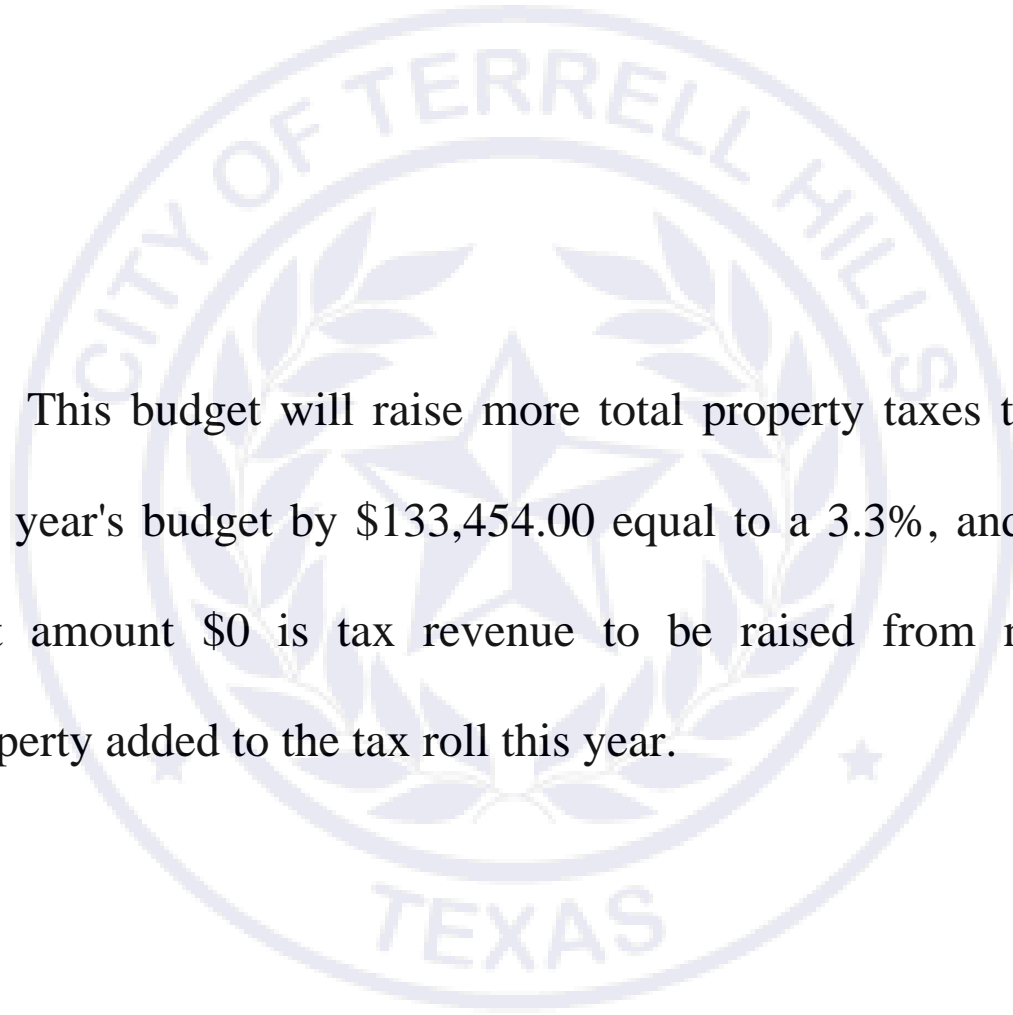




City of Terrell Hills  
2010 Budget



This budget will raise more total property taxes than last year's budget by \$133,454.00 equal to a 3.3%, and of that amount \$0 is tax revenue to be raised from new property added to the tax roll this year.

## Index

Page

1	Public Hearing Announcement
2	Statement of Estimated Ad Valorem
3	City Manager's Budget Introduction
4	Budget Summary
5	Goals Summary
11	Cash Balance Summary
12	Budget Detail Summary
16	Debt Service Summary
17	Organizational Chart
18	Pay and Benefits Plan
21	Payroll Summary
22	Police Department Budget Summary
24	Fire Department Budget Summary
27	Vehicle Replacement Schedule



Notice of Public Hearing on 2010 Fiscal Year Budget  
for the City of Terrell Hills

The City of Terrell Hills City Council will hold a Public Hearing on the Proposed 2010 Fiscal Year Budget on November 9, 2009 at 5:00 p.m. at the Terrell Hills City Hall located at 5100 N. New Braunfels Ave. The Budget will be available at the City Hall and available on the City Website at [www.terrell-hills.com](http://www.terrell-hills.com)

**Estimated Tax Rate  
Fiscal Year  
2010**

**2009 Adopted Tax rate**

Debt rate	M&O rate	Total adopted rate
0.045069	0.336232	0.391301 per \$100 valuation
Certified Valuation \$1,152,758,222.00		

**2010 estimated rate with no change in evaluations**

Debt rate	M&O rate	Total estimated rate
0.034894	0.356071	0.390966 per \$100 valuation
M&O increase of 5.9%		
Total Rate Change -.9%		

Estimated Valuation \$1,152,758,222.00

**2010 estimated rate with \$20 million in new appraised value added**

Debt rate	M&O rate	Total estimated rate
0.034237	0.349362	0.383599 per \$100 valuation
M&O increase of 3.9%		
Total Rate Change -1.9%		

Estimated Valuation \$1,172,758,222.00

Note: The rates calculated above are estimates only and may vary dependent upon actual valuations once certified by the Bexar County Appraisal District.

October 26, 2009

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 2010 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.

The Proposed General Fund Budget total revenue is \$4,729,117 which represents an increase of \$27,316. The projected revenue increases are primarily the result of proposed increases of \$133,454 in Ad Valorem tax. The budget proposes to raise \$4,154,640 in Ad Valorem taxes with franchise taxes of \$265,825 building permit fees of \$95,000, sales taxes of \$135,000 and interest income of \$30,000. Building permits are expected to stay level with FY09, but reflecting a significant decrease over 2008 levels due to the economic recession; sales taxes are increased in this budget by \$5,000 reflecting increasing sales tax collection over the last two years.

The total projected expenditures are \$4,729,117 which is a decrease of \$28,804 compared to the amended budget total expenses in 2009. Proposed expenditures reflect a 2% cost of living increase for City employees. Additionally, the budget proposes a \$650,000 budget for road construction. This should still leave the City with a reserve exceeding 50% of the General Fund budget. The City contemplates a major road construction project in 2010 in the Crestwood/Edsel/Arvin/Seford area of the City. The road portion of this project will probably in early 2010. Additionally, the city proposes to purchase two new police vehicle in accordance with the vehicle replacement schedule. The Debt Service Fund reflects a budget of \$394,158 to cover bond principal and interest payments.

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

## **Terrell Hills General Fund Budget Summary FY10**

The budget for fiscal year 2010 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 a \$7500 uniform allowance, which is \$1000 less than 2009. The department requests \$4,000 for gas and oil, representing a \$2,500 decrease due to lower than expected expenditures in 2009. Fire Department is not requesting any new vehicles for the upcoming year. The police department requests two new patrol vehicles as part of their normal vehicle rotation schedule as well as new vehicle equipment and will also spend up to \$60,000 to finish procurement of the “800” radios. The total cost of the new police equipment is \$50,000 with \$60,000 in reserve for the new radios. The gas and oil budget for police is decreased to \$20,000 reflecting decreased costs of this commodity.

City Services: The total materials and equipment budget is \$55,000 and includes \$15K for tree trimming and \$15K for landscaping/new signage/beautification. The alley maintenance budget is reduced to \$20,000 to reflect costs of maintaining City alleys. The waste disposal budget is \$130,000 reflecting potential rates for the City as part of a new contract. The street and sanitation gas and oil bill is also decreased to \$35,000 for the same reasons highlighted above.

Infrastructure: The budget requests \$650,000 for street repairs. This money is designated as part of our overall road capital improvement program. The City has also designated \$750,000 for additional repairs if needed in 2010.

Administration: In the area of administration, the proposed cost of living increase for City employees is 2%, reflecting potential increases in CPI in 2010. This raise is not out of line with other communities in the area. The budget reflects no additional manning for any department. Liability insurance expenses have increased to \$38,677 as calculated by our insurance provider and reflects potential increases this coming year. The rate for building maintenance is maintained at the same rate as 2009 which is \$15,000 and better reflects actual expenditures. The engineering services budget has been decreased to \$15K reflecting potential expenditures. EMS rates have been negotiated with Alamo Heights and are budgeted at \$150,000. The computer budget is \$38,650 including the purchase of new systems, the costs of our maintenance contract for the network, and added capability for an email notification system for residents.



# City of Terrell Hills



Bexar County, Texas



## Budget 2010 Goal Funding





# City of Terrell Hills



Bexar County, Texas



## Goals ( pg 1)

- Limit debt to 2% of valuations (administration)
  - Debt levels do not change in this budget. Although we have the potential to issue new bonds, we will not go over 2% of valuations (approx \$21.7M)
- Rebuild/resurface remaining roads by 2015 (infrastructure)
  - \$650,000K in FY09 budget for street repair; major road project scheduled for FY10. Plan is on track<sup>6</sup> depending on funding/cost



# City of Terrell Hills



Bexar County, Texas



## Goals (pg 2)

- Establish plan for maintenance and repair of the road system with no significant capital investment (city services)
  - We do not increase our street budget this year, but look to increase by \$50K intervals in future budgets
- Build/remodel City Hall by 2010 (infrastructure)
  - Recommend changing target date to coincide with strategic plan
- Maintain a response time to emergencies not to exceed five minutes (public safety)
  - Public Safety program funded to meet response time



# City of Terrell Hills



Bexar County, Texas



## Goals ( pg 3)

- Enhance and beautify common areas through landscaping, lighting, minor construction and signage by 2015 (city services)
  - \$10K in the budget for landscaping (Geneseo Esplanade); \$5K in budget for Crestwood Park
- Respond to resident concerns and issues in no more than one business day (city services)
  - No budget impact, continuing service item



# City of Terrell Hills



Bexar County, Texas



## Goals (pg 4)

- Investigate incentives and opportunities for economic development in current non-residential zone (city services)
  - Not addressed in the budget; recommend revitalization plan
- Develop community-wide master drainage plan (city services)
  - Recommend allocating \$10K in consultant budget to begin formulating plan
- Maintain minimum general fund reserve equal to 180 days of operating revenue (administration)
  - Fund reserve exceeds this goal and outlook is to maintain this goal; excess reserve to be spent on road/City Hall improvements.



# City of Terrell Hills

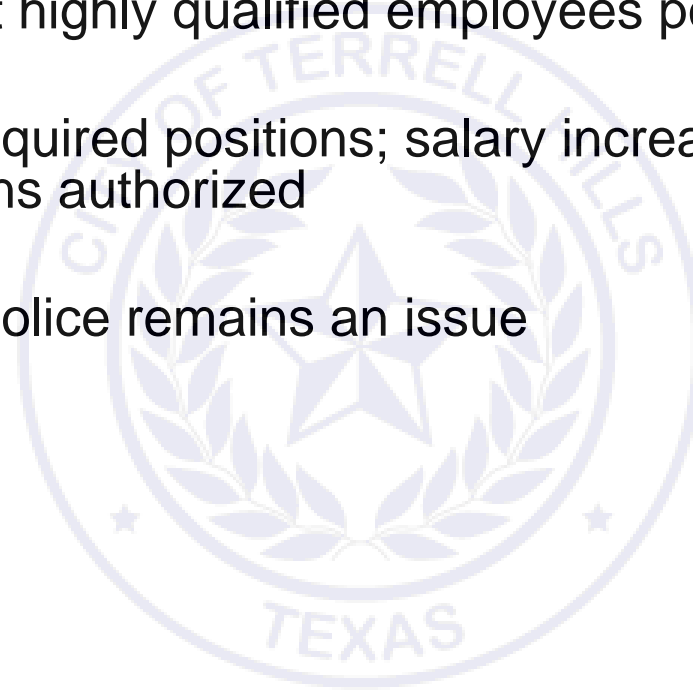


Bexar County, Texas



## Goals ( pg 5)

- Recruit and retain the most highly qualified employees possible
  - Budget fully funds all required positions; salary increased 2% for COLA. No new positions authorized
  - Retention of fire and police remains an issue



CITY OF TERRELL HILLS GENERAL FUND  
SUMMARY OF CASH BALANCE  
FY2010 BUDGET

	Actual FY2008	Estimated FY2009	Proposed FY2010
Beginning Cash on Hand Balance	3,686,326	3,994,884	4,798,185
Excess of Revenue over Expenditure	<u>308,558</u>	<u>803,301</u>	<u>0</u>
Ending Cash Balance	3,994,884	4,798,185	4,798,185
Designated Reserve Crossing Guard	5,750	5,800	5,800
Designated Reserve Vehicle Replacement	50,000	50,000	100,000
Designated Reserve Communication Replacement			90,000
Designated Reserve Street Repair			750,000
Less Operating Reserve (180 days)	<u>1,969,567</u>	<u>2,371,193</u>	<u>1,926,193</u>
Gross Ending Available Balance	1,969,567	2,371,193	1,926,193

City of Terrell Hills - General Fund  
**Profit & Loss Budget Overview**  
January through December 2009

	Jan - Dec 08 Final Actual	Jan - Dec 09 Budget	Est FY 09 Actual	Fy 10 Budget 2%	Reserve
<b>Ordinary Income/Expense</b>					
<b>Beginning Cash Balance</b>		3,994,884	3,994,884	4,798,185	
<b>Income</b>					
<b>4000 - Ad Valorem Tax</b>					
4001 - Delinquent Ad Valorem	138,028	50,000	50,000	50,000	
4002 - FY Ad Valorem Receipts	1,608,630	1,674,253	1,800,000	1,900,000	
4003 - Prior Nondel Ad Valorem	2,062,330	2,296,933	1,991,708	2,204,640	
<b>Total 4000 - Ad Valorem Tax</b>	<b>3,808,988</b>	<b>4,021,186</b>	<b>3,841,708</b>	<b>4,154,640</b>	
<b>4020 - Bldg Permits</b>	186,158	185,000	92,000	95,000	
<b>4050 - Court Fines</b>	26,463	26,000	25,257	26,000	
<b>4051 - Court Technology</b>	992	1,040	2,300	1,040	
<b>4070 - Franchise Tax</b>					
4071 - Franchise Cable TV	57,761	41,600	42,628	41,600	
4072 - Franchise CPS	199,719	175,000	178,000	175,000	
4073 - Franchise SAWS	21,869	15,600	25,000	20,000	
4075 - Franchise AT&T	23	26,000	27,000	26,000	
4076 - Franchise Birch Telecom	32,559	104	19	104	
4081 - Franchise Grande	17	1,352	1,315	1,352	
4086 - Franchise NII Comm	1,598	6	0	6	
4091 - Franchise TW Telecom	0	1,560	2,500	1,560	
4095 - Franchise Verizon	3	156	76	156	
4096 - Franchise XO Comm	3,016	47	117	47	
Franchise Sage	149		6		
Franchise Rosebud	22		17		
<b>Total 4070 - Franchise Tax</b>	<b>316,736</b>	<b>261,425</b>	<b>276,677</b>	<b>265,825</b>	
<b>4150 - Judson Montessori</b>	5,000	5,000	5,000	5,000	
<b>4200 - Miscellaneous</b>					
4212 - Vehicle Sales	1,855	5,200	4,200	5,200	
4213 - Board Fees	3,400	4,160	2,260	3,000	
4214 - Burglar Alarms	330	208	140	208	
4216 - Crossing Guard	5,753	6,552	5,260	5,500	5,800
4222 - Receipt Book	2,929	2,704	2,206	2,704	
4223 - Recycling Income	1,258	1,326		0	
4224 Sale of Real Property	16,000		0		
<b>Total 4200 - Miscellaneous</b>	<b>31,525</b>	<b>20,150</b>	<b>14,066</b>	<b>16,612</b>	
<b>4300 - Sales Taxes</b>	159,111	130,000	131,302	135,000	
<b>4351 Sewer Use Fees</b>	995,323				
<b>4500 - Interest Income</b>					
4501 - Interest Income CD's	29,297	20,000	37,531	0	
4502 - Interest Income Money Mkt	12,247	20,800	16,812	30,000	
4506 - TEXPOOL Interest	45,901	11,200	1,129	0	
<b>Total 4500 - Interest Income</b>	<b>87,445</b>	<b>52,000</b>	<b>55,471</b>	<b>30,000</b>	
<b>4999 Uncategorized Income</b>	49,618				
<b>Total Income</b>	<b>5,667,358</b>	<b>4,701,801</b>	<b>4,447,982</b>	<b>4,729,117</b>	
<b>Gross Profit</b>	<b>5,667,358</b>	<b>4,701,801</b>	<b>4,447,982</b>	<b>4,729,117</b>	

City of Terrell Hills - General Fund  
Profit & Loss Budget Overview  
January through December 2009

	Jan - Dec 08 Final Actual	Jan - Dec 09 Budget	Est FY 09 Actual	Fy 10 Budget 2%	Reserve
<b>Expense</b>					
<b>500000 - Administrative Expenses</b>					
5001000 - Salaries Admin	233,401	245,268	238,995	200,925	
5001040 - TMRC	23,427	27,470	26,767	25,035	
5001050 - Med 1	16,677	20,700	14,351	19,200	
5001210 - Contingencies	0	9,000	0	0	
5001225 - Admin Training	925	2,000	2,000	2,000	
5001235 - Miscellaneous	3,505	6,000	3,180	6,000	
5001236 - Admin Gas and Oil	1,131	1,800	576	1,800	
5001240 - Office Expense	4,927	17,200	14,350	4,000	
5001242 - Court Office Supplies	69	260	145	260	
<b>Total 500000 - Administrative Exp</b>	<b>284,062</b>	<b>329,698</b>	<b>300,364</b>	<b>259,220</b>	
<b>510000 - Police Department</b>					
5101000 - Salaries Police Dept	539,555	638,079	616,516	695,896	
5101040 - TMRC	57,988	70,860	69,050	86,709	
5101050 - Med 1	50,614	58,000	47,401	62,400	
5101090 - Uniforms	8,550	10,000	7,125	10,000	
5101102 - Animal Control	775	1,500	0	1,500	
5101105 - CID	698	1,500	515	1,000	
5101132 - Gas & Oil	34,185	38,000	17,738	20,000	
5101157 - Radio Maintenance	7,131	6,500	3,700	15,000	
5101178 - Tire & Battery	1,266	3,000	3,510	4,000	
5101179 - Vehicle Repairs	9,970	15,000	2,190	10,000	
5101225 - Training	5,515	9,000	7,280	11,500	
5101235 - Miscellaneous	6,054	10,000	7,540	10,000	
5101240 - Office Expense	2,330	2,500	2,250	2,500	
5101350 - Equipment	70,892	90,000	90,000	50,000	60,000
<b>Total 510000 - Police Department</b>	<b>795,522</b>	<b>953,939</b>	<b>874,815</b>	<b>980,505</b>	

**City of Terrell Hills - General Fund  
Profit & Loss Budget Overview  
January through December 2009**

	Jan - Dec 08 Final Actual	Jan - Dec 09 Budget	Est FY 09 Actual	Fy 10 Budget 2%	Reserve
<b>520000 - Fire Department</b>					
5201000 - Salaries Fire Dept	690,804	732,653	709,386	737,269	
5201040 - TMRC	72,521	82,057	79,451	91,864	
5201050 - Med 1	56,462	67,770	50,930	72,000	
5201090 - Uniforms	6,834	8,500	5,300	7,500	
5201128 - Fire Department Qtrs	2,246	3,500	2,830	3,500	
5201129 - Equipment & Maintenance	27,348	33,750	29,200	35,800	30,000
5201132 - Gas & Oil	5,748	6,500	3,800	4,000	
5201157 - Radio Maintenance	717	2,500	364	6,500	
5201178 - Tire & Battery	404	2,000	0	2,000	
5201179 - Truck Repairs	2,648	2,500	1,700	2,500	
5201225 - Training					
5201226 - FD Training--Law Enf	753	1,500	27	500	
5201225 - Training - Other	5,092	8,000	8,000	14,000	
<b>Total 5201225 - Training</b>	<b>5,846</b>	<b>9,500</b>	<b>8,027</b>	<b>14,500</b>	
5201235 - Miscellaneous	4,029	4,000	3,530	7,000	
<b>Total 520000 - Fire Department</b>	<b>875,606</b>	<b>955,230</b>	<b>894,518</b>	<b>984,433</b>	
<b>530000 - Streets &amp; Sanitation Dept</b>					
5301000 - Salaries Streets & San	474,538	477,052	492,981	510,799	
5301040 - TMRC	50,494	53,430	55,214	63,646	
5301050 - Med 1	64,382	70,850	59,850	76,800	
5301090 - Uniforms	8,050	9,800	7,030	7,500	
5301100 - Alley Maintenance	24,188	25,000	20,000	20,000	
5301112 - Waste Disposal	100,201	140,000	90,700	130,000	
5301132 - Gas & Oil	54,603	62,000	24,470	35,000	
5301157 - Radio Maintenance	557	1,000	440	1,000	
5301160 Sewer Repairs	9,437				
5301165 - Sprinkler Repairs	1,030	1,500	100	1,500	
5301171 Engineering Project Fee	160,287				
5301178 - Tire & Battery	19,076	27,000	10,000	20,000	
5301179 - Equip Maint	41,167	39,000	41,500	39,000	
5301235 - Miscellaneous	331	1,000	3,330	1,000	
5301375 - Materials & Equipment	60,470	65,221	45,000	55,000	100,000
<b>Total 530000 - Streets &amp; Sanitation</b>	<b>1,068,812</b>	<b>972,853</b>	<b>850,615</b>	<b>961,245</b>	

Note: Street Repair is moved from Street and Sanitation to General Category effective with the 2010 Fiscal Budget.

**City of Terrell Hills - General Fund  
Profit & Loss Budget Overview  
January through December 2009**

	Jan - Dec 08 Final Actual	Jan - Dec 09 Budget	Est FY 09 Actual	Fy 10 Budget 2%	Reserve
<b>540000 - General</b>					
5401041 - Elections	-27	2,080	0	2,080	
5401101 - Appraisal District	24,719	28,682	27,000	27,500	
5401103 - Audit	14,500	14,500	14,500	14,500	
5401104 - Consultant	2,177	45,000	20,000	35,000	
5401105 - Engineering Services	24,162	26,000	12,000	15,000	
5401106 - Prosecutor	2,600	2,496	2,400	2,496	
5401107 - Judge	2,200	2,496	2,400	2,496	
5401108 - City Attorney	22,177	24,000	12,000	20,000	
5401109 - Telephone	3,922	5,200	4,400	4,500	
5401110 - CPS	12,961	18,500	13,380	16,000	
5401111 - Street Lights CPS	17,253	20,000	14,700	16,000	
5401112 - Water	7,144	9,000	8,800	12,000	
5401114 - Dispatch	88,480	100,000	95,000	145,000	
5401125 - EMS Contract	155,825	185,000	150,000	150,000	
5401130 - Health Inspections	1,800	1,872	1,600	1,800	
5401138 - Insect control	2,647	2,080	1,000	2,080	
5401145 - Liability Insurance	24,826	37,550	30,106	38,677	
5401146 - Workers' Comp Ins	76,188	83,500	60,293	86,005	
5401150 - Newsletter	4,452	4,000	4,000	5,000	
5401200 - Appreciation Dinner	3,485	5,200	4,500	5,200	
5401210 - Contingencies	15,972	30,000	1,710	30,000	
5401220 - Dues & Subscriptions	4,791	4,000	4,000	4,000	
Miscellaneous			1,000		
5401240 - Office Expense	794	780	1,050	780	
5401245 - Postage	1,688	3,000	1,120	3,000	
5401270 Purchase of Real Prop	625,597				
5301170 - Street Repair	833,977	650,000	55,000	650,000	750,000
5401300 - Building Maintenance	14,602	15,000	10,800	15,000	
5401325 - Computers	17,761	30,000	28,000	38,650	
5401400 Sewer Expense	344,526				
Court Technology		0	618	500	
5401600 - Payroll Taxes					
5401610 - City Life	4,327	5,720	4,740	5,892	
5401650 TMRC	196				
5401670 - FICA	118,090	129,434	108,000	132,983	
5401675 - SUI	5,540	16,120	5,100	16,475	
5401685 - Medicare	27,618	30,271	25,150	31,101	
<b>Total 5401600 - Payroll Taxes</b>	<b>155,771</b>	<b>181,545</b>	<b>142,990</b>	<b>186,451</b>	
<b>Total 540000 - General</b>	<b>2,162,444</b>	<b>1,531,481</b>	<b>724,368</b>	<b>1,529,715</b>	
5401450 - Payroll Expenses	12,015	14,000	12,750	14,000	
<b>Total Expense</b>	<b>5,542,989</b>	<b>4,757,201</b>	<b>3,644,680</b>	<b>4,729,117</b>	<b>945,800</b>
<b>Net Ordinary Income</b>	<b>124,369</b>	<b>-55,400</b>	<b>803,301</b>		
<b>Less Reserve Expenditure</b>				<b>945,800</b>	
<b>Ending Cash Balance</b>	<b>3,994,884</b>	<b>3,939,484</b>	<b>4,798,185</b>	<b>3,783,317</b>	

**City of Terrell Hills - Debt Service**  
**Profit & Loss Budget Overview**  
January through December 2010

	<u>Jan - Dec 10</u>
<b>Income</b>	
<b>4001 - Ad Valorem Taxes</b>	394,158.75
<b>Total Income</b>	<u>394,158.75</u>
<b>Expense</b>	
<b>5501500 - Bond Principal</b>	265,000.00
<b>5501510 - Bond Interest</b>	128,358.75
<b>5501520 - Service Fees</b>	800.00
<b>Total Expense</b>	<u>394,158.75</u>
<b>Net Income</b>	<u><u>0.00</u></u>

**2010 City Council:**

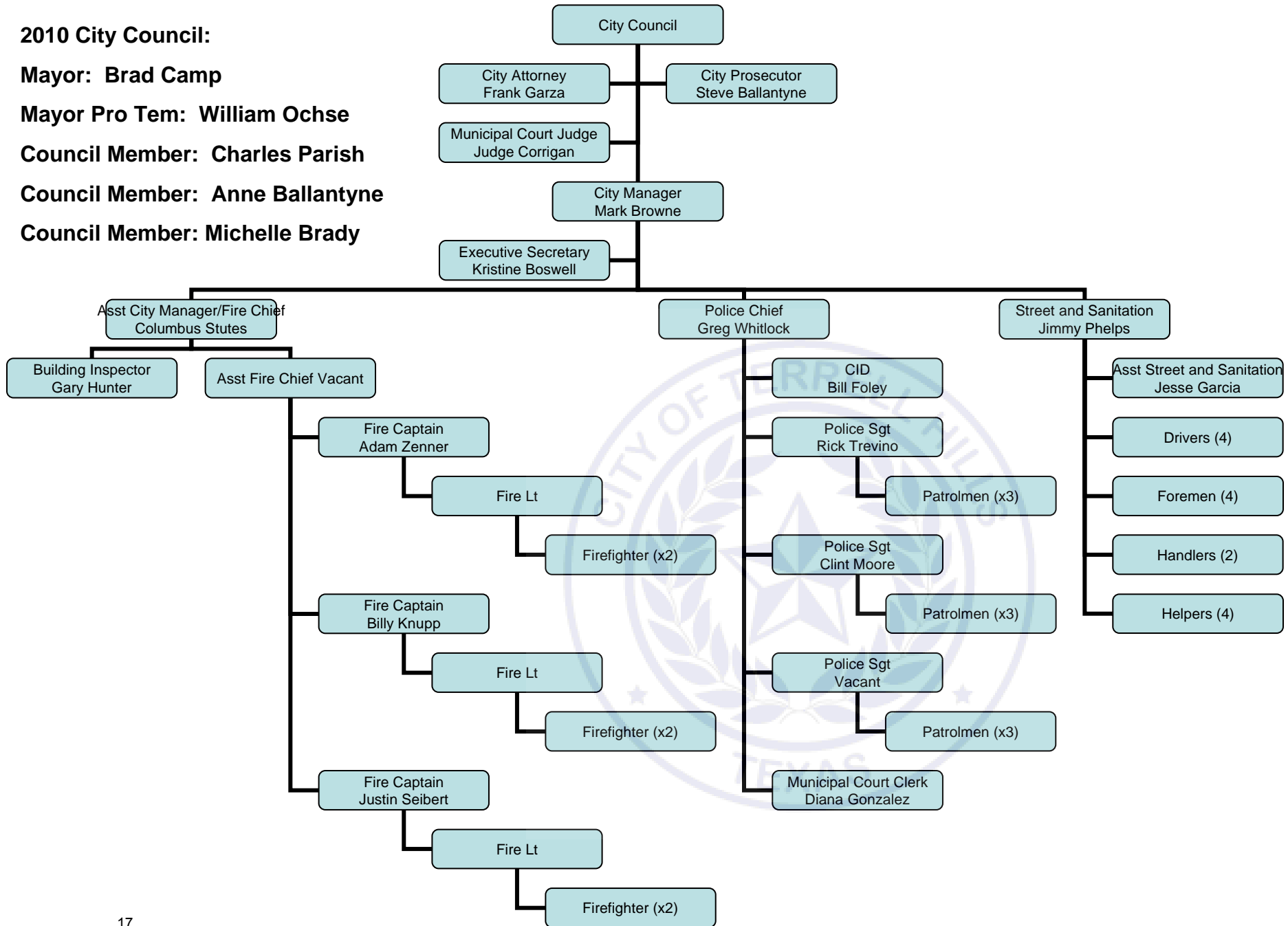
**Mayor: Brad Camp**

**Mayor Pro Tem: William Ochse**

**Council Member: Charles Parish**

**Council Member: Anne Ballantyne**

**Council Member: Michelle Brady**



## Fiscal Year 2010 Pay and Benefits Plan

### Base Pay

#### *Administrative Department*

Title	Authorized Positions	Base Rate/ Period
City Manager	1	\$7,170.35/ monthly
Inspector	1	\$3,716.37/ monthly
Executive Secretary	1	\$3,005.94/ monthly

#### *Police Department*

Chief	1	\$5,595.99/ monthly
Sergeant	4	\$3,589.99/ monthly
Corporal	3	\$3,437.91/ monthly
Patrol Officer II	9	\$3,213.00/ monthly
Patrol Officer I/ In training	As required	\$3,009.00/ monthly
Court Clerk	1	\$2,944.18/ monthly

Note: Provides for Corporals assigned to each patrol shift and the Court Clerk is reassigned to Police Department

#### *Fire Department*

Chief/Assistant City Manager	1	\$5,328.23/ monthly
Assistant Chief	1	Not Filled
Captain	3	\$3,803.12/ monthly
Lieutenant	3	\$3,534.30/ monthly
Firefighter II	7	\$3,427.20/ monthly
Firefighter I/ In Training	As required	\$3,009.00/ monthly

Note: Assistant Chief's position not filled at this time and will be filled by one additional firefighter II position in suppression.

#### *Street and Sanitation*

Superintendent	1	\$21.43/ hourly
Foreman	1	\$15.44/ hourly
Crew Supervisor	4	\$13.94/ hourly
Driver/ Intermediate Handler	4	\$13.57/ hourly
Handler	2	\$12.87/ hourly
Helper	4	\$12.25/ hourly

## Benefits

1. That 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.

2. That each full-time City employee shall receive longevity pay based on the salaries listed herein, such longevity pay to be based upon completed years of service to the City and computed as follows:

- |                                 |                                |
|---------------------------------|--------------------------------|
| a. First through third years    | 2% of base pay per year        |
| b. Fourth through seventh years | 1% of base pay per year        |
| c. Eighth year onward           | 1/2 of 1% of base pay per year |

3. That the fringe benefits of the employees be and the same hereby are as follows:

**a. Holidays:** The City will observe ten holidays per year. These holidays are New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day following, and Christmas. Employees are granted nine paid holidays; administrative personnel are encouraged to use a vacation day on Veteran's Day.

**b. Sick Leave:** Sick leave for full-time employees shall be earned at the rate of 8 hours month (12 hours applies to fire department personnel on 24 hour shifts) with a maximum accumulation of sixty days. Any employee with more than 30 days accumulated sick leave may use no more than 5 sick days as additional paid vacation. Any sick leave taken in excess of three consecutive days will require certification of a licensed physician. There will be no payment for unused sick leave upon an employee's termination.

**c. Group Hospitalization Insurance:** The City will provide group hospitalization and major medical insurance effective on the first day of the month following date of hire. Dependents' coverage and dental insurance shall be made available at the option of the individual employee. The City will contribute up to \$400 monthly to the City provided group plan for the employee and dependent insurance, with the employee responsible for the balance through payroll deduction. The City will also afford each employee the opportunity to obtain disability income and/or indemnity insurance for non-work-related accidents and illnesses, to be paid for by the employee through payroll deduction.

**d. Group Life Insurance:** Each employee will be provided with group life insurance based on the terms of the major medical policy and shall not exceed a total of \$50,000 in benefits. Dependents' coverage shall be made available at the option of the individual employee, the cost of which is to be paid by the employee.

**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

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

**f. Vacation:** Full-time Regular Employees shall be eligible for paid vacation days based on the following schedule;

After 6 months	5 days
1 year thru 10 years	10 days
11 years and onward	15 days

Note: Variations and exceptions from this schedule may be found in the Personnel Policy Handbook with City Council approval.

The Personnel Policy Handbook prescribes the use and accumulation of Vacation days.

Proposed Raise	2.00%	<b>Payroll Projections Fiscal Year 2010</b>				
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Department	Salary Projection	Social Security/city match	Medicare/ city match	TMRS/city match	Payroll Totals
Administration	\$200,924.68	\$12,457.33	\$2,913.41	\$25,035.22	\$241,330.63
Fire Department	\$737,269.42	\$45,710.70	\$10,690.41	\$91,863.77	\$885,534.31
Police Department	\$695,895.75	\$43,145.54	\$10,090.49	\$86,708.61	\$835,840.39
Street & Sanitation	\$510,799.36	\$31,669.56	\$7,406.59	\$63,645.60	\$613,521.11
<b>Total</b>	<b>\$2,144,889.22</b>	<b>\$132,983.13</b>	<b>\$31,100.89</b>	<b>\$267,253.20</b>	<b>\$2,576,226.44</b>

2009 budgeted amount	\$2,087,651.27	percentage difference	2.74%	Retirement/SS/Medicare	\$431,337.22
		dollar diff	\$57,237.95	2009 Budgeted	\$393,522.26
		Total Difference		Difference	\$37,814.96
				Percentage Difference	9.61%

This includes the phase in rate for TMRS 12.46 % up from 11.2%

Medical per dept		payroll tax w/Medical
Admin	\$24,000.00	\$26,913.41
Fire Dept	\$72,000.00	\$82,690.41
Police Dept	\$62,400.00	\$72,490.49
Street and Sanitation	\$76,800.00	\$84,206.59
	<b>\$235,200.00</b>	<b>\$266,300.89</b>

NOTE: \$400 Per employee per month

## Police Department Budget Summary

### **A. New Equipment** **Total: \$106,540.00**

**Vehicles (2) :** \$50,500.00.

Two (2) New Patrol Vehicles.

Includes extended power train warranty (3 years/75,000) which ever occurs first. This will supplement our existing fleet.

#### **Other Equipment**

Vehicle Equipment: \$12,500.00.

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

On-Board Video Systems (2) \$6,040.00

Upgrade to phase out existing VHS platform base units susceptible to repeated breakdown due to age and length in service.

(9) Handheld Radios: \$37,500.00.

Required upgrade of older radios, with newer models that meet new FCC regulations for police/fire radios, and compatibility of new radio system.

### **B. VEHICLE MAINTENCE:** **Total \$15,000.00**

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

### **C. TIRES AND BATTERIES:** **Total \$4,000.00**

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

### **D. RADIO AND COMMUNICATIONS:** **Total \$15,000.00**

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

Laptop Modem Fees, New service and maintenance fees associated with being an authorized user on the SAPD radio system, and repairs & maintenance on radio/communication equipment.

### **E. MISCELLANEOUS:** **Total \$10,000.00**

Includes DVDs, SD Cards, and any necessary media storage devices plus any purchases not included in other line items. Includes classified ads for job openings and purchase of upgrade racial profiling data software.

**F. CID: Total \$1,500.00**

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.

**G. OPERATIONS: Total: \$51,000.00**

1. GAS AND OIL \$38,000.00

Fuel and Oil (including oil changes) for five patrol vehicles.

2. TRAINING: \$11,500.00

a. In-service training schools: (\$5,000.00)

Includes off site and in-house training including audio/visual items used in training. This also includes state mandated training for licensing requirements, certification advancement, supervisor and investigational training.

b. Firearms Training: (\$6,500.00)

Includes ammunition, range supplies, instructor development. all items used in mandated and additional Instructor Firearms development.

3. Animal Control: \$1,500.00

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. Dog Licenses

**H. OFFICE SUPPLIES: Total: \$2,500.00**

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

**I. UNIFORMS: Total: \$11,500.00**

\$500 annual uniform allowance for each of the **fourteen** full time officers. 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 it useable life expectancy. Allows for anticipated increase in cost associated for department supplied items.

## Fire Department Proposed Budget

**Uniforms** **\$7,500**

Uniforms and associated equipment is purchased including badges, footwear and other items approved by the Fire Chief. Requesting a \$1,000 reduction in this line item.

**Fire Department Quarters** **\$3,500**

This category covers expenses associated with the Firefighter Quarters. No change is requested in this budget item.

**Equipment and Maintenance** **\$65,800**

### **New and Replacement Equipment**

6 additional 800 MHz Portable Radios w/ spare batteries and vehicle chargers \$34,100

These radios will complete our initial conversion to the new radio system as discussed in 2008. We anticipate this item being covered from the City Reserve Funds.

4 Sets of Bunker Gear \$8,000

This provides for the regular rotation of Protective Equipment currently scheduled on a 3 year replacement.

2 New Self Contained Breathing Apparatus \$12,000

Provides for the replacement of Protective equipment that has reached its useful life. Our program requires that we replace 2 units per year for the next 5 years to bring all SCBA's into the current recommended standards.

Replacement Hose \$2,200

This is to replace hose that has reached its useful life expectancy.

Sub total Equipment \$56,300

### **Maintenance**

## Maintenance

This category can be divided into 2 sub categories. The nature of the equipment utilized requires periodic testing and calibration and this is reflected in the first sub category. The second provides for regular repairs to maintain the equipment in a suitable condition for emergency service.

Regular equipment testing and Certification	\$5,500
Equipment Repairs	\$4,000
Sub total Maintenance	\$9,500

**Gas & Oil** **\$6,000**

This category is Self Explanatory

**Radio Maintenance** **\$6,500**

This item provides for repair and maintenance of communication equipment. The monthly air time and maintenance contract required with the new 800 MHz radios is included.

**Tire and Battery** **\$2,000**

No change is being requested in this category.

**Truck Repairs** **\$2,500**

This covers minor repairs and general maintenance for the fire vehicles including valve repairs and annual pump tests. No change is being requested.

**Training**

**\$14,500**

This category provides for a diverse training regimen required to maintain and enhance current capabilities. Some training is required by the State and Federal governments and includes basic firefighting refreshers, hazardous materials awareness as well as the emergency medical training required to maintain personnel certification. In addition to the training we have been providing, the EMS budget is shifting the responsibility of training paramedics to the individual departments served. This requires an increase in this line item to cover training 2 paramedics in the upcoming fiscal year.

**Miscellaneous**

**\$7,000**

Purchases of items such as fire prevention materials, pamphlets to support our fire inspection program and employee physicals and immunizations that are required to fulfill our mission to provide Advanced Life Support Emergency Medical Responses are provided for under this category. As with the paramedic training, the required testing and immunizations for our EMS first responders has been shifted from the EMS budget to the individual City's requiring an increase in this operational category.

Note: Category proposed cost in **Bold**

## Vehicle Replacement Schedule Budget Year 2010

Year Purchased	Replacement Schedule	Unit Description	Replacement Year	Estimated Cost
2007	3	PD Unit 5	2010	\$26,500
2007	3	PD Unit 6	2010	\$26,500
1989	15	Street Brush Truck	2010	\$67,000
			<b>2010 Total</b>	<b>\$120,000</b>
1991	20	Pierce Fire Truck	2011	\$240,000
2008	3	PD Unit 2	2011	\$28,000
2008	3	PD Unit 4	2011	\$28,000
			<b>2011 Total</b>	<b>\$296,000</b>
2004	8	Inspection Chevrolet C-1500 Pickup	2012	\$26,000
2009	3	PD Unit 3	2012	\$28,350
2009	3	PD Unit 1	2012	\$28,350
			<b>2012 Total</b>	<b>\$82,700</b>
1991		8 Street Department Truck	2013	\$44,000
2010	3	PD Unit 5	2013	\$28,650
2010	3	PD Unit 6	2013	\$28,650
			<b>2013 Total</b>	<b>\$101,300</b>
2011	3	PD Unit 2	2014	\$28,900
2011	3	PD Unit 4	2014	\$28,900
2006	8	F-350 Dually Diesel	2014	\$44,500
			<b>2014 Total</b>	<b>\$102,300</b>
2007	8	Fire Rescue Vehicle	2015	\$52,000
2012	3	PD Unit 3	2015	\$29,500
2012	3	PD Unit 1	2015	\$29,500
			<b>2015 Total</b>	<b>\$111,000</b>
2013	3	PD Unit 5	2016	\$31,300
2013	3	PD Unit 6	2016	\$31,300
			<b>2016 Total</b>	<b>\$62,600</b>
2014	3	PD Unit 2	2017	\$31,500
2014	3	PD Unit 4	2017	\$31,500
			<b>2017 Total</b>	<b>\$63,000</b>
2015	3	PD Unit 3	2018	\$31,680
2015	3	PD Unit 1	2018	\$31,680
			<b>2018 Total</b>	<b>\$63,360</b>