

November 16, 2006

Mayor J. Bradford Camp
City Council Members
Terrell Hills, Texas

To the Honorable Mayor and City Council:

We are pleased to present to the City Council and citizens of the City of Terrell Hills the 2006-2007 Proposed Operating Budget. The Proposed Budget has been developed with the goal of providing quality services and maintaining the quality of life for the citizens of the City through efficient fiscal and personnel management.

This year the proposed Budget document contains expanded information intended to make the document more complete and easier to read and understand. This is a significant expansion of information from that contained in previous budgets. This information includes:

1. Summary of the Proposed Budget for the major funds of the City, including General Fund, Debt Service Fund, and Capital Projects Fund
2. Summary of major department expenditures to provide better information to City Council and the public.

The Proposed General Fund Budget total revenue is \$5,137,153. The projected revenue increases are primarily the result of proposed increases in of 3.42% in Ad Valorem tax and a change in accounting methodology for sewer fees to more accurately show actual income and expenses for this account. Under current agreements, the City pays the San Antonio Water System (SAWS) for sewer treatment and disposal services and SAWS in turn pays the City according to the rates established by the City and paid by the residents. Previously, the City had shown the difference of these items as income. This new methodology better reflects the actual transactions that occur. In sum, there is no impact to the citizens in terms of ad valorem tax for this change in accounting procedure.

The total projected expenditures are \$5,137,153. Proposed expenditure increases are influenced by the implementation of a 4% cost of living increase for City employees, a 47% increase in street repair budget to fund a significant road construction project, and the change in accounting procedures for SAWS expenses. Additionally, the city proposes to purchase two new police vehicles in accordance with the vehicle replacement schedule.

The Debt Service Fund reflects a budget of \$505,752.50 to cover bond principal and interest payments. The Capital Fund Budget funds the completion of the Tuttle Drainage Channel project which was begun in 2006 and is scheduled for completion in the summer of 2007. Also contemplated in the budget is a sewer pipe bursting project to replace aging sewer lines and a road project to replace sections of paving on Stillwell,

Grandview, Burr-Duval and Elmcourt. The total capital budget is \$1,500,000 for fiscal year 2007.

Overall, every effort has been made within the Proposed Budget to allocate resources in a sound manner that enables the effective delivery of municipal service for the safety, health, and welfare of the citizens of the City of Terrell Hills. These recommendations are forwarded to the Mayor and City Council for review and consideration.

Respectfully submitted,

Mark Browne
City Manager
City of Terrell Hills

City of Terrell Hills - General Fund
Profit & Loss Budget Overview
January through December 2006

	<u>FY06</u>	<u>FY07 Pro</u>	FY08	FY09	FY10	FY11
Ordinary Income/Expense						
Income						
4000 - Ad Valorem Tax						
4001 - Delinquent Ad Valorem	20000	19196	19772	20365	20976	21605
4002 - FY Ad Valorem Receipts	2006920	1923390	1981168	1967105	2128585	2259967
4003 - Prior Nondel Ad Valorem	1627223	1847963	1903475	4014501	2045111	2171341
Total 4000 - Ad Valorem Tax	<u>3654143</u>	<u>3771353</u>	<u>3884644</u>	<u>4014501</u>	<u>4173697</u>	<u>4431307</u>
		117210	113291	129857	159196	257611
4020 - Bldg Permits	137700	175000	180250	185658	191227	196964
4050 - Court Fines	20000	25750	26523	27318	28138	28982
4070 - Franchise Tax						
4071 - Franchise Cable TV	30052	30954	31882	32839	33824	34839
4072 - Franchise CPS	154023	158644	163403	168305	173355	178555
4073 - Franchise SAWS	13240	13637	14046	14467	14901	15348
4075 - Franchise AT&T	21675	22325	22995	23685	24395	25127
4076 - Franchise Birch Telecom	237	244	251	259	266	274
4077 - Franchise Broadlink Telecom	13	13	14	14	15	15
4080 - Franchise CNB Communications	11	11	12	12	13	13
4083 - Franchise MCI	431	444	457	471	485	500
4084 - Franchise McLeodUSA	28	29	30	30	31	32
4086 - Franchise NII Communications	11	12	12	13	13	13
4088 - Franchise Sprint	58	59	61	63	65	67
4091 - Franchise TW Telecom	70	72	74	76	79	81
4094 - Franchise WorldCom	151	156	161	166	170	176
Total 4070 - Franchise Tax	<u>220000</u>	<u>226600</u>	<u>233398</u>	<u>240400</u>	<u>247612</u>	<u>255040</u>
4150 - Judson Montessori	5000	5000	5000	5000	5000	5000
4200 - Miscellaneous						
4212 - Vehicle Sales	15000	7500	7725	7957	8195	8441
4213 - Board Fees	4000	4120	4244	4371	4502	4637
4214 - Burglar Alarms	420	433	446	459	473	487
4216 - Crossing Guard	5878	6054	6236	6423	6615	6814
4222 - Receipt Book	3092	3185	3281	3379	3480	3585
4223 - Recycling Income	1610	1658	1708	1759	1812	1866
Total 4200 - Miscellaneous	<u>30000</u>	<u>22950</u>	<u>23639</u>	<u>24348</u>	<u>25078</u>	<u>25830</u>
4300 - Sales Taxes	80000	103000	106090	109273	112551	115927
4351 - Sewer Use Fees	40000	780000	803400	827502	852327	877897
4500 - Interest Income						
4502 - Interest Income Money Mkt	7000	25000	25750	26523	27318	28138
Total 4500 - Interest Income	<u>7000</u>	<u>25000</u>	<u>25750</u>	<u>26523</u>	<u>27318</u>	<u>28138</u>
1 Total Income	<u>4193843</u>	<u>5134653</u>	<u>5288693</u>	<u>5460521</u>	<u>5662947</u>	<u>5965086</u>

Income reflects a \$780,000 item for Sewer Use Fees. This represents a change in accounting methods. It does not mean an increase of over \$700,000 from previous years. Previously, only the difference between income and expenses was reported

City of Terrell Hills - General Fund
Profit & Loss Budget Overview
January through December 2006

	<u>FY06</u>	<u>FY07 Pro</u>	FY08	FY09	FY10	FY11
Expense						
500000 · Administrative Expenses						
5001000 · Salaries Administrative	259763	278959	287328	295948	304826	313971
5001010 · Payroll Taxes	41482	50533	52049	53610	55219	56875
Medical		18000	18540	19096	19669	20259
5001210 · Contingencies	9532	9818	10113	10416	10728	11050
5001235 · Miscellaneous	2500	6000	6180	6365	6556	6753
Gas and Oil		1000	1030	1061	1093	1126
5001240 · Office Expense	3000	5000	5150	5305	5464	5628
5001242 · Court Office Supplies	1000	1030	1061	1093	1126	1159
Total 500000 · Administrative Expenses	<u>317277</u>	<u>370340</u>	381450	392894	404681	416821
510000 · Police Department						
5101000 · Salaries Police Department	539292	537251	553369	569970	587069	604681
5101010 · Payroll Taxes	146781	96725	99627	102616	105694	108865
Medical Insurance		46800	48204	49650	51140	52674
5101090 · Uniforms	8500	9000	9270	9548	9835	10130
5101102 · Animal Control	1000	1000	1030	1061	1093	1126
5101105 · CID	2000	2200	2266	2334	2404	2476
5101132 · Gas & Oil	21000	20000	20600	21218	21855	22510
5101157 · Radio Maintenance	7000	8500	8755	9018	9288	9567
5101178 · Tire & Battery	3900	4200	4326	4456	4589	4727
5101179 · Vehicle Repairs	16000	16480	16974	17484	18008	18548
5101225 · Training	7200	8000	8240	8487	8742	9004
5101235 · Miscellaneous	6000	7000	7210	7426	7649	7879
5101240 · Office Expense	3000	3500	3605	3713	3825	3939
5101325 · Future Equipment	44000	13400	13802	14216	14643	15082
5101350 · Equipment	31200	47500	48925	0	0	0
Total 510000 · Police Department	<u>836873</u>	<u>821556</u>	846203	821196	845832	871207
520000 · Fire Department						
5201000 · Salaries Fire Department	599190	624765	643508	662813	682698	703179
5201010 · Payroll Taxes	197303	112358	115729	119201	122777	126460
Medical Insurance		50400	51912	53469	55073	56726
5201090 · Uniforms	8000	8500	8755	9018	9288	9567
5201128 · Fire Department Quarters	2500	2500	2575	2652	2732	2814
5201129 · Equipment & Maintenance	62750	23700	24411	52143	80707	280128
5201132 · Gas & Oil	5200	6000	6180	6365	6556	6753
5201157 · Radio Maintenance	2500	2500	2575	2652	2732	2814
5201178 · Tire & Battery	2500	2500	2575	2652	2732	2814
5201179 · Truck Repairs	3200	3200	3296	3395	3497	3602
5201225 · Training - Other	<u>9500</u>	<u>9500</u>	9785	<u>10079</u>	<u>10381</u>	<u>10692</u>
Total 5201225 · Training	<u>9500</u>	<u>9500</u>	9785	10079	10381	10692
5201235 · Miscellaneous	3000	4000	4120	3001	3002	<u>3092</u>
Total 520000 · Fire Department	<u>895643</u>	<u>849923</u>	875421	927440	982174	1208639

City of Terrell Hills - General Fund
Profit & Loss Budget Overview
January through December 2006

	FY06	FY07 Pro	FY08	FY09	FY10	FY11
530000 - Streets & Sanitation Department						
5301000 - Salaries Streets & Sanitation	460604	476343	490633	505352	520513	536128
5301010 - Payroll Taxes	146249	85845	88420	91073	93805	96619
Medical Insurance		57600	59328	61108	62941	64829
5301090 - Uniforms	9500	9785	10079	10381	10692	11013
5301100 - Alley Maintenance	25000	25750	26523	27318	28138	28982
5301112 - Waste Disposal	125000	115000	118450	122004	125664	129434
5301132 - Gas & Oil	30000	30900	31827	32782	33765	34778
5301157 - Radio Maintenance	1000	1000	1030	1061	1093	1126
5301160 - Sewer Repairs	44000	45000	46350	47741	49173	50648
5301165 - Sprinkler Repairs	500	500	515	530	546	563
5301170 - Street Repair			0			
5301170 - Street Repair - Other	476000	700000	721000	742630	764909	787856
Total 5301170 - Street Repair	476000	700000	721000	742630	764909	787856
5301178 - Tire & Battery	19500	20000	20600	21218	21855	22510
5301179 - Equip Maint	28000	28840	29705	30596	31514	32460
5301235 - Miscellaneous	1000	1000	1030	1061	1093	1126
5301375 - Materials & Equipment	50000	85000	87550	110000	125000	64000
Total 530000 - Streets & Sanitation Department	1416353	1682563	1733040	1804855	1870700	1862071
540000 - General						
5401041 - Elections	500	2000	2060	2122	2185	2251
5401101 - Appraisal District	35000	30000	30900	31827	32782	33765
5401102 - Tax Assessor	3500	3605	3713	3825	3939	4057
5401103 - Audit	19000	19570	20157	20762	21385	22026
5401104 - Consultant	75000	50000	51500	53045	54636	56275
5401105 - Engineering Services	45000	46350	47741	49173	50648	52167
5401106 - Prosecutor	2000	2000	2060	2122	2185	2251
5401107 - Judge	3100	3193	3289	3387	3489	3594
5401108 - City Attorney	30000	40000	41200	42436	43709	45020
5401109 - Telephone	5000	5150	5305	5464	5628	5796
5401110 - CPS	12500	12875	13261	13659	14069	14491
5401111 - Street Lights CPS	16000	16480	16974	17484	18008	18548
5401112 - Water	3500	4200	4326	4456	4589	4727
5401114 - Dispatch	95000	65832	67807	87821	90456	93169
5401125 - EMS Contract	150000	150000	154500	159135	163909	168826
5401130 - Health Inspections	3000	3090	3183	3278	3377	3478
5401138 - Insect control	2000	2060	2122	2185	2251	2319
5401145 - Liability Insurance	37500	35896	36973	38082	39225	40401
5401146 - Workers' Compensation Insurance	85497	67514	69539	71626	73774	75988
5401150 - Newsletter	3000	3090	3183	3278	3377	3478
5401200 - Appreciation Dinner	4500	4635	4774	4917	5065	5217
5401210 - Contingencies	14500	44103	45426	46789	48193	49638
5401220 - Dues & Subscriptions	4700	4841	4986	5136	5290	5449
5401240 - Office Expense	900	927	955	983	1013	1043
5401245 - Postage	2000	2060	2122	2185	2251	2319
5401300 - Building Maintenance	50000	25000	25750	26523	27318	28138
5401325 - Computers	25000	25300	26059	26841	27646	28475
Sewer Expense		720000	741600	763848	786763	810366
City Life Insurance		5500	5665	5835	6010	6190
Unemployment Tax		15000	15450	15914	16391	16883
Total 540000 - General	727697	1410271	1452579	1514136	1559561	1606347
Total Expense	4193843	5134653	5288693	5460521	5662947	5965086
Increase in Expense		940810	154040	171829	202426	302138
Debt Budget	502147	505752	507577	507805	393358	
Current M&O + debt Requirement	4695990	5640405	5950309	6140155	6258732	6267224
			0.95	0.97	0.98	1.00

Expenses reflect a \$720,000 item for Sewer Use Fees. This represents a change in accounting methods. It does not mean an increase of over \$700,000 from previous years. Previously, only the difference between income and expenses was reported on the income side.

FY07 Proposed Capital Budget for Terrell Hills

Project	FY06	FY07
Tuttle Drainage Channel	1435000	900000
Sewer Pipe Bursting Project	0	300000
Stillwell Road/Sewer Project	0	300000
Total	1435000	1500000

Debt Service Budget

Principal	340000	350000
Interest	162147.5	155752.5
Total	502147.5	505752.5

City of Terrell Hills - General Fund
Profit & Loss Budget vs. Actual
January 1 through November 6, 2006

	<u>Jan 1 - Nov 6, 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · Ad Valorem Tax	1,914,869.24	2,119,364.33	-204,495.09	90.35%
4020 · Bldg Permits	196,671.00	110,822.00	85,849.00	177.47%
4050 · Court Fines	29,345.81	15,917.61	13,428.20	184.36%
4070 · Franchise Tax	186,281.22	171,481.41	14,799.81	108.63%
4150 · Judson Montessori	5,000.00	5,000.00	0.00	100.0%
4200 · Miscellaneous	12,382.24	24,003.68	-11,621.44	51.59%
4300 · Sales Taxes	92,115.18	66,410.75	25,704.43	138.71%
4351 · Sewer Use Fees	80,979.79	34,000.60	46,979.19	238.17%
4430 · CP-SAWS	0.00			
4500 · Interest Income	33,408.55	5,950.01	27,458.54	561.49%
4999 · Uncategorized Income	2,934.31			
Total Income	<u>2,553,987.34</u>	<u>2,552,950.39</u>	<u>1,036.95</u>	<u>100.04%</u>
Gross Profit	2,553,987.34	2,552,950.39	1,036.95	100.04%
Expense				
Capital Projects	0.00			
500000 · Administrative Expenses	200,048.82	269,814.48	-69,765.66	74.14%
510000 · Police Department	554,950.47	714,139.01	-159,188.54	77.71%
520000 · Fire Department	614,457.50	762,611.71	-148,154.21	80.57%
530000 · Streets & Sanitation Department	750,452.92	1,210,278.78	-459,825.86	62.01%
540000 · General	540,501.57	685,339.18	-144,837.61	78.87%
5401450 · Payroll Expenses	-1,670.64			
Total Expense	<u>2,658,740.64</u>	<u>3,642,183.16</u>	<u>-983,442.52</u>	<u>73.0%</u>
Net Ordinary Income	<u>-104,753.30</u>	<u>-1,089,232.77</u>	<u>984,479.47</u>	<u>9.62%</u>
Net Income	<u>-104,753.30</u>	<u>-1,089,232.77</u>	<u>984,479.47</u>	<u>9.62%</u>

Terrell Hills General Fund Budget Summary FY07

The budget for fiscal year 2007 balances the mission areas of the city of Terrell Hills and fully funds public safety, city services, infrastructure, and administrative programs while not creating a huge new burden on the taxpayers. Examining the budget for each of these mission areas reveals the following significant budget items:

Public Safety: The fire department requests an \$8500 uniform allowance, which represents a \$500 increase over 2006 to cover rising uniform costs. The department requests \$6000 for gas and oil, representing a \$1000 increase due to expected increases in the cost of these commodities. The department also requests \$8000 for software upgrades, the first since 1998. Fire Department is not requesting any new vehicles for the upcoming year. The police department requests two new patrol vehicles are part of their normal vehicle rotation schedule as well as two new radar units, four handheld radios, two taser devices and three cell phones. The total cost of the new equipment is \$60,900. The addition of the taser units should be an item of discussion during the budget workshop, and represents an attempt to add to our arsenal of capabilities.

City Services: The street and sanitation department requests a rollover cover assembly for the new F750 super duty brush truck at a cost of \$748.56 which will allow us to conveniently cover all loads taken to the landfill, and could prevent injury to personnel. The department also requests the purchase of a mosquito sprayer for \$995 which will help in our summer eradication efforts. The current sprayer is 10 years old.

Infrastructure: The budget requests an increase from 500K to 700K for street repairs for the Morningside, Eventide and Wiltshire road project. This project is scheduled to begin in the May/June timeframe of 2007 and is the first phase of our overall road capital improvement program. We probably will not spend all \$700K this year, but we are attempting to increase the budget over the next few years to approximately \$1M per year so that there is enough money in the budget to cover street repair without resorting to debt issue.

Administration: In the area of administration, the proposed cost of living increase is 4%. The CPI rate is currently 3.8% and the 4% raise seems reasonable given the fluctuating condition of gasoline and other commodities. The 4% raise is not out of line with other communities in the area. Liability insurance expenses have declined as the TML rates have become more favorable. This is subject to yearly change, and the hope is that trend will continue, but it may not. The rate for building maintenance has reduced to better reflect actual expenditures.

General budget comments: Building permits, court fines, sales taxes and sewer use fees show increases in the budget to better reflect predicted actual income levels. Additionally, the sewer budget will be shown as both an expense and an income item to reflect our actual practice. This adds considerable dollars to both our income and expense lines, but does not impact ad valorem tax rates.

FY07 Capital Budget: Approximately \$850,000 will remain to be paid in FY07 to complete the Tuttle Drainage Channel. The total budget for project construction remains

1,435,000 as passed last year. Additionally, recommend allocating up to \$50,000 for any unanticipated charges relating to resident claims at the end of the project for vegetation/property restoration. Total budget allocation in FY07 for the Tuttle project is \$900,000. Also recommend allocating \$300,000 for sewer pipe bursting on the NE side of the city as there are still some lines that need replacement. The Stillwell Road/Sewer Construction Project is budgeted under capital improvement because the bulk of the work will be done and paid for in 2007.

Terrell Hills FD Proposed New Equipment Budget 2007

Bunker Gear Replacement (4 sets) \$7,000.00

This category is for the ongoing replacement of FD personnel turnout gear. This is done on a 3 year rotation so that every 3 years, each member's gear is replaced. We are currently behind on this area of the budget due to the number of new hires in the last 2 years.

Radio Equipment / Voice Amplifiers (9) \$2,950.00

Currently, the department has only 5 of these devices. They are mounted to the SCBA breathing mask and assist in amplification of a person's voice while talking to their partner during fire operations on a handheld radio. This would ensure that each employee of the department would have his / her own voice amp.

Radio Equipment / Lapel Microphones (4) \$400.00

A lapel microphone would be added to each department handheld radio. This is to enable each firefighter to utilize a microphone clipped to the lapel of the turnout gear. It is cumbersome and time consuming while wearing turnout gear to take a radio in and out of a coat pocket.

Hand Tools \$450.00

This is for the ongoing replacement of hand tools that are either worn out, or broken throughout the year.

Survivor Flashlights (14) \$2100.00

The flashlights are designed to be clipped onto the firefighter turnout gear at a ninety degree angle to cast the beam of light in front of you while crawling eliminating the need to carry it in your hand.

Slide-Out Drawer for New Truck \$1,500.00

The drawer is designed to be mounted in the bed of the new FD truck. It slides out enabling personnel to bring all contents of the truck bed to the rear eliminating the need to crawl in and out of the truck to retrieve equipment.

Medical Equipment \$450.00

This category is for the ongoing replacement of medical equipment

5” hose (3 sections)	\$1,800.00
Hose Adapters	\$700.00

This is for the ongoing replacement of fire department hose appliances and adapters.

Electric Exhaust Fan	\$1,350.00
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We currently have one fan that is over twenty years old. This will allow for the replacement of this piece of equipment. Electric exhaust fans are used to remove smoke from occupied areas of residences after major fire operations are complete without adding additional carbon monoxide levels such as the levels generated by gasoline powered fans.

Total 2007 Proposed Budget New Equipment	\$18,700.00
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Fire Department 2007 Proposed Operations Budget

Uniforms **\$8500.00**

This request is a \$500.00 increase over 2006. The cost of personnel uniforms has also increased dramatically over the last year. There has not been an increase in this category in several years.

Fire Training **\$9500.00**

No change, same as 2006

Fire Quarters **\$2500.00**

No change, same as 2006

Miscellaneous **\$4,000.00**

This is an increase of \$1000 over 2006. Up until 2005, this category had \$6,300 in it. There were several years in which there was still in excess of \$3000.00 left in this category at the end of the budget year prompting us to request a decrease. This particular category was almost depleted by July of 2006 due to unforeseen expenditures.

Gas & Oil **\$6000.00**

Due to continued price increases in fuel costs, we are requesting an additional \$1000.00 in this category

Truck Maintenance **\$3200.00**

No change, same as 2006

Equipment Maintenance **\$5000.00**

This request has increased \$1,500 from 2006 due to cost sharing expenses with neighboring cities. This category covers items such as quarterly air testing, recalibration of radiological monitors, pumper testing, SCBA testing, and fire extinguisher testing. It also covers the cost on maintenance related costs to all FD portable equipment.

Radio Maintenance **\$2500.00**

No change, same as 2006

Terrell Hills Police Department 2007 Budget Request

A. New Equipment:

Total \$60,900.

Two new Patrol Vehicles: \$47,500.

Includes extended power train warranty (3 years/75,000) which ever occurs first. We will replace two of our higher mileage vehicles, thereby reducing our overall maintenance cost.

Vehicle Equipment: \$5,000.

This includes emergency light, graphics, cage kits, new consoles and installation charges.

Two Decatur Genesis II Traffic Radar Units: \$3500.00

Continued replacement of older radar units that have been in use since 1993.

Four HT1250 Handheld Radios: \$2400.

Continued upgrade of older radios, with newer models that meet new FCC regulations for police/fire radios.

Two Taser Devices \$2200.

Device to be used as Less than lethal encounters were officers would have the option to use Taser instead of having to use Firearms.

Three Cingular cell phones: \$300.

To be issued to Chief of Police and CID investigator on duty patrol Sergeant.

B. VEHICLE MAINTENANCE:

\$16480

All mechanical repairs necessary to maintain a safe and dependable patrol fleet.

This amount was increased due to under budgeting in 2006 budget.

C. TIRES AND BATTERIES:

\$4,200

Replacement of worn out tires/batteries during the budget year.

D. RADIO AND COMMUNICATIONS:

\$8,500

Anything related to communication devices & its maintenance, this includes:

Repairs & maintenance on radio/communication equipment.

User fee for pagers, modem fees (laptop computers) \$6000.

Repair of failed radio equipment 1500.

Cell Phone Monthly contract fees 1000.

E. MISCELLANEOUS: \$7000

1. Video and audio tapes plus any purchases not included in other line items. Includes classified ads for job openings and purchase of upgrade racial profiling data software.
2. **CID: \$2,200.**
Items specifically for use in criminal investigations such as batteries for cameras and tape equipment, film and processing, photo paper for computer printing of investigational photos, crime scene items.

F. OPERATIONS: \$29,000

1. **GAS AND OIL: \$20,000.**
Fuel and Oil (including oil changes) for five patrol vehicles. This amount as increased due to the jump in fuel prices.
2. **TRAINING: \$8000.**
 - a. **In-service training schools: \$4,500.**
Includes off site and in-house training including audio/visual items used in training. This also includes state mandated training for licensing requirements and certification advancement and investigational training.
 - b. **Firearms Training: \$3,500.**
Includes ammunition, range supplies, instructor development. All items used in mandated and additional Instructor Firearms Development.
3. **Animal Control: \$1000.**
Primarily for euthanasia fees when animals are taken to a local vet. Also for boarding animal for observation when owner is unknown and for donation to an animal shelter when they accept a stray. City of San Antonio Animal Care will not provide any services to Terrell Hills.

G. OFFICE SUPPLIES: \$3500

All supplies needed for day-to-day office operations, to include printer cartridges, printer paper, pens, etc.

H. UNIFORMS:

\$9000

\$500 annual uniform allowance for each of the thirteen full time offices. Also provides for an initial issue of uniforms to new officers when they are hired, miscellaneous department supplied items such as patches, caps and badges, as well as replacement of soft body armor that has exceeded its useable life expectancy. Also allows for increase in cost associated for department supplied items.

Street and Sanitation Department Budget

Requesting consideration for the following items listed below to be purchased for the Street and Sanitation Department:

1. **Rollover Cover Assembly**- for the New F750 super duty brush truck. The purpose is to keep all loads being taken to the landfill covered to avoid any debris from flying off the truck. This will also eliminate the driver and/or the helper from having to climb onto the truck and placing a tarp, which may prevent staff injuries.
 - The cost for a 2000 SSR Rollover Cover Assembly, size 7 x 16 is \$748.56 (See attached for description of item)
2. **Mosquito Sprayer**- last one purchased was back in June of 1997, making it 9 years old. It has been subjected to repairs/maintenance since this time. It currently has a bad motor (knocks).
 - Public Health has a Ph 610 Blazer priced at \$4, 995.00 (See attached brochure for description of item)
3. **Communication Radio**- needed to replace the existing one in the 2005 F350 pickup. This was a used radio from the previous 1990 GMC. Radio does not pick up channels in some different ranges throughout the city. This item is a necessity in order to have communication with the driver in the event of required assistance during travel.
 - A quote was obtained from All Points Communication, Inc. for a COM 1250 VHF 45 -Watt Radio totaling in the amount of \$697.00. (See attached invoice for further detail)
4. **Ice Maker**- Ice bags are purchased daily to keep cool water available for all public works employees.
 - The cost to purchase one from Lane Equipment Company is \$ 2,184.00 with 3 years parts and labors included. (See attached Brochure) This machine will also be beneficial to the other departments within the city.

Fiscal year 2007 Employee Pay and Benefits Plan

1. The base monthly/hourly pay rates of the employees of the City, be and the same hereby are amended so, as amended, they shall hereafter read and be as follows:

<u>a. Administrative Department</u>		<u>January 1, 2007</u>
Title	Number of positions	Base Rate /period
City Manager	1	\$6,500.00/mo.
Engineer	1	5,450.00/mo
Inspector	1	3,369.00/mo.
Executive Secretary	1	3,033.00/mo.
Court Clerk	1	2,668.00/mo.
 <u>b. Police Department</u>		
Chief	1	3,989.00/mo.
Sergeant	3	3,254.00/mo.
Corporal	2	3,026.00/mo.
Police Officer II.	7	2,855.00/mo.
Police Officer I.		2,600.00/mo.
 <u>c. Fire Department</u>		
Chief/Asst City Mgr	1	4,698.00/mo.
Asst Chief	1	3,690.00/mo.
Captain	3	3,080.00/mo.
Lieutenant	3	2,841.00/mo.
Firefighter II	6	2,728.00/mo.
Firefighter I		2,500.00/mo.
 <u>d. Street and Sanitation Department</u>		
Superintendent	1	19.34/hr.
Foreman	1	14.00/hr.
Crew Supervisor	4	12.64/hr.
Driver/ Intermediate Handler	4	12.30/hr.
Handler	2	11.67/hr.
Helper	4	11.11/hr.

2. New police officers and firefighters will be furnished an in-kind initial issue and be provided an annual uniform allowance of \$500 after completion of their training period. Street and Sanitation Department employees will be provided an annual uniform allowance of \$500. Uniform allowances will be administered by department heads, whose approval will authorize City payments for uniform items.

e. Incentive Pay: Monthly pay to provide incentive for professional and educational accomplishment will be provided as shown below. Each employee is eligible for one incentive pay in each category related to their duty position. Certification of eligibility will be accomplished by the Department Head.

(1) Education	
Bachelors Degree	\$150.00
Associates Degree	75.00
(2) Professional Certification	
Master Peace Officer/Master Firefighter	75.00
Advanced Peace Officer/Advanced Firefighter	50.00
Intermediate Peace Officer/Intermediate Firefighter	25.00
(3) Training Coordinator	80.00
(4) Fire Instructor/Police FTO	25.00
(5) EMS Instructor	50.00
(6) EMT Certification	
Special Skills	50.00
Paramedic	300.00

Each police officer on the night shift will receive a \$25.00 per month shift differential

Payroll Computations

Proposed Raise
4.00%

Department	Salary Projection	Payroll Liabilitiesw/tmrs	Payroll Totals	tmrs (alone)
Administration	\$278,959.64	\$50,586.56	\$329,546.20	\$28,983.91
Fire Department	\$624,765.48	\$112,357.86	\$737,123.34	\$64,913.13
Police Department	\$537,251.25	\$96,725.19	\$633,976.44	\$55,820.40
Street & Sanitation	\$476,343.93	\$85,845.32	\$562,189.24	\$49,492.13
Total	\$1,917,320.29	\$345,514.92	\$2,262,835.22	\$199,209.58

2006 budgeted amount	percentage difference	2006 budgeted	
\$1,861,893.27	2.98%	\$335,142.00	3.10%
	dollar diff	dollar diff	
	\$55,427.02	\$10,372.92	
	Total Difference	\$65,799.95	

Medical per dept		payroll tax w/Medical
Admin	\$18,000.00	\$68,586.56
Fire Dept	\$50,400.00	\$162,757.86
Police Dept	\$46,800.00	\$143,525.19
Street and Sanitation	\$57,600.00	\$143,445.32
	\$172,800.00	\$518,314.92

Vehicle Replacement Schedule

w/ 3 yr. Cycle on police vehicles					
Year Purchased	Estimated Life in Years	Unit Description	Replacement Year 1	Estimated Cost	
2004	3	Unit 504 –Dodge Intrepid	2007	\$25,000	
		Unit 604 – Crown Vic –			
2004	3	Ford	2007	\$25,000	
		Unit 205 – Crown Vic -			
2005	3	Ford	2008	\$25,000	
2005	3	Unit 405 – Ford Explorer	2008	\$25,000	
			2007 Total	\$50,000	
			2008 Total	\$50,000	
1989	15	International Brush Truck	2009	\$47,000	
2006	3	Unit 304	2009	\$27,000	
			2009 Total	\$74,000	
2002	8	F-350 Dually Gas Sewer Jet Cleaning	2010	\$35,000	
2000	10	Machine	2010	\$25,000	
2007	3	Unit 504	2010	\$27,500	
2007	3	Unit 604	2010	\$27,500	
			2010 Total	\$115,000	
1991	20	Pierce Fire Truck	2011	\$225,000	
2008	3	Unit 205	2011	\$28,000	
			2011 Total	\$253,000	
2008	3	Unit 405	2012	\$28,000	
2004	8	Chevrolet C-1500 Pickup	2012	\$20,000	
2009	3	unit 304	2012	\$28,350	
			2012 Total	\$76,350	
2010	3	Unit 504	2013	\$28,650	
2010	3	Unit 604	2013	\$28,650	
			2013 Total	\$57,300	
2006	8	fire rescue	2014	\$52,000	
2006	8	F-350 Dually Diesel	2014	\$39,000	
2011	3	Unit 205	2014	\$28,900	
2011	3	Unit 405	2014	\$28,900	
			2014 Total	\$148,800	
			Grand Total	\$824,450	

CITY OF TERRELL HILLS
COMPUTER BUDGET REQUEST 2007

The following computers need to be replaced based on our current three year cycle for replacement.

Building Inspector Current computer exceeds 3 year age limit. Also needs new software, so replacement would accomplish both.	\$1,200.00
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The following are computer needs for for the 2007 budget year.

City Engineer New computer for future City Engineer.	\$1,200.00
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Laptop Computer for City Manager Recommendation so that City Manager can have laptop to use at remote city meetings, training sessions ect.	\$1,200.00
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Desktop Computer for Police Chief	\$1,200.00
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Desktop for Streets and Sanitation	\$1,200.00
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Microsoft Office Software (2003) Three and for the new computers and one is a replacement install for the police department.	5	\$1,750.00
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Purchase of wireless router to connect Streets and Sanitation Dept. to City Network.	\$250.00
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Also I recommend that the City consider replacement of the current copy machine with a multi-purpose machine that would serve as a copier, printer and scanner and fax machine that could be networked with the current server system. Services could be attached from users desktop computer.

Annual Cost of Static IP from Time Warner Business Services.	\$59.95	monthly	\$719.40
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REPORT SOFTWARE PROGRAM: \$5065	\$5,065.00
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This new software would replace our current software that was purchased in 2002. We have issues with the present software that we have been unable to resolve with the vendor. Also the new software would better able us to track our evidence through the RMS(Report Management Software) something that our current software is unable to do. This would save man hours because the current system is reentering all evidence into a Excel Spreadsheet for tracking. This would also allow us to install the software into the patrol vehicle laptops for field reporting and eventual integration via wireless transmission to the computer database (server) at city hall.

FD Software Support	\$8,000.00
FD flash drives	\$300.00

Computer contingency	\$3,215.60
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Total Computer Budget	\$25,300.00
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