



# ***City of Castle Hills***

***“When Location & Service Really Matter!”***

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## ***2019 BUDGET WORKSHOP #1 July 24, 2018***

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# Overview

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- **Preliminary Revenues (Excluding Property Tax)**
- **Police Department**
- **Public Works/Sanitation Department**
- **Meeting Schedule**
- **Questions**



# Preliminary Revenues

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- Sales Tax 2018 Budgeted projection \$1,100,000
  - 5 year average is \$997,517
  - Current collections booked through July trending -3.06% slightly lower than this time last year
  - Based on this trend 2018 will likely come in at \$1,000,000
  - Confidential reports can be obtained from State for forecasting, however they can be a very cumbersome CSV.file based on number of remitters
  - Many Firms offer little/or no fees and will analyze for trends and look for what is considered “leakage”
- 2019 Sales Tax anticipated projection \$1,000,000



# Preliminary Revenues

- Court revenue line items preliminary changes
  - Court Income (01-00-4030) Decreasing \$80,000
  - STEP (01-00-4080) Remaining the Same
  - Warrants (01-00-0402) Decreasing \$20,000
- Court Tax (01-00-4400) and LGB Collections (01-00-4025)
  - The City has historically included these as revenue and conversely the payment to the vendors under expense
    - The above fees are a considered pass through and typically are not included in a budget and activity is recorded on the balance sheet
    - The City does retain a service fee calculated on the collected state fines
    - The Auditors combine these revenue and expense lines within the financial statements and the difference has been included under court income
    - Creating new line item (not new revenue) to record the service fee retained
      - Court Service Fee State Collection (01-00-4032) \$25,000
    - Remove expense line items under Municipal Court Department Collection Fees (01-20-5088) and Court Tax (01-20-5127)





# Preliminary Revenues

- Permits/Fees/Inspections/Licenses
  - Fee schedule last amended April 30, 2018
  - Fees and expenses are monitored and regulated as needed
  - Similar new housing starts for upcoming year based on current vacant lots and demolitions of aging homes
  - Commercial roof and a/c replacements continue to remain steady due to past weather events and age of commercial properties
- Projecting no increase from current budget revenue numbers

• Permits/Inspection Fees	(01-00-4050)	\$305,000
• Food Licenses	(01-00-4100)	\$ 17,000
• Liquor Licenses	(01-00-4110)	\$ 3,000
• Arc, BOA, Zoning, Plat Fees	(01-00-4140)	\$ 4,000
• Animal Impound/Registration	(01-00-4190)	\$ 1,000



# Preliminary Revenues

- Residential Garbage Fees

- Residential rates have not been increased since 2010
- Landfill Fees have been increasing significantly since 2015 (4.5%-5.5% - Jan. 2019)
  - Disposal – Ton Fee Increased 25.60% since 2015
  - Environmental Fee per Load \$4 to \$24
  - Fuel Surcharge Fee on Ton and Environmental % is updated every Monday
  - Regulatory cost Recovery 3.6% on Ton and Environmental
  - Waste Water Management Fee 4.75% on Ton and Environmental
  - TCEQ Fee \$0.94 per Ton

- Possible options to cover costs

- Adopt a Franchise Fee on Commercial Trash Providers
- Increase Residential Rates
- Determine if any landfill fees can be negotiated at a lower rate, however currently discounted
- Determine if other landfill providers exist

	Audited 2015	Audited 2016	Audited 2017	Adopted 2018	Projected 2018
Revenue	\$ 454,636	\$ 455,020	\$ 454,612	\$ 455,000	\$ 455,000
Sanitation Dept. Expenses	\$ 321,571	\$ 354,155	\$ 434,666	\$ 458,177	\$ 483,177
Gain/(Loss)	\$ 133,065	\$ 100,865	\$ 19,946	\$ (3,177)	\$ (28,177)



# Preliminary Revenues

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- Remaining Revenue no changes proposed at this time with the exception of Interest

• Fales Alarm Fines	(01-00-4000)	\$ 3,000
• Restitution Fees	(01-00-4010)	\$ 500
• Miscellaneous	(01-00-4060)	\$ 3,500
• Credit Card Fees	(01-00-4065)	\$ 40,000
• Donations	(01-00-4070)	\$ 100
• Report Fees	(01-00-4150)	\$ 5,500
• Mixed Beverage Tax	(01-00-4305)	\$ 9,000
• Revenue Rescue	(01-00-4420)	\$ 11,000
• Towing Services	(01-00-4440)	\$ 25,000
• Increasing Interest \$30,000	(01-00-4090)	\$ 55,000
• Passport Acceptance Fees (01-00-4450)	will be discussed further at future meetings	



# Income Summary

Income Summary	2018 Budget	Preliminary Proposed 2019	Change
Property Tax	\$3,426,468	TBD	
Sales Tax	\$1,100,000	\$1,000,000	- \$100,000
Court Income	\$ 680,000	\$ 625,000	-\$ 55,000
Franchise Fees	\$ 475,000	\$ 520,000	\$ 45,000
Residential Garbage Fees	\$ 455,000	\$ 455,000	\$ 0
Permits/Fee/Inspections/Licenses	\$ 330,000	\$ 330,000	\$ 0
Warrants	\$ 150,000	\$ 135,000	-\$15,000
STEP	\$ 200,000	\$ 200,000	\$ 0
Other	\$ 173,798	\$ 173,798	

City of Castle Hills		Audited 12/31/2013	Audited 12/31/2014	Audited 12/31/2015	Audited 12/31/2016	Audited 12/31/2017	5 Year Average	2018 Annual Budget
<b>Revenues</b>								
01-00-4000	False Alarm Fines	3,550.00	800.00	3,900.00	3,000.00	1,100.00	2,470.00	3,000.00
01-00-4010	Restitution Fees	879.00	1,636.90	382.00	415.50	285.00	719.68	500.00
01-00-4020	Warrants	71,102.97	164,355.30	137,489.50	133,772.55	136,275.80	128,599.22	150,000.00
01-00-4025	LGB Collections	45,164.48	41,059.75	30,910.40	35,931.51	26,830.30	35,979.29	40,000.00
01-00-4030	Court Income	430,796.18	580,023.48	507,241.92	553,950.68	527,722.97	519,947.05	680,000.00
01-00-4032	Court Service Fee State Collection	-	-	-	-	-	-	-
01-00-4040	Insurance Claims/Refunds	1,035.75	8,066.40	3,173.40	80,258.83	31,276.89	24,762.25	30,000.00
01-00-4050	Permits/Inspection Fees	300,097.23	246,982.79	281,823.12	391,212.36	291,265.94	302,276.29	305,000.00
01-00-4060	Miscellaneous	29,992.93	59,985.61	41,130.47	23,939.16	7,659.38	32,541.51	3,500.00
01-00-4065	Credit Card Fees	-	-	-	34,505.86	43,477.34	15,596.64	40,000.00
01-00-4070	Donations	10,900.00	13,900.00	7,300.00	713.29	59.70	6,574.60	100.00
01-00-4080	S.T.E.P	49,035.08	165,433.25	171,150.57	211,246.35	253,596.03	170,092.26	200,000.00
01-00-4090	Interest	9,214.70	2,491.04	51,090.07	25,009.15	64,375.38	30,436.07	25,000.00
01-00-4100	Food Licenses	18,635.00	22,945.00	24,040.00	19,061.00	19,800.00	20,896.20	17,000.00
01-00-4110	Liquor Licenses	5,101.63	5,126.22	5,081.21	7,867.40	4,452.42	5,525.78	3,000.00
01-00-4120	Garbage Fees	457,229.20	446,741.12	454,636.21	455,020.51	454,611.66	453,647.74	455,000.00
01-00-4125	Retro garbage billing	38,254.99	2,286.85	548.99	158.90	184.76	8,286.90	-
01-00-4130	Recycling	3,151.43	788.46	-	-	261.47	840.27	-
01-00-4140	ARC, BOA, Zoning & Plat Fees	7,444.74	3,015.50	8,800.00	3,400.00	5,781.00	5,688.25	4,000.00
01-00-4150	Report Fees	4,770.00	5,959.50	5,848.52	6,488.68	5,627.50	5,738.84	5,500.00
01-00-4170	Certificate of Occupancy	9,325.00	3,030.00	2,850.00	-	60.00	3,053.00	-
01-00-4190	Animal Impound/Registration	1,619.00	1,372.00	1,722.00	1,086.00	1,080.00	1,375.80	1,000.00
01-00-4200	Ad Valorem Taxes	2,403,867.47	2,505,330.41	2,651,729.34	2,894,349.29	3,167,414.79	2,724,538.26	3,426,468.00
01-00-4220	Franchise Fees	428,482.13	568,568.64	556,108.77	511,371.53	534,125.13	519,731.24	475,000.00
01-00-4300	Sales and Use Tax	936,903.22	962,546.67	1,010,500.24	1,044,359.66	1,033,278.91	997,517.74	1,100,000.00
01-00-4305	Sales Tax - Mixed Beverage	4,188.02	6,623.32	6,639.30	8,228.57	9,337.62	7,003.37	9,000.00
01-00-4310	Sales Tax - Garbage	41,396.47	37,839.74	38,306.35	38,272.71	38,303.76	38,823.81	38,000.00
01-00-4400	Court Tax	315,965.41	438,297.68	382,737.02	396,635.98	391,844.50	385,096.12	380,000.00
01-00-4420	Revenue Rescue	10,622.91	14,884.72	15,570.40	906.50	10,707.92	10,538.49	11,000.00
01-00-4440	Towing Services	18,842.00	19,165.00	14,672.50	19,022.50	24,604.59	19,261.32	25,000.00
01-00-4450	Passport Acceptance Office	-	-	-	-	-	-	21,197.75
01-00-4500	Sale of Equipment	-	-	-	-	2,500.00	-	-
01-00-4510	Animal Shelter Donations	-	-	-	-	-	-	-
01-00-4999	Capital Lease Proceeds	-	-	-	-	-	-	-
<b>Total General Fund Revenues</b>		<b>5,657,566.94</b>	<b>6,329,255.35</b>	<b>6,415,382.30</b>	<b>6,900,184.47</b>	<b>7,087,900.76</b>		<b>7,448,265.75</b>

Un-Audited YTD May 31, 2018	Budget Remaining	Preliminary 2019 Budget	Preliminary Change
-	3,000.00	3,000.00	-
1,164.96	(664.96)	500.00	-
49,734.19	100,265.81	130,000.00	(20,000)
13,306.64	26,693.36	-	(40,000) Not a City F
300,681.57	379,318.43	600,000.00	(80,000)
-	-	25,000.00	25,000 City's Servi
14,770.14	15,229.86	-	(30,000)
107,347.81	197,652.19	305,000.00	-
6,755.95	(3,255.95)	3,500.00	-
19,930.40	20,069.60	40,000.00	-
-	100.00	100.00	-
90,198.25	109,801.75	200,000.00	-
43,177.26	(18,177.26)	55,000.00	30,000
16,555.00	445.00	17,000.00	-
2,258.00	742.00	3,000.00	-
189,288.38	265,711.62	455,000.00	-
725.00	(725.00)	-	-
200.66	(200.66)	-	-
2,200.00	1,800.00	4,000.00	-
2,196.00	3,304.00	5,500.00	-
-	-	-	-
455.00	545.00	1,000.00	-
1,408,371.27	2,018,096.73	3,426,468.00	-
258,050.79	216,949.21	520,000.00	45,000
436,422.10	663,577.90	1,000,000.00	(100,000)
5,166.25	3,833.75	9,000.00	-
15,926.42	22,073.58	-	(38,000) Not a City F
137,832.43	242,167.57	-	(380,000) Not a City F
1,985.00	9,015.00	11,000.00	-
5,075.00	19,925.00	25,000.00	-
-	21,197.75	21,198.00	0
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
<b>3,129,774.47</b>		<b>6,860,266.00</b>	(588,000)



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# POLICE DEPARTMENT OVERVIEW

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*“When Location & Service Really Matter!”*

# *Castle Hills Police Department (2019)*





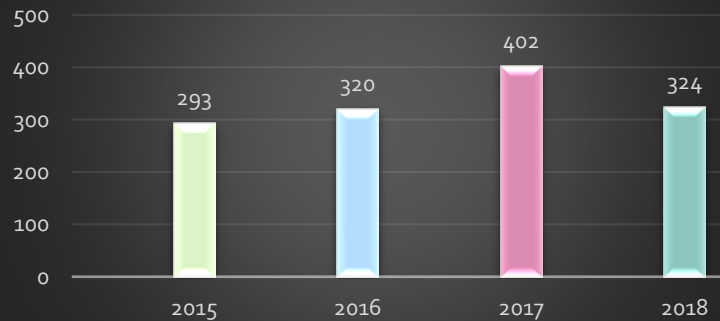
# State of the Department

- Wellness/fitness initiatives – Concept 2 Rower
  - Contributor to reduction of health costs
  - Recruitment
  - Morale
  - Operational readiness
- Successful warrant initiative (year six)
  - Our model successfully deployed in sister cities upon consultation
- Organization recently hired two and is currently down one
  - Continued reimbursement of DEA/HIDTA salary (\$40,824.00)
- Top tier training hub
  - \$3,900.00 net savings on training as a result of FBI LEEDA (Law Enforcement Executive Development Association) Trilogy in 2018 (not including hotel/per diem)
    - ✓ All Administration and Patrol Sergeants have graduated Trilogy
    - ✓ All tenured Corporals have graduated Trilogy
    - ✓ All senior officers have graduated Trilogy
    - ✓ Currently sending detectives

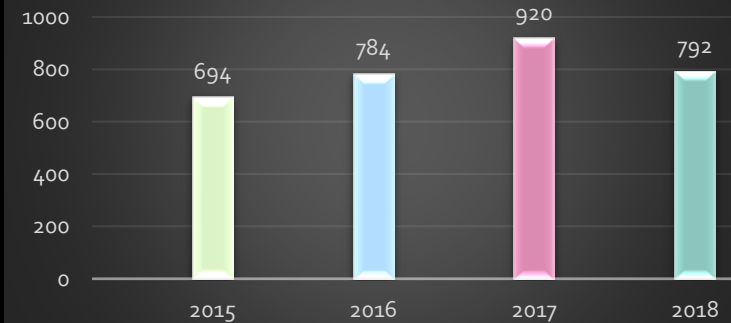
financially most departments will never be able to entertain/achieve this goal

# Workload Statistics

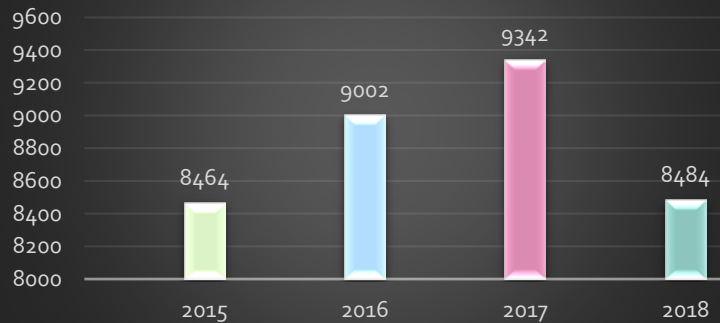
## Narcotics



## Arrests



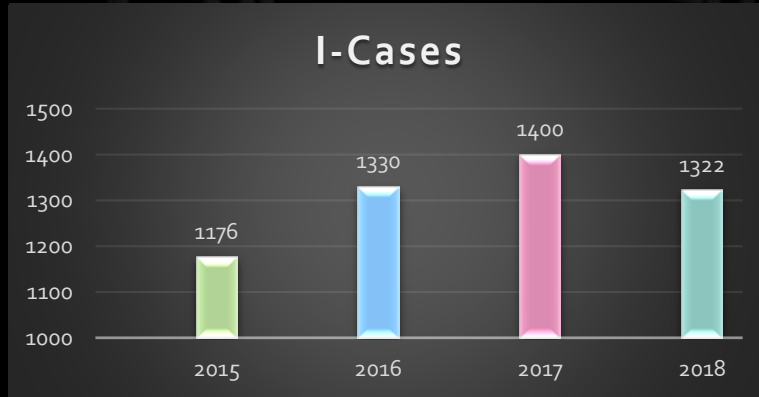
## Patrol By's



➤ 10% increase in Narcotics from '15 to '18

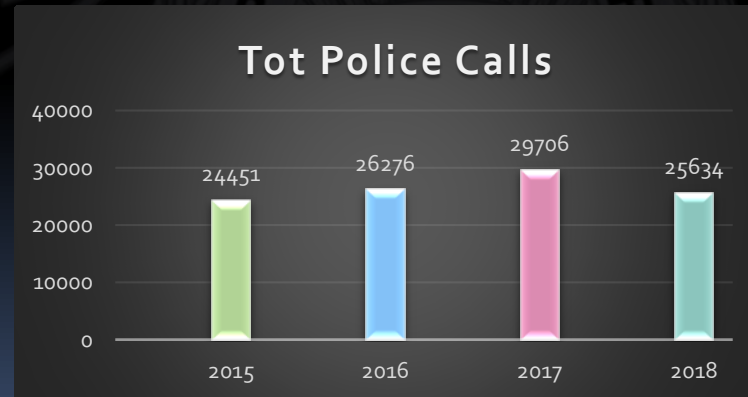
➤ 12% increase in Arrests from '15 to '18

# Additional Points of Interest



➤ 13.5% increase  
in I-cases from '15  
to '18

➤ 5% increase in  
Total Police Calls  
from '15 to '18



# 2019 Seizure Funds (Fund 13)

- State Seizure (Fund 13) balance - \$64,269.16
- Federal Seizure (Fund 13) balance - \$275,203.56

*These funds are governed by the Code of Criminal Procedure, Chapter 59. Forfeiture of Contraband, and have restricted uses one of which includes buildings*

# 2019 General Fund Budget Proposal

- Operational budget remaining neutral for second consecutive year
  - Utilities (01-30-5030) increases \$3,000.00
  - Gas, Oil, & Tires (01-30-5035) decreases \$3,000.00
- Required salary (01-30-5001) increases \$13,781.84 – accommodates yearly Step increases for eligible line level officers, non COLA proposal – COLA TBD



# 2019 Crime Control Operating Budget

- Operational budget remaining neutral for second consecutive year
  - Community Programs (50-00-9024) increases \$1,000.00
  - SWAT/Ammo (50-00-9022) decreases \$1,000.00

## ASSIGNED/ALLOCATED FUNDS FOR RECURRING PURCHASES – fund balance \$746,405.38

	Current	EOY 2018
• Radios (50-00-8115),	\$90,000.00	\$110,000.00
• Patrol Cars (50-00-8105), 8	\$117,500.00	\$175,000.00
• Video Equipment (50-00-8120), 8	\$37,500.00	\$50,000.00
• MDT's (50-00-8125), 11	\$27,075.16	\$36,000.00
• Traffic Vehicle (50-00-8107), 1	\$20,000.00	\$30,000.00
• CID vehicles (50-00-9021), 5	\$100,000.00	\$125,000.00

# 2019 Crime Control Operating Budget Purchases

ASSIGNED/ALLOCATED FUNDS FOR RECURRING PURCHASES –  
fund balance \$746,405.38

	<u>Current</u>	<u>EOY 2018</u>
• Patrol Cars (50-00-8105), 8	\$117,500.00	\$175,000.00
• Video Equipment (50-00-8120), 8	\$37,500.00	\$50,000.00
• MDT's (50-00-8125), 11	\$27,075.16	\$36,000.00

# 2019 LEOSE (Fund 18)

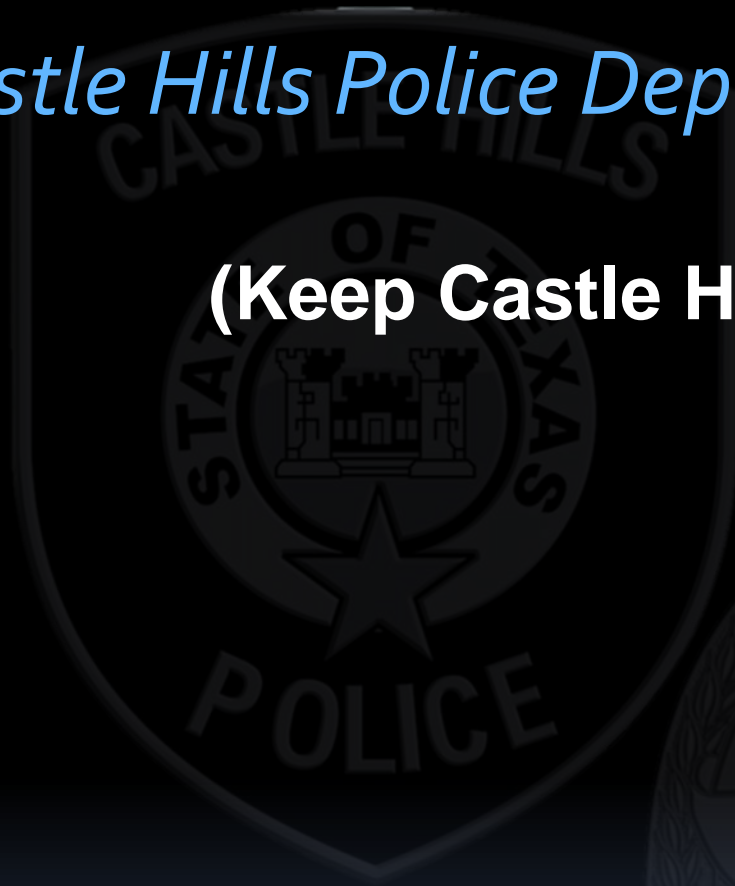
- LEOSE (Fund 18) balance - \$8494.60
  - Estimating training use of \$3,000.00 for 2018

*These funds are monies distributed by the state to law enforcement agencies for continuing education of officers. These monies are designed to supplement General Fund training monies.*



# *Castle Hills Police Department (2019)*

**(Keep Castle Hills Safe)**





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# **PUBLIC WORKS AND SANITATION DEPARTMENT OVERVIEW**

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*“When Location & Service Really Matter!”*

# PUBLIC WORKS FY 2019 BUDGET PROPOSAL



# PRESENTATION GOAL

- The goal of this presentation is to inform the general public of the Public Works budget, operations, and uses of tax payer dollars.
- This is intended to show the importance of having a motivated and well trained public works team as well as maintaining efficient equipment and vehicles in order to provide quality service to residents.

# PUBLIC WORKS OVERVIEW

➤ **The Public Works Department consists of 3 Divisions with 13 employees:**

- Public Works Director = 1 full-time employee
- Admin Assistant = 1 full-time employee
- Street Division = 1 full-time employees + 2 Vacancies
- Building Maintenance (Janitorial) = 1 Part-time employee
- Project Manager = 1 Vacancies
- Sanitation Diver = 2 full-time employees
- Sanitation Collectors = 4 employees
- Animal Control Division = (as needed)

# PUBLIC WORKS EXPENSES / REVENUE

- Public Works services produce the following revenues:

<b>Streets</b>	<b>2017</b>	<b>2018</b>
Surcharge Fees	\$10,263	\$5,502 (YTD Jan-May)
Abatement Fees	\$2,067	\$ 2,528 (YTD Jan-May)
<b>Animal Control</b>	<b>2017</b>	
Animal Registrations, Cage Rental, Impoundment, & Animal Boarding	\$ 1,200	(YTD Jan-May)

# STREET OPERATIONS

## ➤ **The Streets Team performs:**

- 72 hours per month mowing, trimming, cleaning
- 16 hours per month on minor street repairs
- 16-24 hours per month on sign maintenance

## ➤ **Street Functions:**

- Minor street repairs (Cold Patch repair)
- Crack-sealing of streets (hot tar crack application)
- Seal coating and minor paving projects by contactors
- Street sign installation/maintenance/replacement
- Cleaning and sediment removal of Drainages
- Mowing, trimming and cleaning of Easements
- Watering of sub-division monument foliage
- Graffiti removal
- Surcharge collections
- Various Abatement duties (private properties)
- Put up and take down barricades during storms
- Janitorial services for City Hall and Police Department

# STREET FLEET / EQUIPMENT

## ➤ **Street Fleet used daily to provide City services:**

- Dump Truck – 1998 GMC
- Field Truck – 2006 Ford F350
- Field Truck – 2008 Ford F150
- Field Truck – 2014 Ford F150

## ➤ **Equipment used daily to provide City services:**

- Tractor – 2017 Kubota L2900
- Water Trailer – 1993
- Tandem Trailer – 1987
- Crack-Sealer Machine – 1998 Crafco

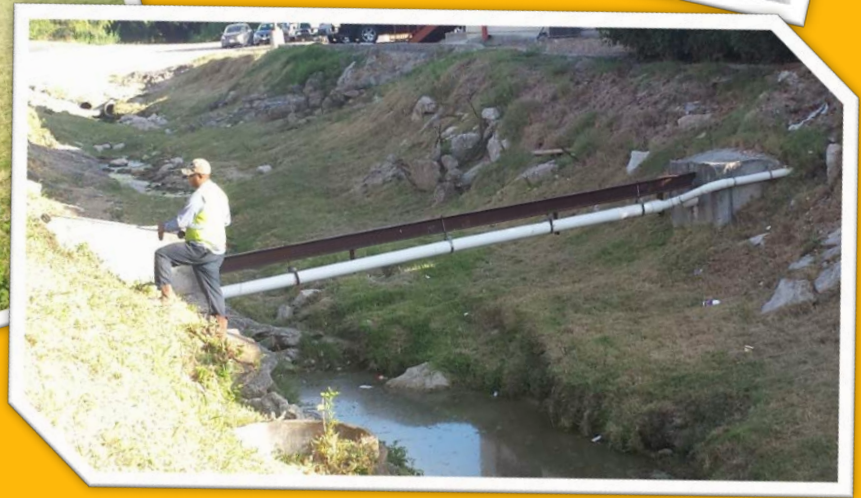
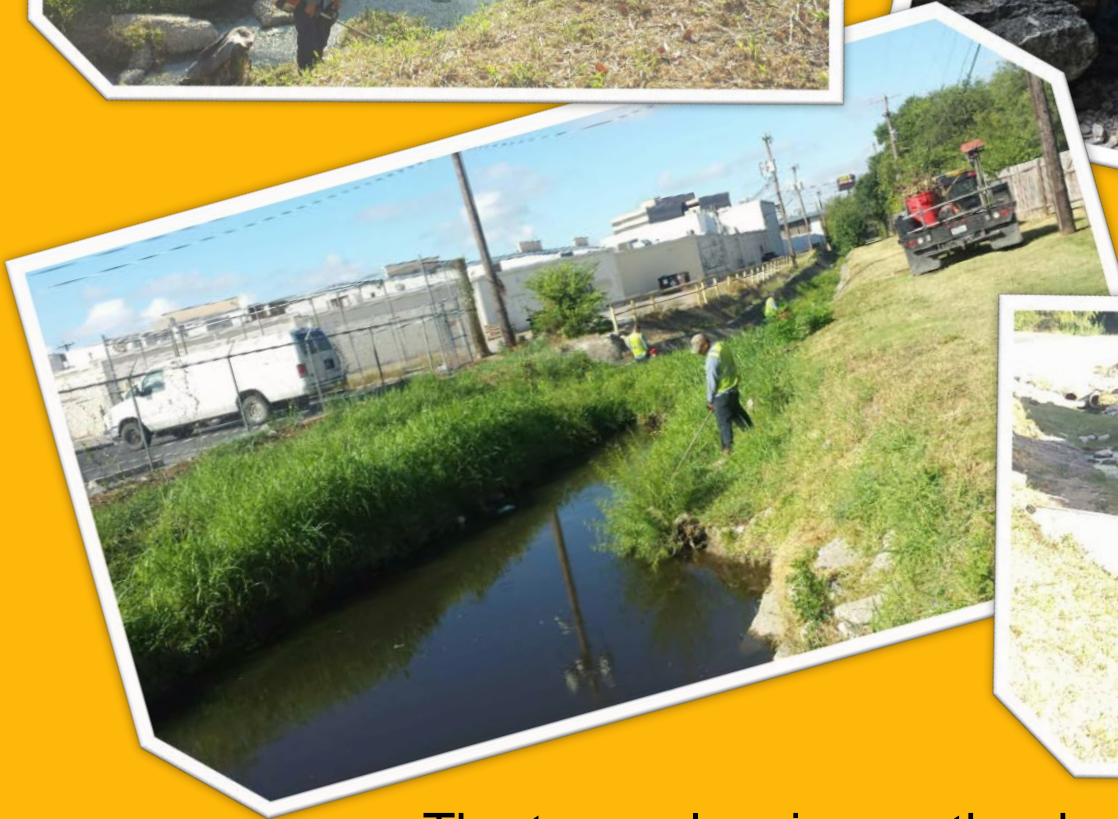


# STREET MAINTENANCE



Crack Sealing





The team cleaning up the drainage ditches.



# DRAINAGE CLEANOUT



Cleaning out the drainage channel at Bluet



# STREET REPAIR



Application of UPM Cold Patch



# SIGN GRAFFITTI REMOVAL

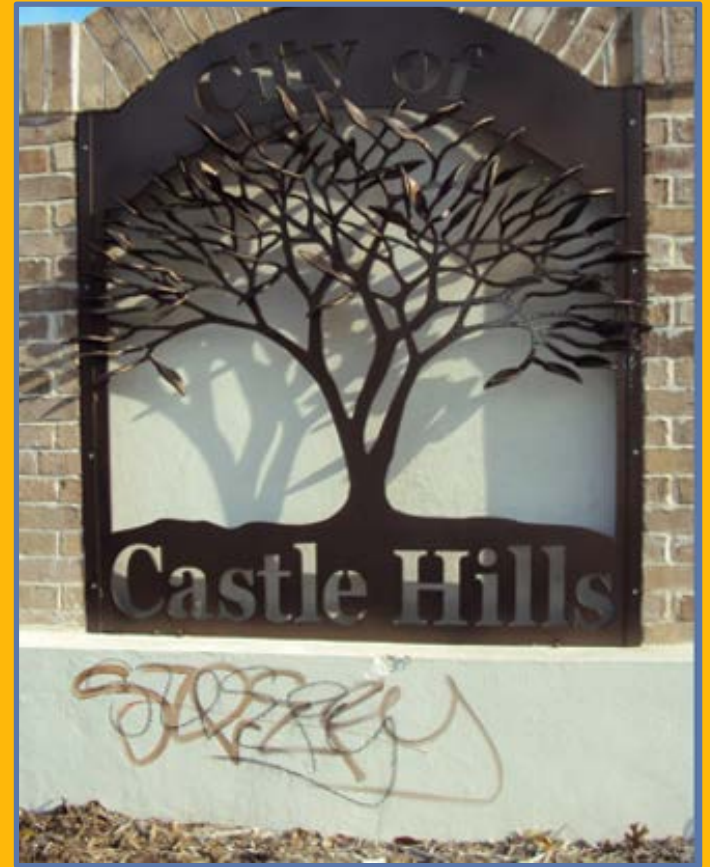


Vandalized street signs from Jackson Keller (between Blanco & West Ave)

# WALL GRAFFITTI REMOVAL



Drainage at 410 East & West Ave



Monument at Blanco & Cas Hills

# **SANITATION BUDGET - \$204,400**

- **Daily operations use the following vehicles:**
  - Sanitation Truck – 2009 Sterling
  - Sanitation Truck – 2013 International
  - Sanitation Truck – 2017 International



# SANITATION DIVISION

## ➤ **Sanitation Functions:**

- Garbage collection
- Brush and Leaf collection
- Recycle collection

## ➤ **The Sanitation Team:**

- services over 1500 homes per week
- collects 12-14 tons of garbage per collection day
- collects 10-15 tons per week of brush and leaves
- collects 4-6 tons per week of recycling



# **What ever it takes!**

## **When a Sanitation truck breaks down...**



Reloading garbage into sanitation truck for delivery to landfill.

# **ANIMAL CONTROL BUDGET - \$2,500**

## **➤ The Animal Control Team:**

- Picks up and processes animals for impoundment and provides daily care

## **➤ Animal Control Functions:**

- Pickup domestic dogs & cats running at-large
- Pickup wildlife for rescue
- Dog bite quarantine
- Individual and Agency adoptions
- Daily feeding and care of shelter animals

# ANIMAL CONTROL SERVICES



Rescue of a Great Dane

# WILDLIFE RESCUE



Rescue of Baby Owls



# **SPECIAL SERVICES**

**The Public Works team has received many compliments from the residents for the extra special services they provide:**

- Regularly pick up garbage at the homes of residents who are physically unable to take their cans to the street
- Install large Christmas tree and decorations each year
- Install lighting, and clean and mow grounds at the Commons for special events. Crime Prevention night, Fiesta, and other festivals.
- Assisted with improvements of sub-division monument
- Installed the street Clock in front of the Commons
- Restored the Commons Sign



The team installs 30 foot Holiday Tree, Decorations and wreaths light poles each year.





The team sealcoating the track, Cutting a fallen tree and Installing signs.



# Additional Budget Items for Future Considerations

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- **Property Tax Rate Assumptions - Effective and Rollback Rates**
- **Future COLA / Salary Adjustments TBD**
- **No Additional positions**
- **Health Insurance Re-rate**
- **Future Capital Equipment**
- **Future Capital Projects**
- **Additional Evaluation of expense and revenue line items**
- **Special Revenue Funds**





# Next Meetings

**Tuesday 31 July**

**Special Council Meeting 2<sup>nd</sup> Budget Workshop**

- Fire Department
- Administration & Court
- Receive Effective and Rollback Calculation provided by Tax Assessor

**Wednesday 8 August**

**Special Council Meeting – 3<sup>rd</sup> Budget Workshop**

- City Manager Submits Proposed FY 2019 Budget (No Council action)
- Discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective rate (whichever is lower), take record vote and Schedule Public Hearings

**Tuesday 14 August \***

**Regular Council Meeting - Possible Budget Workshop**

**Tuesday 21 August \***

**Possible Special Council Meeting - Budget Workshop**

**Tuesday 28 August**

**Special Council Meeting & Budget Workshop**

- Hold 1<sup>st</sup> Tax Hearing (If Required)

**Tuesday 11 September**

**Regular Council Meeting –**

- 1<sup>st</sup> Reading of Budget
- Hold 2<sup>nd</sup> Tax Hearing (If Required)
- Schedule and announce meeting to adopt tax rate 3-14 days from this date

**Tuesday 18 September**

**Special Council Meeting –**

- 2<sup>nd</sup> Reading of Budget
- Adopt Budget by Ordinance
- Levy Tax Rate by Resolution and take record vote

\* Proposed dates for Extra Budget Workshops if needed.



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# QUESTIONS

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*“When Location & Service Really Matter!”*