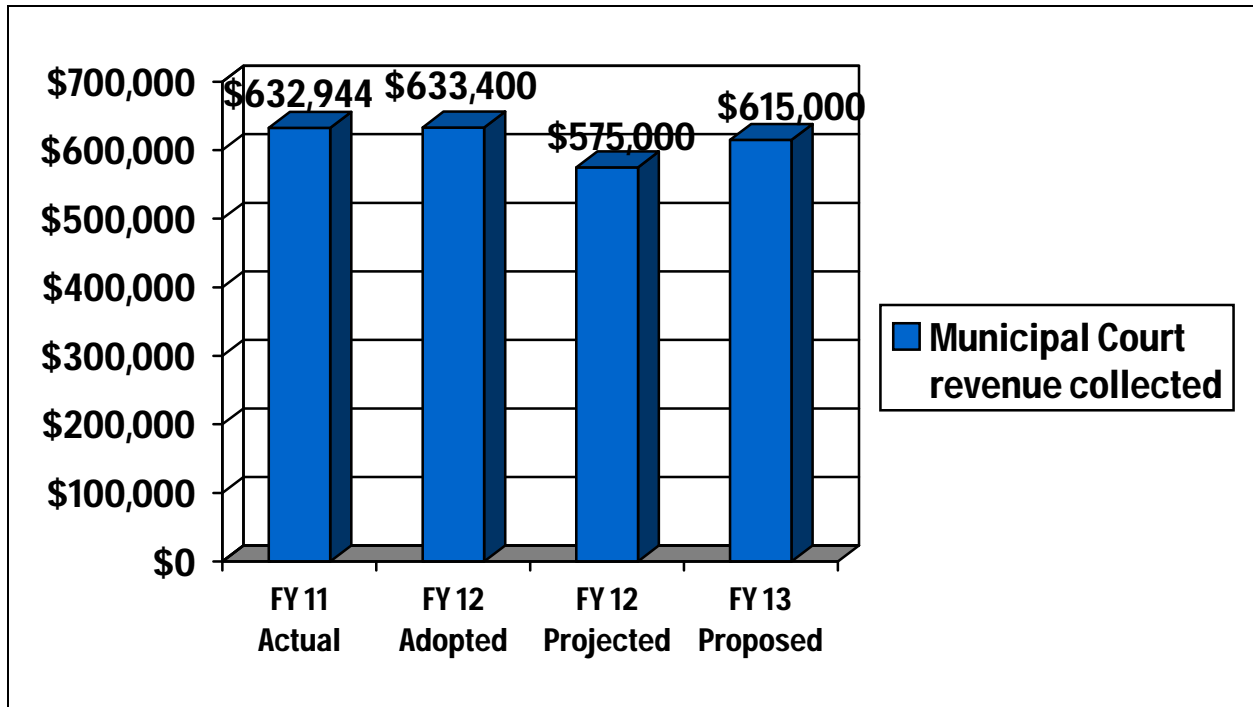
SUMMARY OF EXPENDITURES AND POSITIONS

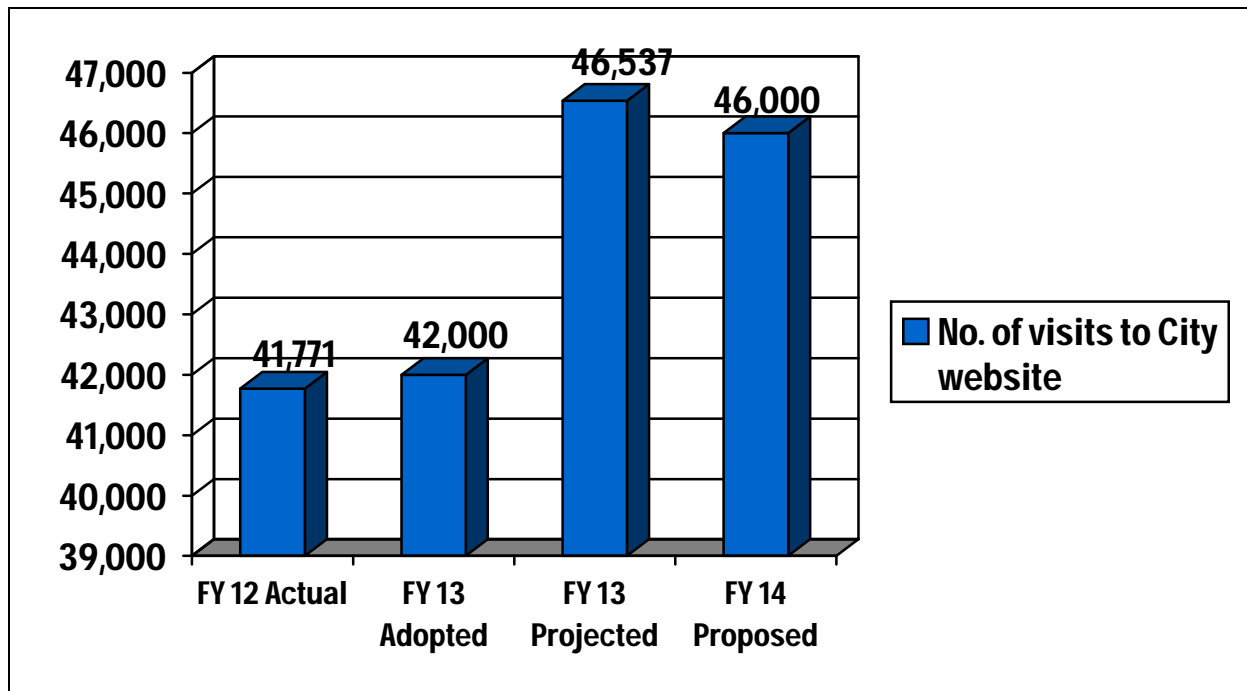
	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
PERSONAL SERVICES	\$670,625	\$700,693	\$703,063	\$680,187
COMMODITIES	85,183	197,672	207,804	202,882
CONTRACTUAL SERVICES	216,639	387,670	349,722	404,387
CAPITAL OUTLAY	14,936	69,600	60,000	50,000
TOTAL EXPENDITURES	\$1,024,947	\$1,355,635	\$1,287,331	\$1,337,456
AUTHORIZED POSITIONS	13	13	12	12
FULL-TIME EQUIVALENTS	11.50	11.50	10.50	10.50

PERFORMANCE MEASURE HIGHLIGHTS

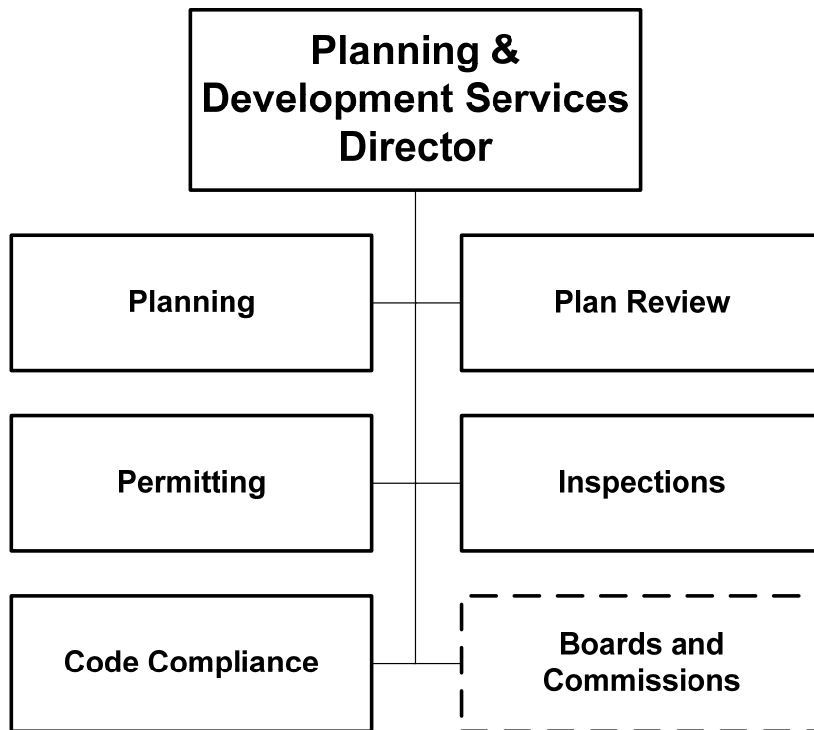


PERFORMANCE MEASURE HIGHLIGHTS (CONTINUED)





PLANNING & DEVELOPMENT SERVICES



APPROPRIATIONS BY DIVISION	ASSIGNED FTE	BUDGET FY 2014
Planning & Development Services	3.00	\$309,919
Total Funding	3.00	\$309,919

MISSION STATEMENT

The Planning & Development Services Department is committed to community-based planning founded on public participation, maintaining the beauty and charm of our natural and developed environment and promoting a livable and sustainable community through the fair and efficient administration of our codes and ordinances.

PROGRAM INFORMATION

The Planning & Development Services Department is responsible for the regulation of land use, development and construction through planning, plan review, permitting, inspections and code compliance activities.

GOALS & OBJECTIVES

To provide quality customer service by facilitating the development process in an efficient and effective manner while protecting the health, safety and public welfare of the community

- Facilitate the implementation of the Comprehensive Plan
- Review all submitted plans and provide customers with feedback within ten (10) working days
- Provide all requested inspections within one (1) working day
- Actively maintain compliance with federal, state and city laws to protect the health, safety and public welfare of the community
- Expedite code compliance actions through the proactive issuance of notices of violation or citations
- Provide administrative and technical support to boards and commissions to facilitate the expeditious review of cases

ACTION STEPS

- Evaluate Economic Development opportunities
- Broadway and Austin Highway Beautification
- Complete official zoning map update
- Add department truck to future cycles of the Capital Replacement Fund
- Explore revisions to Chapter 5 and Demolition Review
- 1-story homes workshop with contractors and architects
- Develop a formalized development process for large commercial and multi-family projects - in-house
- Revise MF-D (multi-family district) standards to reflect Comprehensive Plan concepts
- Revise commercial district standards to reflect Comprehensive Plan concepts

PLANNING & DEVELOPMENT SERVICES**GENERAL FUND**

• PERFORMANCE MEASURES

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
<u>Input:</u>				
No. of single family residential properties (1)	2,500	2,638	2,652	2,660
No. of multi-family residential properties (1)	113	111	95	99
No. of commercial/institutional properties (1)	113	113	112	113
No. of staff assigned to review plans	1.0	1.0	1.0	1.0
<u>Output:</u>				
No. of customers served at counter	2,790	3,500	3,770	3,500
No. of permits issued	774	1,300	1,401	1,509
No. of plans reviewed	155	180	163	180
No. of code notifications/citations issued	110	110	95	110
No. of inspections conducted	1,434	1,500	1,574	1,652
No. of Board of Adjustment cases	19	15	26	25
No. of Architectural Review Board	27	52	60	50
No. of Planning and Zoning Commission cases	9	8	18	20
Avg no. of working days for plan review	8	10	10	10
Total value of improvements for permits issued	N/A (2)	N/A (2)	\$20,900,000	22,509,000
Total revenue collected for permits/fees	\$460,873	\$606,750	\$665,380	\$680,000
<u>Outcome:</u>				
% of plans reviewed within 10 working days	95%	90%	95%	95%
% of inspections provided within 1 working day	98%	98%	98%	98%
<u>Efficiency:</u>				
Avg. no. of customers served at counter per business day (248 days)	11.25	14.11	15.00	15
Avg. no. of plans reviewed per staff	155	180	163	180
Avg. value of improvements per permit	N/A (2)	N/A (2)	\$14,918	\$14,918

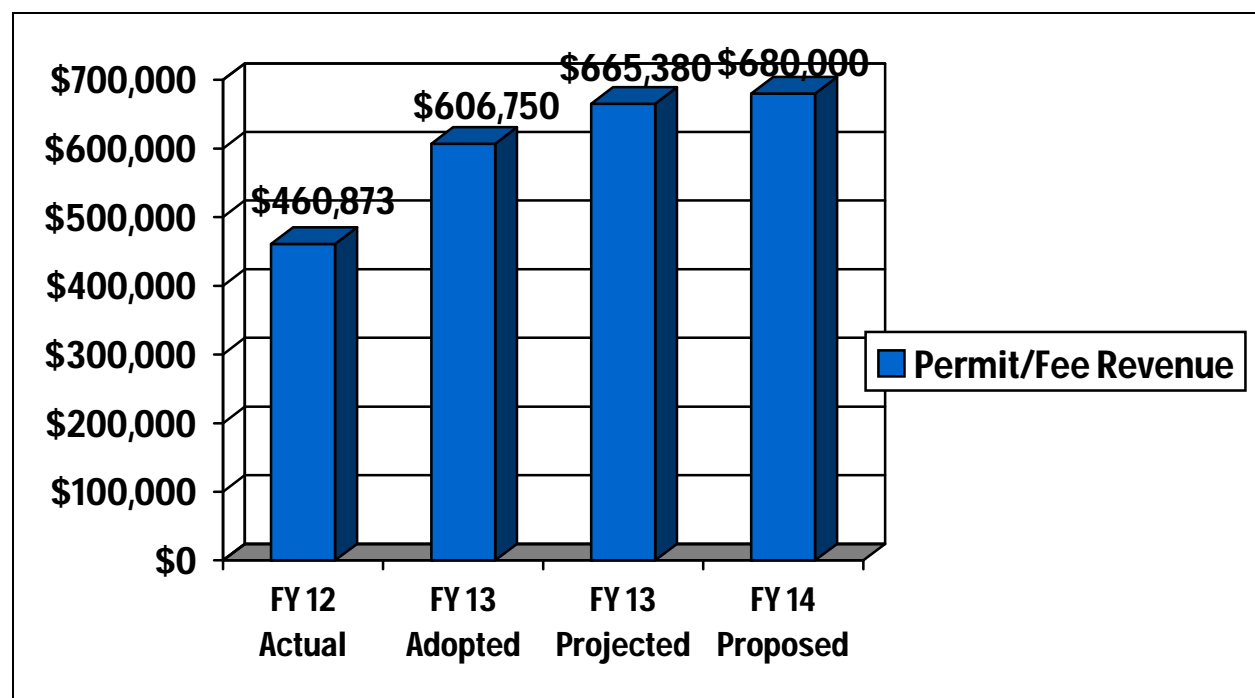
(1) Data from Certified Tax Roll

(2) Methodology for previous years undocumented; therefore, starting with FY11-12 projections, future methodology for permit data analysis will be documented to ensure consistent year-to-year comparisons.

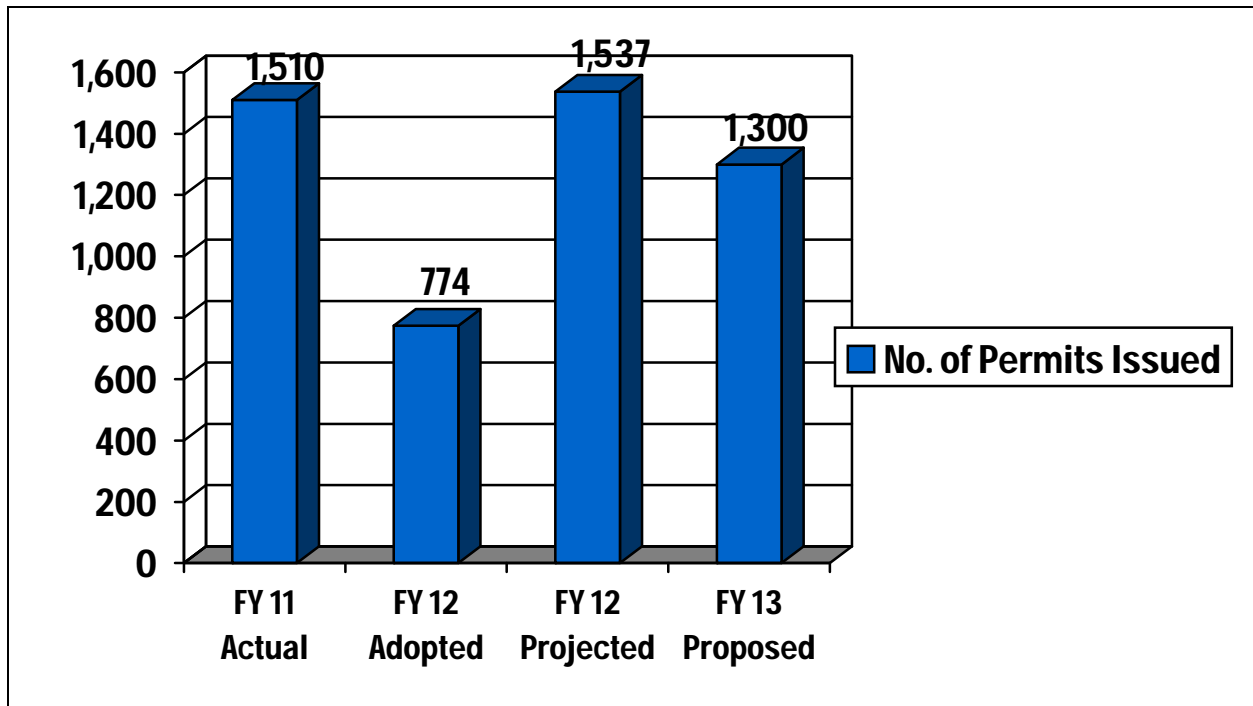
PROGRAM CHANGES**◆ IMPROVEMENTS****\$3,300 increase to vehicle budget**

PLANNING & DEVELOPMENT SERVICES**GENERAL FUND****SUMMARY OF EXPENDITURES AND POSITIONS**

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
PERSONAL SERVICES	\$269,315	\$274,302	\$262,738	\$280,569
COMMODITIES	\$11,578	\$14,400	\$7,049	\$13,400
CONTRACTUAL SERVICES	\$22,279	\$18,950	\$8,371	\$15,950
CAPITAL OUTLAY	0	0	0	0
TOTAL EXPENDITURES	\$303,172	\$307,652	\$278,158	\$309,919
AUTHORIZED POSITIONS	3	3	3	3
FULL-TIME EQUIVALENTS	3.00	3.00	3.00	3.00

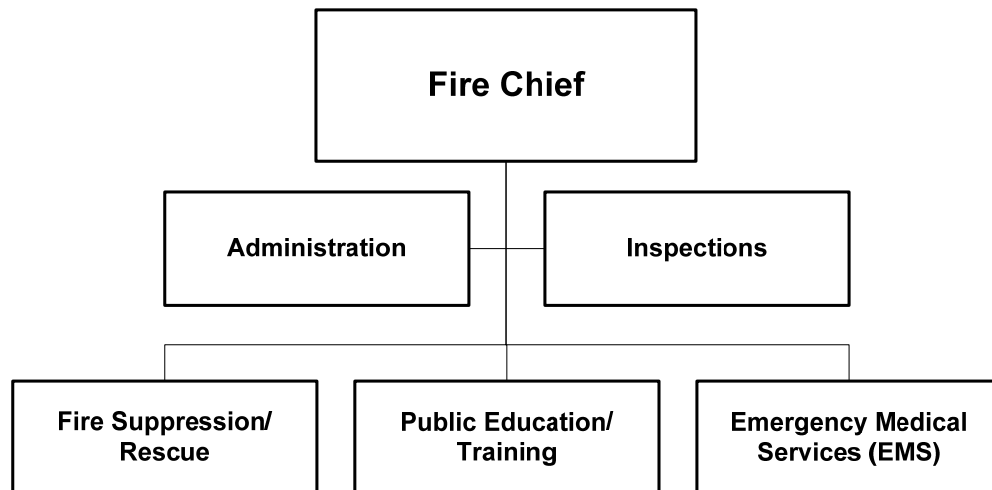
PERFORMANCE MEASURE HIGHLIGHTS

PERFORMANCE MEASURE HIGHLIGHTS (CONT'D)





FIRE/EMS



APPROPRIATIONS BY DIVISION	ASSIGNED FTE	BUDGET FY 2014
Fire	20.55	\$1,831,116
Emergency Medical Services (EMS)	8.45	704,040
Total Funding Fire/EMS	29.00	\$2,535,156

MISSION STATEMENT

The Fire/EMS Department is committed to minimizing and preventing injury and property loss through the provision of quality professional fire, rescue, emergency medical, fire prevention, educational and safety services to the community.

PROGRAM INFORMATION

The Fire/EMS Department provides fire protection for the City; basic and specialized rescue operations that includes swift water, high angle, automobile extrication, structural collapses and cave-ins; fire prevention inspections; planning surveys; fire and safety public education presentations, courtesy home safety surveys, smoke detector and carbon monoxide detector installations, and other public assistance and community service programs. All firefighters are also cross-trained and assist the EMS Division in patient care and transport when needed.

GOALS & OBJECTIVES

To continuously provide high quality fire, rescue, fire prevention and safety services to the community:

- Focus on long range planning in order to ensure that the highest possible level of fire services are provided to the community
- Optimize the area of coverage and respond under the eight (8) minute national standard for fire response
- Maintain and strive to enhance the departments coordination with cities included in the City's Mutual Aid Agreements
- Actively pursue improvement of the city's insurance services office (ISO) rating – maintain current insurance rating to ensure that homeowners receive maximum insurance discounts
- Ensure appropriate staffing levels are maintained
- Work with the building official, City council, the contractor and architect to ensure the department's new facility is built to specification and within budget
- Enhance department operations with new and existing technologies and excellent training
- Provide for the safety and welfare of the community through educational and code enforcement efforts
- Promote the safety and welfare of uniformed firefighter personnel

ACTION STEPS

- Continue tree trimming to accommodate the safe passage of Fire / EMS apparatus as well as other city vehicles.
- Review parking restrictions with the police department and make recommendations to City Council regarding narrow streets to accommodate emergency responses.
- Complete FCC mobile radio mandates - P25 radio compliance

FIRE**GENERAL FUND****OTHER INITIATIVES**

- Educate the public on the “Be Ready” program for family emergency preparedness.
- Evaluate emergency operations planning during the construction – staff separation.
- Re-write emergency operation annexes (15) in accordance with federal and state laws.
- Provide on-site code and safety oversight during construction of the new facilities.
- Fire Department officers to complete FEMA professional development series.

- **PERFORMANCE MEASURES**

	ACTUAL FY 2011- 12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
<u>Input:</u>				
No. of firefighter positions	28	28	28	28
No. of addressed structures in city	3,400	3,400	3,400	3,400
National average for fire response time	6 min.	6 min.	6 min.	6 min.
<u>Output:</u>				
Structure fire responses in city	7	4	5	5
Structure fire responses outside city	4	4	4	4
Non-structure fire responses	13	25	19	19
Rescue responses	7	28	18	18
Hazardous material responses	42	20	31	31
Fire/smoke alarm responses	86	80	83	83
Medical assist responses with EMS in Alamo Heights	280	240	260	300
Other emergency and non-emergency fire responses	128	160	144	144
Avg. fire response time ¹	4 min, 7 sec	3 min, 30 Sec	4 min	4 min, 30 sec
No. of initial fire inspections	566	925	570	570
No. of follow-up fire inspections	129	225	130	130
No. of fire hydrants inspected and pressure tested	462	420	220	220
No. of fire hydrants flow tested ²	90	210	220	220
No. of feet of fire hose inspected and pressure tested	8,750	9,800	8,750	8,750
No. of fire prevention programs conducted	6	20	12	25
No. of graduates from Emergency Services Academy	14	20	17	0 ³
No. of Home Safety Surveys	7	50	28	35
No. of Safety in the Workplace training courses	18	12	16	20
Hours of training provided to fire personnel	2,305	4,000	3150	3000
<u>Outcome:</u>				
% of fire responses in Alamo Heights under national avg.	90%	100%	100%	100%
% of Alamo Heights structures involved in fire incidents ³	0.075%	0.04%	0.04%	0.04%
<u>Efficiency:</u>				
Avg. hours of training per firefighter	82	171	112.5	107

EXPLANATORY INFORMATION:

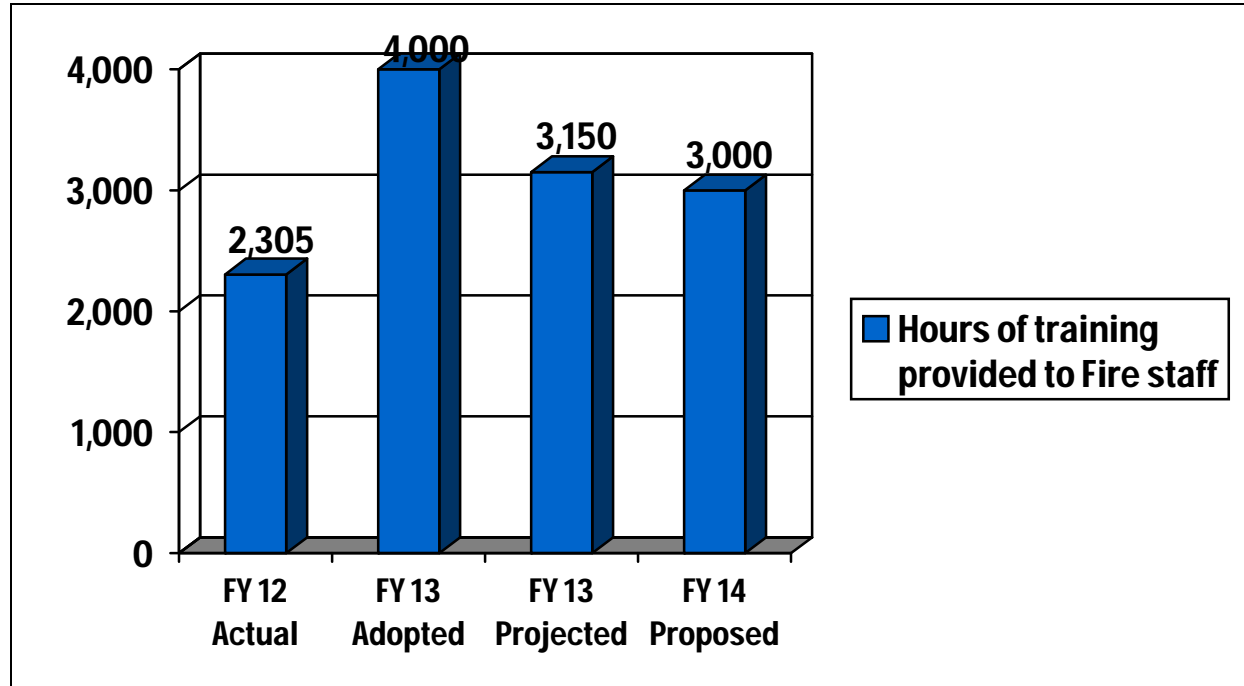
¹ Response time is calculated from the time call is received from dispatch until the arrival of fire apparatus at the scene of the incident. Additional response time may be added due to separation of staff and equipment during the construction project in 2013 / 2014.

² Based on 2010 census data of 3367 housing units and 3 projected fires

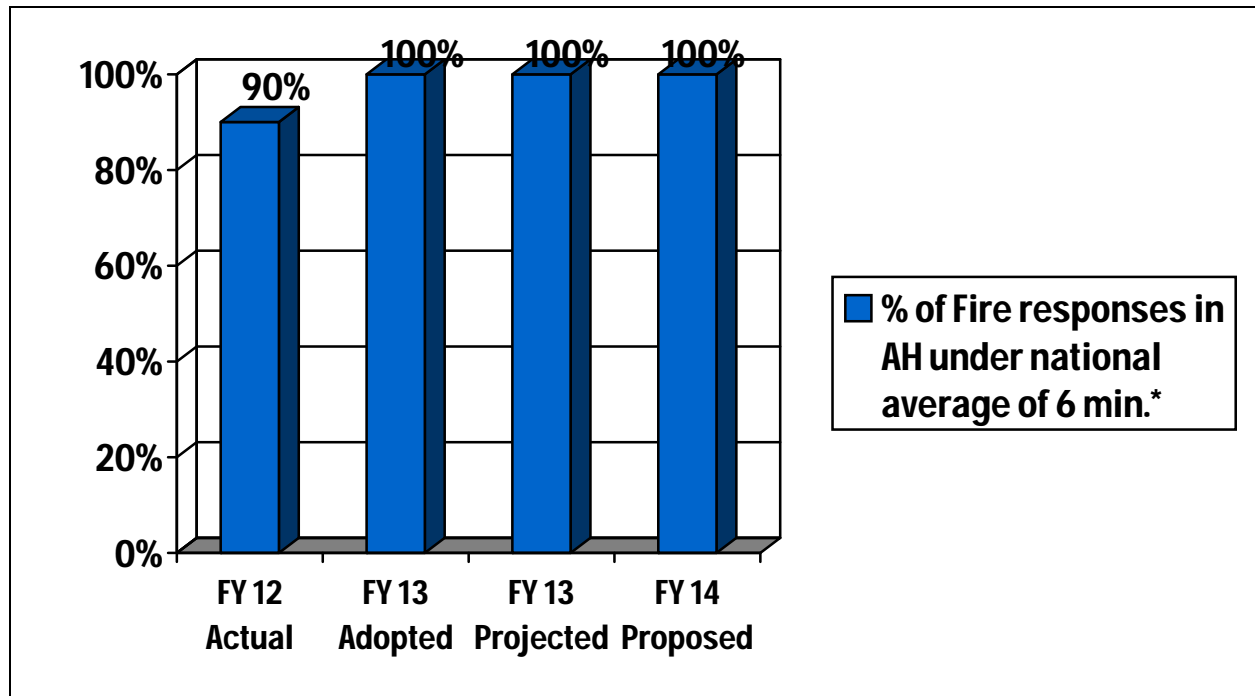
3. No citizen academy for 2014 due to new construction project at city hall

SUMMARY OF EXPENDITURES AND POSITIONS

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
PERSONAL SERVICES	\$1,555,193	\$1,703,173	\$1,681,351	\$1,718,885
COMMODITIES	66,729	\$79,081	66,400	\$81,581
CONTRACTUAL SERVICES	14,518	\$29,250	21,257	\$30,650
CAPITAL OUTLAY	0	0	0	0
TOTAL EXPENDITURES	\$1,636,440	\$1,811,504	\$1,617,746	\$1,831,116
AUTHORIZED POSITIONS	20	20	20	20
FULL-TIME EQUIVALENTS	20.00	20.00	20.00	20.00

PERFORMANCE MEASURE HIGHLIGHTS

PERFORMANCE MEASURE HIGHLIGHTS (CONT'D)



* Current average Fire response time is 3 minutes, 37 seconds

PROGRAM INFORMATION

The Emergency Medical Service (EMS) Division is responsible for responding to 911 medical emergencies in cities of Alamo Heights, Terrell Hills and Olmos Park and provides injury prevention and health awareness programs for the community.

GOALS & OBJECTIVES

To continuously provide high quality emergency medical services to the community:

- Address the emergency medical needs of the community
- Optimize the area of coverage and respond well under the 6 minute national standard for EMS response
- Maximize net revenue from ambulance services including collection of delinquent accounts – New contract signed in FY 13 budget for EMS billing and delinquent accounts
- Enhance department operations by applying new and existing technologies, training and equipment
- Provide for the safety and welfare of the community through educational injury prevention programs
- Promote the safety and welfare of uniformed EMS personnel

ACTION STEPS

- Renew EMS contract – 3 years
- Renew Medical Director contract – 3 years
- Completion of p25 radio compliance

OTHER INITIATIVES

- Continue quarterly First Aid / CPR training for citizens – two classes completed to date.
- Seek grant funding for ambulance replacement.
- Focus on community education

PERFORMANCE MEASURES

	ACTUAL FY 2011-12	ADOPTED FY 2011-12	PROJECTED FY 2012-13	ADOPTED FY 2013-14
<u>Input:</u>				
No. of EMS personnel	9	9	9	9
No. of EMS units	3	3	3	3
Population of Alamo Heights, Terrell Hills and Olmos Park ¹	14,219	14,252	14,252	14,252
National average for EMS collections	60%	60%	60%	60%
National average for EMS response	10 min.	10 min.	10 min.	10 min.

EMS**GENERAL FUND****PERFORMANCE MEASURES (CONTINUED)**

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
<u>Output:</u>				
EMS calls in Alamo Heights ¹	523	489	506	516
EMS calls in Olmos Park	116	125	120	170
EMS calls in Terrell Hills	200	210	205	182
EMS calls involving transport	497	422	460	460
EMS calls response with aid only	393	275	325	350
EMS services invoiced	\$418,457	\$410,000	\$414,000	\$425,000
Revenues received for EMS services	\$246,241	\$220,000	\$225,000	\$220,000
Avg. response time - Alamo Heights ²	3 min, 42 sec	3 min, 2 sec	3min, 15 sec	³ 3min, 30 Sec
Avg. response time - Olmos Park ²	6 min, 19 sec	5 min, 45 sec	6min, 30 sec	³ 7 min
Avg. response time - Terrell Hills ²	5 min, 33 sec	4 min, 50 sec	4min, 15 sec	³ 4min, 45 sec
Hours of training provided to EMS personnel	1,152	1,740	1446	1446
<u>Outcome:</u>				
No. of responses per EMS unit	279	292	289	290
% of EMS responses under national avg.	100%	100%	100%	100%
% of EMS revenue collected	59%	60%	50%	60%
<u>Efficiency:</u>				
Avg. no. of hours of training per EMS personnel	128	203	165	170

EXPLANATORY INFORMATION:

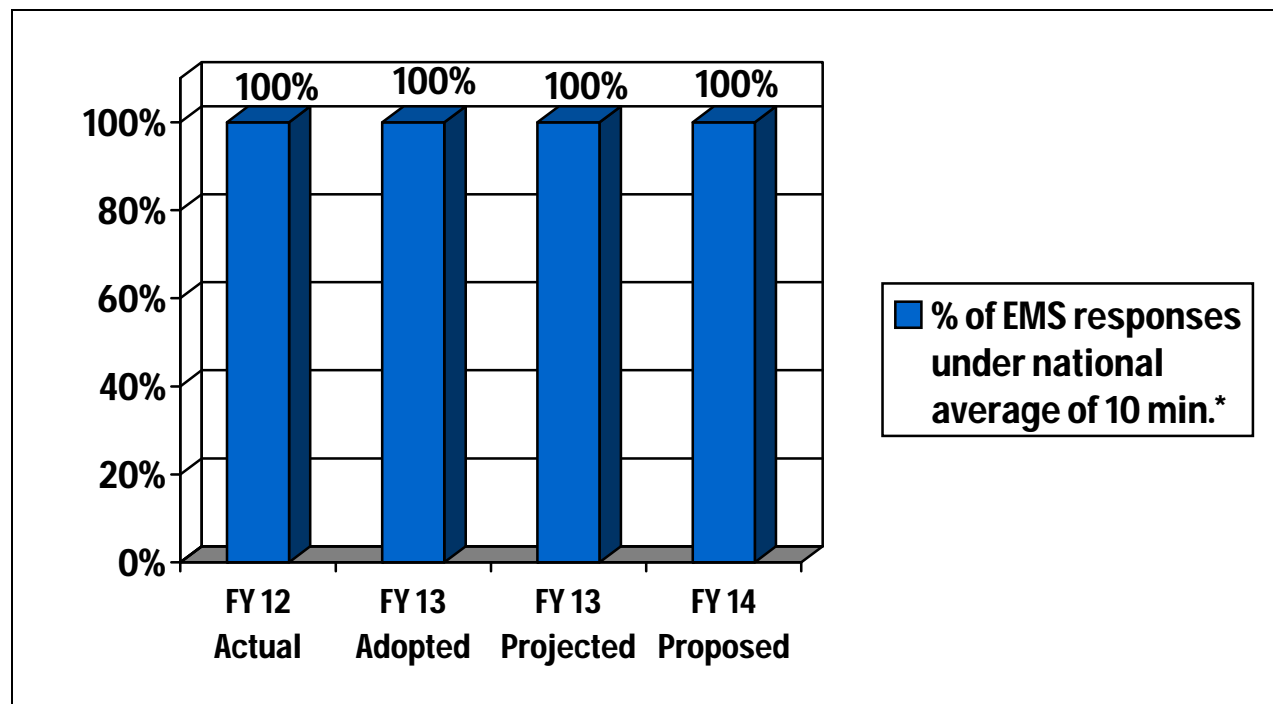
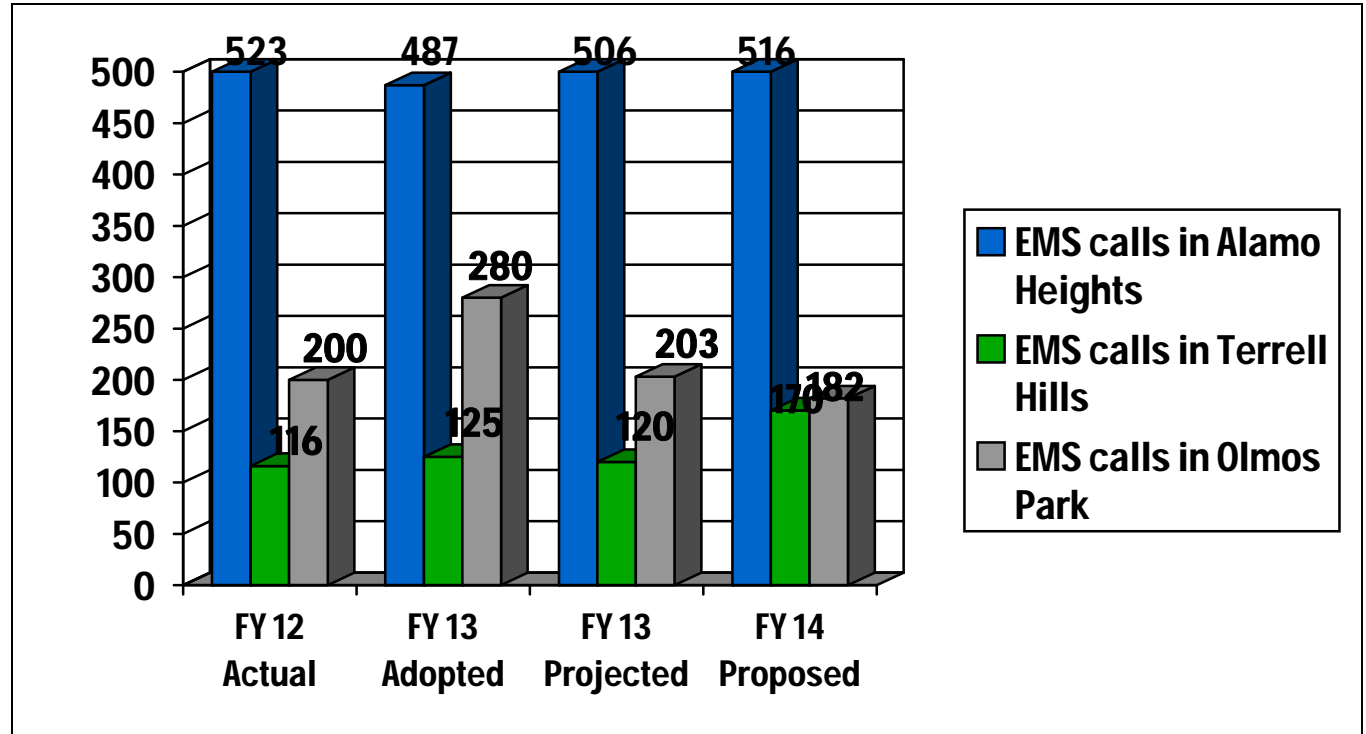
1 Population of cities from the 2010 U.S. Census.

2 Projected calls averaged as of 07/01/2013 and multiplied x 2

3 Response times may increase slightly due to construction going on at the city complex and the separation of personnel between vehicles

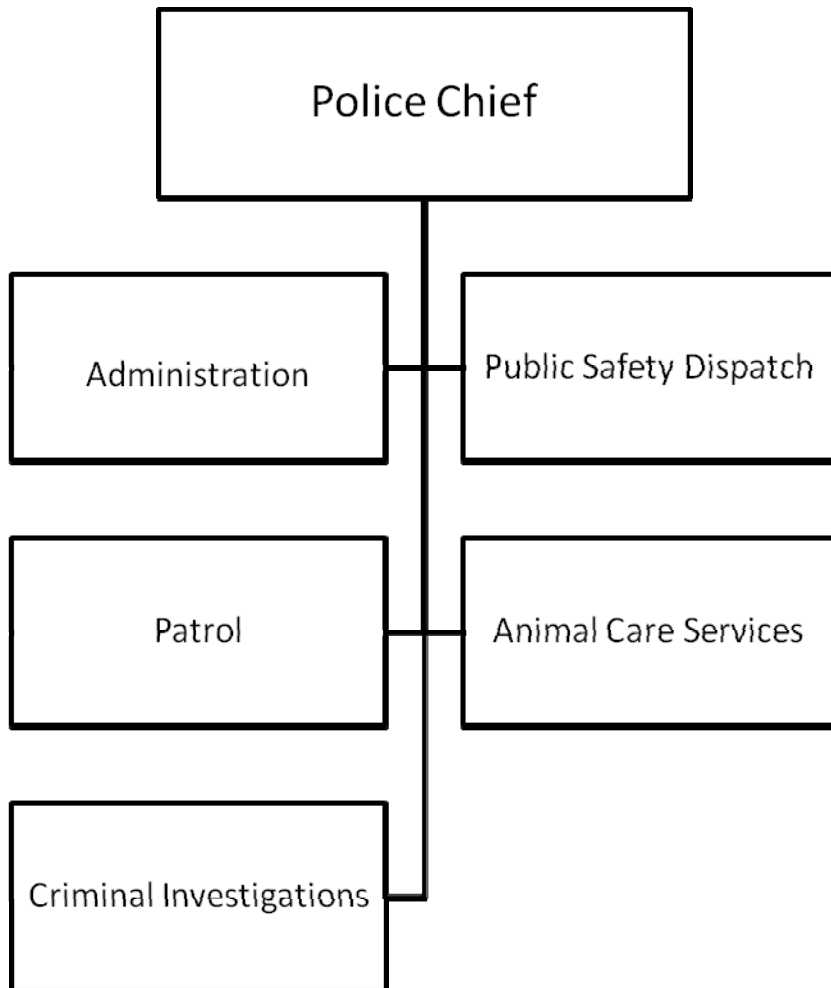
SUMMARY OF EXPENDITURES AND POSITIONS

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
PERSONAL SERVICES	\$576,555	\$616,483	\$593,187	\$620,796
COMMODITIES	52,419	\$64,910	66,054	\$66,344
CONTRACTUAL SERVICES	20,915	22,500	22,500	16,900
CAPITAL OUTLAY	0	0	0	0
TOTAL EXPENDITURES	\$649,889	\$703,893	\$681,741	\$704,040
AUTHORIZED POSITIONS	9	9	9	9
FULL-TIME EQUIVALENTS	9.00	9.00	9.00	9.00

PERFORMANCE MEASURE HIGHLIGHTS

* Current average EMS response time in Alamo Heights is 3 minutes, 5 seconds

POLICE/DISPATCH



APPROPRIATIONS BY DIVISION	ASSIGNED FTE	BUDGET FY 2013
Police	24.0	\$ 2,031,936
Communications Center	10.0	581,665
Total Funding	34.0	\$2,613,601

MISSION STATEMENT

The Alamo Heights Police Department is committed to developing a community partnership with an emphasis on integrity, fairness and professionalism to positively impact the quality of life and promote a safe environment by resolving problems, reducing fear, enforcing the law and preserving the peace.

PROGRAM INFORMATION

The Police Department is responsible for the enforcement of the law in a fair and consistent manner, recognizing both the statutory and judicial limitations of its authority and constitutional rights of all persons. The Department presents a deterrent to criminal activities, protects the public, apprehends offenders, recovers and returns stolen property, oversees the safe movement of vehicular traffic within jurisdictional boundaries and addresses domestic and non-domestic animal concerns.

GOALS & OBJECTIVES

To continuously maintain and improve police services through a proactive police presence, heightened patrol availability, and the timely dispatch of professional police officers trained to respond in an effective and efficient manner.

- Improve community relations through positive police/citizen interaction and community crime deterrent strategies
- Receive, process, and prioritize calls for service promptly in the communications center and dispatch police officers or other emergency service providers
- Provide a police response to calls for service and other public needs promptly to resolve problems and protect citizens and property
- Conduct criminal investigations in such a manner as to enhance criminal awareness that the commission of a crime would result in their apprehension and prosecution
- Provide for the safe and lawful movement of vehicular traffic and exercise responsibility for traffic law enforcement in all areas where high levels of vehicular traffic is experienced or citizen concerns are heightened due to unsafe driver behavior
- Develop community based programs urging citizen and business community members to partner with the Police Department to help themselves become less vulnerable targets for criminals
- Work closely with the Alamo Heights Independent School District and other child learning and development institutions to reduce incidents of juvenile crime
- Provide specialized training opportunities for all police personnel as an investment in the department, as well as to increase staff capabilities and promote professionalism
- Enhance the department recruitment process by utilizing technology where appropriate and expediting the background investigations
- Replace or upgrade police department and communications office radio equipment in order to meet P25 compliance standards

ACTION STEPS

- Purchase new replacement radio equipment and upgrade some existing communications office equipment to meet P25 compliance.
- Improve one (1) part time communications operator position to full-time status to address staffing issues created by scheduled and unscheduled leave, required training and unexpected resignations.
- Study the feasibility of a joint funded project with the Alamo Heights Independent School District for placement of one (1) School Resource Officer on the high school campus
- Implement an expanded animal care services and rescue program for dogs and cats by building partnerships with other rescue groups for the adoption of unclaimed or abandoned dogs and cats.
- Consider a new Interlocal Agreement with the Randolph Area Metropolitan SWAT Team for joint funding with all participating agencies for the costs associated with training, operations and specialized equipment.
- Study incidents of illegal tows of vehicles from private property by independent contracted towing services to determine if local regulations or ordinance might be warranted.
- Continue a study overnight on-street parking needs in multi-family districts

OTHER INITIATIVES

- Increase traffic enforcement initiatives to address commuter speeding in residential areas
- Increase bicycle patrol officer presence in commercial and recreational districts
- Seek grant funding for police and dispatch radio replacement to maintain interoperability status

PERFORMANCE MEASURES

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
<u>Input:</u>				
No. of sworn officer positions	22	21	21	22
No. of civilian positions	2	1.5	2	2
No. of patrol vehicles	7	7	7	7
No. of calls for service (CFS) generated ¹	8,769	9,400	8,475	9,100
<u>Output:</u>				
No. of officer initiated calls ¹	4,523	3,500	4,168	4,500
No. of custodial arrests ²	268	300	217	251
No. of police reports prepared	2,801	3,100	2,750	2,975
No. of court citations issued	7,207	8,000	6,021	7,500
No. of warning citations issued	8,292	8,200	6,309	7,300
No. crime prevention contacts ³	5,631	5,400	7,220	7,350
No. of bicycle patrol hours	227.0	375	143.0	250.0
Patrol mileage	115,201	120,500	127,977	125,500
No. of violent crimes reported ⁴	10	12	10	10
No. of property crimes reported ⁵	219	250	235	265
No. of training hours for all personnel	6,003	4,680	5,076	5,000

POLICE**GENERAL FUND****PERFORMANCE MEASURES
(CONTINUED)**

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
<u>Outcome:</u>				
% of sworn personnel assigned to patrol	82%	77%	81%	81%
% of CFS resulting in written reports	33%	45%	35%	40%
% of violent crimes cleared	20%	25%	11%	20%
Avg. response time of officer from dispatch to arrival on scene	3min 12 sec	3 min.	3 min 10 sec	3 min
<u>Efficiency:</u>				
% of reports encoded or expedited ⁶	67%	55%	65%	60%
% of calls initiated by officers	51%	40%	46%	51%

EXPLANATORY INFORMATION

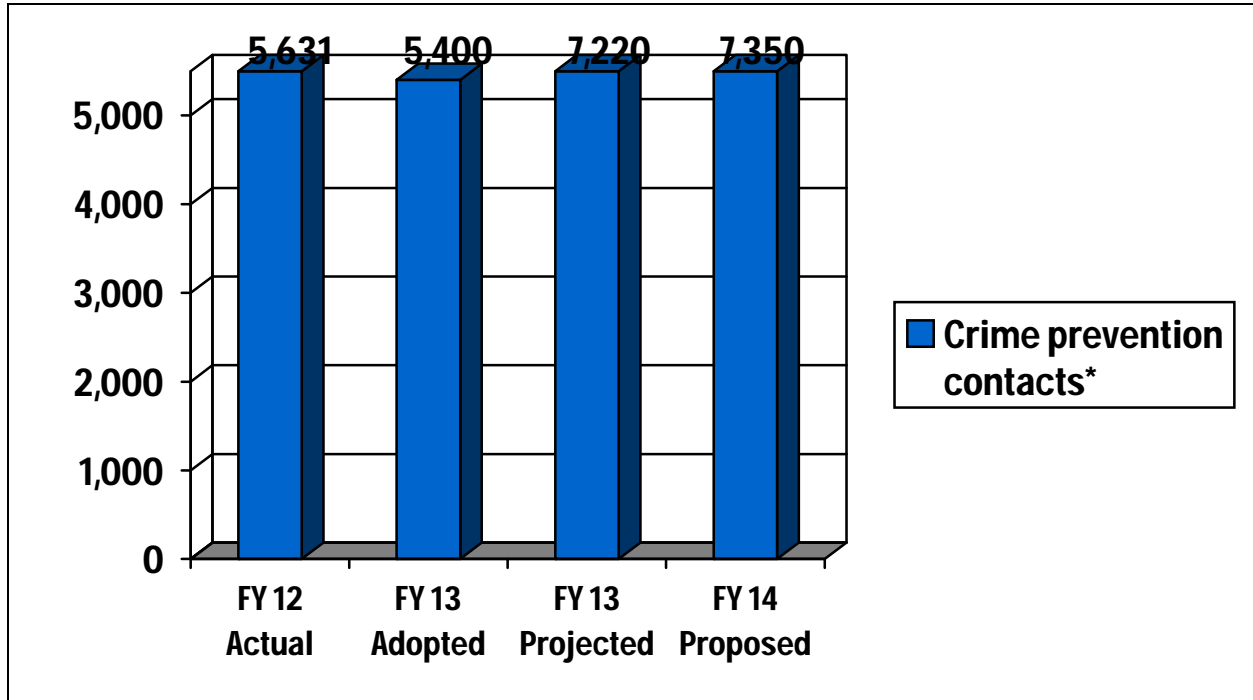
- ¹ Includes calls dispatched and officer initiated activities; does not include crime prevention contacts, business checks, vacation watch or other miscellaneous activities.
- ² Changed calculation in FY11 to not include citation and release arrests
- ³ Crime prevention contacts include residential close-patrol, business checks, crime prevention surveys, school education contacts, and community group contacts.
- ⁴ Violent crimes include criminal homicide, forcible rape, robbery, and aggravated assault.
- ⁵ Property crimes include burglary, theft, motor vehicle theft, and arson.
- ⁶ Police reports that are encoded or expedited are common incidents reported in the form of a code rather than a computerized report negating the need for an officer to be off the street entering reports thereby increasing patrol availability.

PROGRAM CHANGES**◆ IMPROVEMENTS****\$10,597*****CAPITAL POLICE EQUIPMENT***

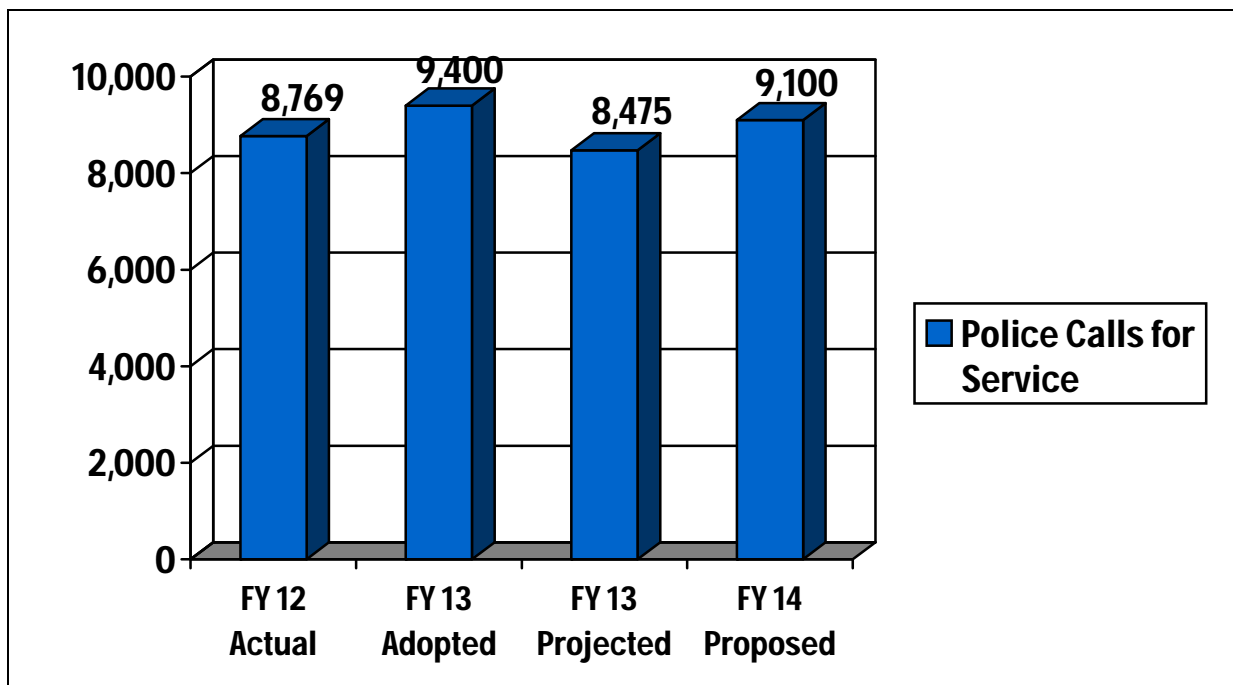
This *improvement* totaling \$3,630 in one-time costs would provide for the purchase of three (3) replacement ballistic vests and ten (10) dispatch headsets and wireless transmitters to be used while co-locating to the Bexar County Sheriff's Department communications center.

SUMMARY OF EXPENDITURES AND POSITIONS

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
PERSONAL SERVICES	\$1,664,692	\$1,736,071	\$1,622,883	\$1,844,331
COMMODITIES	117,931	131,133	121,357	136,981
CONTRACTUAL SERVICES	43,353	54,600	45,928	50,624
CAPITAL OUTLAY	0	0	0	0
TOTAL EXPENDITURES	\$1,825,976	\$1,921,804	\$1,790,168	\$2,031,936
AUTHORIZED POSITIONS	24	24	24	24
FULL-TIME EQUIVALENTS	24	23.5	24	24

PERFORMANCE MEASURE HIGHLIGHTS

* Crime prevention contacts include residential close-patrol, business checks, crime prevention surveys, school education contacts and community group contacts



* Includes calls dispatched and officer initiated activities; does not include crime prevention contacts, business checks, vacation watch or other miscellaneous activities.

PROGRAM INFORMATION

The Public Safety Dispatch Division is responsible for receiving both emergency and non-emergency calls and effectively dispatching the appropriate departments from the cities of Alamo Heights, Terrell Hills and Olmos Park to respond.

GOALS & OBJECTIVES

To continuously provide high quality emergency communication services to the community:

- Receive, process, and prioritize calls for service promptly in the communications center and dispatch police officers or other emergency service providers
- Maintain a public safety answering point

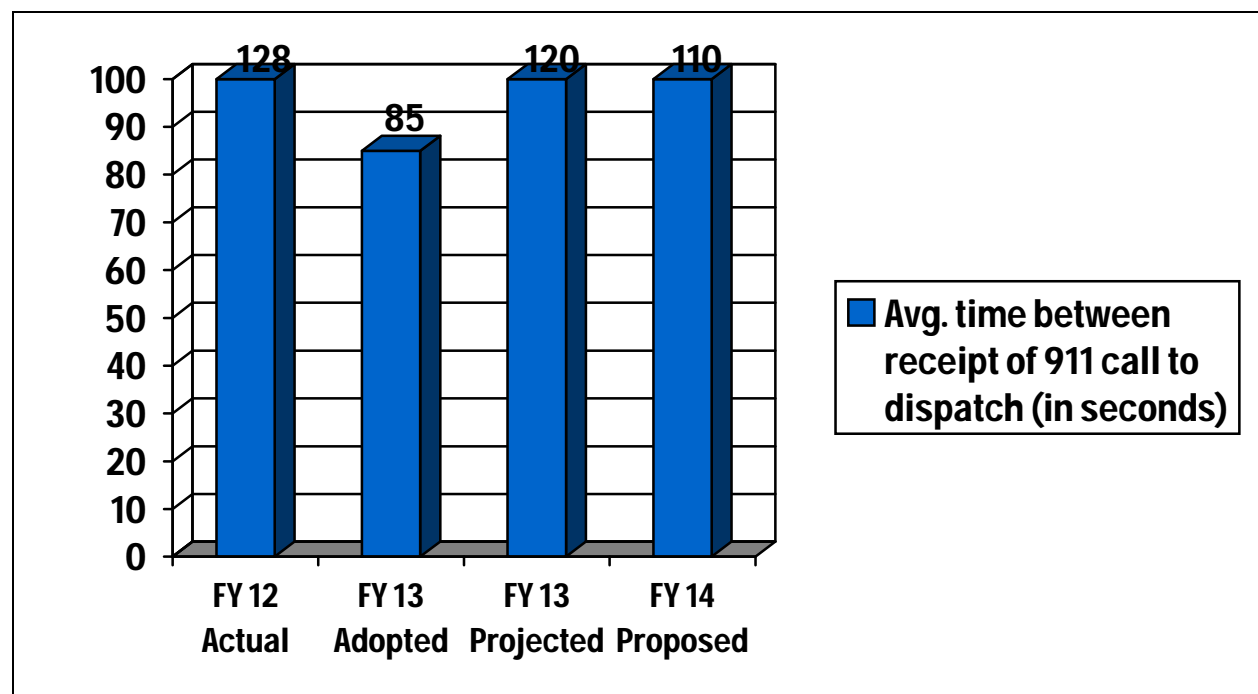
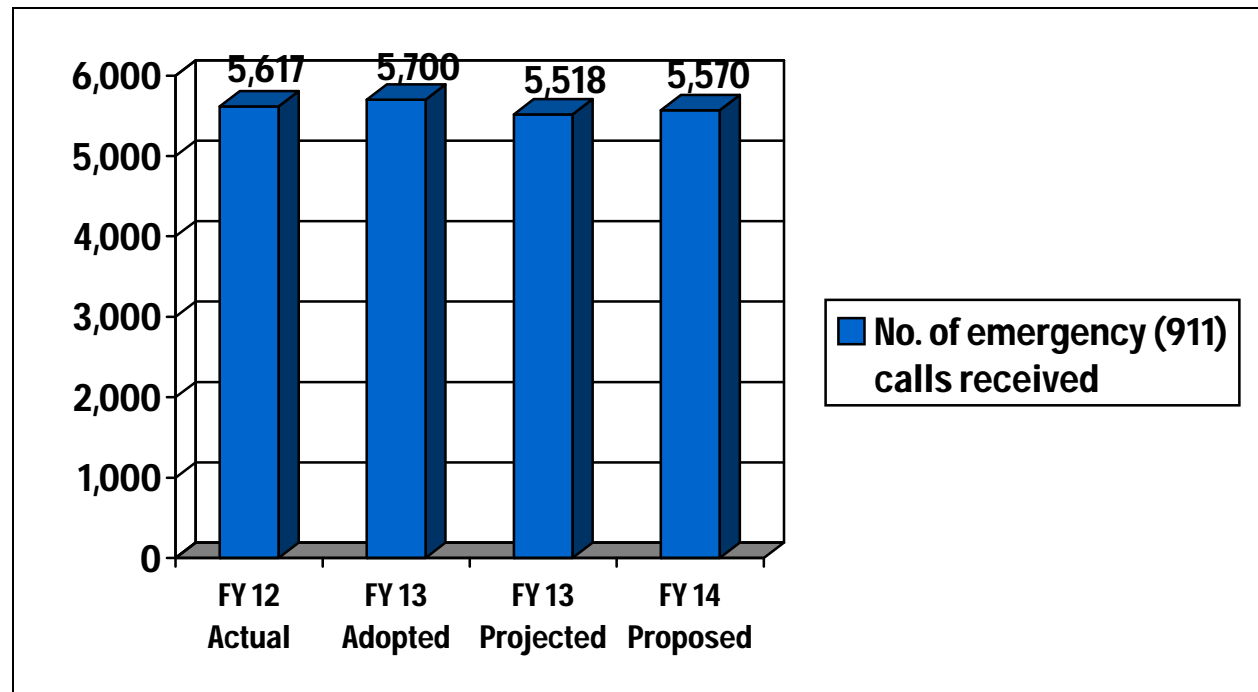
PERFORMANCE MEASURES

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
<u>Input:</u>				
No. of dispatcher full-time equivalents	9.5	9.5	9.5	10.0
No. of calls received ¹	8,497	8,694	8,731	8,848
No. of self-initiated calls ²	7,017	5,673	6,494	7,128
No. of 911 (emergency) calls received ³	5,617	5,700	5,518	5,570
<u>Output:</u>				
No. of calls dispatched to Police	8,681	8,780	8,994	8,970
No. of 911 calls dispatched to Police	1,548	1,600	1,520	1,540
No. of calls dispatched to Fire	1,332	1,300	1,359	1,348
No. of 911 calls dispatched to Fire	547	575	565	558
No. of calls dispatched to EMS	831	790	791	815
No. of 911 calls dispatched to EMS	496	520	508	530
<u>Outcome:</u>				
% of 911 (emergency) calls dispatched ⁴	46%	41%	40%	42%
Avg. dispatch time from time recv'd to dispatched (911)	2 min 8 sec	1 min 25 sec	2 min	1 min 50 sec
<u>Efficiency:</u>				
% of 911 (emergency) calls dispatched within 2 minutes	83%	80%	82%	83%
% of non-emergency calls dispatched within 3 minutes	87%	85%	85%	85%

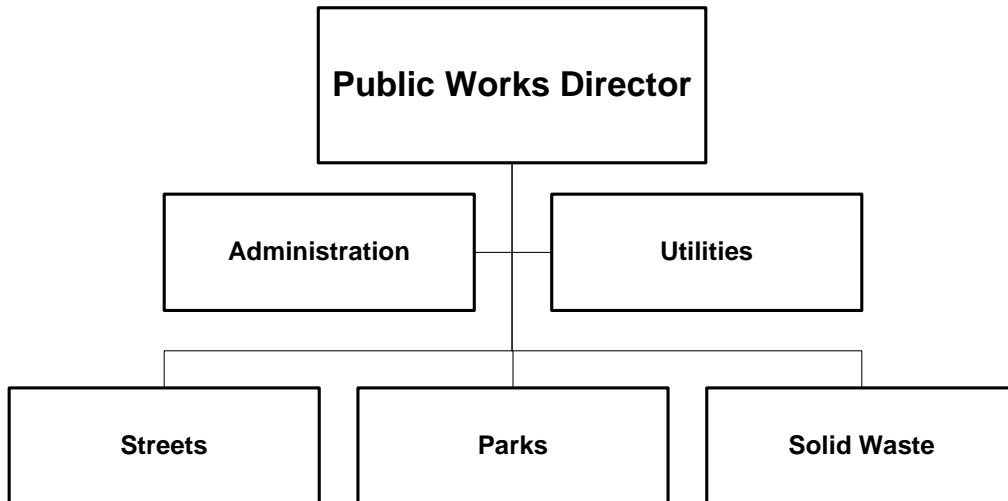
PERFORMANCE MEASURES (CONTINUED)**EXPLANATORY INFORMATION**¹ Calls for service received for all services.² Does not include traffic enforcement contacts or security checks.³ Includes misdials, duplicate calls, and transfers to other agencies.⁴ Represents only 911 calls dispatched to Alamo Heights, Terrell Hills, and Olmos Park.**SUMMARY OF EXPENDITURES AND POSITIONS**

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
PERSONAL SERVICES	\$516,117	\$515,378	\$516,782	\$572,203
COMMODITIES	7,040	9,998	6,218	7,262
CONTRACTUAL SERVICES	999	2,200	2,200	2,200
CAPITAL OUTLAY	0	0	0	0
TOTAL EXPENDITURES	\$524,156	\$527,576	\$525,334	\$581,665
AUTHORIZED POSITIONS	10	10	10	10
FULL-TIME EQUIVALENTS	9.50	9.50	9.50	10

PERFORMANCE MEASURE HIGHLIGHTS



PUBLIC WORKS



APPROPRIATIONS BY DIVISION	ASSIGNED FTE	BUDGET FY 2014
Administration	1.00	\$184,792
Streets	4.00	416,759
Solid Waste	10.00	705,466
Parks	4.00	293,423
Water	8.00	1,756,860
Sewer	0.00	1,337,000
Total Funding	28.00	\$4,694,300

MISSION STATEMENT

The Public Works Department is committed to providing high quality, well planned, environmentally responsible, cost effective infrastructure and services to promote public health, personal safety, transportation, economic growth and civic vitality.

PROGRAM INFORMATION

The Public Works Department is responsible for the operation and maintenance of the City's street and drainage infrastructure, traffic signals, public signage, park areas and facilities; and for the provision of solid waste services to its customers.

GOALS & OBJECTIVES

To properly maintain and strategically improve public infrastructure and provide excellent services to our customers in an effective and efficient manner

- Effectively manage the street, drainage and facility improvements in the City's Capital Improvement Program (CIP)
- Resurface approximately five percent (5%) of the City's streets each year
- Properly maintain the City's traffic signals, signage, storm water lines and facilities
- Coordinate the implementation of the City's Storm Water Management Plan
- Continuously improve and regularly maintain the City's green spaces
- Provide high quality, cost effective solid waste services at a competitive rate
- Provide the highest level of customer service to our customers

ACTION STEPS

- Sidewalk and ramp improvements along Townsend to include new cross walk at Ogden.
- Rebuild alley south of Montclair now that water service has been relocated to front ROW due to a resolved 4 x 2 issue.
- Work to level numerous utility cuts throughout the city to improve ride.

OTHER INITIATIVES

- Twenty year street maintenance program
- Erosion control improvements along Alamo Heights Blvd. as well as areas of La Jara.
- Sidewalk program

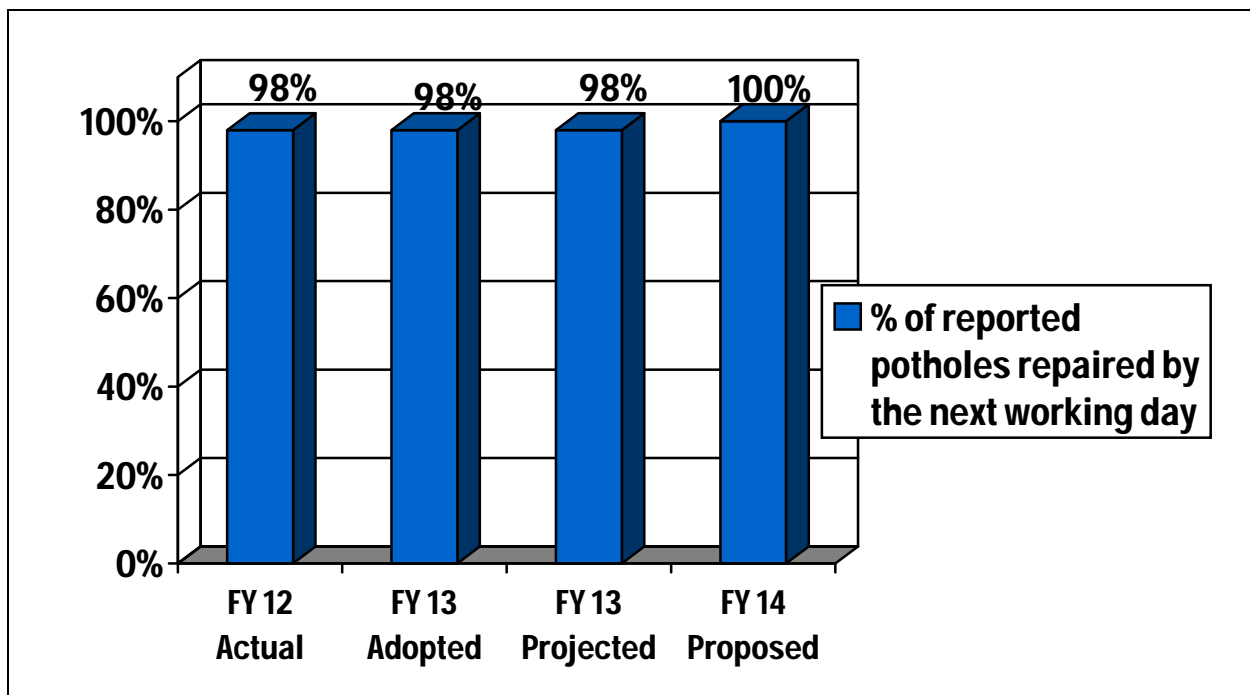
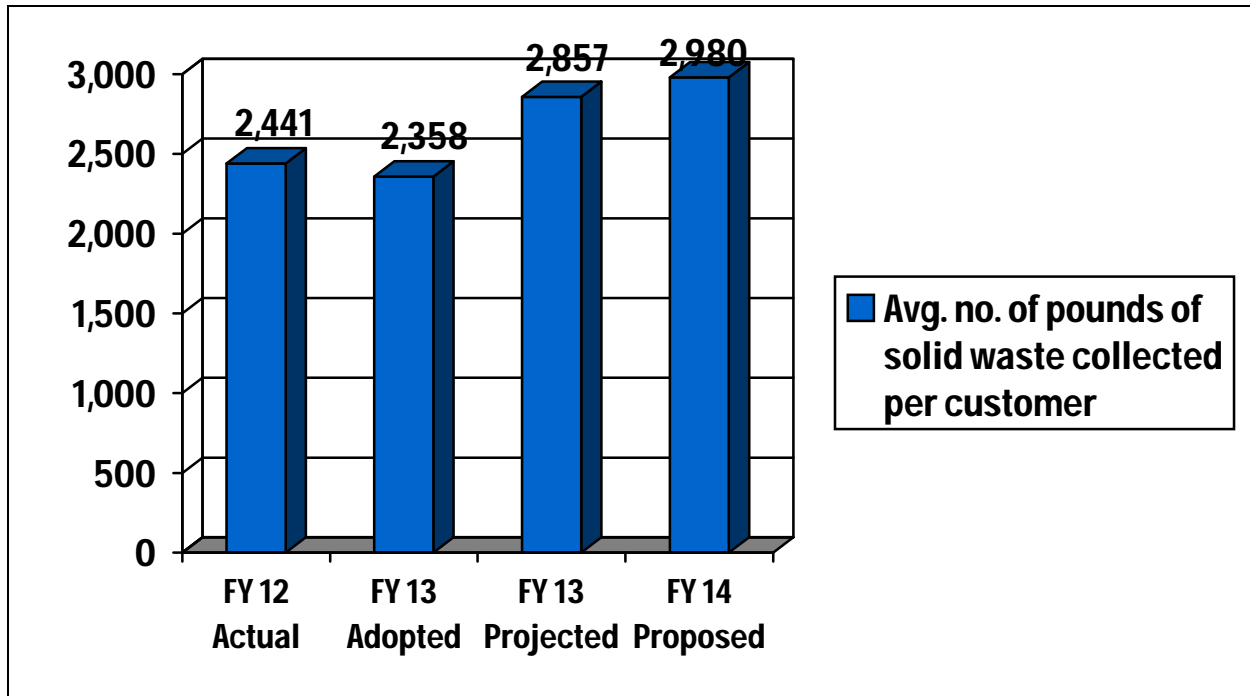
PUBLIC WORKS**GENERAL FUND****PERFORMANCE MEASURES**

	ACTUAL FY 2012-13	ADOPTED FY 2011-12	PROJECTED FY 2012-13	ADOPTED FY 2013-14
<u>Input:</u>				
No. of lane miles of paved streets and alleys	110	110	110	110
No. of linear miles of City storm drains	2	2	2	2
No. of solid waste effective customers	2,883	2,883	2,883	2,883
No. of staff assigned to patching potholes	2	2	2	2
No. of staff collecting solid waste and recyclable materials	9	9	9	9
No. of staff assigned to maintaining park space	4	4	4	4
Total park acreage maintained	69	69	69	69
No. of street signs maintained	1,565	1,512	1,548	1,570
No. of traffic signals maintained	74	74	74	74
No. of traffic signs replaced	82	200	50	30
<u>Output:</u>				
No. of square yards of street repaired	7,500	9,000	8,000	8,500
Tons of solid waste collected	3,519	3,400	4,200	4,300
Tons of materials recycled	766	800	840	800
<u>Outcome:</u>				
% of reported potholes repaired by the next working day	98%	98%	98%	100%
<u>Efficiency:</u>				
Avg. no. of square yards patched per staff per working day (248 days)	29.0	30	35	30
Avg. no. of pounds of solid waste collected per effective customer	2,441	2,358	2,857	2,983
Avg. no. of pounds of materials recycled per effective customer	531	554	532	555

SUMMARY OF EXPENDITURES AND POSITIONS

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
PERSONAL SERVICES	\$857,943	\$940,000	\$849,031	\$971,240
COMMODITIES	526,850	464,600	363,432	418,900
CONTRACTUAL SERVICES	124,564	165,300	148,185	180,300
CAPITAL OUTLAY	0	22,000	16,453	30,000
TOTAL EXPENDITURES	\$1,527,357	\$1,591,900	\$1,377,101	\$1,600,440
AUTHORIZED POSITIONS	20	20	19	19
FULL-TIME EQUIVALENTS	20.00	20.00	19.00	19.00

PERFORMANCE MEASURE HIGHLIGHTS



PROGRAM INFORMATION

The Utilities Division of the Public Works Department is responsible for the operation and maintenance of the City's water distribution and sanitary sewer systems; and for the provision of water and sewer services to its customers.

GOALS & OBJECTIVES

To continuously maintain and improve public infrastructure and provide the high-quality services to our customers in an effective and efficient manner.

- Maintain the required quality, quantity and pressure of the water distribution system
- Invest a minimum of two percent (2%) of the total replacement value of the water distribution system in improvements each year
- Invest a minimum of two percent (2%) of the total replacement value of the sanitary sewer system in improvements each year
- Implement cleaning on the city's sewer system
- Provide high quality, cost effective water and sewer services at a competitive rate
- Meet all federal, state and local testing and reporting requirements
- Provide the highest level of customer service to our customers

ACTION STEPS

- Installation of water mains, relays from main to ROW, yard piping and meter relocate by City staff to address the 4/2 water/sewer issue
- Installation of new 12 inch water main as part of the facility construction. Purpose of having a circular water feed system around City's primary well's in the event of a major main break along the new 16 inch main installed in 2010

OTHER INITIATIVES

- 20 year water and waste water separation compliance mandated by TECQ – water quality testing associated with identified areas - ongoing
-

PERFORMANCE MEASURES

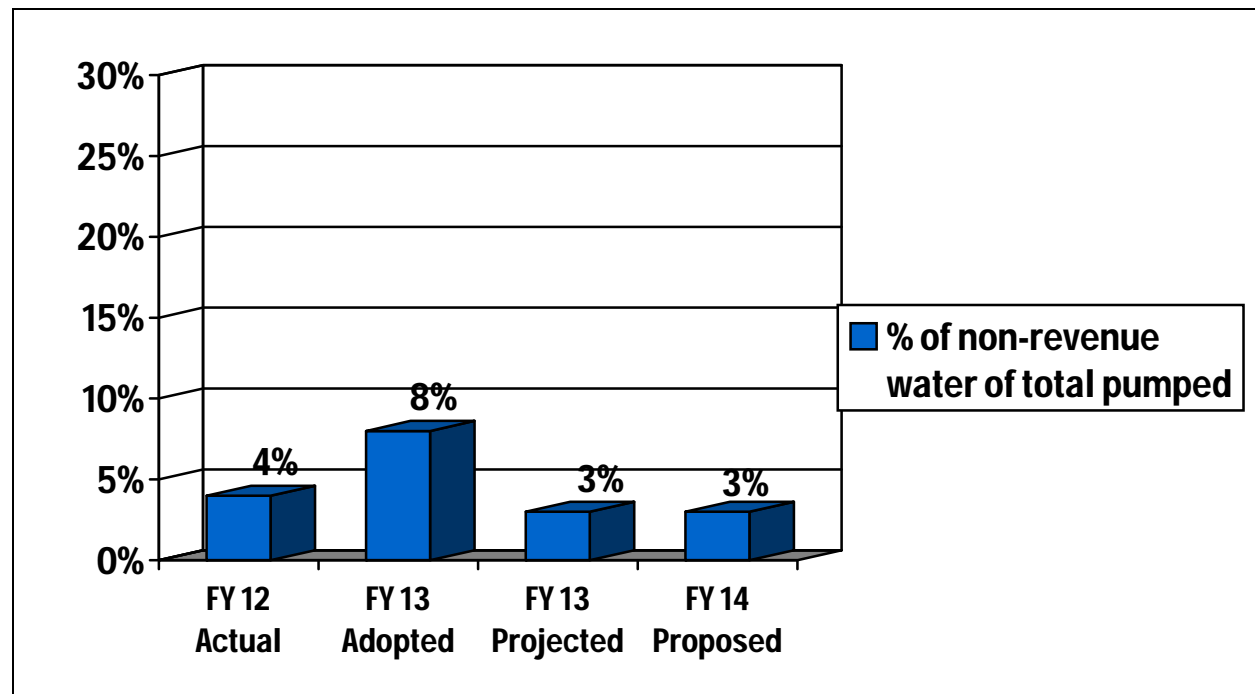
	ACTUAL FY 2012-13	ADOPTED FY 2012-13	PROJECTED FY 2013-14	ADOPTED FY 2013-14
<u>Input:</u>				
No. of linear miles of water mains	46	48	48	48
No. of linear miles of sewer mains	32.8	32.8	33	33
No. of ground water wells	6	6	6	6
Total water pumping capacity in gallons per minute	5,100	4,600	5,100	5,100
No. of effective water connections	2,935	2,935	2,988	3,000
<u>Output:</u>				
No. of gallons storage provided	1,050,000	1,050,000	1,050,000	1,050,000
No. of gallons of water pumped	622,703,000	600,000,000	668,813,000	664,000,000
No. of gallons of water billed	572,886,760	570,000,000	644,666,029	644,666,029
No. of linear feet of water lines replaced	6,000	16,000	4,000	12,000
No. of linear feet of sewer lines replaced	1,000	1,000	800	1,000
No. of water mains leaks repaired	6	20	10	10
No. of water service line leaks repaired	22	100	22	40
No. of sewer line leaks repaired	6	10	4	10
<u>Outcome:</u>				
No. of gallons of non-revenue water ¹	18,380,000	19,333,971	17,000,000	17,000,000
% of reported water leaks repaired within 3 working days	95%	90%	98%	98%
<u>Efficiency:</u>				
Avg. no. of gallons of water pumped per effective connection	200,000	204,429	223,833	195,000
Avg. no. of gallons of water billed per effective connection	194,000	194,208	215,751	214,889
Gallons of water storage per effective connection	357	357	351	350
% of non-revenue water of total pumped	4%	8%	3%	3%

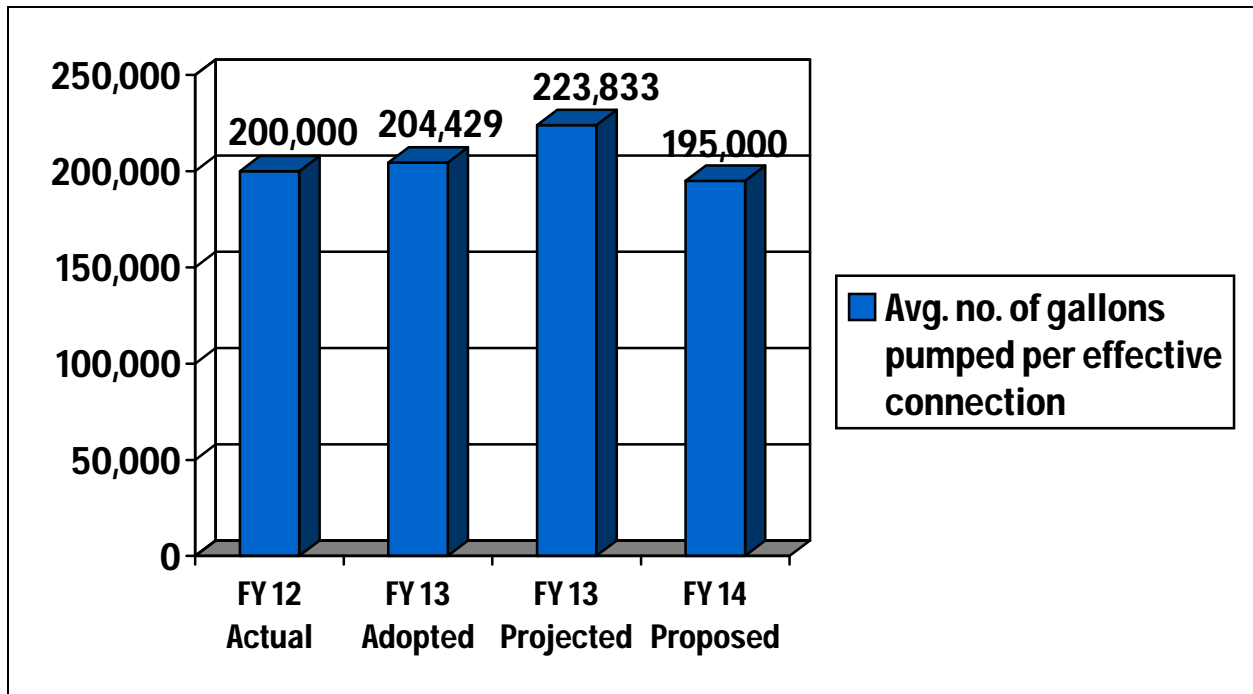
EXPLANATORY INFORMATION:

¹ Non-Revenue Water (NRW) is defined by the IWA/AWWA as the difference between the volume input to the water supply system (system input volume) and the volume of metered and/or unmetered water taken by registered customers, the water supplier and others who are authorized to do so (authorized consumption).

PUBLIC WORKS**UTILITY FUND****SUMMARY OF EXPENDITURES AND POSITIONS**

	ACTUAL FY 2011-12	ADOPTED FY 2012-13	PROJECTED FY 2012-13	ADOPTED FY 2013-14
PERSONAL SERVICES	\$681,812	\$751,390	\$737,571	\$761,994
COMMODITIES	545,854	510,917	435,618	710,909
CONTRACTUAL SERVICES	1,332,560	1,282,475	1,466,933	1,680,619
CAPITAL OUTLAY	312,776	993,709	1,426,709	826,899
TOTAL EXPENDITURES	\$2,873,002	\$3,538,491	\$4,066,831	\$3,980,421
AUTHORIZED POSITIONS	8	8	8	8
FULL-TIME EQUIVALENTS	8.00	8.00	8.00	8.00

PERFORMANCE MEASURE HIGHLIGHTS





HOLIDAY SCHEDULE

The City Council has approved 12 holidays, 11 scheduled and one additional day of their choice to serve as a floating holiday for a total of 96 hours. The purpose of the floating holiday is to allow employees to recognize a personal, religious or ethnic observance of significance to them.

HOLIDAY	DATE
Veteran's Day	Monday, November 11, 2013
Thanksgiving Day	Thursday, November 28, 2013
Day after Thanksgiving	Friday, November 29, 2013
Christmas Day (Observed)	Tuesday, December 25, 2013
New Year's Day (Observed)	Tuesday, January 1, 2014
Martin Luther King Day	Monday, January 20, 2014
President's Day	Monday, February 17, 2014
Battle of Flowers Parade	TBD - Friday, April 2014
Memorial Day	Monday, May 26, 2014
Independence Day	Friday, July 4, 2014
Labor Day	Monday, September 1, 2014



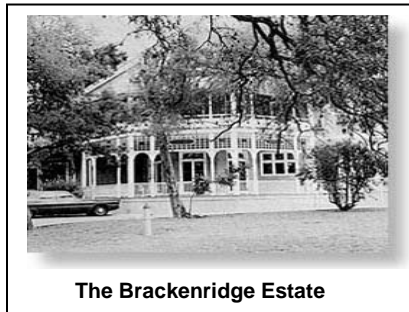
HISTORY OF ALAMO HEIGHTS

“No one who has lived in Alamo Heights will deny that the mystique exists.”

--T.R. Fehrenbach, Historian

The headwaters of the San Antonio River that attracted early nomadic Texas Indians also beckoned two early settlers: George Washington Brackenridge and Charles Anderson in the mid-1800s. Brackenridge acquired an earlier homestead, the Sweet Homestead, on land that had been part of San Antonio and built the mansion Fernridge on his estate that he called Alamo Heights.

Charles Anderson, a Kentucky resident, built the headquarters for his sprawling horse ranch on the Olmos Bluffs where the view of the natural beauty extended in all directions. Later the Anderson mansion became the Argyle Hotel, a place of charm and hospitality and the oldest surviving structure in the city.



From these two early endeavors, fueled by their desire to live in an environment of natural beauty, Brackenridge and Anderson set the stage for a city that even today places emphasis on its scenic vistas, towering trees and quiet environment.

The building of Alamo Heights began in the 1890s when the family that had purchased the Anderson ranch property sold it to the Chamberlain Investment Company of Denver. During the same time, the Brackenridge properties were sold to the Order of the Sisters of Charity of the Incarnate Word on the condition that they buy all 280 acres in “Alamo Heights” and preserve the house and grounds.

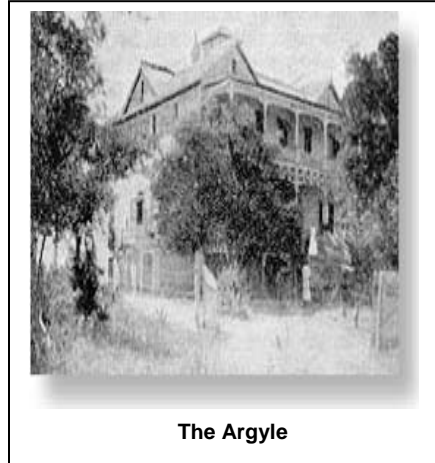
Brackenridge loved the natural beauty of the area and insisted that it be preserved. Records detail that he frequently visited the property to make sure the sisters did not cut down any shrubs or trees.

The Denver company planned a suburban residential development, turning the Anderson-McLane mansion into the Argyle Hotel and staking out large lots nearby for homesites. Their development plan sited streets that followed the contours of the land, preserved the centuries-old trees even in the middle of streets and retained the headwaters of the river with its associated lake. Beauty and natural charm described their efforts.

But the plans were ahead of their time. Only dusty roads that could be traveled by horseback or carriage connected Alamo Heights to San Antonio. River canoe provided the other transportation alternative at a time when San Antonio’s gentry lived south of Commerce Street.

The answer was a road—River Avenue that later became Broadway—and a rail line. But, while those improvements came too late to save Chamberlain Investment Company from financial disaster, the company had left its imprint on Alamo Heights.

Following lawsuits, the company was reorganized as the Alamo Heights Company. Owners Judge M.H. Townsend and W.B. Willim decided to open the acreage beyond the original development to other companies. By 1908, building began on more modest homes in Montclair, east of Broadway. Madeleine Terrace, farther south, quickly became the home of sculptor Pompeo Coppini and was better known than the original development around the Argyle. The pattern of scattered building by different developers continued, with the result that Alamo Heights' character emerged. It became a community of varied architectural styles that attracted people of different income groups and ages.



The Argyle

By 1921, the auto had left its mark in many ways, including successful development of Alamo Heights as a residential community.

Earlier desires to be annexed by San Antonio, desires that were rebuffed, turned to fear in 1922 that San Antonio wanted to annex Alamo Heights to increase its tax base without providing services. Community leaders called a citizens' meeting on June 4 and residents voted 289 to 8 to petition Bexar County Judge McCloskey for a city government.

Alamo Heights became a municipality on June 20, 1922, but with no city charter and a government that consisted of a mayor, five aldermen and a town marshal. The population stood at about 3,000 in an area that extended only as far north as Tuxedo Avenue. Bluebonnet Hills was annexed in 1928 and Sylvan Hills completed the current northern boundary when it was annexed in 1944.

From its earliest days, the city government focused on providing modern services without destroying the character of Alamo Heights as a residential area. Ordinances restricted business activity to those that provided convenience for residents and limited businesses to defined districts. Building and zoning codes restricted buildings to two stories and assured open spaces, natural light and greenery.

In 1927, the City Council recommended a \$350,000 bond issue to provide modernization. Alamo Heights became the only municipality in the county with all paved streets. The city connected sewer lines to the San Antonio system and purchased the old waterworks and expanded it. Finally, the city officers moved from meeting in the Argyle Hotel to the current building on Broadway.

Later years saw the expansion of recreational facilities with the construction of the swimming pool in 1947 and addition of nature trails in Olmos Basin in 1965. But throughout its development, Alamo Heights maintained its character as a residential community that changed gracefully.

Historian T.R. Fehrenbach characterized the city by saying, “Alamo Heights, whatever else it is, reflects three qualities: good government, stable neighborhoods and a feeling of intimacy.” It has a character that goes back to its beginning as the home of George Brackenridge and Charles Anderson who loved its hills, beautiful trees and twisting roads.



GLOSSARY

Accrual Basis Accounting - The basis of accounting whereby revenue projections are developed recognizing revenues expected to be earned in the period, and expenditure estimates are developed for all expenses anticipated to be incurred during the last fiscal year. The budget for the City's proprietary fund type – the Utility Fund uses this basis of accounting.

Appropriation - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in the amount and as to the time when it may be expended.

Assessed Valuation - A valuation set upon real estate and certain personal property by the appraisal district as a basis for levying property taxes.

Assets - Resources owned or held by a government which has monetary value.

Basis of Accounting - The timing method used in the recognition of revenues and expenditures for financial reporting purposes.

Budget Document - The official written statement prepared by the City's staff and approved by the City Council to serve as a financial and operation guide for the fiscal year end in which it was adopted.

Budgetary Control - The control or management of government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

Capital Assets - Resources having a value of \$1000 or more and a useful life of more than one (1) year.

Capital Outlays - Expenditures which result in the acquisition of or addition of fixed assets.

Cash - Includes currency on hand and demand deposits with banks or other financial institutions.

Cash Basis Accounting - The method of accounting under which revenues are recorded when received and expenditures are recorded when paid.

Current Assets - Cash and other assets or reserves which are reasonably expected to be realized in cash or consumed within one (1) year.

Current Liabilities - Liabilities that must be paid within one (1) year.

Fixed Assets - Resources of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, and equipment.

Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance - The excess of fund assets over liabilities. A negative fund balance is sometimes called a deficit.

General Fund - General Operating Fund of the City, accounting for the resources and expenditures related to the generally recognized governmental services provided.

Governmental Funds - Accounting segregation of financial resources for a governmental entity. The City's General and Capital Projects Funds are governmental funds.

Infrastructure - Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the government unit.

Liabilities - Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

Modified Accrual Basis - Under the basis of accounting, revenues are estimated for the fiscal year if they are susceptible to accrual, e.g. amounts can be determined and will be collected within the current period. Principal and interest on general long-term debt are budgeted as expenditures when due, whereas other expenditures are budgeted for liabilities expected to be incurred during the current period. The budget for the City's General Fund is developed using this accounting basis.

Net Working Capital - The excess of current assets over current liabilities.

Operational Capital - Capital outlays of less than \$100,000 included in the operating budget.

Operational Surplus - The excess of revenues over expenditures, less encumbered funds (encumbrances).

Operating Budget - A plan of financial operation embodying an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenue estimates).

Ordinance - A formal legislative enactment by the governing body of municipality.

Performance Pay - A component of the City's pay plan that recognizes and financially rewards employees in the performance of assigned job duties and achieving departmental goals and objectives.

Retained Earnings - An equity account reflecting the accumulated earnings of the City's Utility Fund (proprietary).

Revenues - The term designates an increase to a fund's assets which does not represent: 1) a liability increase (e.g. proceeds from a loan); 2) a repayment of an expenditure already made; 3) a cancellation of certain liabilities; or 4) an increase in contributed capital.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specific purposes. GAAP only require the use of special revenue funds when legally mandated.

Tax Levy - The total amount of taxes imposed by the City of taxable property within its boundaries.

Tax Rate - The dollar rate for taxes levied for each \$100 of assessed valuation.

Transfer - The movement of monies from one fund, activity, department, or account to another. This includes budgetary funds and/or movement of assets.

Utility Fund - The proprietary, or enterprise, fund used to account for the provision of water, sewer and sanitation services to the City's residents on a cost recovery basis through user charges.

STATISTICAL DATA

Date of incorporation	1922
Date of home rule charter adoption	1954
Form of government	Council-Manager
Population (2010 Census)	7,031
Median age of resident (2010 Census)	40
Percent of families with Bachelor's degree or higher (2010 Census)	72%
Total housing units (2010 Census)	3,367
Percent of housing units occupied (2010 Census)	88.9%
Percent of housing units owner-occupied (2010 Census)	69.7%
Average household size (2010 Census)	2.34
Median household income (2010 Census)	\$97,850
Average family size (2010 Census)	3.18
Percentage of families below poverty level (2010 Census)	0.9%
Average Appraised Household Value (2012 BCAD)	\$493,401
Number of registered voters	5,204
Number of ballots cast in last regular city election (May 2011)	698
Percentage of registered voters voting in last regular city election	13%
Area in square miles	1.9 (4.8 km ²)
Miles of streets	43
Miles of water mains	44.2
Number of metered water connections	2,935
Number of fire hydrants	206
Miles of sewer mains	32.8
Number of sewer connections	2,732
Number of full-time municipal employees	102
Number of firefighters	28
Number of EMS units	3
Number of police officers	22
Number of patrol units	7