

Memo

To: Service Area Directors
Department Heads

From: Alicia Ramirez, City Clerk
Ryan Haverlah, Budget Manager

Date: October 30, 2007

Re: Grant Application and Agreement Execution Procedures

In the past few weeks, it has come to our attention that many departments are not following the procedures outlined in the budget ordinance related to grants. Below is an excerpt from the budget ordinance regarding grants:

...the estimated revenue and expenditure amounts for the grants listed [on the next page] are included (when amounts could be estimated) in the proposed budget, and the City Manager or his designee is hereby authorized to apply for those grants. **This authorization extends to application only.** Authorization to execute grant agreements is retained by the City Council, unless specifically delegated in other Council action.

All agreements to receive funding from another organization must be authorized by the City Council. Unless specifically approved by City Council, staff does not have the authority to approve grant agreements. If a new agreement must be signed each year, the agreement must be authorized each year by City Council.

The attached page lists grants the City may apply for without going to City Council. If you have any questions or concerns, call Alicia at 657-4405 or Ryan at 481-2757.

Attachment: [Budget Ordinance 2007-08](#)

**AN ORDINANCE OF THE CITY OF SAN ANGELO,
ADOPTING THE BUDGET FOR THE FISCAL YEAR
BEGINNING OCTOBER 1, 2008, AND ENDING
SEPTEMBER 30, 2009.**

WHEREAS, heretofore, a proposed budget for the fiscal year beginning October 1, 2008, and ending September 30, 2009, has been submitted by the City Manager to the City Council; and

WHEREAS, the proposed budget has been examined and reviewed by the City Council of the City of San Angelo; and

WHEREAS, notice of public hearing upon this budget has been posted and published in accordance with applicable law; and

WHEREAS, the proposed budget has been filed with the City Clerk more than thirty (30) days immediately prior to the public hearing upon said budget; and

WHEREAS, after a full and final consideration of the financial condition and comparative revenues and expenditures as filed and after the public hearing upon such budget, it is the consensus of opinion that the budget as filed and amended should be approved.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL, OF THE CITY OF SAN ANGELO, TEXAS, that:

Section One: That the budget as filed and amended for the fiscal year October 1, 2008, to September 30, 2009, is hereby approved and adopted and constitutes the general appropriation authorization for the 2008-2009 fiscal year.

Items contained and approved as part of the budget are as follows:

Authoritative Sections: These are the portions of the greater document that are being approved by Council for implementation in the subject year.

- Financial Summaries - contains summary revenue and expenditure information proposed for the subject fiscal year. The City Council is authorizing the amounts in this section as the City's budget. A one page summary of this information is attached as [Exhibit A](#).
- Competitive Pay Plan - contains the Pay Schedule (grade and step table) for all City employees. The City Council is authorizing employee compensation schedules in accordance with this information. A three page summary of this information is attached as [Exhibit B](#).

Non-authoritative Sections: There are portions of the greater document that have been included to facilitate analysis and to be a reference source as Council deliberated the Budget. They are not being approved as authoritative documents.

Section Two: That all expenditures of the City of San Angelo shall be made in accordance with the summary budget approved by this ordinance provided however:

- 1) The City Council may amend this ordinance to authorize changes that increase the total appropriation of any fund.
- 2) The City Manager or his or her designee is authorized to approve changes that move budget amounts between accounts within a fund. The City Manager is also authorized to approve changes that move budget amounts between accounts in different funds that have in common the same City service or operation.
- 3) The City Manager is authorized to implement a "vacancy rate" which allows him to freeze budgeted payroll moneys associated with unfilled positions.
- 4) The City Manager is authorized to approve budget amendments that reduce the total amount of budgeted revenues and expenditures in a fund. Under this authorization the reduction in budgeted expenses must equal or exceed any reduction in budgeted revenues.

Section Three: That the estimated revenue and expenditure amounts for the grants listed in [Exhibit C](#) are included (when amounts could be estimated) in the proposed budget, and the City Manager or his designee is hereby authorized to apply for those grants. This authorization extends to application only. Authorization to execute grant agreements is retained by the City Council, unless specifically delegated in other Council action.

INTRODUCED on the 2nd day of September, 2008, and ADOPTED on the 16th day of September, 2008.

THE CITY OF SAN ANGELO, TEXAS

Joseph W. Lown, Mayor

ATTEST:

Alicia Ramirez, City Clerk

Approved as to Content and Form

Michael Dane, Finance Director

City of San Angelo
Consolidated Statement of Funds
Schedule of Revenues and Expenditures
Fiscal Year Beginning October 1, 2008

Fund No.	Fund Name	Beginning Balance	Operating Revenues	Transfers In	Amount Available	Operating Expenditures	Transfers Out	Total Expenditures	Ending Balance
101	General Fund	\$4,843,769	\$52,195,990	\$325,000	\$57,364,759	\$49,525,342	\$2,995,648	\$52,520,990	\$4,843,769
103	Intergovernmental Fund	(156,889)	2,067,516	745,779	2,656,406	2,813,295	0	2,813,295	(156,889)
501	Equipment Replacement	334,951	52,000	1,201,373	1,588,324	1,253,373	0	1,253,373	334,951
502	Streets Capital Project Fund	(31,981)	3,800	500,000	471,819	503,800	0	503,800	(31,981)
601	Designated Revenue Fund	(61)	52,450	0	52,389	52,450	0	52,450	(61)
104	Narcotics Awarded Forfeitures	26,379	0	0	26,379	0	0	0	26,379
230	Solid Waste Enterprise Fund	1,576	1,078,080	0	1,079,656	753,080	325,000	1,078,080	1,576
260	Water Operating Fund	2,368,225	16,890,200	457,890	19,716,315	17,059,536	0	17,059,536	2,656,779
261	Water Debt Service	582,378	20,000	1,462,000	2,064,378	1,473,894	0	1,473,894	590,484
273	Water Debt Service - 1997 Issue	(147,827)	65,000	0	(82,827)	214,713	0	214,713	(297,540)
510	Water Capital Projects	5,000	5,000	0	10,000	0	0	0	10,000
512	Water / Supply Capital Projects	109,451	5,780,000	0	5,889,451	4,318,000	1,462,000	5,780,000	109,451
270	Wastewater Operating Fund	1,102,306	10,691,000	0	11,793,306	6,252,413	4,399,890	10,652,303	1,141,003
271	Wastewater Debt Service	1,338,960	30,000	4,270,000	5,638,960	4,283,935	0	4,283,935	1,355,025
520	Wastewater Capital Projects	370,836	1,830,000	0	2,200,836	1,830,000	0	1,830,000	370,836
210	Transit Fund	(257,495)	0	0	(257,495)	0	0	0	(257,495)
220	Airport Operating Fund	127,956	1,482,891	0	1,610,847	1,432,891	50,000	1,482,891	127,956
529	Airport PFC Fund	(1)	332,284	0	332,283	0	332,284	332,284	(1)
531	Airport Capital Projects Fund	46,449	50,000	50,000	146,449	100,000	0	100,000	46,449
105	General Debt Service Fund	962,034	5,285,352	0	6,247,386	5,275,792	0	5,275,792	971,594
106	TIRZ Fund	0	339,309	0	339,309	339,309	0	339,309	0
410	Civic Events Fund	(524,076)	1,870,434	0	1,346,358	1,870,434	0	1,870,434	(524,076)
420	Fort Concho	(79,300)	452,300	346,474	719,474	798,774	0	798,774	(79,300)
459	Community Development Block Grant	0	1,057,193	0	1,057,193	1,057,193	0	1,057,193	0
479	HOME Program	0	466,022	0	466,022	466,022	0	466,022	0
202	Golf Course	(139,262)	137,000	20,000	17,738	157,000	0	157,000	(139,262)
440	Fairmount Cemetery	(25,856)	368,550	45,000	387,694	413,550	0	413,550	(25,856)
640	Lake Nasworthy Trust	9,651,525	848,000	0	10,499,525	50,000	190,000	240,000	10,259,525
201	State Office Building	998,586	1,151,739	0	2,150,325	1,070,736	0	1,070,736	1,079,589
Operating Totals		\$21,507,632	\$104,602,110	\$9,423,516	\$135,533,258	\$103,365,532	\$9,754,822	\$113,120,354	\$22,412,905
Internal Service Funds									
301	Vehicle Maintenance	(\$60,359)	\$4,281,945	\$0	\$4,221,586	\$4,281,945	\$0	\$4,281,945	(\$60,359)
310	Health/Dental Fund	102,385	6,999,473	0	7,101,858	6,999,473	0	6,999,473	102,385
320	Property/Casualty Fund	1,211,909	681,000	0	1,892,909	680,180	0	680,180	1,212,729
330	Workers' Compensation Fund	912,631	951,644	0	1,864,275	949,847	0	949,847	914,428
Total Internal Service Funds		\$2,166,566	\$12,914,062	\$0	\$15,080,628	\$12,911,445	\$0	\$12,911,445	\$2,169,183

City of San Angelo
Salary Ranges
Effective 10-1-08

<u>Grade</u>	<u>Min</u>	<u>Mid</u>	<u>Max</u>
47	\$120,536	\$150,670	\$180,804
43	\$99,165	\$123,957	\$148,747
42	\$94,443	\$118,054	\$141,665
38	\$77,699	\$97,123	\$116,548
37	\$73,999	\$92,499	\$110,998
35	\$67,119	\$83,898	\$100,678
34	\$63,923	\$79,903	\$95,884
33	\$60,879	\$76,099	\$91,319
32	\$57,980	\$72,475	\$86,969
30	\$52,589	\$65,736	\$78,884
29	\$50,085	\$62,606	\$75,128
28	\$47,700	\$59,625	\$71,550
27	\$45,428	\$56,786	\$68,143
26	\$43,265	\$54,081	\$64,898
25	\$41,205	\$51,507	\$61,808
24	\$39,243	\$49,054	\$58,864
23	\$37,375	\$46,718	\$56,062
22	\$35,595	\$44,493	\$53,391
21	\$33,899	\$42,375	\$50,849
20	\$32,285	\$40,357	\$48,428
19	\$30,748	\$38,435	\$46,122
18	\$29,283	\$36,605	\$43,926
17	\$27,889	\$34,862	\$41,834
16	\$26,561	\$33,201	\$39,842
15	\$25,297	\$31,621	\$37,945
14	\$24,092	\$30,115	\$36,138
13	\$22,945	\$28,681	\$34,417
12	\$21,852	\$27,315	\$32,778
11	\$20,811	\$26,014	\$31,218
10	\$19,821	\$24,776	\$29,731
9	\$18,877	\$23,596	\$28,315
8	\$17,978	\$22,472	\$26,966
7	\$17,121	\$21,402	\$25,682
6	\$16,307	\$20,383	\$24,460
5	\$15,530	\$19,412	\$23,294
3	\$14,086	\$17,607	\$21,129

Non-Civil Service Public Safety

<u>Grade</u>	<u>Min</u>	<u>Mid</u>	<u>Max</u>
GR 30	\$59,413	\$63,173	\$66,933
GR 29	\$51,969	\$55,261	\$58,553
GR 27	\$35,871	\$43,878	\$51,885

**City of San Angelo
Civil Service Grade and Step Plan
Police Department**

Effective 10/1/2008

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
GR 23 Recruit	\$32,208												
GR 26 Probationary PO	\$34,056												
GR 27 PO II, PO III		\$35,871	\$36,404	\$36,964	\$37,524	\$38,044	\$38,604	\$40,388	\$40,961	\$41,586	\$42,198	\$42,836	\$43,474
GR 29 Sergeant													
GR 30 Lieutenant													
GR 32 Asst Chief													
	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	
GR 23 Recruit													
GR 26 Probationary PO													
GR 27 PO II, PO III	\$44,099	\$44,763	\$45,427	\$46,091	\$46,781	\$47,484	\$48,187	\$48,903	\$49,619	\$50,374	\$51,130	\$51,885	
GR 29 Sergeant				\$51,969	\$52,742	\$53,539	\$54,349	\$55,160	\$55,983	\$56,818	\$57,679	\$58,553	
GR 30 Lieutenant				\$59,413	\$60,312	\$61,211	\$62,135	\$63,072	\$64,009	\$64,971	\$65,946	\$66,933	
GR 32 Asst Chief					\$75,074	\$76,201	\$77,340	\$78,492	\$79,682	\$80,872	\$82,087	\$83,315	

**City of San Angelo
Civil Service Grade and Step Plan
Fire Department**

Effective 10/1/2008

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
GR 24 Recruit	\$32,208										
GR 26 Probationary FF	\$34,056										
GR 27 FF II		\$35,134	\$35,667	\$36,187	\$36,734	\$37,253	\$37,814	\$38,361	\$38,935	\$39,536	\$40,110
GR 28 Driver			\$39,402	\$39,985	\$40,567	\$41,177	\$41,772	\$42,396	\$43,046	\$43,669	\$44,319
GR 29 Lieutenant											
GR 30 Captain											
GR 31 Battalion Chief											
GR 32 Asst Chief											
	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
GR 24 Recruit											
GR 26 Probationary FF											
GR 27 FF II	\$40,712	\$41,314	\$41,916	\$42,544	\$43,173	\$43,801	\$44,458	\$45,128	\$45,784	\$46,467	\$47,165
GR 28 Driver	\$44,983	\$45,647	\$46,310	\$47,015	\$47,719	\$48,423	\$49,128	\$49,872	\$50,605	\$51,376	\$52,134
GR 29 Lieutenant		\$52,760	\$53,550	\$54,354	\$55,167	\$55,986	\$56,816	\$57,671	\$58,527	\$59,409	\$60,305
GR 30 Captain				\$60,397	\$61,306	\$62,214	\$63,149	\$64,097	\$65,059	\$66,033	\$67,020
GR 31 Battalion Chief						\$67,942	\$68,955	\$69,983	\$71,022	\$72,076	\$73,169
GR 32 Asst Chief						\$76,829	\$77,975	\$79,160	\$80,345	\$81,543	\$82,768

City of San Angelo
Budget Ordinance
Exhibit C

City Council authorized application for the following grants:

Juvenile Accountability Incentive Block Grant
911 Addressing Grant
Senior Nutrition Grant
Environmental Health Service and Bureau of Regional Local Health Operations Grant
Bioterrorism Grant
Pharmacy Grant
Women, Infant, and Children Grant
Social Services Grant
Emergency Management Performance Grant
Bureau of Justice Assistance Edward Byrne Memorial Local Justice Assistance Grant
Office of Justice Programs Bulletproof Vest Partnership
Transit and Transportation Planning Grants - Federal and State
Community Development Block Grants
HOME Grant
San Angelo Cultural Affairs Council Grant
FAA Grants - Entitlements and Discretionary
Texas Department of Transportation Routine Airport Maintenance Program