

City of Glenn Heights Fiscal Year 2017-2018 Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$658,220, which is a 14.30 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$485,983.

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

FOR: Bradley, Ipaye, Adams, Garrett

AGAINST: Tate

PRESENT and not voting: None

ABSENT: None

Property Tax Rate Comparison

	2017-2018	2016-2017
Property Tax Rate:	\$0.885434/100	\$0.935530/100
Effective Tax Rate:	\$0.851394/100	\$0.750172/100
Effective Maintenance & Operations Tax Rate:	\$0.621132/100	\$0.645289/100
Rollback Tax Rate:	\$0.885434/100	\$0.949974/100
Debt Rate:	\$0.214612/100	\$0.253062/100

Total debt obligation for City of Glenn Heights secured by property taxes:
\$1,274,948.75



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Glenn Heights
Texas**

For the Fiscal Year Beginning

October 1, 2016

Christopher P. Morrell

Executive Director

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**CITY OF GLENN HEIGHTS, TEXAS
FISCAL YEAR 2017-2018 PROPOSED ANNUAL BUDGET**

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CITY OF GLENN HEIGHTS, TEXAS
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TO THE HONORABLE MAYOR, CITY COUNCIL, AND CITIZENS OF THE CITY OF GLENN HEIGHTS:

Presented herein is the Fiscal Year (FY) 2017-2018 proposed operating and capital budget. The budget establishes a sound financial plan for providing various services for the year, as well as a policy document for the City. It also seeks to refocus the City's efforts toward building a solid foundation for the future. This budget strengthens one of the organization's most important foundational support- public safety. The FY18 budget contemplates enhancements that will strengthen the foundation and allow the City to improve its recruitment efforts and the retention of public safety personnel while increasing continuity of service in all departments.

COMMUNITY PRIORITIES

We continue to prioritize the needs of the community as the foundation of our financial planning. These priorities are:

- Enhanced Service Delivery
- Improved Customer Service
- Improved Public Safety Operation
- A Safe Community
- Support for Infrastructure

The priorities have been affirmed in my short-tenure as the Interim City Manager. The community priorities form the basis for how we think about the goals for the future and the resources necessary to pursue and achieve those goals.

For the second year, we've provided a Constituent Services unit to analyze citizen questions, concerns, and comments. This tool's mission is to improve the quality of life for the residents of Glenn Heights and to serve as a liaison between the City Council, all departments, and the residents. When this unit was established, the individuals serving in this department played a critical role in improving the image of Glenn Heights and to addressing the needs and concerns of our residents.

INVESTMENTS

Compensation Plan. The City has experienced challenges in the recruitment and retention of employees, specifically sworn Public Safety personnel. In an effort to enhance the quality and quantity of applicants, the budget proposes a market adjustment for eligible entry level and mid-management positions in both the Police and Fire Department. Additionally, the budget includes an adjustment to senior level positions that are currently below market pay.

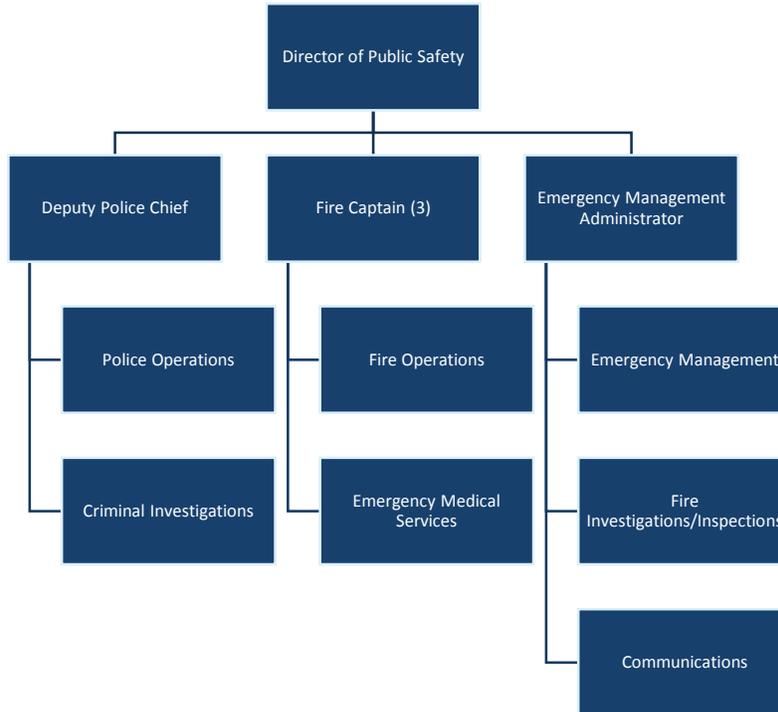
Furthermore, the budget includes a 2% merit-based increase for eligible employees.

A significant amount of funding for these increases was gained by reallocated resources resulting from the streamlining of operations and not funding certain positions in FY18.

Reallocation of Personnel Resources. This year the City has prioritized the proper alignment of City Staff to "Build a Solid Foundation" for the future and provide a better allocation of personnel resources. With the elimination of the Fiscal Officer; a portion of the salary is being reallocated to transition the Financial Coordinator position from part-time to full-time. With this transition the City's budget function is being moved back to the Finance Office to promote collaboration and consistency when creating and implementing the City budget. The Constituent Services Clerk duties are being consolidated with the Community Engagement Administrator position allowing for savings while maintaining an exceptional level of service. The new duties of the Community Engagement Administrator include accelerated Community involvement; fielding the citizens' questions and concerns and providing answers by the appropriate Staff or the City Council.

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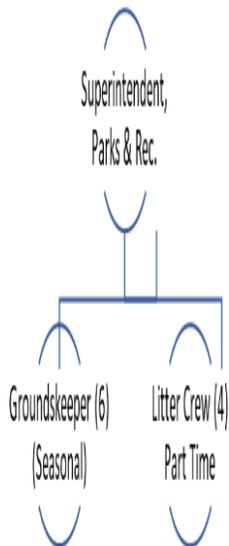
The Public Information Officer position is being eliminated providing a greater opportunity for the incoming City Manager to construct and staff the Economic Development Office in manner the best fits the City's needs. The Interim City Manager will assume the duties of the Director of Economic Development creating a half-year savings on the salary. The streamlined personnel changes make for a reasonable \$155K in annual savings. As mentioned previously, in an effort to strengthen our Police Department Operations, a Police Management Study is being funded in the budget. The Police Chief and Fire Chief positions are being unfunded to establish the creation of a Director of Public Safety which will oversee both departments. The new Public Safety Department is being organized as shown below:



**CITY OF GLENN HEIGHTS, TEXAS
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Beautification/Aesthetics. The Citizens as well as the City Council has expressed Beautification of our City as a top priority. In past years, beautification efforts were housed within the Public Works Department. However, with the progression of Loop 9, FM 664 expansion, and the City's Planning with Road Bonds the workload has significantly increased. With that being stated the objective to address beautification in this budget is to elevate the operations of a moderately separate Beautification Unit that will be managed by our Deputy City Manager. The new Unit's primary duties will focus on Beautification and Aesthetics. To promote further focus in this area three seasonal groundskeeper positions are being converted to full-time, and a pick-up truck is being purchased to be used for the Unit's daily operations. In order to remain competitive and create continuity in the Unit the hourly rates of the Groundskeepers are being increased. Below shows an example of how the Unit's Staffing has changed to better meet the needs of the Community:

BEFORE



AFTER



Summer Youth Employment Program. In Fiscal Year 2016-2017 the City was pleased to introduce a ten week Summer Youth Employment Program that provided part-time internships to eight youth residing in the City of Glenn Heights. The Program was highly successful but somewhat challenging to implement due to the lack of available space and computers. After much anticipated input from the City Council, staff outlined a natural solution for continuation of the program. The program will continue with eight internship opportunities and the purchase of 4 additional laptops to address the technology aspect. Additionally, space is being allocated within the current accommodations until such a time that it becomes less of a challenge. Our hope is that the Community will embrace the efforts that the City is making to get our youth involved with learning how to serve in local government and grow professionally.

THE BUDGET

This year' s budget is designed to address community priorities. The investments outlined above will build a solid foundation for the Future of Glenn Heights. The total budgeted revenue for 2017-2018 is \$7,814,437, a 6.34% increase over the prior year. Three prominent sources attributed to the overall increase in revenue are an increase in Property Tax Revenue, Permits and Fees due to the anticipated new housing development, and Franchise Fee revenue. With the additional revenue, the City' s expenditures subsequently increased by 9.82% in the General Fund. The Proposed FY 2017-2018 General fund ending fund balance is projected to be \$1,200,491 resulting in 60 days in reserve which is required by the City' s Comprehensive Fund Balance Policy. \$188,304 is being budgeted for capital improvements in the General Fund to purchase replacement vehicles, heavy equipment, and improved technology needs. Other Capital Expenditures will be funded from the City' s Special Revenue and previous citizen approved Bond Funds. The expenditures include projects such as Improved Roadways, Parks, Sidewalks, and other Infrastructure Improvements. Additionally, the City awaits a supplemental short-term revenue source from the Palladium Project; a project that will bring a multi-family housing development to the City.

CITY OF GLENN HEIGHTS, TEXAS
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CONCLUSION

The City is excited about its FY 2017-2018 Budget and the plans that are in place to extend service levels and exceed citizen expectations. Building momentum to establish a solid foundation is the goal with this budget, while continuing to represent fiscal soundness and working towards future success. I would like to thank the City Council and City Staff for their continued support and service to the City of Glenn Heights.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Alan E. Sims". The signature is fluid and cursive, with a long horizontal stroke at the end.

Alan E. Sims
Interim City Manager

ABOUT GLENN HEIGHTS

DEMOGRAPHICS

Located between Dallas and Ellis counties, Glenn Heights is a city with an estimated population of 12,042 at the 2010 census. According to the United States Census Bureau, the City has a total area of 7.2 sq. miles (18.8 km sq.)

During the 1960s, N.L. Craddock, a Dallas fire-fighter, opened a 30-acre (0.12 km sq.) mobile home park in the area. He helped push for the incorporation of Glenn Heights to prevent his business from being annexed by the nearby city of DeSoto, and the City was officially incorporated on Sept. 16, 1969. Thereafter, Mr. Craddock remained active in Glenn Heights politics. He served the city as a council member in the 70s and 80s, and was appointed mayor in 1985, 1988, 1990 and 1992.



POPULATION

Tracing back to the 1970 census, there were only 257 citizens living in the City of Glenn Heights. A decade later in 1980 the number increased to 1,033 and once again increased to 4,563 by 1990. Lying in the path of suburban sprawl, Glenn Heights' population had surpassed 7,000 by 2000. Despite its rapid rate of growth, more than 50 percent of city land remains un-developed. As of 2016, Glenn Heights had an estimated population of 12,408. The median age was 33.4. The racial makeup of the city was 22.1% White, 54.4% African American, and 0.3% Native American, 0.4% Asian, and 3.8% from two or more races. Hispanic or Latino of any race was 18.9% of the population.



INCOME & HOUSEHOLD

The median income for a household in the City of Glenn Heights is \$61,983. The per capita income for the city is \$23,346. (Data per 2010-2014 U.S. Census). There are 4,000 households in the city, of which 53.3% contains children under the age of 18.



EDUCATION



The City of Glenn Heights' school system is divided into two parts depending on their address; The Dallas County portion is served by the Desoto Independent School District. The schools for Desoto school district are: Frank D. Moates Elementary School (west of Uhl Rd.) or Woodridge Elementary School (east of Uhl Rd.), McCowan Middle School (located in Glenn Heights), and DeSoto High School.

Ellis County residents are served by Red Oak Independent School District. Students are placed in their designated schools based on their address. Donald T. Shields Elementary and Russell P. Schupmann Elementary are in Glenn Heights. Red Oak Junior High and Red Oak High School are in Red Oak.



TRANSPORTATION

Since 1983, Glenn Heights has been a member of the Dallas Area Rapid Transit (DART). The City is not currently included on any rail lines of the DART system and no bus routes are currently operational at this time. Instead, the City is served under DART's Park & Ride Center. DART's operations are funded by a 1% local options sales tax. Revenues from local sales tax are remitted by the State of Texas directly to DART and are not directed to the City. The City's sales tax allocation is also 1% and is used for General Fund expenditures. Dallas Area Rapid Transit and Glenn Heights officials introduced the "Wrapped Bus" designed to highlight expanded On-Call Service in the City.



VALUES AND STRATEGIC GOALS

VALUES

- Neighborhood Vitality
- Public Safety & Emergency Preparedness
- Economic Growth and Development
- Customer Service, Communication, & Involvement
- City Council & Staff Accountability
- Infrastructure Sustainability
- Fiscal Accountability & Integrity
- Equal Access to all City Services

STRATEGIC GOALS

- Develop, maintain and encourage safe attractive viable family oriented neighborhoods that embrace diversity and pride.
- Maintain a healthy and safe community through prevention, emergency response and enforcement efforts.
- Achieve development that maintains or improves the City's fiscal viability and reflects economic demands while maintaining and improving the quality of life for current and future residents.
- Ensure that local government is open, accessible, responsive, and respectful to all citizens it serves and realizes the talents and positive contributions of citizens.
- Establish a sound financial foundation based on expenditure controls that ensure the economic provision of services and reliable revenue sufficient to pay for city services.
- Assure the long-term adequacy of the City's infrastructure, facilities, and transportation network in a safe and reliable manner.
- Maintain and develop parks, cultivate open space, and be a catalyst for recreational, artistic, and cultural facilities and activities to serve residents and attract visitors.
- Maintain and continually improve technology to support the delivery of services, provide information, and achieve organizational effectiveness.

**CITY OF GLENN HEIGHTS, TEXAS
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The governing and lawmaking body of the City of Glenn Heights shall consist of a Mayor and six (6) Council Members, and said body shall be known as the City Council of the City of Glenn Heights. The members of the City Council shall be the only elective officers of the City and shall run for office by place and be elected from the City at large for a term of three (3) years, or until their successors are duly elected and qualified.



Mayor Leon P. Tate



**Place 1
(Vacant)**

**Councilmember
Ron Adams
Place 4**



**Mayor Pro Tem
Tony Bradley
Place 2**

**Councilmember
Harry Garrett
Place 5**



**Councilmember
Emma Ipaye
Place 3**

**Place 6
(Vacant)**



APPOINTED OFFICIALS

The municipal government provided by the Charter is known as the "Council-Manager" government. The Council appoints the City Manager, who serves as the Chief Administrative Officer for the City. The City Manager shall be responsible to appoint Staff Officials.



Alan E. Sims
Interim City Manager



Lakeita Sutton, MBA
Director of Finance



David Hall, JD MCP
Deputy City Manager



Eddie Burns, Sr.
Director of Public Safety



Charles Brewer
Director of Infrastructure
& Public Works



Kacey Harvey, MPA
Director of Organizational
Development



Vernell Dooley
Deputy Chief of Police



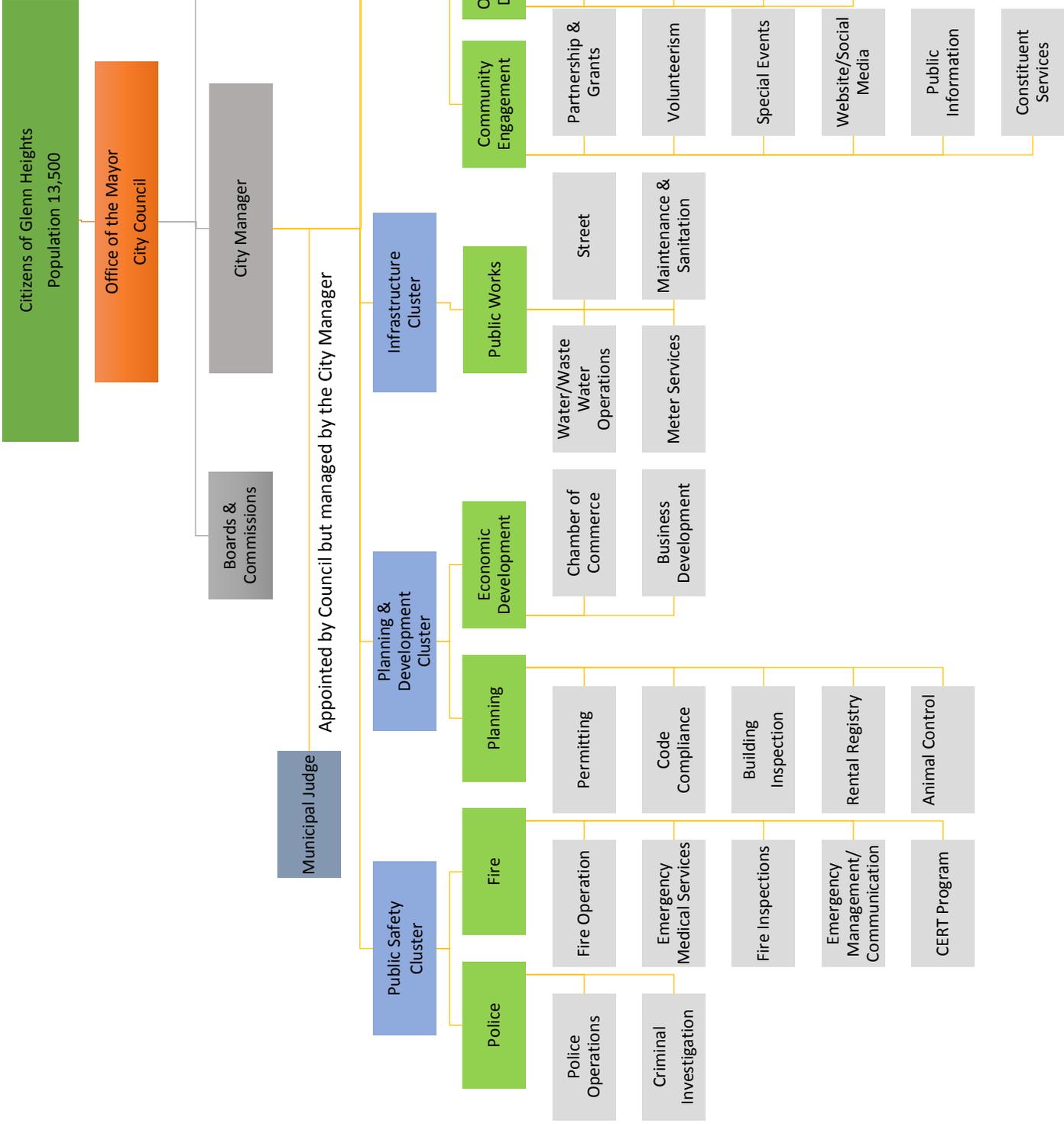
Vacant
Director of Planning &
Development Services



Jerome Pritchett
Administrator of
Community Engagement



Juanita "Janie" Willman
City Secretary



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BUDGET HIGHLIGHTS

FY 2017 -18 GENERAL FUND

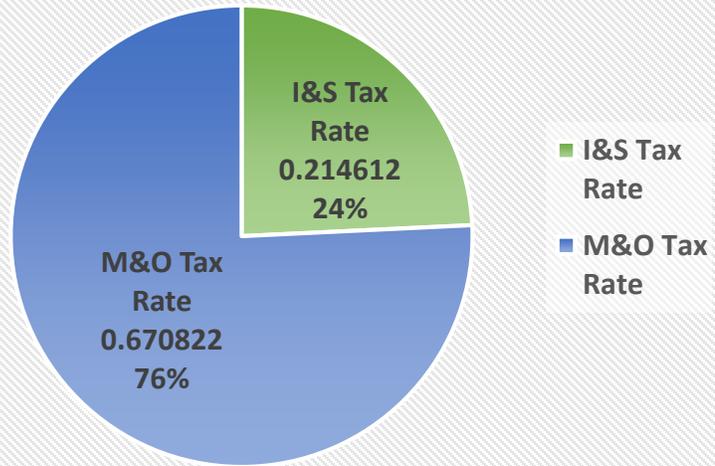
The General Fund is the City's principle operating fund. It is supported by property and sales taxes, fees, and other revenues that are used to fund core City functions such as administrative services, development services and public safety. The proposed FY 2017-18 General Fund revenues are projected to be \$7,814,437 which is a 6.34% increase from the FY 2016-17 amended budget. Ad Valorem (Property) Tax, Sales Tax, Permit Fees, and Franchise Fees make up a majority of the City's revenue sources. These four revenues are expected to increase in this coming fiscal year. The proposed FY 2017-18 General Fund total expenditures are estimated at \$7,696,060. This represents a 9.82% increase from the FY 2016-17 Amended Budget. The proposed FY 2017-18 General Fund end fund balance is projected to be \$1,200,491 resulting in 60 days in reserve which is required by the City's Comprehensive Fund Balance Policy.

Tax Rate

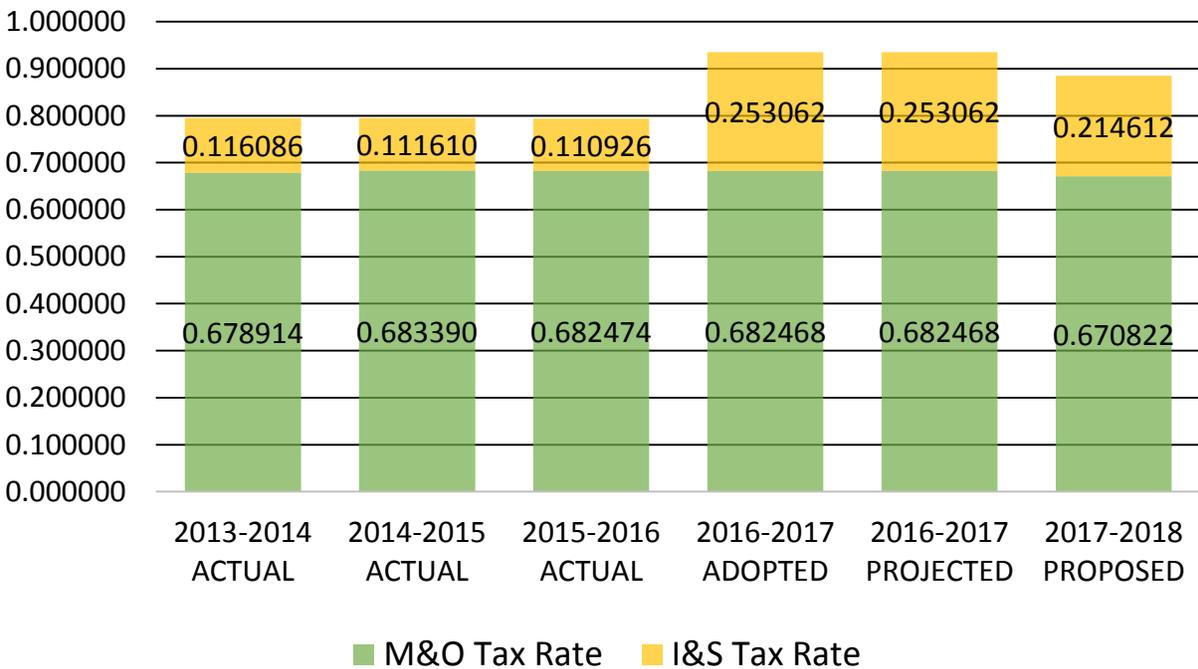
The FY 2017-18 Proposed Budget's total tax rate is \$0.885434 per \$100 of property valuation. This rate is apportioned between rates allocated for the Maintenance and Operations (M&O) rate which funds general operations, and the Interest & Sinking (I&S) rate which funds debt services. The tax rate for M&O is \$0.670822 per \$100 of property valuation. This proposed rate decreased from the previous fiscal year with a subsequent lower M&O tax rate. The proposed I&S rate is \$0.214612 per \$100 of property valuation which is less than the FY 2016-2017 Budget rate of \$0.253062 per \$100 of valuation. This I&S rate allocation is necessary to meet the increased debt obligations incurred by the City after the City Council in previous years.

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FY 2017-2018 Tax Rate Proportion
Total Tax Rate 0.885434 per \$100/Valuation



TAX RATE HISTORY



**CITY OF GLENN HEIGHTS, TEXAS
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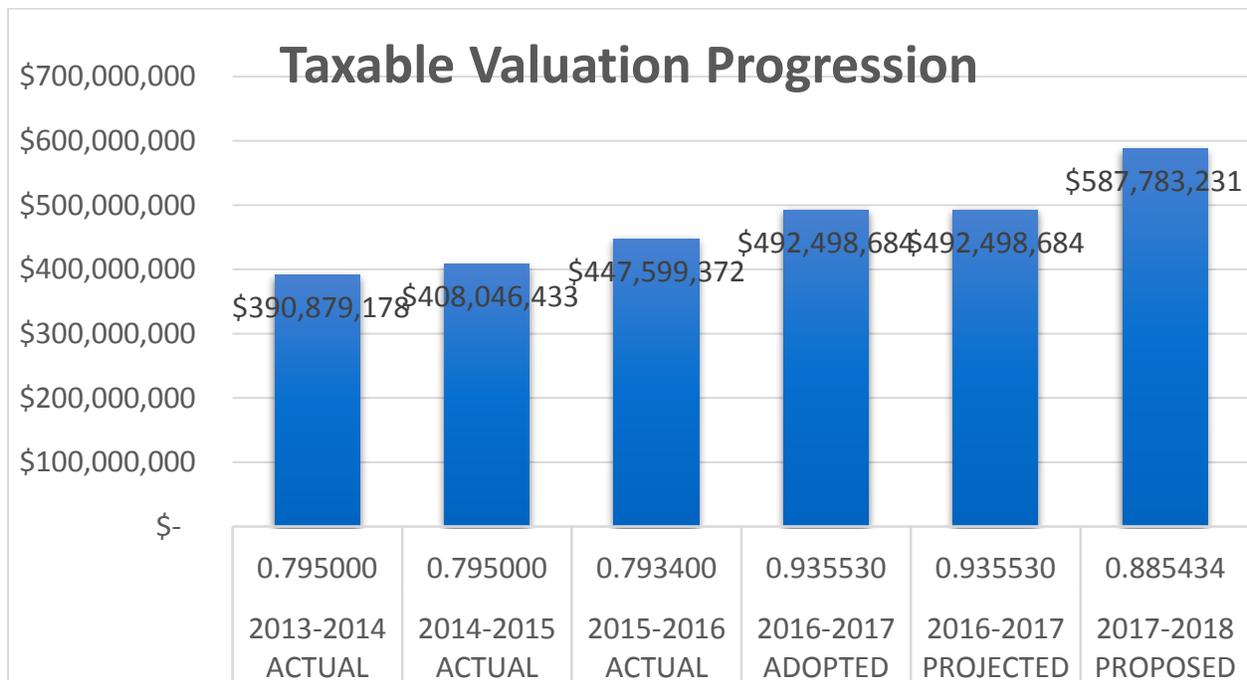
GENERAL FUND REVENUE

Ad Valorem Tax (Property Tax)

The largest revenue source in the proposed budget is the Ad Valorem (property) Tax. The proposed budget will provide \$3,903,549 in Ad Valorem Tax dollars for the General Fund operating budget, an estimated increase of 17.3% from the FY 2016-17 amended budget amount of \$3,325,333. A portion of this increase is attributable to a rise in existing property value and additional property valuation added as a result of new construction.

Taxable Value (Valuation)

The certified taxable value of property located within the City of Glenn Heights is \$587,783,231. This is an increase of 19.3% above last year's taxable value of \$492,498,684.



**CITY OF GLENN HEIGHTS, TEXAS
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Sales and Use Tax

Another larger revenue source for the General Fund in the FY 2017-18 Proposed Budget is the Municipal Sales and Use Tax. Though the revenue forecast for Sales and Use Tax is expected to increase by 0.9% to \$516,789 from the previous fiscal year's amended budget of \$512,019, the City has engaged a Sales Tax Audit to potentially recover past due Sales Tax. Generally, Sales and Use Tax revenue has consistently increased over the past few years.

Franchise Fees

FY 2017-18 will see a slight decrease in Franchise Fee revenues. The growth in Franchise Fee revenue generally correlates with the continued growth in the development sector. FY 16-17 experienced a slight decline in development activity. The total proposed FY 2017-18 Budget for Franchise Fees is \$633,273.

Permit Fees

The development market will begin a cyclical cooling as a result of the timing of construction for existing and future developments and was only expected to last through FY 2016-17. Even with the cooling we anticipate the construction of approximately 190 new single-family homes. It is expected that development activities will begin trending upwards by the end of the next fiscal year and totally reignite by the beginning of FY 2018-2019.

As a result of the cycle, FY 2017-18 Permit Fee revenue is expected to increase by 42.7% from the FY 2016-17 Amended Budget of \$698,020; this will result in expected revenues of \$996,628, increasing by \$298,608 from the previous amended fiscal year budget.

Court Fines and Forfeitures

Court fines and forfeitures are expected to remain steady. In FY 2016-17 the Amended Budgeted amount was \$191,826. With a slight increase expected due to the natural growth of activities related to a rising population, the revenue for the FY 2017-18 Proposed Budget is \$238,100.

GENERAL FUND EXPENDITURES

Total proposed FY 2017-18 General Fund Budget Expenditures are \$7,696,060 a 12.7% increase from the FY 2016-17 Amended Budget amount of \$6,828,697. The increase is due in part to the increased demand for services and the continued one-time cost for increased automation. The total salary and personnel benefits portion of the General Fund is \$4.7 Million, of which 9% is allocated for fringe benefits. We have also been successful after bringing procurement in house for health care coverage. This year's budget represents an 11% increase in cost that will be absorbed by the City. Noteworthy highlights included in the FY 2017-18 budget by Cluster are as follows:

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Administrative Services: New budget items that affected General Fund expenditures:

- ⇒ Unfunding of the Fiscal Officer position and reallocating the duties to the Finance Department
- ⇒ Unfunding of the Public Information Officer position
- ⇒ Reducing the Funding of the Economic Development Director position from full year to half-year
- ⇒ Converting the Accounting Clerk from part-time to full-time
- ⇒ Combining the duties of the Constituent Services Clerk with the Community Engagement Administrator
- ⇒ Increasing personnel training to provide city-wide training on the NeoGov Performance Management Module

Public Safety: New budget items that affected the budget:

- ⇒ Addition of two new Police Officer Cadet Positions;
- ⇒ Unfunding of the Police Chief position and adding a Director of Public Safety position combining Police and Fire into one Department (Public Safety)
- ⇒ Conducting a Police Management and Operations Study to stabilize Police Operations
- ⇒ Purchase of 4 replacement Police Vehicles

Infrastructure and Development: New Budget Items that affected these expenditures:

Meter Services

- ⇒ Funding increase for new meters to address projected new home growth
- ⇒ Purchase of Compact Excavator to maintain storm-water drainage channels
- ⇒ Purchase of four trucks to support City Operations

FY 2017-2018 WATER/SEWER FUND

The FY 2017-2018 proposed revenue for the Water and Sewer Fund is \$5.36 Million which is a 2.07% decrease from the amended the FY 2016-2017. Staff has carefully tracked water sales throughout the year and conservatively revised revenue projections to reflect current billing trends resulting from the population increase. Staff is conservative in estimating an increase in revenue as a Water Rate Study is underway and results are yet to be determined.

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The FY 2017-2018 proposed expenditure for the Water and Sewer Fund is \$6.38 Million which is a 42 % increase over the FY 2016-2017 amended budget. In contrast to the General Fund, where personnel is the largest expenditure category, Contractual Service is the largest expenditure in the Water Sewer Fund. This is primarily because Glenn Heights contracts with third party agencies to provide treated water and sewer treatment services. The largest line item in the fund is the sewer treatment contract with the Trinity River Authority. The FY 2017-18 proposed budget amount is \$932,000, which was increased from the amended amount of \$793,000 in the FY 2016-17 budget. Another sizeable expenditure in the Water/Sewer Fund is the combined transfer to the General Fund for general/administrative expenditures and payment in lieu of taxes. This expenditure appears in the other Financing Sources/Uses section of the fund summary statement.

For FY 2017-2018 the City continues to work on the Highway 644 Utility Relocation project which prepares the City for Widening of various Roadways. The City anticipates \$1.5 Million from a Loan that will help finance the project. This recorded funding source can be found on the Water/Sewer Fund Summary Statement.

FY 2017-2018 MUNICIPAL DRAINAGE FUND

The Municipal Drainage Fund provides funding for activities the City is committed to undertaking in compliance with the Small Municipal Separate Storm Sewer System (MS4) permit issued by TCEQ. This permit requires the City to implement best management practices for public education, public involvement, illicit discharge, construction site run-off, post construction infiltration control and pollution prevention/good housekeeping.

SPECIAL REVENUE FUNDS

There are several special revenue funds to manage revenues designed for specific purposes. These revenues were formally accounted for in the General Fund. The funds include revenues from the Municipal Court Security, Municipal Court Technology, 911 Wireless, Park Fee Fund, Street Impact Fees, and Water Sewer Impact Fees Funds. The FY 2016-17 Budget saw a significant expenditure from the Vehicle Replacement Fund in the amount of \$430,000 to furnish a new Fire Engine for the City's Fire Department. In FY 2017-18 all of the funds will continue to add revenue as a result of the interrelated growth and development occurring within the City.

The creation of a new Capital Projects Fund has occurred for FY 2017-2018 with its main funding coming from the General Fund, Water/Sewer, and Drainage excess Fund Balances. The new Capital Projects Fund is in place to supplement various Capital Projects that the City plans to initiate in the near future. Some of the future projects include the construction of a City Hall, Public Safety Facility, Recreation Center, and/or Public Works Facility.

IMPACT FEE FUND

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An Impact Fee represents a charge or assessment imposed by a subdivision against new development in order to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to the new development. The City's respective Impact Fee Funds - Water, Sewer, and Roads - will continue to be funded as a result of the expected development of 190 single-family homes. In preparation for the expansion of FM 664/Ovilla Road, the City is required to facilitate the relocation of existing infrastructure currently located within the roadway. As a result of this requirement, FY 2017-18 will see significant expenditures occur for the FM 664 Ovilla Road Utilities relocation project relating to the expansion of City Roads.

FUND RESERVES

The City's General Fund Reserve continues to be strong. The projected year end fund balance of FY 2016-2017 was \$1.1 million. For the FY 2017-18 budget, based on the proposed spending plan, we predict an ending fund balance for \$1.2 million. For the Water/Sewer Fund the year end fund balance is estimated to be \$1 million.

FUTURE CHALLENGES

The City of Glenn Heights like much of the DFW Metroplex has experienced an unprecedented boom in its economy with the increased property value assessment and development activity. As discussed earlier, this budget is presented to establish a Solid Foundation for the future addressing several citizen expectations. Mainly, the stability and increased community relationships with Public Safety, enhanced service delivery, and a shift in direction to address internal challenges such as turnover with City personnel.

The City's revenue outlook appears promising and our current successes could lead to our future challenges. Residential development is expected to continue at a relatively high rate within the City. The increase in population will continue to stretch the City's services and infrastructure resources. While increases to the Ad Valorem Tax base help to fund city services, the rate of growth and related needs could challenge the City's ability to furnish adequate services. It is imperative that we continue to analyze growth patterns and revenue sources and their potential impacts to ensure that the city meets the needs of the residents.

Finally, as mentioned in FY 2017-18, a stabilized employee base continues to be an important objective. The recruitment of a permanent City Manager is a major step in tackling this challenge. The City must continue to encourage positive community relationships, stability with public safety operations, and competitive salaries for City employees while improving service levels.

CONCLUSION

The City of Glenn Heights is poised for both sustainability and growth. Our **Momentum** is being built by Establishing a Solid Foundation. The 2017-2018 budget demonstrates growth and continued sound fiscal practices. We have heard the Citizens and with this budget strive to prioritize Public Safety, enhance service delivery, and improve customer service. Coupled with recruitment and retention of a talented work force, the City Staff, City Council, and the Citizens of the City of Glenn Heights must continue to work together to “Establish a Solid Foundation for the Future.”

It is through this continued partnership that we look forward to continuing to serve our Community in FY 2017-2018.

BUDGET PROCESS

The City of Glenn Heights uses a program-based budgeting process. Each budgeting unit or division is given a target or “baseline” funding level based upon the previous year’s funding level. With a few exceptions, no fixed assets, wages and benefits increases, or one-time packages are included in baseline funding. Any funding request that represents new expenditures and programs, or that is in excess of baseline funding, must be submitted as a separate request or “package”. These packages may be either a new or restoration request for resources, depending upon the budgeting unit’s funding target.

Revenue Projection

The budget revenue projections for the new fiscal year begin early in the current fiscal year. The projections are made by the departments responsible for the revenues with help from the Budget and Finance Departments. Projections are based upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff members. Although revenue projections are prepared early in the budget process, the budget revenue analysis continues with departmental budget development and extends until the budget is adopted based upon any new information.

Proposed Budget Analysis/Compilation

The Budget and Finance Departments review and compile a preliminary draft of departmental budgets to present to the Management Team, which is comprised of the City Manager, Deputy City Manager, and department directors. During the Management Team discussions, each department director answers questions from the entire group concerning their budget.

Given revenue projections and baseline funding requirements, budget funding changes are made according to necessity and priority. A total recommended funding level is determined and weighed against available resources.

THE BUDGET PROCESS (continued)

Proposed Budget Development

The City Manager, before August 1st, shall prepare and submit to the City Council the annual budget covering the next fiscal year. The City Manager's proposed budget should assume, for each fund, operating revenues and resources that are equal to, or exceed, operating expenditures. The City Manager's budget message summarizes funding requirements, major changes in programs, and alternatives for funding.

City Council Budget Study

Budget work sessions are held with the City Council to review and discuss the proposed budget. Discussions and study may follow at subsequent work sessions up until budget adoption.

Public Hearing/Budget Adoption

A public hearing on the proposed budget and two public hearings on the tax rate (if required by truth in Taxation laws) are held in August and September prior to final budget consideration.

City of Glenn Heights Charter Section 7.10 Amending the Budget

When conditions arise, which could not reasonably have been foreseen in the normal process of planning the budget, the Council may amend or change the budget for any municipal or public purpose; however; the total expenditures from all the City funds for the fiscal year may not be increased except by a vote of five (5) members of the City Council following a posted public hearing at which members of the public may provide input on such proposed amendment. In the event that a proposed budget amendment is in order to meet a grave public necessity, the City Council may, by a vote of five (5) of its members, waive the requirement for the public hearing. Amendments shall be by ordinance, and shall become an attachment to the original budget.

BUDGET CALENDAR

February 2017

7 - Approve FY 2017-18 Budget Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

21- Establish Budget Priorities

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21 - Council Workshop; Fringe Benefits Discussion

21 – Capital Equipment (Vehicle) Update

21 – Performance Measurement Update

21 – Monthly Financials Update

April 2017

4 - Discuss Mid-Year Projections & Budget Amendment 1st Reading

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18 –Budget Amendment 2nd Reading

18 – Monthly Financials Update

BUDGET CALENDAR

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 – Council Workshop: Capital Equipment Discussion

16 - Begin Receiving Preliminary values for Dallas & Ellis County Appraisal Districts

16 – Monthly Financials Update

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6-Finalize FY 2017-18 Budget Framework

6 – Council Workshop: Primary Revenue Projections

6 – Council Workshop: Current Personnel, positions, salary structure and benefit package

20 – Council Workshop: Vehicle & Capital Needs

20 – Monthly Financials Update

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11-Council Workshop: Personnel and Benefits; Benefits Trust Meeting

18 – Final Presentation of FY 2016-17 CAFR

18 – Monthly Financials Update

25 – Receive Certified values from Dallas & Ellis County Central Appraisal Districts

31- Final Day per Charter to submit Proposed Budget to Council & City Secretary

BUDGET CALENDAR

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-Council Workshop: Presentation of FY 2017-18 Proposed Budget

1 – Submit Effective & Rollback Rate Calculations; Set Public Hearings for Budget & Tax Rates

8 – Council Workshop: Administrative Services Cluster; Infrastructure Cluster; Council

15 - Council Workshop: Development Services Cluster; Public Safety Cluster; Capital Budget

22 – Public Hearing: Tax Rate 1st Reading; Present

Financial Policy

29-Public Hearing: Tax Rate 2nd Reading

29-Present Purchasing Policy

29 – Public Hearing: Budget Hearing 1st Reading

September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 – Public Hearing: Budget Hearing 2nd Reading; Tax Rate Adoption; Budget Adoption

12 – Discuss and Consider Approval of FY 2017-18 Budget Approval

12-Approved FY 2017-2018 Budget

CITY OF GLENN HEIGHTS, TEXAS
FISCAL YEAR 2017-2018 PROPOSED ANNUAL BUDGET

PERSONNEL SUMMARY

FULL –TIME PERSONNEL SUMMARY	2014-2015	2015-2016	2016-2017	2017-2018
	ACTUAL	ACTUAL	AMENDED	APPROVED
Administrator, Community Engagement	0	1	1	1
Administrator, Emerg.Mgmt./Fire Marshal	0	1	1	1
Current Title Specialist				
Administrator, IT	0	1	1	1
Current Title Coordinator				
Administrator, Municipal Court	1	1	1	1
Analyst, Finance	1	1	1	1
Animal Control Officer	1	1	1	1
Assistant Director, Public Works & Infrastructure	0	0	1	0
Cadet, Police	0	0	0	2
Captains, Fire	3	3	3	3
Current Title Lieutenant				
Chief, Fire	0.5	1	1	1
Chief, Police	1	1	1	0
City Manager	1	1	1	1
City Secretary	1	1	1	1
Coordinator, Finance	0	0	0	1
Clerk, Constituent Services	0	0	1	0
Clerk, Record Management	0	1	1	1
Formerly Asst. City Secretary				
Clerk, Records & Property	1	1	1	1
Clerk, Customer Services	2	2	3	2
Current Title, Utility Billing Representative				
Code Compliance Officer	1	1	2	2
Communication Officers	5	5	6	7
(Current, Emergency Dispatchers)				
Coordinator, Permits	1	1	1	1
Coordinator, Records & Property	1	1	1	1
Formerly titled Supervisor				
Coordinator, Crime Victims	1	1	0	0
Coordinator, Code & Animal Services	0	0	1	0

**CITY OF GLENN HEIGHTS, TEXAS
FISCAL YEAR 2017-2018 PROPOSED ANNUAL BUDGET**

Coordinator, Meter Services	0	0	1	1
<i>Current Title Meter Reader</i>				
Corporal, Police	3	3	2	2
Deputy Chief, Police	0	0	1	1
Deputy City Manager	1	1	1	1
<i>Formerly Managing Director</i>				
Director, Public Works & Infrastructure	1	1	1	1
Director, Finance	1	1	1	1
Director, Planning & Development Services	1	1	1	1
<i>Formerly Sr. Planner</i>				

FULLTIME PERSONNEL SUMMARY (cont.)	2014-2015	2015-2016	2016-2017	2017-2018
	ACTUAL	ACTUAL	AMENDED	APPROVED
Director, Org. Development	1	1	1	1
<i>Formerly Administrator</i>				
Director, Public Safety	0	0	0	1
Executive Assistant	2	2	2	2
Executive Assistant to City Manager	1	1	1	1
Executive Director, Economic Development	0	0	1	0.5
Field Supervisor	1	1	1	1
Fiscal Officer	0	0	1	0
Firefighter/EMT	3	3	3	3
Firefighter/Paramedic	6	6	6	6
Groundskeepers	0	0	0	3
Inspector	0	1	1	1
Meter Reader	3	3	2	2
Planner	0	1	1	1
Police Officers	9	10	12	13
Public Information Officer	0	0	1	0
Sergeant, Police	3	3	3	3
Specialist, Org. Development	0	1	1	1
Superintendent, Parks & Rec	0	0	1	1
Superintendent, Utilities	1	1	1	1
Supervisor, Utilities	1	1	1	1
Supervisor, Utilities Billing	1	1	0	1
Utility Worker I	3	3	5	5
Utility Worker III	4	8	5	5
TOTAL POSITIONS	66.5	79	89	91.5

**CITY OF GLENN HEIGHTS, TEXAS
FISCAL YEAR 2017-2018 PROPOSED ANNUAL BUDGET**

PART-TIME SEASONS PERSONNEL SUMMARY	2014-2015	2015-2016	2016-2017	2017-2018
	ACTUAL	ACTUAL	AMENDED	APPROVED
Clerk, Accounting	0	0	1	0
Communications Officers	0	0	3	3
Fire Chief	1	0	0	0
Firefighter/EMT	6	6	6	6
Firefighter/Paramedic	6	6	6	6
Groundkeepers	0	0	6	2
Litter Crew	2	2	4	2
Payroll Clerk	0	0	0	0
College Interns	2	4	6	0
Summer Youth Employment Program (SYEP)	0	8	8	8
Superintendent Park & Rec.	0	0	0	0
TOTAL POSITIONS	17	26	40	27

FISCAL YEAR 2017-2018 PROPOSED BUDGET

Fund	Total Projected Beginning Fund Balance	Revenues	Expenditures	Transfers In (Out)	Net Change in Fund Balance	Ending Fund Balance	
						Total Ending Fund Balance	Days Reserve
General Fund	1,133,338	7,814,437	7,696,060	(51,225)	67,153	1,200,491	60
Debt Service	250,660	1,469,458	1,280,949	-	188,509	439,169	
Special Revenue Funds:	2,899,074	909,075	658,375	72,498	317,700	3,216,774	-
Court Tech	(1,618)	4,000	2,000	-	2,000	382	
Court Security	33,920	4,080	20,000	-	(15,920)	18,000	
911 Fees	80,253	81,600	-	(33,000)	48,600	128,853	
Grants	3,796	6,191	5,375	5,498	816	4,612	
Park Fees	403,517	106,194	50,000	-	56,194	459,711	
Street Impact	702,665	219,664	200,000	-	19,664	722,329	
Water/Sewer Impact	995,273	487,346	281,000	-	206,346	1,201,619	
Diaster Recovery Fund	671,892	-	-	-	-	671,892	
Vehicle Replacement	9,375	-	100,000	100,000	-	9,375	
Capital Project Funds:	15,767,038	31,276	216,000	-	(184,724)	15,582,314	-
General Fund Capital Projects	4,899,236	-	-	-	-	4,899,236	
2006 CO Bonds - Streets	11,785	900	8,000	-	(7,100)	4,685	
2008 CO Bonds - Streets	214,196	2,276	208,000	-	(205,724)	8,472	
2015 CO Bonds - City Hall/PS	1,440,788	1,500	-	-	1,500	1,442,288	
2016 GO Bonds	9,201,033	26,600	-	-	26,600	9,227,633	
Proprietary Funds:	958,685	5,656,933	6,904,087	1,345,000	97,846	1,056,531	
Water and Sewer	682,576	5,360,015	6,449,172	1,360,775	271,619	954,195	53
Drainage	276,109	296,918	454,916	(15,775)	(173,773)	102,336	82
Total Funds	21,008,795	15,881,180	16,755,471	1,366,273	486,484	21,495,279	

*Property tax rate of \$0.885434/100 (reduction from previous year)

PROPOSED BUDGET INCLUDES:

*No increase in water or sewer rates

*TMRS 1:1 matching - City contribution of \$168,303

*\$332,226 General Fund Revenue Charge for Services from Water and Sewer Fund to General Fund

for reimbursement of costs

*\$616,696 in City paid insurance coverage

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GENERAL FUND

The General Fund supports functions and activities that are traditionally provided by local government. Included are Administration, Community Services, Public Safety, and Street Maintenance and Repair. Revenue to finance these programs are derived principally from Ad Valorem Taxes, local Sales Taxes, and Revenue for Administrative Support for the City's prosperity fund. Other sources of revenue include building permit fees and municipal court fines.

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - SUMMARY SHEET**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
Revenues:	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
Total Ad Valorem Tax Rate	0.795000	0.795000	0.793400	0.935530	0.935530	0.885434
Less: I&S Tax Rate	0.116086	0.111610	0.110926	0.253062	0.253062	0.214612
M&O Tax Rate/\$100 Valuation	0.678914	0.683390	0.682474	0.682468	0.682468	0.670822
	-1.8081%	0.6593%	-0.1340%	-0.0009%	0.0000%	-1.7065%
Taxable Valuation	\$ 390,879,178	\$ 408,046,433	\$ 447,599,372	\$ 492,498,684	\$ 492,498,684	\$ 587,783,231
	-1.81%	4.39%	9.69%	10.03%	0.00%	19.35%
Property Taxes	\$ 2,678,196	\$ 2,789,705	\$ 3,024,487	\$ 3,327,534	\$ 3,325,333	\$ 3,903,549
Sales Taxes	457,443	509,837	521,335	558,664	512,019	516,789
Franchise Fees	574,502	683,646	597,532	686,326	625,536	633,273
Permits & Fees	119,470	428,824	1,260,105	615,300	698,020	996,628
Charges for Service	309,179	322,033	374,225	1,075,003	987,591	1,010,149
Recreation	9,323	6,323	3,770	8,500	2,175	3,930
Grants & Contributions	14,435	5,945	12,907	12,300	2,300	350
Fines	216,938	222,688	224,596	236,600	191,826	238,100
Interest	16,825	19,305	14,261	20,000	23,775	24,012
Transfer from Fund Reserves	-	-	35,000	100,000	100,000	-
Miscellaneous	17,102	14,876	39,717	22,635	10,120	9,000
Reimbursement from Utility	178,249	255,200	260,931	433,450	433,449	332,226
Charge for Service (City Wide)	19,178	45,500	146,972	252,033	252,033	146,431
Transfer from Tornado Fund	-	-	31,030	-	-	-
Total Revenues	\$ 4,610,840	\$ 5,303,881	\$ 6,546,869	\$ 7,348,345	\$ 7,164,177	\$ 7,814,437
Expenditures:	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
City Council	\$ 16,387	\$ 14,992	\$ 145,372	\$ 180,520	\$ 170,500	\$ 201,500
Administration	242,427	501,214	492,421	105,010	114,715	180,510
Technology Services	-	-	-	466,731	462,141	442,797
City Manager	222,223	264,523	226,288	406,356	390,249	359,084
City Secretary	117,589	144,217	144,493	191,441	176,418	211,964
Organizational Development	89,177	122,123	201,009	200,319	207,073	198,527
Finance	178,162	165,285	173,923	187,461	192,287	240,944
Municipal Court	129,323	115,475	109,470	120,364	117,418	130,194
Fire	1,072,026	1,200,647	1,215,092	1,550,021	1,559,089	1,746,462
Police	1,874,997	1,876,091	1,786,631	1,705,431	1,662,329	1,960,993
Streets & Sanitation	219,459	270,693	348,348	1,054,599	966,163	1,042,667
Economic Development	-	-	-	144,497	117,064	71,205
Planning & Permits . Development	144,186	242,255	508,044	478,556	479,763	660,417
Parks & Community Engagement	161,754	190,708	173,659	216,170	213,488	248,796
Total Expenditures	\$ 4,467,710	\$ 5,108,221	\$ 5,524,748	\$ 7,007,476	\$ 6,828,697	\$ 7,696,060
Total Revenues Over (Under) Exp	\$ 143,130	\$ 195,660	\$ 1,022,121	\$ 340,870	\$ 335,480	\$ 118,378
00-Transfers In (Out):						
W/S Capital Financing	82,000	-	-	-	-	-
Transfer to Vehicle Replacement Fund	(100,000)	(164,929)	(100,000)	(243,000)	(243,000)	(100,000)
Transfer to Tornado Fund			(200,000)	-	-	-
Transfer for City Hall Capital Project			(500,000)	-	-	-
Transfer to Capital Projects Fund				-	(1,328,936)	-
G&A Reimbursement from Utility					-	-
Charge for Service (City Wide)					-	-
Operating (includes in lieu of franchise)	44,178	45,500	45,500	48,775	48,775	48,775
TOTAL Transfer In (Out)	26,178	(119,429)	(754,500)	(194,225)	(1,523,161)	(51,225)
NET CHANGE IN FUND BALANCE	169,308	76,231	267,621	146,645	(1,187,681)	67,153
BEGINNING FUND BALANCE - OCTOBER 1	2,142,447	2,307,376	2,383,607	2,651,228	2,321,019	1,133,338
ENDING FUND BALANCE - SEPTEMBER 30	2,307,376	2,383,607	2,651,228	2,797,872	1,133,338	1,200,491
UNASSIGNED FUND BALANCE - SEPTEMBER 30	\$ 2,307,376	\$ 2,383,607	\$ 2,651,228	\$ 2,797,872	\$ 1,133,338	\$ 1,200,491
AVERAGE DAILY EXPENDITURES	11,752	13,296	14,421	18,011	17,521	20,175
NUMBER OF DAYS RESERVE	196	179	184	155	65	60

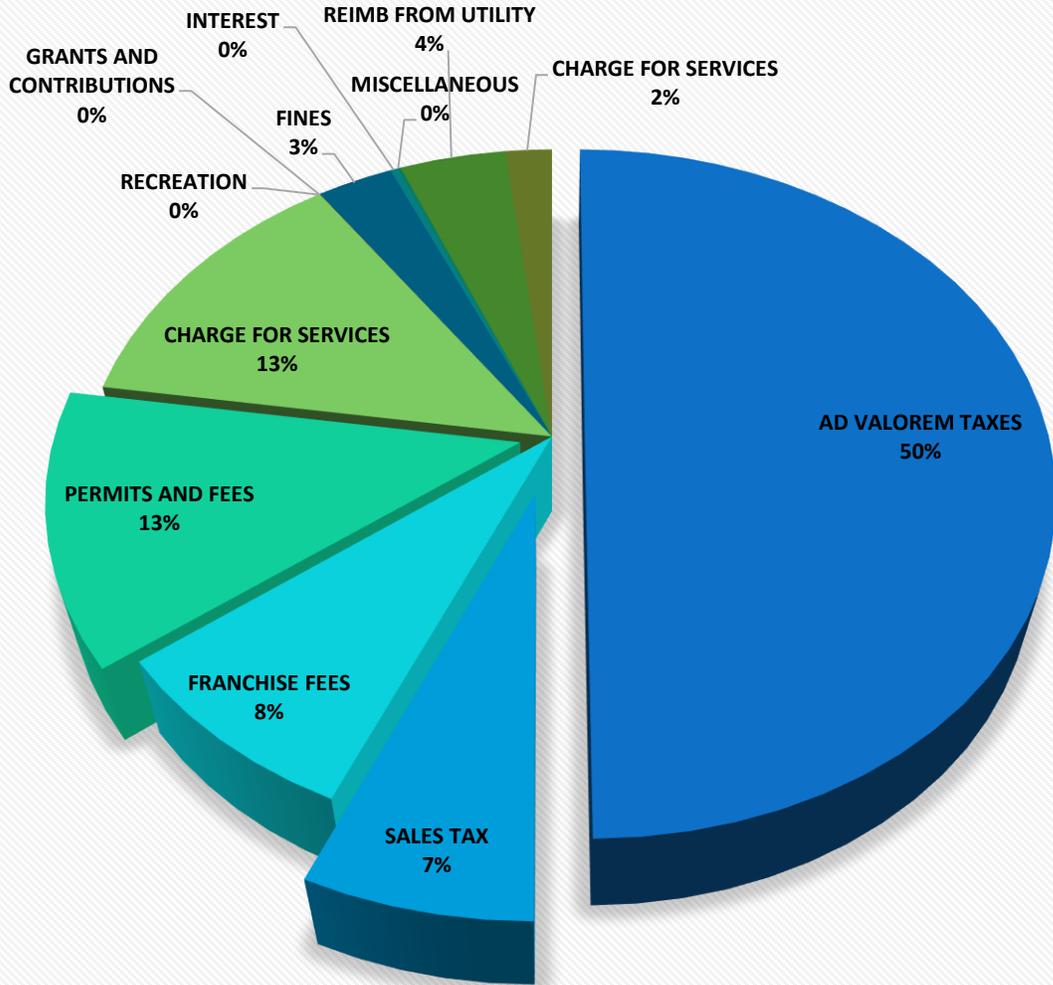
**CITY OF GLENN HEIGHTS, TEXAS
FISCAL YEAR 2017-2018 PROPOSED ANNUAL BUDGET**

GENERAL FUND-REVENUE SUMMARY

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
Revenues:	ACTUAL	ACTUAL	ACTUAL	APPROVED	PROJECTED	PROPOSED
Total Ad Valorem Tax Rate	0.795000	0.795000	0.793400	0.935530	0.935530	0.885434
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	-1.8081%	0.6593%	-0.1340%	-0.0009%	0.0000%	-1.7065%
Taxable Valuation	\$ 390,879,178	\$ 408,046,433	\$447,599,372	\$492,498,684	\$492,498,684	\$587,783,231
	-1.81%	4.39%	9.69%	10.03%	0.00%	19.35%
Property Taxes	\$ 2,678,196	\$ 2,789,705	\$ 3,024,487	\$ 3,327,534	\$ 3,325,333	\$ 3,903,549
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Franchise Fees	574,502	683,646	597,532	686,326	625,536	633,273
Permits & Fees	119,470	428,824	1,260,105	615,300	698,020	996,628
Charges for Service	309,179	322,033	374,225	1,075,003	987,591	1,010,149
Recreation	9,323	6,323	3,770	8,500	2,175	3,930
Grants & Contributions	14,435	5,945	12,907	12,300	2,300	350
Fines	216,938	222,688	224,596	236,600	191,826	238,100
Interest	16,825	19,305	14,261	20,000	23,775	24,012
Transfer from Fund Reserves	-	-	35,000	100,000	100,000	-
Miscellaneous	17,102	14,876	39,717	22,635	10,120	9,000
Reimbursement from Utility	178,249	255,200	260,931	433,450	433,449	332,226
Charge for Service (City Wide)	19,178	45,500	146,972	252,033	252,033	146,431
Transfer from Tornado Fund	-	-	31,030	-	-	-
Total Revenues	\$ 4,610,840	\$ 5,303,881	\$ 6,546,869	\$ 7,348,345	\$ 7,164,177	\$ 7,814,437

CITY OF GLENN HEIGHTS, TEXAS
 FISCAL YEAR 2017-2018 PROPOSED ANNUAL BUDGET

2017-2018 Revenue by Source



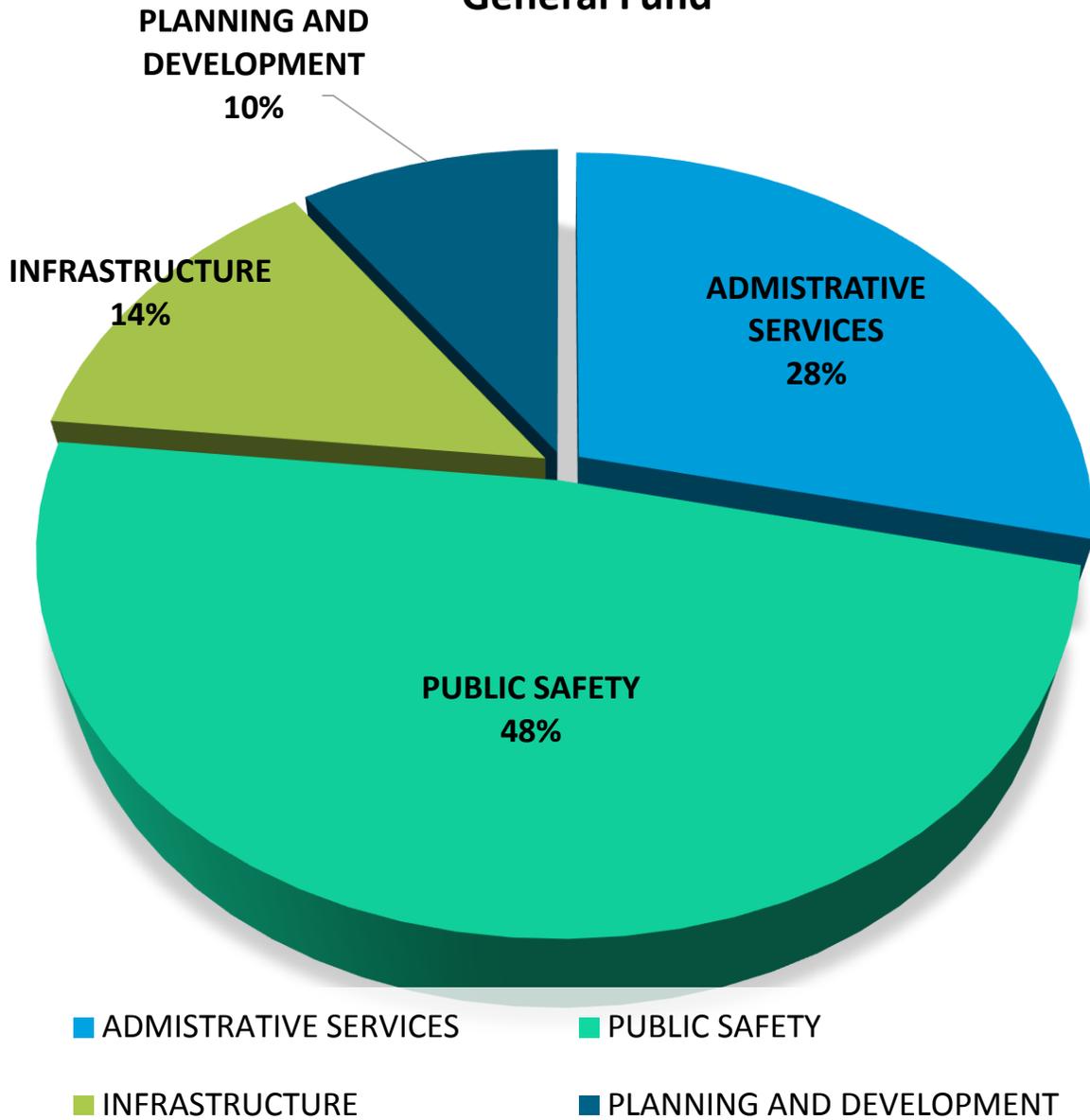
- AD VALOREM TAXES
- SALES TAX
- FRANCHISE FEES
- PERMITS AND FEES
- CHARGE FOR SERVICES
- RECREATION
- GRANTS AND CONTRIBUTIONS
- FINES
- INTEREST
- MISCELLANEOUS
- REIMB FROM UTILITY
- CHARGE FOR SERVICES

**CITY OF GLENN HEIGHTS, TEXAS
FISCAL YEAR 2017-2018 PROPOSED ANNUAL BUDGET**

GENERAL FUND EXPENDITURES SUMMARY

Expenditures:	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2106 ACTUAL	2016-2017 APPROVED	2016-2017 PROJECTED	2017-2018 PROPOSED
City Council	\$ 16,387	\$ 14,992	\$ 145,372	\$ 180,520	\$ 170,500	\$ 201,500
Administration	242,427	501,214	492,421	105,010	114,715	180,510
Technology Services	-	-	-	466,731	462,141	442,797
City Manager	222,223	264,523	226,288	406,356	390,249	359,084
City Secretary	117,589	144,217	144,493	191,441	176,418	211,964
Organizational Development	89,177	122,123	201,009	200,319	207,073	198,527
Finance	178,162	165,285	173,923	187,461	192,287	240,944
Municipal Court	129,323	115,475	109,470	120,364	117,418	130,194
Fire	1,072,026	1,200,647	1,215,092	1,550,021	1,559,089	1,746,462
Police	1,874,997	1,876,091	1,786,631	1,705,431	1,662,329	1,960,993
Streets & Sanitation	219,459	270,693	348,348	1,054,599	966,163	1,042,667
Economic Development	-			144,497	117,064	71,205
Planning & Permits Development	144,186	242,255	508,044	478,556	479,763	660,417
Parks & Community Engagement	161,754	190,708	173,659	216,170	213,488	248,796
Total Expenditures	\$ 4,467,710	\$ 5,108,221	\$ 5,524,748	\$ 7,007,476	\$ 6,828,697	\$ 7,696,060

**2017-2018 Expenditure Distribution by Cluster -
General Fund**



**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - OTHER FUNDING SOURCES**

		2013-2014	2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
00-OTHER FINANCING SOURCES (USES)		ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
LEASE PROCEEDS							
100-4-99-7000	LEASE PURCHASE PROCEEDS	0	0		0		-
100-5-99-5020	CAPITAL LEASE - CM VEHICLE	0	0		0		-
100-5-99-5032	CAPITAL LEASE - POLICE VEHICLE	0	0		0		-
TOTAL LEASE PROCEEDS		0	0		0		-
OTHER REVENUE/TRANSFERS IN (OUT)							
100-4-00-4900	OTHER TRANSFERS FROM W/S FUND	82,000	0		0		-
100-4-00-4901	W/S Charge for Services (MGT)	178,249	220,000	260,931	433,450	433,449	332,226
	City Attorney/Auditor/Council (28%)			39,626	72,208	72,208	56,425
	City Manager's Office (28%)			67,430	162,542	162,542	96,657
	City Secretary (28%)			55,064	53,603	53,603	57,300
	Organizational Development (28%)			45,128	70,112	70,112	56,089
	Finance (28%)			53,683	74,984	74,984	65,755
100-4-00-4902	W/S Charge for Services (CITY-WIDE)	36,283	16,000	146,972	252,033	252,033	146,431
	Telecommunications & Technology			0	0	0	-
	Technology (28%)			125,184	210,029	210,029	123,053
	Utilities (28%)			21,788	42,004	42,004	23,378
100-4-00-4903	TRANSFERS FROM W/S (ALLOCATION)	0	0	0	0		-
100-4-00-4920	BOND DEBT REPAYMENT	0		0	0		-
100-4-00-4911	TRANSFERS FROM DRAINAGE FUND	12,500	12,500	12,500	15,775	15,775	15,775
100-4-00-4905	TRF FROM 911 WIRELESS FUND	31,678	33,000	33,000	33,000	33,000	33,000
100-5-32-6250	TRANSFER TO OPER GRANT	0		0	0		-
100-5-99-7106	TRANSFER TO FAMILY FESTIVAL	0		0	0		-
TOTAL TRANSFERS IN (OUT)		44,178	45,500	45,500	48,775	48,775	48,775
TOTAL OTHER FINANCING SOURCES (USES)		\$ 258,710	\$ 281,500	\$ 453,403	\$ 734,258	\$ 734,257	527,432

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - REVENUE SUMMARY**

REVENUES		2013-2014	2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
AD VALOREM TAXES							
100-4-00-4000	CURRENT AD VALOREM TAX	\$ 2,608,532	\$ 2,746,997	\$ 3,006,426	\$ 3,277,620	\$ 3,288,047	3,844,995
100-4-00-4001	DELINQUENT AD VALOREM TAX	42,774	27,918	(3,465)	33,276	16,814	39,036
100-4-00-4002	PENALTY & INTEREST (TAX)	26,890	14,790	21,526	16,638	20,472	19,518
TOTAL AD VALOREM TAXES		\$ 2,678,196	\$ 2,789,705	\$ 3,024,487	\$ 3,327,534	\$ 3,325,333	3,903,549
SALES TAXES							
100-4-00-4200	SALES TAX	457,443	509,837	521,335	558,664	512,019	516,789
100-4-00-4202	FEDERAL EXCISE TAX	-	-	-	-	-	-
TOTAL SALES TAXES		\$ 457,443	\$ 509,837	\$ 521,335	\$ 558,664	\$ 512,019	516,789
FRANCHISE FEES							
100-4-00-4100	ELECTRIC FRANCHISE	188,388	257,631	226,778	239,482	226,923	231,461
100-4-00-4101	TELEPHONE	92,107	125,035	20,441	22,209	27,841	28,397
100-4-00-4102	GAS FRANCHISE	51,543	62,032	53,006	66,436	49,467	50,456
100-4-00-4103	CABLE FRANCHISE	6,372	5,564	66,927	99,675	70,846	72,263
100-4-00-4104	GARBAGE FRANCHISE	7,686	7,362	2,436	-	-	-
100-4-00-4105	VIDEO FRANCHISE FEE	25,093	9,060	12,693	19,935	11,870	12,107
100-4-00-4106	W/WW FRANCHISE FEES	203,313	216,962	215,250	238,589	238,589	238,589
TOTAL FRANCHISE FEES		\$ 574,502	\$ 683,646	\$ 597,532	\$ 686,326	\$ 625,536	633,273
PERMITS & FEES							
100-4-53-4300	PERMIT FEES	46,317	258,090	570,692	200,400	100,000	362,894
100-4-53-4301	MISCELLANEOUS PERMITS	16,925	21,882	144,924	176,000	70,000	35,282
100-4-53-4302	BACKFLOW & IRRIGATION PERMITS	1,404	1,665	-	1,000	1,000	1,000
100-4-53-4303	INFRASTRUCTURE INSPECTIONS	-	-	\$ -	40,000	333,920	315,000
100-4-53-4305	PLAN REVIEW	19,212	69,889	330,155	117,900	112,800	186,081
100-4-53-4306	ZONING FEES	2,945	600	1,370	1,000	6,800	2,700
100-4-53-4308	INSPECTION FEE - ALCOHOL	560	1,250	-	-	-	-
100-4-53-4320	PLATS	2,625	1,850	-	1,000	1,000	2,000
100-4-53-4325	TRADE PERMITS	17,632	55,854	145,380	15,000	15,000	19,771
100-4-53-4330	LICENSE REGISTRATION	6,592	8,669	24,700	5,500	26,000	14,400
100-4-53-4332	RENTAL REGISTRATION	-	-	39,495	51,000	25,000	51,000
100-4-53-4335	FOOD SERVICE PERMITS	3,700	7,600	2,000	5,000	5,000	5,000
100-4-53-4345	GARAGE SALE PERMITS	1,540	1,475	1,390	1,500	1,500	1,500
TOTAL PERMITS & FEES		\$ 119,452	\$ 428,824	\$ 1,260,105	\$ 615,300	\$ 698,020	996,628
CHARGE FOR SERVICES							
100-4-00-4502	TOWER RENTAL	35,859	33,946	34,144	38,000	43,000	43,000
100-4-30-4501	AMBULANCE	160,910	171,330	162,153	170,150	175,000	180,000
100-4-32-4511	FINGER PRINTS	-	-	704	703	-	-
100-4-32-4520	POLICE REPORTS	496	383	551	350	350	400
100-4-32-4525	STATE REIMBURSEMENTS	-	-	653	-	-	-
100-4-32-4570	RESOURCE OFFICER	13,000	13,000	13,000	13,000	13,000	13,000
100-4-32-4581	ANIMAL POUND	5,299	4,398	10,559	20,000	5,000	7,500
100-4-32-4582	WRECKER	800	800	800	800	800	800
100-4-32-4587	PAY PHONE	565	-	-	-	-	-
100-4-40-4500	SANITATION	101,315	98,176	151,661	832,000	750,441	765,449
100-4-53-4546	CONVENIENCE FEES	18	-	-	-	-	-
TOTAL CHARGE FOR SERVICES		\$ 318,262	\$ 322,033	\$ 374,225	\$ 1,075,003	\$ 987,591	1,010,149
RECREATION							
100-4-60-4510	PARK RESERVATIONS	1,063	1,733	1,340	500	500	1,500
100-4-60-4530	FIELD LICENSING (SOCCER ASSN FEE)	8,260	4,590	2,430	8,000	1,675	2,430
100-4-60-4531	OTHER (MISC)	-	-	463	-	-	-
TOTAL RECREATION		\$ 9,323	\$ 6,323	\$ 3,770	\$ 8,500	\$ 2,175	3,930

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - REVENUE SUMMARY**

REVENUES		2013-2014	2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	AMENDED	APPROVED	AMENDED	APPROVED
GRANTS & CONTRIBUTIONS							
100-4-30-4720	GRANT REVENUE -SAFER	-	78,858	7,025		-	
100-4-32-4720	GRANT REVENUE - TXDOT	-	-	1,252		-	
100-4-32-4724	GRANT REVENUE - BVP	2,019	2,019	523		-	
100-4-32-4800	SEIZURE REVENUE	1,520	-	-	-	-	
100-4-32-4805	DONATIONS-CRIME PREVENTION	300	-	851	-	-	50
100-4-60-4804	DONATIONS-COMMUNITY EVENTS	-	-	2,450	10,000	1,000	
100-4-60-4805	DONATIONS-MOVIES IN THE PARK	777	350	206	1,500	500	250
100-4-60-4806	COMMUNITY DAY	201	-	400	400	400	-
100-4-30-4801	FIRE DEPARTMENT DONATION	201	1,000	200	400	400	50
100-4-10-4722	GRANT REVENUE	9,417	2,576	-	-	-	
TOTAL GRANTS & CONTRIBUTIONS		\$ 14,435	\$ 5,945	\$ 12,907	\$ 12,300	\$ 2,300	350.00
COURT FINES							
100-4-21-4401	MUNICIPAL COURT FINES	213,714	220,607	222,734	234,600	190,726	236,600
100-4-21-4405	OMNIBASE FEES	1,704	2,081	1,862	2,000	1,100	1,500
TOTAL COURT FINES		\$ 215,418	\$ 222,688	\$ 224,596	\$ 236,600	\$ 191,826	238,100
INTEREST							
100-4-00-4700	INTEREST EARNED	16,825	19,305	14,261	20,000	23,775	24,012
TOTAL INTEREST		\$ 16,825	\$ 19,305	\$ 14,261	\$ 20,000	\$ 23,775	24,012
MISCELLANEOUS							
100-4-00-4801	AUCTION PROCEEDS	-	-	2,304	-	-	
100-4-00-4807	OTHER (MISC)	10,900	2,138	22,425	9,000	9,000	9,000
100-4-00-4818	TML INSURANCE REIMBURSEMENT	8,635	12,591	14,988	13,635	-	-
100-4-30-4840	TML INSURANCE PROCEEDS	-	-	-	-	-	
100-4-40-4840	INSURANCE REIMBURSEMENT	-	-	-	-	-	
100-4-21-4808	CONVENIENCE FEE	-	147	-	-	1,120	
100-4-21-4810	UNCLAIMED PROPERTY	-	-	-	-	-	-
TOTAL MISCELLANEOUS		\$ 19,535	\$ 14,876	\$ 39,717	\$ 22,635	\$ 10,120	9,000
REIMBURSEMENT FROM UTILITY							
100-4-00-4901	REIMBURSEMENT FROM UTIL				433,450	433,450	332,226
100-4-00-4902	CHARGE FOR SERVICE (CITY WIDE)				252,033	252,033	146,431
TOTAL REIMBURSEMENT FROM UTILITY					685,483	685,483	478,657
USE OF FUND BALANCE							
100-4-00-0000	TRANSFER FROM FUND RESERVES			35,000	100,000	100,000	-
TOTAL USE OF FUND BALANCE				35,000	100,000	100,000	-
TOTAL REVENUES		\$ 4,423,391	\$ 5,003,181	\$ 6,072,935	\$ 7,348,345	\$ 7,164,178	\$ 7,814,437

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PROGRAM BUDGET AND WORK PLAN FISCAL YEAR 2017-2018



CITY COUNCIL

PURPOSE/MISSION STATEMENT

The City Council is the legislative body and the City functions under a Home Rule Charter. This department is designed to provide funding related to the administration of legislative matters, professional development of Council Members and contractual functions which fall under the oversight of Council.

PERFORMANCE MEASURES

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Ordinance Enacted	21	23	23	23
Resolutions Enacted	36	53	53	53
Number of Council Meetings	69	66	66	66
Number of Public Meetings Held	NM	NM	NM	NM

BUDGET HIGHLIGHTS

Increased Council Training and Travel Budget
Increased Mayor initiative for greater community outreach
Consolidated all auditing cost into single fund

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time	0	0	0	0
Part-Time	0	0	0	0
Contractual Services				
City Attorney	0	1	1	1
City Auditor	0	1	1	1
Total Positions	0	2	2	2

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$22	\$0	\$0	\$0
Supplies	\$1,246	\$10	\$0	\$0
Contracted Service	\$0	\$134,037	\$126,000	\$140,000
Operating	\$12,765	\$9,059	\$37,000	\$54,000
Departmental	\$958	\$2,275	\$7,500	\$7,500
Total	\$14,992	\$145,381	\$170,500	201,500

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - CITY COUNCIL
DEPARTMENTAL SUMMARY**

09-CITY COUNCIL		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ 22	\$ -	\$ 20	\$ -	\$ -
SUPPLIES		1,246	-	-	-	-
CONTRACTED SERVICES		-	134,037	119,000	126,000	140,000
REPAIRS & MAINTENANCE		-	-	-	-	-
OPERATING		12,765	9,059	54,000	37,000	54,000
DEPARTMENTAL		958	2,275	7,500	7,500	7,500
DEBT PAYMENTS		-	-	-	-	-
CAPITAL OUTLAY		-	-	-	-	-
TOTAL CITY COUNCIL		\$ 14,992	\$ 145,372	\$ 180,520	\$ 170,500	\$ 201,500
PERSONNEL SUMMARY						
	Full-time Positions	0	0	0	0	0
	Part-time Positions	0	0	0	0	0
	Total Positions	0	0	0	0	0
09-CITY COUNCIL						
		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-09-1205	COUNCIL WORKERS COMP	\$ 22		\$ 20	\$ -	\$ -
TOTAL PERSONNEL		22	-	20	-	-
SUPPLIES						
100-5-09-2000	OFFICE SUPPLIES	626			0	-
100-5-09-2155	SMALL EQUIPMENT	620			0	-
TOTAL SUPPLIES		1,246	-	-	-	-
CONTRACTED SERVICES						
100-5-09-3001	AUDITING	-	15,500	30,000	30,000	30,000
100-5-09-3002	LEGAL SERVICES	-	118,537	89,000	96,000	110,000
100-5-09-3010	TECHNOLOGY	-	-	-	-	-
TOTAL CONTRACTED SERVICES		-	134,037	119,000	126,000	140,000
OPERATING						
100-5-09-3300	CELL PHONES	-	-	-	-	-
100-5-09-3400	CONF, TRAIN, & TRVL - MAYOR	2,538	486	6,500	7,500	6,500
100-5-09-3401	CONF, TRAIN, & TRVL - PLACE 1	15	482	6,500	4,000	6,500
100-5-09-3402	CONF, TRAIN, & TRVL - PLACE 2	1,072	1,218	6,500	4,000	6,500
100-5-09-3403	CONF, TRAIN, & TRVL - PLACE 3	105	1,734	6,500	4,000	6,500
100-5-09-3404	CONF, TRAIN, & TRVL - PLACE 4	3,189	497	6,500	4,000	6,500
100-5-09-3405	CONF, TRAIN, & TRVL - PLACE 5	58	477	6,500	4,000	6,500
100-5-09-3406	CONF, TRAIN, & TRVL - PLACE 6	995	423	6,500	4,000	6,500
100-5-09-3501	OTHER COUNCIL EXPENSES	3,745	3,108	5,000	4,000	5,000
100-5-09-3503	PRINTING, COPY & PHOTO	1,047	635	3,500	1,500	3,500
TOTAL OPERATING		12,765	9,059	54,000	37,000	54,000
DEPARTMENTAL						
100-5-09-3521	MAYOR INITIATIVES	958	2,275	7,500	7,500	7,500
100-5-09-3550	LITIG. CLAIMS/SETTLEMENTS	-	-	-	-	-
TOTAL DEPARTMENTAL		958	2,275	7,500	7,500	7,500
CAPITAL OUTLAY						
100-5-99-7045	CHAMBERS RENOVATIONS	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
TOTAL CITY COUNCIL		\$ 14,992	\$ 145,372	\$ 180,520	\$ 170,500	\$ 201,500

ADMINISTRATION

PURPOSE/MISSION STATEMENT

The Administration Program captures activities that have costs that are not readily assigned to any specific department. Administration covers several shared expenses for the City such as Utilities, Insurance, Supplies, etc.

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time	0	0	0	0
IT Administration	0	1	0	0
Total Positions	0	1	0	0

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$0	\$48,738	\$0	\$0
Supplies	\$8,550	\$21,937	\$31,844	\$31,500
Contracted Service	\$188,290	\$172,365	\$0	\$45,000
Repairs & Maintenance	\$2,854	\$374	\$0	\$0
Operating	\$94,469	\$197,513	\$76,787	\$74,010
Departmental	\$6,854	\$9,906	\$6,084	\$5,000
Capital Outlay	\$200,197	41,588	0	25,000
Total	\$501,214	\$492,421	\$114,715	180,510

BUDGET HIGHLIGHTS

Purchase of new City Manager Vehicle

FISCAL YEAR 2017-2018 PROPOSED BUDGET

GENERAL FUND - ADMINISTRATION

DEPARTMENTAL SUMMARY

010-Administration		2014-2015	2015-2016	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	APPROVED	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ -	\$ 67,135	\$ 48,738	\$ -	\$ -	\$ -
SUPPLIES		8,550	18,400	21,937	26,000	31,844	31,500
CONTRACTED SERVICES		188,290	92,500	172,365	-	-	45,000
REPAIRS & MAINTENANCE		2,854	-	374	-	-	-
OPERATING		94,469	152,246	197,513	74,010	76,787	74,010
DEPARTMENTAL		6,854	10,000	9,906	5,000	6,084	5,000
CAPITAL OUTLAY		200,197	-	41,588	-	-	25,000
TOTAL ADMINISTRATION		\$ 501,214	\$ 340,281	\$ 492,421	\$ 105,010	\$ 114,715	\$ 180,510
PERSONNEL SUMMARY							
	Full-time Positions	0	0	0	0	0	0
	IT Administrator	0	1	0	0	0	0
	Part-time Positions	0	0	0	0	0	0
	Total Positions	0	1	0	0	0	0
010-Administration							
		2014-2015	2015-2016	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	APPROVED	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL							
100-5-10-1000	EXEMPT SALARY	\$ -	\$ 52,244	\$ 39,465	\$ -	\$ -	\$ -
100-5-10-1005	ACCRUED WAGES (AUDIT)	-	-	-	-	-	-
100-5-10-1200	PAYROLL TAXES FICA	-	3,997	2,996	-	-	-
100-5-10-1205	WORKERS COMP	-	137	-	-	-	-
100-5-10-1210	INSURANCE	-	8,997	4,949	-	-	-
100-5-10-1215	UNEMPLOYMENT COMPENS.	-	-	-	-	-	-
100-5-10-1220	T.M.R.S.	-	1,761	1,328	-	-	-
TOTAL PERSONNEL		-	67,135	48,738	-	-	-
SUPPLIES							
100-5-10-2000	OFFICE SUPPLIES	724	12,900	15,713	20,000	23,000	22,000
100-5-10-2100	GASOLINE & FUELS	-	-	-	-	-	-
100-5-10-2012	JANITORIAL SUPPLIES	1,244	-	-	-	-	-
100-5-10-2125	POSTAGE	6,583	5,500	6,225	6,000	8,844	9,500
TOTAL SUPPLIES		8,550	18,400	21,937	26,000	31,844	31,500
CONTRACTED SERVICES							
100-5-10-3002	LEGAL SERVICES	91,539	-	-	-	-	-
100-5-10-3005	JANITORIAL SERVICE	6,178	-	-	-	-	-
100-5-10-3010	TECHNOLOGY	42,500	40,000	26,374	-	-	-
100-5-10-3011	RECORDS MANAGEMENT	-	5,000	54,962	-	-	-
100-5-10-3020	INTERNET SERVICE	34,845	5,000	33,520	-	-	-
100-5-10-3022	ANNUAL SOFTWARE MAINT.	-	20,000	31,578	-	-	-
100-5-10-3023	ANNUAL HARDWARE MAINT.	-	1,500	-	-	-	-
100-5-10-3024	WEBSITE HOSTING FEES	1,949	4,000	4,128	-	-	-
100-5-10-3050	OPERATING LEASES-COPIERS	11,279	17,000	21,803	-	-	-
100-5-10-3161	OTHER PROFESSIONAL SERVICES	-	-	-	-	-	45,000
TOTAL CONTRACTED SERVICES		188,290	92,500	172,365	-	-	45,000
REPAIRS & MAINTENANCE							
100-5-10-3200	R & M STRUCTURES	2,854	-	374	-	-	-
TOTAL REPAIRS & MAINTENANCE		2,854	-	374	-	-	-

FISCAL YEAR 2017-2018 PROPOSED BUDGET

GENERAL FUND - ADMINISTRATION

DEPARTMENTAL SUMMARY

10-ADMINISTRATION (Continued)		2014-2015	2015-2016	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	APPROVED	ACTUAL	APPROVED	AMENDED	APPROVED
OPERATING							
100-5-10-3300	CELL PHONES & WIRELESS	-	16,400	13,945	-	-	-
100-5-10-3301	TELECOMMUNICATIONS	20,071	39,646	52,863	-	-	-
100-5-10-3302	ELECTRICITY	11,019	-	-	-	-	-
100-5-10-3303	NATURAL GAS	-	-	-	-	-	-
100-5-10-3400	GEN.LIABILITY INS.	3,589	5,200	2,936	5,460	5,460	5,460
100-5-10-3401	AUTO LIABILITY INS.	21,895	30,000	-	31,500	31,500	31,500
100-5-10-3402	FIRE & PROPERTY INS	6,431	11,000	-	11,550	11,550	11,550
100-5-10-3403	ERRORS & OMISSIONS INS.	7,140	10,000	-	10,500	10,500	10,500
100-5-10-3503	PRINTING, COPY & PHOTO	1,147	2,000	3,875	5,000	5,000	5,000
100-5-10-3505	OTHER OPERATING EXPENSES	3,430	-	258	-	-	-
100-5-10-3506	DUES,SUBSCRIPTIONS & PUB	19,089	18,000	20,540	10,000	12,777	10,000
100-5-10-3508	SOFTWARE	-	10,000	35,043	-	-	-
100-5-10-3509	ADVERTISING	657	-	95	-	-	-
100-5-10-3510	HARDWARE	-	10,000	67,959	-	-	-
TOTAL OPERATING		94,469	152,246	197,513	74,010	76,787	74,010
DEPARTMENTAL							
100-5-10-3600	COMMUNITY BEAUTIFICATION	1,354	-	-	-	1,084	-
100-5-10-3606	EMERGENCY MANAGEMENT	714	-	4,121	-	-	-
100-5-10-3610	CITIZEN LIBRARY PROGRAM	3,750	-	3,750	-	-	-
100-5-10-3615	STRATEGIC PLANNING	1,036	5,000	1,182	-	-	-
100-5-10-3620	NEWSLETTER	-	-	-	-	-	-
100-5-10-3625	CONTINGENCY RESERVE	-	5,000	854	5,000	5,000	5,000
100-5-10-3630	BOND ELECTION EXPENSE	-	-	-	-	-	-
TOTAL DEPARTMENTAL		6,854	10,000	9,906	5,000	6,084	5,000
CAPITAL OUTLAY							
100-5-10-5000	CAPITAL EXPENDITURES	200,197	-	41,588	-	-	25,000
TOTAL CAPITAL OUTLAY		200,197	-	41,588	-	-	25,000
TOTAL ADMINISTRATION		\$ 501,214	\$ 340,281	\$ 492,421	\$ 105,010	\$ 114,715	\$ 180,510

Vehicles/Capital Purchases

Administration

Item	Estimated Cost
City Manager's Vehicle	Total-\$25,000

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ADMINISTRATIVE SERVICES

The Administrative Services Cluster provides a wide variety of administrative services to the residents of Glenn Heights and to all departments within the City. The Administrative Services Cluster includes seven departments: City Manager's Office, City Secretary's Office, Organizational Development, Information Technology, Finance, Municipal Court, Parks & Community Engagement.

CITY MANAGER

PURPOSE/MISSION STATEMENT

The City Manager oversees the implementation of City Council policies and directives, manages the daily operations for the City, administers the annual operating budget, and promotes the overall interest of the community.

FY 2016-2017 ACCOMPLISHMENTS

Formulate performance management plan via NeoGov
Re-Establish the City's role in the Chamber of Commerce

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Percent of citizen service requests responded to w/in 10 days	NM	90%	90%	90%
Number of press releases submitted to media outlets	NM	20	24	24

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Number of Citizen service request	NM	52	52	52
City Council Meetings attended	NM	66	66	34
Community meetings attended	NM	10	25	25

FY 2017-2018 WORKPLAN SUMMARY

Roll out Performance Management Plan with Performance Based Increases
Work with City Council to reduce turnover rate

CITY MANAGER

BUDGET HIGHLIGHTS

Implemented a process for Strategic Planning
Complete Palladium Closing. (Multi-unit development)

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
City Manager	1	1	1	1
Deputy City Manager	1	0	1	1
Exec. Asst. to City Manager	0	1	1	1
Fiscal Officer	1	0	1	0
Part-Time				
College Intern	2	2	1	0
Total Positions	5	4	5	3

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$239,608	\$180,152	\$356,780	\$330,234
Supplies	\$3,087	\$4,585	\$10,500	\$2,950
Contracted Service	\$1,536	\$138	\$178	\$500
Repairs & Maintenance	\$211	\$978	\$250	\$500
Operating	\$13,366	\$17,266	\$20,541	\$14,400
Departmental	\$6,715	\$23,169	\$2,000	\$10,500
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$264,523	\$226,288	\$390,249	\$359,084

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - CITY MANAGER'S OFFICE
DEPARTMENTAL SUMMARY**

11-CITY MANAGER'S OFFICE		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ 239,608	\$ 180,152	\$ 360,986	\$ 356,780	\$ 330,234
SUPPLIES		3,087	4,585	11,170	10,500	2,950
CONTRACTED SERVICES		1,536	138	500	178	500
REPAIRS & MAINTENANCE		211	978	500	250	500
OPERATING		13,366	17,266	22,700	20,541	14,400
DEPARTMENTAL		6,715	23,169	10,500	2,000	10,500
DEBT PAYMENTS		-	-	-	-	-
CAPITAL OUTLAY		-	-	-	-	-
TOTAL CITY MANAGER'S OFFICE		\$ 264,523	\$ 226,288	\$ 406,356	\$ 390,249	\$ 359,084
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	City Manager	1	1	1	1	1
	Deputy City Manager	1	0	1	1	1
	Fiscal Officer	1	0	1	1	0
	Executive Assistant	0	1	1	1	1
	PART-TIME POSITIONS					
	Intern	2	2	1	1	0
	Total Positions	5	4	5	5	3
11-CITY MANAGER'S OFFICE						
		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-11-1000	EXEMPT SALARY	\$ 170,643	\$ 102,786	\$ 246,749	\$ 250,626	\$ 225,637
100-5-11-1005	ACCRUED WAGES (AUDIT)	(1,815)	-	-	-	-
100-5-11-1010	REG SALARIES FULL-TIME	21,693	46,339	46,779	43,002	49,483
100-5-11-1020	REG SALARIES PART-TIME	8,772	5,276	11,856	6,000	-
100-5-11-1025	OVERTIME	171	270	-	-	-
100-5-11-1200	PAYROLL TAXES FICA	15,332	11,827	23,362	23,791	21,047
100-5-11-1205	WORKERS COMP	600	-	786	786	616
100-5-11-1210	INSURANCE	14,913	6,968	20,858	15,764	23,181
100-5-11-1215	TEXAS EMP COMM	2,790	1,622	-	6,000	-
100-5-11-1218	PERFORMANCE INCREASES	-	-	702	728	-
100-5-11-1220	T.M.R.S.	6,509	5,065	9,894	10,083	10,269
TOTAL PERSONNEL		239,608	180,152	360,986	356,780	330,234
SUPPLIES						
100-5-11-2000	OFFICE SUPPLIES	1,244	-	-	-	-
100-5-11-2100	GASOLINE & FUELS	816	3,163	2,500	2,500	2,500
100-5-11-2125	POSTAGE	23	60	200	-	-
100-5-11-2155	OTHER SMALL EQUIPMENT	1,004	1,362	470	-	450
100-5-11-2305	RELOCATION REIMBURSE	-	-	8,000	8,000	-
TOTAL SUPPLIES		3,087	4,585	11,170	10,500	2,950
CONTRACTED SERVICES						
100-5-11-3010	TECHNOLOGY	-	-	-	-	-
100-5-11-3013	OTHER PROFESSIONAL SERV	276	138	500	178	500
100-5-11-3050	LEASES-COPIERS	1,260	-	-	-	-
TOTAL CONTRACTED SERVICES		1,536	138	500	178	500
REPAIRS & MAINTENANCE						
100-5-11-3202	R & M AUTO/TRUCK	211	978	500	250	500
TOTAL REPAIRS & MAINTENANCE		211	978	500	250	500
OPERATING						
100-5-11-3300	CELL PHONES & WIRELESS	905	1,031	2,700	750	900
100-5-11-3301	TELECOMMUNICATIONS	334	-	-	-	-
100-5-11-3500	CONFERENCE, TRAINING & TRA	9,900	14,225	15,000	17,319	10,000
100-5-11-3503	PRINTING, COPY & PHOTO	922	403	500	155	500
100-5-11-3506	DUES, SUBSCRIPTIONS & PUB	1,306	1,607	4,000	1,967	2,500
100-5-11-3509	ADVERTISING	-	-	500	350	500
TOTAL OPERATING		13,366	17,266	22,700	20,541	14,400

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - CITY MANAGER'S OFFICE
DEPARTMENTAL SUMMARY**

11-CITY MANAGER'S OFFICE- Cont		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	PROPOSED	AMENDED	APPROVED
DEPARTMENTAL						
100-5-11-3510	COMMUNITY DAY	-	-	-	-	-
100-5-11-3516	STRATEGIC PLANNING	525	12,067	10,000	2,000	10,000
100-5-11-3521	ACTIVITIES & EVENTS	929	-	-	-	-
100-5-11-3525	CMAC EXPENDITURE	621	-	500	-	500
100-5-11-3530	ECONOMIC DEVELOPMENT	4,640	11,102	-	-	-
TOTAL DEPARTMENTAL		6,715	23,169	10,500	2,000	10,500
DEBT PAYMENTS						
100-5-11-4012	LEASE PAYMENT-CM VEHICLE	-	-	-	-	-
TOTAL DEBT PAYMENTS		-	-	-	-	-
TOTAL CITY MANAGER'S OFFICE		\$ 264,523	\$ 226,288	\$ 406,356	\$ 390,249	\$ 359,084

CITY SECRETARY

PURPOSE/MISSION STATEMENT

The Office of the City Secretary is a service oriented operation committed to building public trust and confidence through the establishment of accurate information management of an open and transparent City Government through the Local Government Code, Open Meetings Act, Public Information Act, Ordinances and other laws that govern.

FY 2016-2017 ACCOMPLISHMENTS

FY 2016-2017 ACCOMPLISHMENTS
Identified alternative polling sites in the City of Glenn Heights
Revamped election candidate material
Implemented electronic records management

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Accuracy of Council meeting minutes	NM	NM	100%	100%
Days required for open record request	2-day average	2-day average	2 days average	5-day average
Time required to process and codify Ordinances	Skipped this year	Once a year	Monthly	Monthly

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Number of City Council meeting agenda packets prepared	42	35	32	32
Number of Proclamations Developed	14	42	18	18
Number of Ordinances and Resolutions approved by Council	29	26	30	24
Open records request received and processed	76	84	85	85
City Elections held	2	1	2	2
Board and Commission meetings posted	11	5	14	14

CITY SECRETARY

FY 2017-2018 WORKPLAN SUMMARY

Expanding electronic record management process to additional departments
Coordinate November 2017 Election
Work with City Attorney to codify all ordinances

BUDGET HIGHLIGHTS

Automated open record request process
Automated Council agenda process
Develop record management training program for all staff

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
City Secretary	1	1	1	1
Asst. City Secretary	0	1	0	0
Records Clerk	0	0	1	1
Part-Time				
College Intern	0	1	0	0
Total Positions	1	3	2	2

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$85,954	\$108,462	\$99,718	\$129,764
Supplies	\$840	\$260	\$0	\$0
Contracted Service	\$54,481	\$26,895	\$65,500	\$70,500
Repairs & Maintenance	\$0	\$0	\$0	\$0
Operating	\$2,942	\$8,875	\$11,200	\$11,700
Departmental	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$144,217	\$144,492	\$176,418	\$211,964

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - OFFICE OF THE CITY SECRETARY
DEPARTMENTAL SUMMARY**

12-CITY SECRETARY		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 85,954	\$ 108,462	\$ 117,041	\$ 99,718	\$ 129,764
	SUPPLIES	840	260	-	-	-
	CONTRACTED SERVICES	54,481	26,895	58,500	65,500	70,500
	REPAIRS & MAINTENANCE	-	-	-	-	-
	OPERATING	2,942	8,875	15,900	11,200	11,700
	DEPARTMENTAL	-	-	-	-	-
	CAPITAL OUTLAY	-	-	-	-	-
TOTAL CITY SECRETARY		\$ 144,217	\$ 144,493	\$ 191,441	\$ 176,418	\$ 211,964
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	City Secretary	1	1	1	1	1
	Asst. City Secretary	0	1	0	0	0
	Record Clerk	0	0	1	1	1
	PART-TIME POSITIONS					
	Intern	0	1	0	0	0
	Total Positions	1	3	2	2	2
12-CITY SECRETARY						
		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-12-1000	EXEMPT SALARY	\$ 59,873	\$ 52,556	\$ 63,600	\$ 63,600	\$ 67,467
100-5-12-1005	ACCRUED WAGES (AUDIT)	1,100	-	\$ -	\$ -	\$ -
100-5-12-1010	REG. SALARIES FULL TIME	10,123	32,324	\$ 30,722	\$ 12,089	\$ 37,107
100-5-12-1020	REG SALARIES PART-TIME	-	2,673	\$ -	\$ 6,000	\$ -
100-5-12-1025	OVERTIME	-	1,163	\$ -	\$ -	\$ -
100-5-12-1200	PAYROLL TAXES FICA	5,285	6,657	\$ 7,215	\$ 7,215	\$ 8,000
100-5-12-1205	WORKERS COMP	236	-	\$ 270	\$ 270	\$ 270
100-5-12-1210	INSURANCE	6,966	10,201	\$ 11,594	\$ 6,904	\$ 13,016
100-5-12-1218	PERFORMANCE INCREASES	-	-	\$ 461	\$ 461	\$ -
100-5-12-1220	T.M.R.S.	2,371	2,887	\$ 3,179	\$ 3,179	\$ 3,903
TOTAL PERSONNEL		85,954	108,462	\$ 117,041	\$ 99,718	\$ 129,764
SUPPLIES						
100-5-12-2000	OFFICE SUPPLIES	840	260	-	-	-
100-5-12-2155	OTHER SMALL EQUIPMENT	-	-	-	-	-
TOTAL SUPPLIES		840	260	-	-	-
CONTRACTED SERVICES						
100-5-12-3007	SURVEYING/APPRaisal	18,620	16,204	19,000	20,000	20,000
100-5-12-3008	CODIFICATION	375	-	4,500	4,500	4,500
100-5-12-3009	CONTRACT FOR TAXES	9,195	-	10,000	10,000	10,000
100-5-12-3010	ELECTION EXPENSES	26,292	10,691	25,000	31,000	36,000
TOTAL CONTRACTED SERVICES		54,481	26,895	58,500	65,500	70,500
OPERATING						
100-5-12-3300	CELL PHONES & WIRELESS	-	-	900	900	900
100-5-12-3301	TELECOMMUNICATIONS	167	-	-	-	-
100-5-12-3500	CONFERENCE, TRAINING & T	934	1,865	4,500	4,000	4,500
100-5-12-3506	DUES, SUBSCRIPTIONS & PUI	415	4,433	500	1,300	1,300
100-5-12-3509	ADVERTISING & LEGAL PUBL	1,426	2,578	10,000	5,000	5,000
TOTAL OPERATING		2,942	8,875	15,900	11,200	11,700
CAPITAL OUTLAY						
100-5-12-5000	CAPITAL EXPENDITURE	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
TOTAL CITY SECRETARY		\$ 144,217	\$ 144,493	\$ 191,441	\$ 176,418	\$ 211,964

ORGANIZATIONAL DEVELOPMENT

PURPOSE/MISSION STATEMENT

The Organizational Development Office serves as an advocate for employees and partners with management to ensure compliance with City guidelines and policies. It is responsible for policy development, managing the City's compensation and benefit plans, performance management, recruitment and staffing, employee wellness, special programs, and maintaining compliance with federal and state employment laws.

FY 2016-2017 ACCOMPLISHMENTS

Continuance of the City of Glenn Heights Summer Youth Employment Program
Implemented NeoGov module for performance management

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Average time to fill vacancies	66 Days	60 Days	50 Days	50 Days
Average number of training hours per employee	NM	NM	10	10
Timely completion of performance evaluation	NM	NM	100%	100%

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Pre-Screening interviews conducted	105	100	100	100
Number of open enrollment processed	68	72	86	86
Employee training session held	7	15	12	12
Number of new hires	23	17	22	22
Number of claims processed	31	26	30	30

ORGANIZATIONAL DEVELOPMENT

FY 2017-2018 WORKPLAN SUMMARY

Develop city-wide hiring standards relating to backgrounds
Develop a policy for physical exams and policies for when exams are necessary

BUDGET HIGHLIGHTS

Prioritize the turnover problems that the City has experienced
Develop an employee relations initiative to decrease turnover
Update the City's personnel policy
Conduct salary surveys to maintain competitiveness

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Director	0	0	1	1
Administrator	1	1	0	0
Organizational Dev. Specialist	0	1	1	1
Part-Time				
Summer Youth Emp. Program Interns	0	0	8	8
Summer College Interns	0	0	2	0
Total Positions	1	2	12	10

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$67,646	\$121,515	\$157,641	\$153,952
Supplies	\$410	\$0	\$0	\$0
Contracted Service	\$35,526	\$44,342	\$24,050	\$21,000
Operating	\$9,452	\$8,526	\$7,303	\$5,175
Departmental	\$9,088	\$26,626	\$18,079	\$18,400
Total	\$122,122	\$201,009	\$207,073	\$198,527

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - ORGANIZATION DEVELOPMENT OFFICE**

13-ORGANIZATIONAL DEVELOPMENT		2014-2015	2015-2106	2016-2017	2016-2017	2017--2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ 67,646	\$ 121,515	\$ 150,944	\$ 157,641	\$ 153,952
SUPPLIES		410	-	-	-	-
CONTRACTED SERVICES		35,526	44,342	15,000	24,050	21,000
OPERATING		9,452	8,526	6,175	7,303	5,175
DEPARTMENTAL		9,088	26,626	28,200	18,079	18,400
DEBT PAYMENTS		-	-	-	-	-
CAPITAL OUTLAY		-	-	-	-	-
TOTAL ORGANIZATIONAL DEVELOPMENT		\$ 122,123	\$ 201,009	\$ 200,319	\$ 207,073	\$ 198,527
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Director	0	0	1	1	1
	Administrator	1	1	0	0	0
	Org. Development Spec.	0	1	1	1	1
	PART-TIME POSITIONS					
	SYEP	0	0	8	8	8
	Summer College Interns	0	0	2	2	0
	Total Positions	1	2	12	12	10
13-ORGANIZATIONAL DEVELOPMENT						
		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-13-1000	EXEMPT SALARY	\$ 60,632	\$ 65,006	\$ 65,056	\$ 65,056	\$ 73,500
100-5-13-1005	ACCRUED WAGES (AUDIT)	217	-	-	-	-
100-5-13-1010	REG SALARIES FULL-TIME	-	31,702	41,600	53,847	49,858
100-5-13-1020	REG. SALARIES PART TIME	-	1,834	16,640	10,393	-
100-5-13-1025	OVERTIME	-	85	-	-	-
100-5-13-1200	PAYROLL TAXES FICA	4,638	7,182	9,432	9,000	10,722
100-5-13-1205	WORKERS COMP	66	-	603	603	537
100-5-13-1210	INSURANCE	40	12,442	13,394	14,523	14,731
100-5-13-1215	UNEMPLOYMENT COMPENSATION	-	-	-	-	-
100-5-13-1218	PERFORMANCE INCREASES	-	-	624	624	-
100-5-13-1220	T.M.R.S.	2,053	3,264	3,595	3,595	4,605
TOTAL PERSONNEL		67,646	121,515	150,944	157,641	153,952
SUPPLIES						
100-5-13-2000	OFFICE SUPPLIES	410	-	-	-	-
TOTAL SUPPLIES		410	-	-	-	-
CONTRACTED SERVICES						
100-5-13-3010	TECHNOLOGY	3,600	29,342	-	-	-
100-5-13-3013	OTHER PROFESSIONAL SERVICES	31,926	15,000	15,000	24,050	21,000
TOTAL CONTRACTED SERVICES		35,526	44,342	15,000	24,050	21,000
OPERATING						
100-5-13-3300	CELL PHONES & WIRELESS	-	900	900	900	900
100-5-13-3301	TELECOMMUNICATIONS	167	1,919	-	-	-
100-5-13-3500	CONFERENCE, TRAINING & TRA	2,269	2,000	2,700	2,150	2,700
100-5-13-3503	PRINTING, COPY & PHOTO	376	130	500	2,814	500
100-5-13-3506	DUES, SUBSCRIPTIONS & PUB	6,640	3,475	1,075	626	1,075
100-5-13-3509	ADVERTISING	-	103	1,000	813	-
TOTAL OPERATING		9,452	8,526	6,175	7,303	5,175
DEPARTMENTAL						
100-5-13-3510	EMPLOYEE IMMUNIZATIONS	-	-	-	-	-
100-5-13-3513	EMPLOYEE RELATIONS	1,139	10,001	6,000	4,000	4,000
100-5-13-3515	MEDICAL/PHYSICAL EXAMS	2,434	5,105	3,500	4,200	4,000
100-5-13-3516	EMPLOYEE BACKGROUND CHECK	4,618	7,041	6,500	7,200	7,200
100-5-13-3521	ACTIVITIES AND EVENTS	195	-	-	-	-
100-5-13-3522	PERSONNEL TRAINING	702	4,478	12,000	2,500	3,000
100-5-13-3525	CITY RISK MGT PROGRAM	-	-	200	179	200
TOTAL DEPARTMENTAL		9,088	26,626	28,200	18,079	18,400
TOTAL ORGANIZATIONAL DEVELOPMENT		\$ 122,123	\$ 201,009	\$ 200,319	\$ 207,073	\$ 198,527

INFORMATION TECHNOLOGY

PURPOSE/MISSION STATEMENT

Installs applications, designs networks and information databases to improve business operation and deliver quality service.

FY 2016-2017 ACCOMPLISHMENTS

FY 2016-2017 ACCOMPLISHMENTS
Upgraded City-wide security
Upgraded internal networks to create city-wide connectivity
Developed work order mgmt./tracking system and guidelines surrounding work order completion

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Percent of work orders completed within 2 business days	NM	90%	90%	90%
Percent of network/system up time	NM	99%	90%	90%
Percent of departments utilizing the City's electronic record mgmt. system	NM	0%	20%	90%

WORKLOAD MEASURES

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Number of work orders processed	NM	600	750	750
Number of departments successfully operating an electronic records mgmt. system	NM	0	20%	20%
Number of Active Desk Top Computers City-Wide	NM	58	65	65
Number of Active Servers City-Wide	NM	11	11	11
Number of projects completed on schedule	NM	7	15	15

INFORMATION TECHNOLOGY

FY 2017-2018 WORKPLAN SUMMARY

Develop IT related policies including discarding and use of equipment
Establish and implement IT department standard operating procedures
Develop and manage an inventory management process

BUDGET HIGHLIGHTS

Software licensing
Hardware including servers, replacement of desktop computers etc.

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
IT Administrator	0	0	1	1
Part-Time				
	0	0	0	0
Total Positions	0	0	1	1

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$0	\$0	\$74,767	\$79,537
Supplies	\$0	\$0	\$0	\$0
Contracted Service	\$0	\$0	\$123,896	\$107,320
Operating	\$0	\$0	\$263,478	\$255,940
Departmental	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$462,141	\$442,797

**FISCAL YEAR 2017-2018
PROPOSED BUDGET
GENERAL FUND - INFORMATION TECHNOLOGY**

		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
014- Information Technology		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ -	\$ -	\$ 74,767	\$ 74,767	\$ 79,537
SUPPLIES		-	-	-	-	-
CONTRACTED SERVICES		-	-	157,250	123,896	107,320
REPAIRS & MAINTENANCE		-	-	-	-	-
OPERATING		-	-	234,714	263,478	255,940
CAPITAL OUTLAY		-	-	-	-	-
TOTAL Information Technology		\$ -	\$ -	\$ 466,731	\$ 462,141	\$ 442,797
PERSONNEL SUMMARY						
	Full-time Positions					
	IT Administrator	0	0	1	1	1
	Part-time Positions	0	0	0	0	0
	Total Positions	0	0	1	1	1
014- Information Technology						
		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-14-1000	EXEMPT SALARY	-	-	\$ 62,000	\$ 62,000	\$ 65,770
100-5-14-1005	ACCRUED WAGES (AUDIT)	-	-	-	-	-
100-5-14-1200	PAYROLL TAXES FICA	-	-	4,743	4,743	5,031
100-5-14-1205	WORKERS COMP	-	-	137	137	137
100-5-14-1210	INSURANCE	-	-	5,797	5,797	6,508
100-5-14-1215	UNEMPLOYMENT COMPENS.	-	-	-	-	-
100-5-14-1218	PERFORMANCE INCREASES	-	-	-	-	-
100-5-14-1220	T.M.R.S.	-	-	2,090	2,090	2,090
TOTAL PERSONNEL		-	-	74,767	74,767	79,537
SUPPLIES						
100-5-14-2000	OFFICE SUPPLIES	-	-	-	-	-
100-5-14-2125	POSTAGE	-	-	-	-	-
TOTAL SUPPLIES		-	-	-	-	-
CONTRACTED SERVICES						
100-5-14-3010	TECHNOLOGY	-	-	-	-	-
100-5-14-3011	RECORDS MANAGEMENT	-	-	35,765	35,765	16,000
100-5-14-3020	INTERNET SERVICE	-	-	-	-	-
100-5-14-3022	ANNUAL SOFTWARE MAINT.	-	-	89,685	53,000	53,000
100-5-14-3023	ANNUAL HARDWARE MAINT.	-	-	-	-	-
100-5-14-3024	WEBSITE HOSTING FEES	-	-	4,300	5,320	5,320
100-5-14-3050	OPERATING LEASES-COPIERS	-	-	27,500	29,811	33,000
TOTAL CONTRACTED SERVICES		-	-	157,250	123,896	107,320
REPAIRS & MAINTENANCE						
100-5-14-3200	R & M STRUCTURES	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE		-	-	-	-	-
OPERATING						
100-5-14-3300	CELL PHONES & WIRELESS	-	-	13,000	18,614	21,000
100-5-14-3301	TELECOMMUNICATIONS	-	-	64,000	88,500	89,000
100-5-14-3500	CONFERENCE, TRAINING & TR	-	-	2,500	2,500	2,500
100-5-14-3505	OTHER OPERATING EXPENSE:	-	-	-	-	-
100-5-14-0000	SOFTWARE LICENSING	-	-	-	-	38,000
100-5-14-3506	DUES, SUBSCRIPTIONS & PUB	-	-	16,419	16,419	500
100-5-14-3508	SOFTWARE	-	-	57,445	47,445	64,940
100-5-14-3510	HARDWARE	-	-	81,350	90,000	40,000
TOTAL OPERATING		-	-	234,714	263,478	255,940
CAPITAL OUTLAY						
100-5-14-5000	CAPITAL EXPENDITURES	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
TOTAL INFORMATION TECHNOLOGY		\$ -	\$ -	\$ 466,731	\$ 462,141	\$ 442,797

Vehicles/Capital Purchases

Information Technology

Item	Estimated Cost
Software Licensing (Adobe, Remote Desktop, etc.)	Total-\$38,000
Hardware (Servers, Replacement of 12 Desktop Computers, Monitors, Keyboards, etc.)	Total-\$40,000

FINANCE

PURPOSE/MISSION STATEMENT

The Finance Department maintains the City's overall financial stability through sound financial planning and management by providing quality, flexibility, and innovation of financial services that not only meet customer needs but also exceed the expectations of those that use and depend on the services. The Finance Administration Department is responsible for the management of all financial operations for the City.

FY 2016-2017 ACCOMPLISHMENTS

FY 2016-2017 ACCOMPLISHMENTS
Awarded the Certificate of Excellence of Financial Reporting from the GFOA
Coordinate 2016-2017 Budget closeout and reporting
Continued to develop and implement a centralized procurement process for city purchases
Developed FY 17-18 Budget and Budget Book

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Unqualified opinion on financial audit	Received	Received	Received	TBD
Distinguished Budget Award	Received	Received	Received	TBD
Achievement in Financial Reporting	Not Received	Received	Received	TBD
Leadership Circle Award	Not Received	Received	Received	TBD
Number of Reconciliations	12	12	12	12

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Monthly Budget reports produced within 30 working days of the following months	12	12	12	12
Number of Payroll checks processed	26	26	26	26
Number of Checks Processed	NM	2080	2300	2080

FINANCE

FY 2017-2018 WORKPLAN SUMMARY

Revise Budget Review and Procedures
Revise Policies and Procedures for daily duties to provide greater transparency
Develop a cash handling policy

BUDGET HIGHLIGHTS

Budgeting function moved to Finance Office
Conversion of Part-Time Accounting Clerk to Full-Time Finance Coordinator

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Finance Director	1	1	1	1
Finance Analyst	1	1	1	1
Finance Coordinator	0	0	0	1
Part-Time				
Accounting Clerk	0	0	1	0
College Intern	0	1	1	0
Total Positions	2	3	4	3

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$131,001	\$137,798	\$172,515	\$220,144
Supplies	\$2,924	\$679	\$772	\$800
Contracted Service	\$26,023	\$20,187	\$5,000	\$5,000
Operating	\$4,809	\$12,917	\$13,400	\$14,400
Departmental	\$527	\$2,343	\$600	\$600
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$165,284	\$173,924	\$192,287	\$240,944

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - FINANCE DEPARTMENT**

20-FINANCE OFFICE		2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 APPROVED	2016-2017 AMENDED	2017-2018 APPROVED
	PERSONNEL	\$ 131,001	\$ 137,798	\$ 167,361	\$ 172,515	\$ 220,144
	SUPPLIES	2,924	679	700	772	800
	CONTRACTED SERVICES	26,023	20,187	5,000	5,000	5,000
	OPERATING	4,809	12,917	14,400	13,400	14,400
	DEPARTMENTAL	527	2,343	-	600	600
	DEBT PAYMENTS	-	-	-	-	-
	CAPITAL OUTLAY	-	-	-	-	-
TOTAL FINANCE OFFICE		\$ 165,285	\$ 173,923	\$ 187,461	\$ 192,287	\$ 240,944
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Finance Director	1	1	1	1	1
	Financial Analyst	1	1	1	1	1
	Finance Coordinator	0	0	0	0	1
	PART-TIME POSITIONS					
	Payroll Clerk	0	0	0	0	0
	Accounting Clerk			1	1	0
	Intern	0	1	1	1	0
	Total Positions	2	3	4	4	3
20-FINANCE OFFICE						
		2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 APPROVED	2016-2017 AMENDED	2017-2018 APPROVED
PERSONNEL						
100-5-20-1000	EXEMPT SALARY	\$ 67,115	\$ 108,872	\$ 125,251	\$ 128,870	\$ 137,641
100-5-20-1005	ACCRUED SALARIES (AUDIT)	54	-	-	-	-
100-5-20-1010	REG. SALARIES FULL TIME	34,444	-	-	-	37,003
100-5-20-1020	REG. SALARIES PART TIME	-	2,050	11,856	11,856	-
100-5-20-1025	OVERTIME	653	85	-	-	-
100-5-20-1200	PAYROLL TAXES FICA	7,129	7,909	10,489	10,766	13,305
100-5-20-1205	WORKERS COMP	279	-	349	349	453
100-5-20-1210	INSURANCE	17,469	15,209	15,194	16,452	24,886
100-5-20-1215	TEXAS EMP COMM	395	-	-	-	-
100-5-20-1218	PERFORMANCE INCREASES	-	-	-	-	-
100-5-20-1220	T.M.R.S.	3,463	3,674	4,222	4,222	6,857
TOTAL PERSONNEL		131,001	137,798	167,361	172,515	220,144
SUPPLIES						
100-5-20-2000	OFFICE SUPPLIES	1,682	-	-	-	-
100-5-20-2001	FORMS	599	157	400	472	500
100-5-20-2125	POSTAGE	-	21	-	-	-
100-5-20-2155	SMALL OFFICE EQUIPMENT	643	501	300	300	300
TOTAL SUPPLIES		2,924	679	700	772	800
CONTRACTED SERVICES						
100-5-20-3001	AUDITING	15,000	-	-	-	-
100-5-20-3006	CONSULTANT FEES	-	20,187	5,000	5,000	5,000
100-5-20-3014	TEMP CONTRACT LABOR	-	-	-	-	-
100-5-20-3022	ANNUAL SOFTWARE MAINTENANCE	11,023	-	-	-	-
TOTAL CONTRACTED SERVICES		26,023	20,187	5,000	5,000	5,000
OPERATING						
100-5-20-3300	CELL PHONES & WIRELESS	-	-	900	900	900
100-5-20-3301	TELECOMMUNICATIONS	-	-	-	-	-
100-5-20-3500	CONFERENCE, TRAINING & TRA	2,556	11,142	6,500	6,500	6,500
100-5-20-3503	PRINTING, COPY & PHOTO	1,009	550	5,000	4,000	5,000
100-5-20-3505	OPERATING EXPENSES	334	4	-	-	-
100-5-20-3506	DUES, SUBSCRIPTIONS & PUB	911	1,221	2,000	2,000	2,000
TOTAL OPERATING		4,809	12,917	14,400	13,400	14,400
20-FINANCE OFFICE (continued)						
		2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 APPROVED	2016-2017 AMENDED	2017-2018 APPROVED
DEPARTMENTAL						
100-5-20-3520	BANK NSF CHARGES	-	61	-	600	600
100-5-20-3528	LATE PAYMENT PENALTIES	307	642	-	-	-
100-5-20-3630	BOND ELECTION EXPENSE	220	1,640	-	-	-
TOTAL DEPARTMENTAL		527	2,343	-	600	600
DEBT PAYMENTS						
100-5-20-4145	INCODE LEASE PAYMENTS	-	-	-	-	-
TOTAL DEBT PAYMENTS		-	-	-	-	-
CAPITAL OUTLAY						
100-5-20-5000	CAPITAL EXPENDITURES*	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
TOTAL FINANCE		\$ 165,285	\$ 173,923	\$ 187,461	\$ 192,287	\$ 240,944

MUNICIPAL COURT

PURPOSE/MISSION STATEMENT

To adhere to the Code of Judicial Conduct along with the laws and guidelines set forth by the City and the State of Texas. Municipal Court hears Class C Misdemeanors including traffic violations, non-traffic violations, and city ordinance violations which are punishable by fine only. Ensuring that all citizens served by the Glenn Heights Municipal Court are treated fairly and equally.

FY 2016-2017 ACCOMPLISHMENTS

FY 2016-2017 ACCOMPLISHMENTS
Participated in the State-Wide Warrant Round Up
Assumed Collection processing for City Permits
Developed New Resident Welcome Guide
Evaluated Court Collections vendor

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Percent of Cases Cleared	81%	83%	83%	83%
Percent of Warrants Cleared	70%	83%	83%	83%

WORKLOAD MEASURES

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Number of Cases Filed	1850	2000	1920	1920
Number of Cases Completed	777	880	1000	1000
Number of Warrants Issued	1150	1200	1200	1200
Number of Warrants Cleared	840	880	900	900
Number of Dockets Prepared	112	130	130	130
Completed Cases by Judge	312	400	300	300
Completed Cases by Other	2883	800	720	720

MUNICIPAL COURT

FY 2017-2018 WORKPLAN SUMMARY

Implement Video Arraignment System
Update Court Policy Procedure

BUDGET HIGHLIGHTS

Develop cross training for greater separation of duties in the Court Office

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Court Administrator	1	1	1	1
Total Positions	1	1	1	1

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$66,682	\$69,332	\$68,193	\$69,694
Supplies	\$2,749	\$2,615	\$4,500	\$6,000
Contracted Service	\$44,715	\$34,780	\$40,625	\$50,300
Operating	\$1,328	\$2,743	\$4,100	\$4,200
Departmental	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$115,474	\$109,470	\$117,418	\$130,194

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - MUNICIPAL COURT**

21-MUNICIPAL COURT		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ 66,682	\$ 69,332	\$ 65,764	\$ 68,193	\$ 69,694
SUPPLIES		2,749	2,615	4,500	4,500	6,000
CONTRACTED SERVICES		44,715	34,780	46,000	40,625	50,300
OPERATING		1,328	2,743	4,100	4,100	4,200
DEPARTMENTAL		-	-	-	-	-
DEBT PAYMENTS		-	-	-	-	-
CAPITAL OUTLAY		-	-	-	-	-
TOTAL MUNICIPAL COURT		\$ 115,475	\$ 109,470	\$ 120,364	\$ 117,418	\$ 130,194
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Court Administrator	1	1	1	1	1
	Deputy Court Clerk	0	0	0	0	0
	PART-TIME POSITIONS	0	0	0	0	0
	Total Positions	1	1	1	1	1
21-MUNICIPAL COURT						
		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-21-1000	EXEMPT SALARY	\$ -	\$ 50,117	53,889	53,889	54,967
100-5-21-1005	ACCRUED WAGES (AUDIT)	(140)	-	-	-	-
100-5-21-1010	REG SALARIES FULL-TIME	53,542	4,145	-	-	-
100-5-21-1020	REG SALARIES PART-TIME	-	2,238	-	-	-
100-5-21-1025	OVERTIME	1,138	-	-	-	-
100-5-21-1200	PAYROLL TAXES FICA	4,094	4,212	4,122	4,122	4,205
100-5-21-1205	WORKERS COMP	-	-	140	140	140
100-5-21-1210	INSURANCE	6,198	6,789	5,797	8,226	8,330
100-5-21-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
100-5-21-1218	PERFORMANCE INCREASES	-	-	-	-	-
100-5-21-1220	T.M.R.S.	1,851	1,831	1,816	1,816	2,052
TOTAL PERSONNEL		66,682	69,332	65,764	68,193	69,694
SUPPLIES						
100-5-21-2000	OFFICE SUPPLIES	1,161	118	-	-	-
100-5-21-2001	FORMS	1,588	2,497	4,000	4,000	6,000
100-5-21-2125	POSTAGE	-	-	500	500	-
TOTAL SUPPLIES		2,749	2,615	4,500	4,500	6,000
CONTRACTED SERVICES						
100-5-21-3013	OTHER PROFESSIONAL SERV	-	60	500	500	800
100-5-21-3014	MERCHANT (CC) FEES	-	-	-	-	-
100-5-21-3017	MUNICIPAL JUDGE	7,667	18,333	20,000	23,332	25,000
100-5-21-3019	COURT PROSECUTOR	19,220	11,207	20,500	12,793	20,500
100-5-21-3021	ARRAIGNMENTS	17,828	2,090	5,000	4,000	4,000
100-5-21-3022	ANNUAL SOFTWARE MAINTENANCE	-	3,090	-	-	-
TOTAL CONTRACTED SERVICES		44,715	34,780	46,000	40,625	50,300
OPERATING						
100-5-21-3300	CELL PHONES & WIRELESS	-	-	-	-	-
100-5-21-3400	CASH SHORT (OVER)	-	-	-	-	-
100-5-21-3500	CONFERENCE, TRAINING & TRA	1,292	2,683	4,000	4,000	4,000
100-5-21-3506	DUES, SUBSCRIPTIONS & PUB	36	60	100	100	200
TOTAL OPERATING		1,328	2,743	4,100	4,100	4,200
TOTAL MUNICIPAL COURT		\$ 115,475	\$ 109,470	\$ 120,364	\$ 117,418	\$ 130,194

PARKS & COMMUNITY ENGAGEMENT

PURPOSE/MISSION STATEMENT

To promote a sense of community pride in citizens and City staff by encouraging and managing open communication, organizing a broad range of community engagement events and programs, and increasing citizen volunteerism through innovative programming. All of these points are guided by strategic goals set in place by the Mayor and City Council.

FY 2016-2017 ACCOMPLISHMENTS

FY 2016-2017 ACCOMPLISHMENTS
Part-Time Superintendent to Full-Time Superintendent
Increased the number of community events
Developed city-wide Customer Service protocol

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Event attendance increased	NM	15%	15%	15%
Number of updates to social media outlets	NM	3 Times/week	3 Times/week	3 Times/week
Increase in Facebook likes	NM	50%	50%	50%
Increase in registered volunteers	NM	50%	50%	50%
Number of quarterly business mixers	NM	4	1	0
Response time to community inquiries	NM	24 Hours or next business day	24 Hours or next business day	24 Hours or next business day

PARKS & COMMUNITY ENGAGEMENT

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Number Increase of citizen participation at events	NM	15%	15%	15%
Number of events held	NM	13	15	15
Amount of money raised through sponsorship	NM	25%	25%	25%
Number of registered volunteers	NM	5	5	5
Number of social media posts per week	NM	3	3	3
Average response time to community members	NM	24 Hours or next business day	24 Hours or next business day	24 Hours or next business day

FY 2017-2018 WORKPLAN SUMMARY

Development of updated Parks Master Plan
Reopen Park sports areas and concessions

BUDGET HIGHLIGHTS

Increase Beautification efforts
Engage the Community with more updates via social media, LED message board etc.

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Community Engagement Administrator	0	1	1	1
Superintendent of Parks & Recreation	0	0	1	1
Total Positions	0	1	2	2

PARKS & COMMUNITY ENGAGEMENT

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$59,711	\$75,186	\$113,361	\$151,221
Supplies	\$7,368	\$5,753	\$14,882	\$9,500
Contracted Service	\$61,699	\$0	\$1,660	\$0
Repairs & Maintenance	\$12,514	\$229	\$12,500	\$9,500
Operating	\$37,136	\$45,822	\$61,485	\$60,200
Departmental	\$0	\$17,833	\$9,600	\$18,375
Debt Payments	\$6,382	\$0	\$0	\$0
Capital Outlay	\$5,898	\$28,835	\$0	\$0
Total	\$190,708	\$173,658	\$213,488	\$248,796

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - OFFICE OF PARKS COMMUNITY ENGAGEMENT**

60-PARKS, RECREATION & COMM. ENGAGEMENT		2014-2015 ACTUAL	2015-2106 ACTUAL	2016-2017 APPROVED	2016-2017 AMENDED	2017-2018 APPROVED
PERSONNEL		\$ 59,711	\$ 75,186	\$ 101,120	\$ 113,361	\$ 151,221
SUPPLIES		7,368	5,753	14,000	14,882	9,500
CONTRACTED SERVICES		61,699	-	-	1,660	-
REPAIRS & MAINTENANCE		12,514	229	27,500	12,500	9,500
OPERATING		37,136	45,822	49,550	61,485	60,200
DEPARTMENTAL		-	17,833	24,000	9,600	18,375
DEBT PAYMENTS		6,382	-	-	-	-
CAPITAL OUTLAY		5,898	28,835	-	-	-
TOTAL PARKS & REC,		\$ 190,708	\$ 173,659	\$ 216,170	\$ 213,488	\$ 248,796
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Administrator, Community	0	1	1	1	1
	Superintendent Park & Rec.	0	0	1	1	1
	PART-TIME POSITIONS	0	0	0	0	0
	Total Positions	0	1	2	2	2
60-PARKS, RECREATION & COMM. ENGAGEMENT						
PERSONNEL		2014-2015 ACTUAL	2015-2106 ACTUAL	2016-2017 APPROVED	2016-2017 AMENDED	2017-2018 APPROVED
100-5-60-1000	EXEMPT SALARIES	\$ 16,815	\$ 51,103	\$ 60,000	\$ 75,295	\$ 117,870
100-5-60-1005	ACCRUED WAGES (AUDIT)	2,236	-	-	-	-
100-5-60-1010	REG. SALARIES FULL TIME	27,078	3,842	-	-	-
100-5-60-1020	REG SALARIES PART-TIME	-	5,489	24,130	19,317	-
100-5-60-1025	OVERTIME	103	-	-	-	-
100-5-60-1200	PAYROLL TAXES	3,364	4,381	6,436	7,252	9,017
100-5-60-1205	WORKERS COMP	609	-	121	121	3,274
100-5-60-1210	INSURANCE	8,015	8,521	7,597	9,107	16,660
100-5-60-1218	PERFORMANCE INCREASES	-	-	-	-	-
100-5-60-1220	T.M.R.S.	1,491	1,850	2,836	2,269	4,400
TOTAL PERSONNEL		59,711	75,186	101,120	113,361	151,221
SUPPLIES						
100-5-60-1300	UNIFORMS & CLOTHING	91	-	-	-	500
100-5-60-2000	OFFICE SUPPLIES	139	-	500	500	500
100-5-60-2003	OPERATING SUPPLIES	254	918	1,000	1,000	1,000
100-5-60-2004	PARK MOVIES	1,454	975	2,000	2,000	2,400
100-5-60-2008	CEREMONIAL SUPPLIES	642	-	-	-	-
100-5-60-2010	PRISONER EXPENSE	1,198	-	-	-	-
100-5-60-2012	JANITORIAL SUPPLIES	1,145	335	-	-	1,500
100-5-60-2100	GASOLINE & FUELS	1,662	1,486	3,500	2,000	1,500
100-5-60-2105	STRIPING	-	-	1,500	-	1,500
100-5-60-2110	KIDDIE CUSHION	-	1,884	5,000	8,882	-
100-5-60-2151	HAND TOOLS	221	-	-	-	-
100-5-60-2156	OTHER SMALL EQUIPMENT	562	154	500	500	600
TOTAL SUPPLIES		7,368	5,753	14,000	14,882	9,500
CONTRACTED SERVICES						
100-5-60-3010	TECHNOLOGY	50	-	-	-	-
100-5-60-3013	OTHER PROFESSIONAL SERV	-	-	-	-	-
100-5-60-3015	CONTRACT MOWING	61,639	-	-	1,660	-
100-5-60-3017	CONTRACT FIELD MAINTENANCE	-	-	-	-	-
100-5-60-3110	SAFETY EQUIPMENT	10	-	-	-	-
TOTAL CONTRACTED SERVICES		61,699	-	-	1,660	-

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PUBLIC SAFETY

The City of Glenn Heights' public safety divisions are evolving to meet the needs of the City's growing and diverse population. The offices in this cluster include the Police Department and Fire Department.

The Police Department is constantly exploring ways to be more efficient and responsive to the community. Police serves the Citizens and Visitors through Patrol, Administration, Community Policing, Criminal Investigations, 911 Emergency Communications, Animal Control, and Property & Records Management.

The Fire Department is dedicated to protecting lives and property as well as educating everyone about fire safety. The Department serves Citizens and visitors through Fire Inspections, Investigations, Fire Administration, Fire Suppression, Fire Prevention, Emergency Medical Services, and Emergency Management.

The Departments are dedicated to protect and serve.



POLICE DEPARTMENT

PURPOSE/MISSION STATEMENT

To provide services with integrity and dedication, to preserve life, to enforce the law, and to work in partnership with the community to enhance the quality of life in the City of Glenn Heights.

FY 2016-2017 ACCOMPLISHMENTS

FY 2016-2017 ACCOMPLISHMENTS
All officers equipped with body cameras
Conducted Animal Service education meeting concerning pet vaccinations, registration and safety
Updated radio console system
Re-evaluated staffing needs

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Part I rate per 1,000 population	22.1	27	27	TBD
Percent of Part I crimes cleared	12%	33%	30%	TBD
Percent of assigned criminal investigations cleared/closed within 60 days	NM	70%/63%	70%	TBD
Percent of citizen ratings on neighborhood visibility as good or excellent in citizen survey	NM	70%	70%	TBD
Percent of Crime Victim's Advocate making contact with all victim's against persons within 5 business days	NM	95%/65%	70%	TBD
Number of times social media updated weekly	NM	3	6	TBD

POLICE DEPARTMENT

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Number of Citizen calls	25,353	21,522	22,500	22,500
Number of Arrests	341	366	375	375
Number of Neighborhood Contacts	708	525	550	550
Number of Traffic Contacts	1,835	1,700	1,850	1,850
Number of Community Relations Programs Conducted	16	18	18	18
Number of Public Information Request processed	686	655	700	700
Number of E911 calls received	4,950	4,935	5,000	5,000
Number of Officer Initiated Calls for Service	14,891	15,129	15,250	15,250
Number of House Watches/Close Patrols Initiated	240	204	200	200
Number of Community Presentations regarding Animal Services	NM	6	6	6

FY 2017-2018 WORKPLAN SUMMARY

Conduct organizational assessment through Police Management Study
Begin document management program converting documents to electronic records
Re-establish the Citizens Police Academy

BUDGET HIGHLIGHTS

Addition of 2 Police Cadet positions
Purchase 4 Police officer Command Vehicles
Additional Police Officer position

POLICE DEPARTMENT

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Chief of Police	1	1	1	0
Deputy Chief	0	0	1	1
Police Sergeant	3	3	3	3
Police Corporal	3	3	2	2
Police Officers	9	10	13	13
Police Cadet	0	0	0	2
Crime Victims Advocate	1	1	0	0
Code Enforcement	1	0	0	0
Animal Control	1	1	0	0
Executive Assistant	1	1	1	1
Communication Officers	5	5	0	0
Records & Property Coordinator	0	0	1	1
Records & Property Clerk	1	1	1	1
Total Positions	27	27	23	24

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$1,470,358	\$1,550,154	\$1,436,161	\$1,665,018
Supplies	\$74,101	\$62,041	\$73,118	\$73,300
Contracted Service	\$66,017	\$9,449	\$10,500	\$9,000
Repairs & Maintenance	\$54,551	\$30,562	\$43,000	\$38,250
Operating	\$70,728	\$41,818	\$32,750	\$37,425
Departmental	\$19,832	\$32,246	\$16,800	\$14,000
Debt Payments	\$81,668	\$0	\$0	\$0
Capital Outlay	\$38,836	\$60,361	\$50,000	\$124,000
Total	\$1,876,091	\$1,786,631	\$1,662,329	\$1,960,993

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - POLICE DEPARTMENT**

32-POLICE DEPARTMENT		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL	\$	1,470,358	\$ 1,550,154	\$ 1,454,881	\$ 1,436,161	\$ 1,665,018
SUPPLIES		74,101	62,041	100,000	73,118	73,300
CONTRACTED SERVICES		66,017	9,449	10,500	10,500	9,000
REPAIRS & MAINTENANCE		54,551	30,562	41,000	43,000	38,250
OPERATING		70,728	41,818	32,250	32,750	37,425
DEPARTMENTAL		19,832	32,246	16,800	16,800	14,000
DEBT PAYMENTS		81,668	-	-	-	-
CAPITAL OUTLAY		38,836	60,361	50,000	50,000	124,000
TOTAL POLICE DEPARTMENT	\$	1,876,091	\$ 1,786,631	\$ 1,705,431	\$ 1,662,329	\$ 1,960,993
PERSONNEL SUMMARY						
FULL-TIME POSITIONS						
Chief of Police		1	1	1	1	0
Deputy Chief		0	0	1	1	1
Police Sergeant		3	3	3	3	3
Police Corporal		3	3	2	2	2
Police Officers		9	10	12	13	13
Police Cadets		0	0	0	0	2
Crime Victims Advocate		1	1	0	0	0
Code Enforcement		1	0	0	0	0
Animal Control		1	1	0	0	0
Executive Assistant		1	1	1	1	1
Emergency Dispatchers		5	5	0	0	0
Records Manager		1	1	0	0	0
Records & Property Coordinator		0	0	1	1	1
Records Clerk		1	1	1	1	1
Total Positions		27	27	22	23	24
32-POLICE DEPARTMENT						
		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-32-1000	EXEMPT SALARY	\$ 84,596	\$ 85,523	\$ 150,587	\$ 150,588	\$ 81,090
100-5-32-1005	ACCRUED WAGES (AUDIT)	(1,274)	-	-	-	-
100-5-32-1010	REG. SALARIES FULL TIME	856,075	915,830	849,644	760,560	1,065,085
100-5-32-1020	REG. SALARIES PART TIME	21,960	1,690	-	-	-
100-5-32-1025	OVERTIME	131,157	169,653	97,335	148,800	108,394
100-5-32-1030	LONGEVITY PAY	6,216	6,572	6,144	6,144	6,992
100-5-32-1035	CERTIFICATION PAY	11,815	12,185	10,800	10,800	11,400
100-5-32-1040	ASSIGNMENT PAY	45,843	51,888	23,500	57,615	32,000
100-5-32-1200	PAYROLL TAXES FICA	83,616	88,939	87,058	78,794	100,600
100-5-32-1205	WORKERS COMP	16,550	-	24,690	24,690	26,739
100-5-32-1210	INSURANCE	162,536	174,909	154,018	150,425	183,632
100-5-32-1215	TEXAS EMP. COMM	12,078	1,158	-	-	-
100-5-32-1218	PERFORMANCE INCREASES	-	-	12,745	12,745	-
100-5-32-1220	T.M.R.S.	39,190	41,807	38,360	35,000	49,086
TOTAL PERSONNEL		1,470,358	1,550,154	1,454,881	1,436,161	1,665,018
SUPPLIES						
100-5-32-1300	UNIFORMS & CLOTHING	5,147	5,906	7,000	7,000	6,500
100-5-32-2000	OFFICE SUPPLIES	2,665	-	-	-	-
100-5-32-2001	FORMS	660	953	1,400	1,400	900
100-5-32-2003	OTHER OPERATING SUPPLIES	1,533	220	2,000	1,500	-
100-5-32-2004	PATROL SUPPLIES	17,884	7,534	10,500	10,500	9,000
100-5-32-2010	PRISONER EXPENSES	6,134	6,423	7,500	6,500	5,400
100-5-32-2011	CRIME SCENE SEARCH	1,913	5,275	6,500	6,500	4,500
100-5-32-2012	JANITORIAL SUPPLIES	2,438	-	-	-	-
100-5-32-2100	GASOLINE & FUELS	33,708	33,672	57,000	35,718	45,000
100-5-32-2125	POSTAGE	58	96	1,000	1,000	500
100-5-32-2155	MINOR OFFICE EQUIPMENT	1,960	478	1,500	1,500	750
100-5-32-2156	OTHER SMALL EQUIPMENT	-	1,485	5,600	1,500	750
TOTAL SUPPLIES		74,101	62,041	100,000	73,118	73,300

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - POLICE DEPARTMENT**

32-POLICE DEPARTMENT (Continued)		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
CONTRACTED SERVICES						
100-5-32-3005	JANITORIAL SERVICES	14,798	-	-	-	
100-5-32-3010	TECHNOLOGY	26,073	2,409	-	-	
100-5-32-3013	OTHER PROFESSIONAL SERV	5,910	1,379	3,500	3,500	2,000
100-5-32-3022	POLICE SOFTWARE	14,822	-	-	-	
100-5-32-3050	OPERATING LEASES-COPIERS	4,414	-	-	-	
100-5-32-3102	BALLISTIC VESTS	1,989	5,660	7,000	7,000	7,000
TOTAL CONTRACTED SERVICES		66,017	9,449	10,500	10,500	9,000
REPAIRS & MAINTENANCE						
100-5-32-3200	R & M STRUCTURES	13,294	70	-	-	
100-5-32-3201	R & M SMALL EQUIPMENT	2,514	4,017	6,000	6,000	4,950
100-5-32-3202	R & M AUTO/TRUCK	38,744	26,475	35,000	37,000	33,300
TOTAL REPAIRS & MAINTENANCE		54,551	30,562	41,000	43,000	38,250
OPERATING						
100-5-32-3300	CELL PHONES & WIRELESS	12,320	1,185	-	-	-
100-5-32-3301	TELECOMMUNICATIONS	11,281	1,764	-	-	-
100-5-32-3302	ELECTRICITY	10,901	-	-	-	-
100-5-32-3303	NATURAL GAS	1,155	727	1,000	1,000	1,000
100-5-32-3400	LIABILITY INSURANCE	8,201	2,351	12,000	12,000	12,000
100-5-32-3410	E-911 SERVICES	14,396	20,005	-	-	-
100-5-32-3500	CONFERENCE, TRAINING & TRA	7,558	10,593	10,000	10,000	17,175
100-5-32-3503	PRINTING, COPY & PHOTO	920	907	1,000	1,500	1,000
100-5-32-3505	OPERATING EXPENSES	160	-	3,500	3,500	1,500
100-5-32-3506	DUES, SUBSCRIPTIONS & PUB	3,837	4,287	4,750	4,750	4,750
TOTAL OPERATING		70,728	41,818	32,250	32,750	37,425
DEPARTMENTAL						
100-5-32-3519	CITY CLEAN UP	-	-	-	-	
100-5-32-3520	ANIMAL POUND	7,820	17,045	-	-	
100-5-32-3522	DEMOLITIONS	-	-	-	-	
100-5-32-3525	SRRG EXPENSES	4,398	8,523	8,500	8,500	7,200
100-5-32-3530	CRIME PREVENTION	7,613	6,677	8,300	8,300	6,800
TOTAL DEPARTMENTAL		19,832	32,246	16,800	16,800	14,000
DEBT PAYMENTS						
100-5-32-4010	2010 VEHICLE LEASE PRINCIPAL	-	-	-	-	
100-5-32-4011	2011 VEHICLES LEASE PRINCIPAL	-	-	-	-	
100-5-32-4013	FY 2014 LEASE PAYMENTS	81,668	-	-	-	
100-5-32-4499	INTEREST EXPENSE	-	-	-	-	
TOTAL DEBT PAYMENTS		81,668	-	-	-	-
CAPITAL OUTLAY						
100-5-32-5000	CAPITAL EXPENDITURES ¹	38,836	60,361	50,000	50,000	124,000
TOTAL CAPITAL OUTLAY		38,836	60,361	50,000	50,000	124,000
TOTAL POLICE		\$ 1,876,091	\$ 1,786,631	\$ 1,686,711	\$ 1,662,329	\$ 1,960,993

Vehicles/Capital Purchases

Police Department

Item	Estimated Cost
Police Administrative Vehicle	Total-\$47,000
3 Patrol Vehicles	@ \$47,000 each

FIRE DEPARTMENT

PURPOSE/MISSION STATEMENT

To provide emergency medical services, prevent and suppress fires, provide fire safety education to our citizens, advocate public safety and cultivate community relations with a commitment to professionalism.

FY 2016-2017 ACCOMPLISHMENTS

Purchased new Fire Engine
Purchased new Lucas Device
Continued Coordination of FEMA reimbursement program
Conducted live Fire Training
Continuation of Fire Hydrant Maintenance Program

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Call response time	4.40	5.0	5.2	5.2
Average number of inspections per month	2.40	4.4	8.5	8.5
Average Fire response time (minutes)	6.00	5.5	5.5	5.5
Percent of reports prepared	100	100	100	100
Average EMS response time (minutes)	5.5	5.0	5.0	5.0

FIRE DEPARTMENT

WORKLOAD MEASURES

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Number of fire inspections	29	30	40	40
Number of Fire Calls	200	220	220	220
Number of EMS calls	860	946	950	950
Number of patient transports	442	490	500	500
Number of suppression responses	60	60	60	60
Number of Fire Prevention Education contacts	NM	1358	1500	1500

FY 2017-2018 WORKPLAN SUMMARY

Continuation of Youth Fire Academy
Develop Community CPR Training as well as training for Employees of the City
National Disasters training for residents called C.E.R.T.-Community Emergency Response Team

BUDGET HIGHLIGHTS

SCBA Fill Chamber
Update Emergency Notification System
Upgrade rescue tools for Engine 301
Fire Chief not funded in new Fiscal year
Police and Fire Chief positions combined into Director of Public Safety

CITY OF GLENN HEIGHTS, TEXAS
FISCAL YEAR 2017-2018 PROPOSED ANNUAL BUDGET

FIRE DEPARTMENT

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Director of Public Safety	0	0	0	1
Fire Chief	0.5	1	1	1
Marshall	0	1	1	1
Captains	3	3	3	3
Firefighter/Paramedic	6	6	6	6
Firefighter/EMT	3	3	3	3
Communication Officers	0	0	6	7
Constituent Services Clerk	0	0	1	0
Part-Time				
Fire Chief	1	0	0	0
Firefighter/Paramedic	6	6	6	6
Firefighter/EMT	6	6	6	6
Communications Officers	0	0	3	3
Total Positions	25.5	26	36	36

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$939,665	\$1,032,802	\$1,367,387	\$1,447,652
Supplies	\$71,104	\$62,512	\$63,382	\$108,453
Contracted Service	\$27,578	\$25,968	\$25,620	\$25,620
Repairs & Maintenance	\$33,453	\$31,433	\$44,000	\$44,563
Operating	\$18,830	\$17,835	\$45,000	\$60,338
Departmental	\$1,736	\$2,831	\$13,700	\$29,532
Debt Payments	\$29,704	\$0	\$0	\$0
Capital Outlay	\$78,577	\$41,710	\$0	\$30,304
Total	\$1,200,647	\$1,215,092	\$1,559,089	\$1,746,462

FISCAL YEAR 2017-2018 PROPOSED BUDGET

GENERAL FUND - FIRE DEPARTMENT

30-FIRE DEPARTMENT		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ 939,665	\$ 1,032,802	\$ 1,328,601	\$ 1,367,387	\$ 1,447,652
SUPPLIES		71,104	62,512	88,300	63,382	108,453
CONTRACTED SERVICES		27,578	25,968	25,620	25,620	25,620
REPAIRS & MAINTENANCE		33,453	31,433	50,000	44,000	44,563
OPERATING		18,830	17,835	45,000	45,000	60,338
DEPARTMENTAL		1,736	2,831	12,500	13,700	29,532
DEBT PAYMENTS		29,704	-	-	-	-
CAPITAL OUTLAY		78,577	41,710	-	-	30,304
TOTAL FIRE DEPARTMENT		\$ 1,200,647	\$ 1,215,092	\$ 1,550,021	\$ 1,559,089	\$ 1,746,462
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Director of Public Safety	0	0	0	0	1
	Fire Chief	0.5	1	1	1	0
	Marshal	0	1	1	1	1
	Captains	3	3	3	3	3
	Firefighter/Paramedic	6	6	6	6	6
	Firefighter/EMT	3	3	3	3	3
	Communication Officers	0	0	5	6	7
	Constituent Services, Clerk	0	0	1	1	0
	PART-TIME POSITIONS					
	Fire Chief	1	0	0	0	0
	Firefighter/Paramedic	6	6	6	6	6
	Firefighter/EMT	6	6	6	6	6
	Communication Officers	0	0	0	3	3
	Total Positions	25.5	26	32	36	36
30-FIRE DEPARTMENT						
		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-30-1000	EXEMPT SALARY	\$ -	\$ 87,498	\$ 154,723	\$ 154,723	\$ 177,430
100-5-30-1005	ACCRUED WAGES (AUDIT)	2,599	-	-	-	-
100-5-30-1010	REG. SALARIES FULL TIME	570,366	588,096	749,386	706,000	812,654
100-5-30-1020	REG. SALARIES PART TIME	84,374	78,053	50,544	110,160	51,555
100-5-30-1025	OVERTIME	92,024	79,622	81,758	123,600	84,633
100-5-30-1030	LONGEVITY PAY	4,311	4,604	4,896	4,896	4,560
100-5-30-1035	CERTIFICATION PAY	9,935	9,855	10,501	10,501	7,801
100-5-30-1040	ASSIGNMENT PAY	6,475	3,526	7,500	8,000	7,500
100-5-30-1200	PAYROLL TAXES FICA	56,072	62,202	82,127	82,127	92,455
100-5-30-1205	WORKERS COMP	10,514	-	15,758	15,758	16,033
100-5-30-1210	INSURANCE	79,386	93,199	125,684	107,165	151,597
100-5-30-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
100-5-30-1218	PERFORMANCE INCREASES	-	-	11,241	11,241	-
100-5-30-1220	T.M.R.S.	23,610	26,147	34,483	33,216	41,434
TOTAL PERSONNEL		939,665	1,032,802	1,328,601	1,367,387	1,447,652
SUPPLIES						
100-5-30-1300	UNIFORMS & CLOTHING	6,598	11,735	7,000	9,582	25,162
100-5-30-2000	OFFICE SUPPLIES	368	530	800	800	-
100-5-30-2001	FORMS	-	-	-	-	-
100-5-30-2006	CHEMICALS	-	320	-	-	-
100-5-30-2007	AMBULANCE SUPPLIES	26,510	26,449	37,000	20,000	33,000
100-5-30-2012	JANITORIAL SUPPLIES	2,214	276	-	-	-
100-5-30-2100	GAS & FUEL	12,127	12,059	15,000	12,000	16,000
100-5-30-2125	POSTAGE	95	81	500	500	-
100-5-30-2153	PERSEONAL PROTECTIVE EQUIP	-	-	-	-	12,900
100-5-30-2155	SMALL OFFICE EQUIPMENT	1,928	382	1,000	500	1,410
100-5-30-2156	OTHER SMALL EQUIPMENT	-	-	-	-	-
100-5-30-2159	FIRE EQUIPMENT & TOOLS	21,265	10,681	27,000	20,000	19,981
TOTAL SUPPLIES		71,104	62,512	88,300	63,382	108,453
CONTRACTED SERVICES						
100-5-30-3010	TECHNOLOGY	2,846	2,039	-	-	-
100-5-30-3018	EMS BILLING SERVICE	19,663	18,860	20,520	20,520	20,520
100-5-30-3022	MEDICAL CONTROL	5,070	5,070	5,100	5,100	5,100
TOTAL CONTRACTED SERVICES		27,578	25,968	25,620	25,620	25,620

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - FIRE DEPARTMENT**

30-FIRE DEPARTMENT (Continued)	2014-2015 ACTUAL	2015-2106 ACTUAL	2016-2017 APPROVED	2016-2017 AMENDED	2017-2018 APPROVED
REPAIRS & MAINTENANCE					
100-5-30-3200 R & M STRUCTURES	3,442	-	-	-	-
100-5-30-3201 R & M SMALL EQUIPMENT	9,726	8,222	20,000	22,000	17,063
100-5-30-3202 R & M AUTO/TRUCK	20,284	23,212	30,000	22,000	27,500
TOTAL REPAIRS & MAINTENANCE	33,453	31,433	50,000	44,000	44,563
OPERATING					
100-5-30-3300 CELL PHONES & WIRELESS	3,276	261	-	-	-
100-5-30-3302 ELECTRICITY	2,849	-	-	-	-
100-5-30-3410 E-911 SERVICES	-	-	26,000	26,000	26,000
100-5-30-3500 CONFERENCE, TRAINING & TR	6,674	8,278	10,000	10,000	24,959
100-5-30-3503 PRINTING, COPY & PHOTO	43	-	-	-	-
100-5-30-3505 OTHER OPERATING EXPENSES	2,972	3,000	2,000	2,000	2,000
100-5-30-3506 DUES, SUBSCRIPTIONS & PUB	3,016	6,296	7,000	7,000	7,379
TOTAL OPERATING	18,830	17,835	45,000	45,000	60,338
DEPARTMENTAL					
100-5-30-3516 YOUTH PROGRAM	65	-	3,000	3,000	3,000
100-5-30-3517 FIRE PREVENTION	1,671	2,831	3,000	4,000	5,882
100-5-30-3585 CERT INITIATIVE	-	-	1,500	1,700	1,650
100-5-30-3606 EMERGENCY MANAGEMENT	-	-	5,000	5,000	19,000
TOTAL DEPARTMENTAL	1,736	2,831	12,500	13,700	29,532
DEBT PAYMENTS					
100-5-30-4157 LEASE PRINCIPAL	28,639	-	-	-	-
100-5-30-4158 INTEREST	1,065	-	-	-	-
TOTAL DEBT PAYMENTS	29,704	-	-	-	-
CAPITAL OUTLAY					
100-5-30-5000 CAPITAL EXPENDITURES ⁴	(2,696)	41,710	-	29,000	30,304
100-5-30-5602 GRANT EXPENDITURES-SAFE	81,273	-	-	-	-
TOTAL CAPITAL OUTLAY	78,577	41,710	-	-	30,304
TOTAL FIRE DEPARTMENT	\$ 1,200,647	\$ 1,215,092	\$ 1,550,021	\$ 1,559,089	\$ 1,746,462

Vehicles/Capital Purchases

Fire Department

Item	Estimated Cost
PPE-Bunker Gear (3 new sets)	Total-\$9,000
SCBA Fill Chamber (2)	Total-10,200
Portable Power Generator	Total-\$5,000
Emergency Notification System	Total-\$10,000
Rescue Tools (Engine 301)	Total-\$25,000

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PLANNING & ECONOMIC DEVELOPMENT

Planning & Economic Development facilitates orderly growth and development in the City through the proper enforcement of the City's land use, construction, and property maintenance regulations. The offices included on this cluster are the Economic Development and Planning & Development Services. The Departments work together to enhance the City of Glenn Heights' community and character.

PLANNING & DEVELOPMENT SERVICES

PURPOSE/MISSION STATEMENT

Facilitates orderly growth and development in the City through the proper enforcement of the City's land use, construction, and property maintenance regulations.

FY 2016-2017 ACCOMPLISHMENTS

Reviewed and improved the Code Compliance and Development Processes
Implemented/Updated existing Web QA permitting software

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Average time required to process permit applications for New Single-Family Construction	N/A	4	4	4
Time required to process permit applications for New Commercial Construction	N/A	8	8	8
Number of Contacts with the Public (Non-Code Compliance)	662	1150	615	615

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Number of New Plats	2	1	3	3
Number of Trade & Misc. Permits	566	1044	500	500
Valuation for NSF Building Permits	\$20,451,003	\$51,965,357	\$22,000,000	22,000,000
Number of Code Compliance Notices Issued	520	1300	1006	1006
Number of Citations	NM	45	38	38
Number of Bulk Trash Dumping Appointments	N/A	90	80	80
Number of Abatements	N/A	35	31	31
Number of Rental Unit Inspections	0	320	1345	1345

PLANNING & DEVELOPMENT SERVICES

FY 2017-2018 WORKPLAN SUMMARY

Produce Updated City of Glenn Heights Zoning Maps
Develop Pocket Code Guide
Begin the review and update of City of Glenn Heights Master Plan & Comprehensive Zoning Ordinance

BUDGET HIGHLIGHTS

Coordinate the development and closing of the Palladium Project (Multi-Housing Development)
Increase in housing development (190 new homes projected)

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Director of Planning & Development Services	0	0	1	1
Planning Administrator	1	1	0	0
Animal and Code Coordinator	0	1	1	0
Code Compliance Planner	0	1	1	2
Permit Coordinator	0	1	1	1
Animal Control	1	1	1	1
Total Positions	2	6	6	6

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$121,485	\$160,928	\$350,707	\$347,216
Supplies	\$1,065	\$3,159	\$13,500	\$9,500
Contracted Service	\$114,965	\$317,057	\$88,721	\$256,901
Repairs & Maintenance	\$60	\$860	\$2,000	\$3,000
Operating	\$4,680	\$5,264	\$15,835	\$16,800
Departmental	\$0	\$0	\$9,000	\$27,000
Capital Outlay	\$0	\$20,776	\$0	\$0
Total	\$242,255	\$508,044	\$479,763	\$660,417

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - PLANNING DEVELOPMENT SERVICES**

53-PLANNING & PERMITTING		2014-2015 ACTUAL	2015-2106 ACTUAL	2016-2017 APPROVED	2016-2017 AMENDED	2017-2018 APPROVED
PERSONNEL		\$ 121,485	\$ 160,928	\$ 324,056	\$ 350,707	\$ 347,216
SUPPLIES		1,065	3,159	16,000	13,500	9,500
CONTRACTED SERVICES		114,965	317,057	90,700	88,721	256,901
REPAIRS & MAINTENANCE		60	860	2,000	2,000	3,000
OPERATING		4,680	5,264	18,800	15,835	16,800
DEPARTMENTAL		-	-	27,000	9,000	27,000
DEBT PAYMENTS		-	-	-	-	-
CAPITAL OUTLAY		-	20,776	-	-	-
TOTAL PLANNING & PERMITTING		\$ 242,255	\$ 508,044	\$ 478,556	\$ 479,763	\$ 660,417
PERSONNEL SUMMARY						
FULL-TIME POSITIONS						
Director, Planning & Developmen		0	0	1	1	1
Planning Administrator		1	1	0	0	0
Coordinator, Code and Animal Cc		0	1	1	1	0
Code Compliance		0	1	1	1	2
Planner		0	1	1	1	1
Permit Coordinator		1	1	1	1	1
Animal Control		0	1	1	1	1
Total Positions		2	6	6	6	6
53-PLANNING & PERMITTING						
PERSONNEL		2014-2015 ACTUAL	2015-2106 ACTUAL	2016-2017 APPROVED	2016-2017 AMENDED	2017-2018 APPROVED
100-5-53-1000	EXEMPT SALARY	\$ 51,513	\$ 54,747	\$ 114,682	\$ 114,682	\$ 129,655
100-5-53-1005	ACCRUED WAGES (AUDIT)	431	-	-	-	-
100-5-53-1010	REG. SALARIES FULL TIME	42,497	70,257	142,093	161,674	139,568
100-5-53-1020	REG SALARIES PART-TIME	-	-	-	-	-
100-5-53-1025	OVERTIME	299	291	-	-	-
100-5-53-1030	CAR ALLOWANCE	-	-	-	-	-
100-5-53-1200	PAYROLL TAXES FICA	7,191	8,628	14,899	22,477	20,596
100-5-53-1205	WORKERS COMP	294	-	2,673	2,673	2,821
100-5-53-1210	INSURANCE	16,064	22,126	41,013	37,688	44,527
100-5-53-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
100-5-53-1218	PERFORMANCE INCREASES	-	-	2,131	2,131	-
100-5-53-1220	T.M.R.S.	3,197	4,879	6,565	9,382	10,049
TOTAL PERSONNEL		121,485	160,928	324,056	350,707	347,216
SUPPLIES						
100-5-53-1300	UNIFORMS AND CLOTHING	-	317	1,000	1,000	1,000
100-5-53-2000	OFFICE SUPPLIES	832	686	-	-	-
100-5-53-2001	FORMS	-	80	500	500	500
100-5-53-2009	CODE BOOKS	-	1,776	3,000	3,000	3,000
100-5-53-2012	JANITORIAL SUPPLIES	58	-	-	-	-
100-5-53-2100	GASOLINE & FUEL	49	301	9,500	5,000	5,000
100-5-53-2125	POSTAGE	-	-	2,000	4,000	-
100-5-53-2155	SMALL OFFICE EQUIPMENT	125	-	-	-	-
100-5-53-2315	NCTCOG AERIAL MAP	-	-	-	-	-
TOTAL SUPPLIES		1,065	3,159	16,000	13,500	9,500
CONTRACTED SERVICES						
100-5-53-3004	HEALTH DEPT FEES	5,132	2,653	5,200	5,200	6,250
100-5-53-3006	CONSULTANT FEES	-	-	-	4,321	5,000
100-5-53-3010	TECHNOLOGY	40	2,691	-	-	-
100-5-53-3015	MERCHANT (CC) FEES	577	1,068	500	1,200	1,800
100-5-53-3047	INSPECTIONS	108,848	310,645	85,000	78,000	243,851
100-5-53-3050	OPERATING LEASE-PLOTTER	368	-	-	-	-
TOTAL CONTRACTED SERVICES		114,965	317,057	90,700	88,721	256,901
REPAIRS & MAINTENANCE						
100-5-53-3200	R & M STRUCTURES	-	-	-	-	-
100-5-53-3202	R & M AUTO/TRUCK	60	860	2,000	2,000	3,000
100-5-53-3210	R & M SIGNS & MARKINGS	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE		60	860	2,000	2,000	3,000

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - PLANNING DEVELOPMENT SERVICES**

53-PLANNING & PERMITTING (continued)		2014-2015 ACTUAL	2015-2106 ACTUAL	2016-2017 APPROVED	2016-2017 AMENDED	2017-2018 APPROVED
OPERATING						
100-5-53-3300	CELL PHONES & WIRELESS	-	-	1,800	1,800	1,800
100-5-53-3400	CASH SHORT (OVER)	-	-	-	-	-
100-5-53-3500	CONFERENCE, TRAINING & TRA	3,087	2,779	11,500	8,000	8,000
100-5-53-3503	PRINTING, COPY & PHOTO	866	1,631	1,500	3,000	3,000
100-5-53-3505	OPERATING EXPENSES	-	200	2,500	2,035	2,500
100-5-53-3506	DUES, SUBSCRIPTIONS & PUB	726	655	1,500	1,000	1,500
TOTAL OPERATING		4,680	5,264	18,800	15,835	16,800
DEPARTMENTAL						
100-5-53-3522	DEMOLITIONS	-	-	10,000	-	10,000
100-5-53-3520	ANIMAL POUND	-	-	17,000	9,000	17,000
TOTAL DEPARTMENTAL		-	-	27,000	9,000	27,000
CAPITAL OUTLAY						
100-5-53-5000	CAPITAL EXPENDITURES	-	20,776	-	-	-
TOTAL CAPITAL OUTLAY		-	20,776	-	-	-
TOTAL PLANNING		\$ 242,255	\$ 508,044	\$ 478,556	\$ 479,763	\$ 660,417

ECONOMIC DEVELOPMENT

PURPOSE/MISSION STATEMENT

To encourage and promote responsible residential, desirable commercial and retail development. To maintain and protect the public infrastructure in a manner that supports and enhances the City of Glenn Heights community character and quality of life.

FY 2016-2017 ACCOMPLISHMENTS

Developed a business outreach strategy
Re-established the Glenn Heights Chamber of Commerce
Facilitated Local Business Roundtables

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Increase in number of retail businesses	NM	NM	2	2

WORKLOAD MEASURES

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Number of Roundtable meetings	1	1	4	4
Number of Chamber of Commerce meetings	0	0	4	4
Number of small business incubator meetings	NM	NM	6	6
Number of Defined Development Incentive Programs	NM	NM	3	3
Number of businesses contacted	NM	NM	24	24

ECONOMIC DEVELOPMENT

FY 2017-2018 WORKPLAN SUMMARY

Develop an Economic Development Strategic Plan
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BUDGET HIGHLIGHTS

Participate in the International Conference of Shopping Centers (ICSC) Texas Conference
Attend ICSC National Conference
Reduced personnel cost/partial funding for Director of Economic Development

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Executive Director	0	0	1	1
Public Information Officer	0	0	1	0
Part-Time				
Intern	0	0	0	0
Total Positions	0	0	2	1

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$0	\$0	\$89,814	\$49,530
Supplies	\$0	\$0	\$1,800	\$500
Contracted Service	\$0	\$0	\$8,500	\$12,500
Repairs & Maintenance	\$0	\$0	\$0	\$0
Operating	\$0	\$0	\$16,950	\$8,675
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$117,064	\$71,205

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
ECONOMIC DEVELOPMENT**

52-ECONOMIC DEVELOPMENT		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ -	\$ -	\$ 100,397	\$ 89,814	\$ 49,530
SUPPLIES		16	-	1,800	1,800	500
CONTRACTED SERVICES		-	-	15,000	8,500	12,500
REPAIRS & MAINTENANCE		-	-	-	-	-
OPERATING		-	-	27,300	16,950	8,675
CAPITAL OUTLAY		-	-	-	-	-
TOTAL ECONOMIC DEVELOPMENT		\$ 16	\$ -	\$ 144,497	\$ 117,064	\$ 71,205
PERSONNEL SUMMARY						
FULL-TIME POSITIONS						
	Executive Director	0	0	1	1	1
	Public Information Officer	0	0	1	1	0
PART-TIME POSITIONS						
	Intern	0	0	0	0	0
	Total Positions	0	0	2	2	1
52-ECONOMIC DEVELOPMENT (Cont.)		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-52-1000	EXEMPT SALARY	\$ -	\$ -	\$ 85,000	\$ 78,448	\$ 40,500
100-5-52-1005	ACCRUED WAGES (AUDIT)	-	-	-	-	-
100-5-52-1010	REG. SALARIES FULL TIME	-	-	-	-	-
100-5-52-1020	REG SALARIES PART-TIME	-	-	-	-	-
100-5-52-1025	OVERTIME	-	-	-	-	-
100-5-52-1200	PAYROLL TAXES FICA	-	-	6,503	5,002	3,098
100-5-52-1205	WORKERS COMP	-	-	232	232	232
100-5-52-1210	INSURANCE	-	-	5,797	3,595	4,188
100-5-52-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
100-5-52-1218	PERFORMANCE INCREASES	-	-	-	-	-
100-5-52-1220	T.M.R.S.	-	-	2,865	2,537	1,512
TOTAL PERSONNEL		-	-	100,397	89,814	49,530
SUPPLIES						
100-5-52-2000	OFFICE SUPPLIES	16	-	-	-	-
100-5-52-2001	FORMS	-	-	-	-	-
100-5-52-2100	GASOLINE & FUEL	-	-	-	-	-
100-5-52-2125	POSTAGE	-	-	300	300	-
100-5-52-2155	SMALL OFFICE EQUIPMENT	-	-	1,500	1,500	500
TOTAL SUPPLIES		16	-	1,800	1,800	500
CONTRACTED SERVICES						
100-5-52-3013	OTHER PROFESSIONAL SERV	-	-	10,000	7,500	7,500
100-5-52-3015	ADVERTISING CONTRACT	-	-	5,000	1,000	5,000
TOTAL CONTRACTED SERVICES		-	-	15,000	8,500	12,500
REPAIRS & MAINTENANCE						
100-5-52-3202	R & M AUTO/TRUCK	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE		-	-	-	-	-
OPERATING						
100-5-52-3300	CELL PHONES & WIRELESS	208	-	1,800	450	450
100-5-52-3500	CONFERENCE, TRAINING & TRA	-	-	10,000	10,000	3,525
100-5-52-3503	PRINTING, COPY & PHOTO	-	-	3,500	1,000	1,500
100-5-52-3506	DUES, SUBSCRIPTIONS & PUB	-	-	10,000	2,000	1,500
100-5-52-3520	PUBLIC MEETINGS	-	-	2,000	3,500	1,700
TOTAL OPERATING		-	-	27,300	16,950	8,675
CAPITAL OUTLAY						
100-5-52-5000	CAPITAL EXPENDITURES	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
TOTAL ECONOMIC DEVELOPMENT		\$ 16	\$ -	\$ 144,497	\$ 117,064	\$ 71,205



INFRASTRUCTURE SERVICES

The Infrastructure Department maintains the City Streets, Right-of-Ways, Storm-water Drainage, and ensures the safety of drinking water. The department also manages solid waste collection & disposal services. The departments include Streets and Maintenance.

STREETS, SANITATION, & MAINTENANCE

PURPOSE/MISSION STATEMENT

The Streets Division is responsible for the maintenance of the City's roadways.

FY 2016-2017 ACCOMPLISHMENTS

FY 2016-2017 ACCOMPLISHMENTS
Reconstruction of London Lane, Windsor Drive, and Glenn Lane from 2008 Bond
Reconstruction within 8 City sub-divisions including sidewalks, stormwater drainage inlet boxes, etc.
Completed Bear Creek Road sidewalk project
Reconstruction of the intersection of W. Bear Creek Road and Westmoreland Road completed
Negotiated a new Sanitation/Solid Waste contract

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Percent of pot holes repaired within 72 hours of being reported	NM	NM	80%	80%
Percent of street signs repaired within 2 weeks of being reported	NM	NM	80%	80%

WORKLOAD MEASURES

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Number of pot holes repaired	NM	NM	N/A	TBD
Number of street signs repaired/replaced	NM	NM	N/A	TBD
Number of Park Mowing	NM	14	20	20
Miles of Right Away Cuts	NM	NM	N/A	TBD

STREETS, SANITATION, & MAINTENANCE

FY 2017-2018 WORKPLAN SUMMARY

Develop Capital Improvement Plan
Work with Community Engagement to develop an Adopt-a-Street Program

BUDGET HIGHLIGHTS

Funding for minor road repair in budget

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Utility Worker III	1	1	1	1
Total Positions	1	1	1	1

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$52,131	\$20,947	\$45,244	\$47,987
Supplies	\$5,405	\$12,297	\$12,000	\$14,000
Contracted Service	\$3,073	\$62,720	\$695,840	\$710,880
Repairs & Maintenance	\$105,335	\$122,951	\$77,000	\$137,500
Operating	\$100,965	\$128,297	\$131,579	\$131,800
Departmental	\$3,875	\$1,137	\$4,500	\$500
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$270,693	\$348,348	\$966,163	\$1,042,667

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - STREETS MAINTENANCE DIVISION**

40- STREETS		2014-2015 ACTUAL	2015-2106 ACTUAL	2016-2017 APPROVED	2016-2017 AMENDED	2017-2018 APPROVED
	PERSONNEL	\$ 52,131	\$ 20,947	\$ 44,559	\$ 45,244	\$ 47,987
	SUPPLIES	5,405	12,297	14,000	12,000	14,000
	CONTRACTED SERVICES	3,073	62,720	727,840	695,840	710,880
	REPAIRS & MAINTENANCE	105,335	122,951	132,500	77,000	137,500
	OPERATING	100,965	128,297	131,200	131,579	131,800
	DEPARTMENTAL	3,785	1,137	4,500	4,500	500
	DEBT PAYMENTS	-	-	-	-	-
	CAPITAL OUTLAY	-	-	-	-	-
	TOTAL STREETS	\$ 270,693	\$ 348,348	\$ 1,054,599	\$ 966,163	\$ 1,042,667
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Superintendent	0	0	0	0	0
	Utility Worker III	1	1	1	1	1
	PART-TIME POSITIONS	0	0	0	0	0
	Total Positions	1	1	1	1	1
40- STREETS						
		2014-2015 ACTUAL	2015-2106 ACTUAL	2016-2017 APPROVED	2016-2017 AMENDED	2017-2018 APPROVED
PERSONNEL						
100-5-40-1005	ACCRUED WAGES (AUDIT)	\$ (89)	\$ -	\$ -	\$ -	\$ -
100-5-40-1010	REG. SALARIES FULL TIME	38,972	15,452	31,096	32,072	33,738
100-5-40-1025	OVERTIME	879	634	1,166	1,166	1,265
100-5-40-1200	PAYROLL TAXES FICA	3,043	1,228	2,468	2,468	2,678
100-5-40-1205	WORKERS COMP	1,777	-	2,479	2,479	2,479
100-5-40-1210	INSURANCE	6,199	3,089	5,797	5,436	6,521
100-5-40-1218	PERFORMANCE INCREASES	-	-	466	466	-
100-5-40-1220	T.M.R.S.	1,349	543	1,087	1,157	1,307
TOTAL PERSONNEL		52,131	20,947	44,559	45,244	47,987
SUPPLIES						
100-5-40-1300	UNIFORMS & CLOTHING	-	197	200	200	200
100-5-40-2000	OFFICE SUPPLIES	256	38	-	-	-
100-5-40-2012	JANITORIAL SUPPLIES	91	7,124	10,000	8,000	10,000
100-5-40-2100	GASOLINE & FUELS	5,025	4,647	3,500	3,500	3,500
100-5-40-2125	POSTAGE	-	-	-	-	-
100-5-40-2151	HAND TOOLS	32	291	300	300	300
TOTAL SUPPLIES		5,405	12,297	14,000	12,000	14,000
CONTRACTED SERVICES						
100-5-40-3011	JANITORIAL SERVICES	-	7,591	24,340	24,340	22,800
100-5-40-3012	TRAFFIC SIGNAL MAINT	1,901	2,076	1,000	1,000	1,000
100-5-40-3110	SAFETY EQUIPMENT	1,172	934	1,500	500	1,000
100-5-40-3115	SANITATIONS SERVICES	-	52,119	701,000	670,000	686,080
TOTAL CONTRACTED SERVICES		3,073	62,720	727,840	695,840	710,880
REPAIRS & MAINTENANCE						
100-5-40-3200	R & M STRUCTURES	421	15,178	30,000	35,000	35,000
100-5-40-3201	R & M SMALL EQUIPMENT	620	1,149	1,500	1,500	1,500
100-5-40-3202	R & M AUTO/TRUCK	1,033	4,005	2,500	2,500	2,500
100-5-40-3207	R&M HIGHWAY BEAUTIFICATION	-	439	1,000	1,000	1,000
100-5-40-3211	HERITAGE PK MAINTENANCE	-	18,900	-	-	-
100-5-40-3216	COURTNEY LANE PK MAINTENAN	-	1,618	-	-	-
100-5-40-3220	GATEWAY PK MAINTENANCE	-	1,744	-	-	-
100-5-40-3205	R & M STREETS	93,752	75,344	85,000	20,000	85,000
100-5-40-3206	R & M HEAVY EQUIPMENT	2,511	4,366	7,500	8,000	7,500
100-5-40-3210	R & M SIGNS & MARKINGS	6,998	208	5,000	9,000	5,000
TOTAL REPAIRS & MAINTENANCE		105,335	122,951	132,500	77,000	137,500

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GENERAL FUND - STREETS MAINTENANCE DIVISION**

40- STREETS (Continued)		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
OPERATING						
100-5-40-3300	CELL PHONES & WIRELESS	533	43	-	-	-
100-5-40-3302	ELECTRICITY	100,421	128,167	131,000	131,000	131,000
100-5-40-3500	CONFERENCE, TRAINING & TRA	12	86	200	200	200
100-5-40-3505	OPERATING EXPENSES				154	300
100-5-40-3506	DUES, SUBSCRIPTIONS, PUBLICATIONS				225	300
TOTAL OPERATING		100,965	128,297	131,200	131,579	131,800
DEPARTMENTAL						
100-5-40-3531	RENTAL EQUIPMENT	3,785	1,137	4,500	4,500	500
TOTAL DEPARTMENTAL		3,785	1,137	4,500	4,500	500
CAPITAL OUTLAY						
100-5-40-5000	CAPITAL EXPENDITURE	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
TOTAL STREETS		\$ 270,693	\$ 348,348	\$ 1,054,599	\$ 966,163	\$ 1,042,667

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WATER SEWER FUND

The Water and Sewer Utility Fund is an Enterprise Fund and accounts for revenues and expenses associated with the operation system, utility debt services and utility capital projects. Revenue to support the Water and Sewer Fund are derived from user's fees billed to commercial and residential customers in the City.

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
WATER SEWER FUND SUMMARY**

	2013-2014	2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
REVENUES	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
Water Sales	\$ 1,924,860	\$ 2,021,700	\$ 2,214,578	\$ 2,197,978	\$ 2,146,000	\$ 2,189,698
Sewer Sales	2,339,673	2,449,480	2,538,126	2,573,801	2,649,000	2,719,517
Late Charges	266,921	268,831	266,838	256,500	246,000	256,500
Reconnect Fees	58,703	54,294	38,701	38,000	37,930	47,820
Water Meters	12,813	63,435	160,201	129,375	27,600	93,600
Tap Fees	875	-	2,476	1,600	8,890	1,600
Convenience Fees	40,483	43,484	48,976	39,780	57,600	39,780
Interest	1,359	1,432	1,500	1,500	1,500	1,500
Miscellaneous	17,836	12,642	117,765	10,000	299,000	10,000
Trinity River Authority						-
Transfer from Fund Reserves	-	-	-	-	-	\$ -
Transfer from Tornado Fund	-	-	17,000	-	-	\$ -
TOTAL REVENUES	4,663,523	4,915,298	5,389,160	5,248,533	5,473,520	5,360,015
	2013-2014	2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
EXPENDITURES	ACTUAL	ACTUAL	AMENDED	APPROVED	AMENDED	APPROVED
22-Utility Administration	\$ 238,980	\$ 236,617	\$ 225,083	\$ 238,227	\$ 235,242	\$ 230,498
23-Meter Services	215,744	234,100	231,675	253,536	238,151	281,859
41-Water Operations	1,340,390	1,403,606	1,666,126	1,774,625	1,564,685	1,812,596
42-Wastewater Operations	1,571,789	1,834,143	2,449,659	2,145,602	2,455,834	2,755,562
99-Capital Project - Hwy 664 Utility Relocation	-	102,375	100,000	-	-	890,000
G&A Reimbursement to Utility						332,226
Charge for Service (City Wide)				-	-	146,431
TOTAL EXPENDITURES	3,366,903	3,810,841	4,672,543	4,411,990	4,493,912	6,449,172
REVENUE OVER (UNDER) EXPENDITURES	1,296,620	1,104,457	716,617	836,543	979,608	(1,089,156)
OTHER FINANCING SOURCES (USES)						
00-Lease Purchase Proceeds	-	-	-	-	-	-
00-Lease Expenditures	-	-	-	-	-	-
00-Debt Service Payments	(272,400)	(275,925)	(275,925)	(275,925)	(275,925)	(120,475)
00-SIB Loan						(18,750)
00-Transfers In (Out):	-	-	-	-	-	-
Transfer from Debt Service Fund	-	-	-	-	-	-
SIB Loan Proceeds						1,500,000
Transfer from GF for Loan repayment	-	81,668	-	-	-	-
Repayment to GF for taxes used to pay debt	-	-	-	-	-	-
Transfers to GF Technology	(82,000)	-	(146,972)	(252,033)	(252,033)	-
Transfer to City Hall Fund	-	-	(500,000)	-	-	-
Tranfers to Tornado Relief	-	-	(300,000)	-	-	-
Transfer from Tornador Relief Fund						
Transfer to Capital Project Fund				(100,000)	(3,170,300)	-
G&A Reimbursement from Utility Funds	(214,532)	(236,000)	(260,931)	(433,450)	(433,450)	-
TOTAL OTHER FINANCING SOURCES (USES)	(568,932)	(430,257)	(1,483,828)	(1,061,408)	(4,131,708)	1,360,775
NET CHANGE IN FUND BALANCE	\$ 727,688	\$ 674,200	\$ (767,212)	\$ (224,864)	\$ (3,152,100)	\$ 271,619
Fund Balance Reserves - Intended Use	-	-	-	-	-	-
ANTICIPATED CHANGE IN FUND BALANCE	\$ 727,688	\$ 674,200	\$ (767,212)	\$ (224,864)	\$ (3,152,100)	\$ 271,619
TOTAL FUND BALANCE - OCTOBER 1	2,938,535	3,304,464	3,978,664	3,211,452	3,834,676	682,576

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
WATER SEWER FUND SUMMARY**

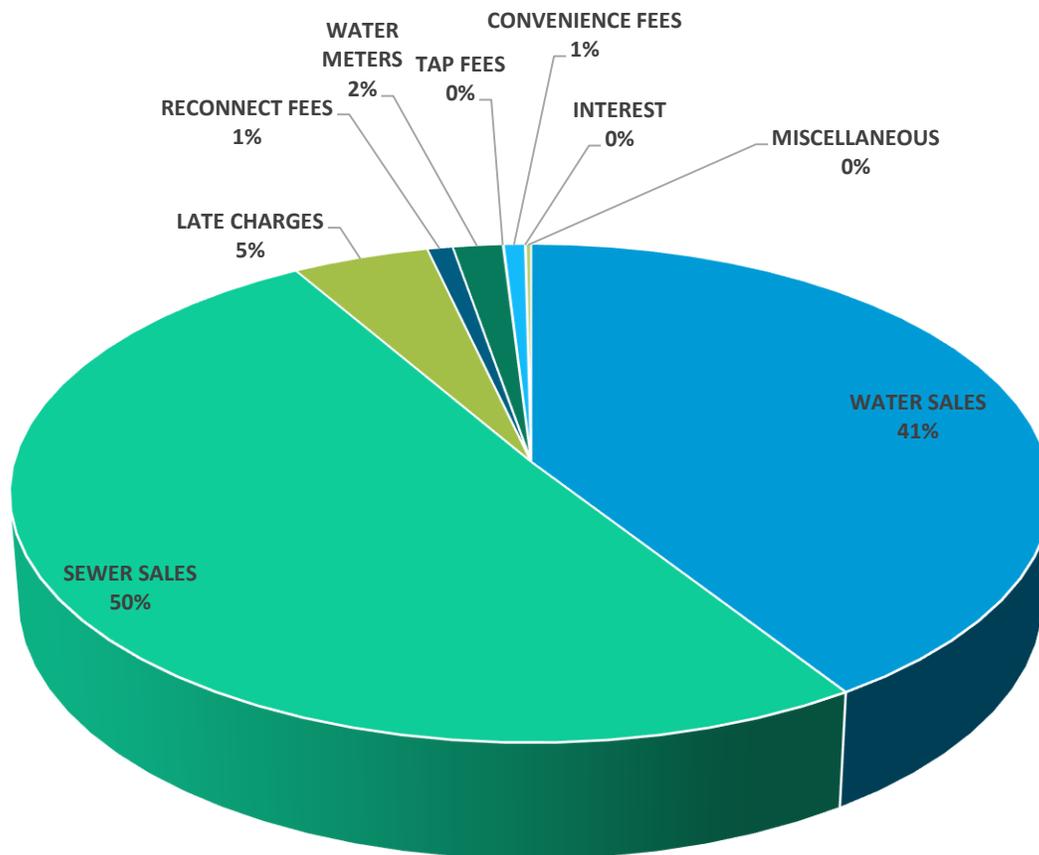
TOTAL FUND BALANCE - SEPTEMBER 30	\$ 3,666,223	\$ 3,978,664	\$ 3,211,452	\$ 2,986,588	\$ 682,576	\$ 954,195
Restrict for capital improvements *	(361,759)	(361,759)	-	-	-	-
Reserve for one-time incentive pay-out	-	-	-	-	-	-
Reserve for TRA overages	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE - SEPT 30	\$ 3,304,464	\$ 3,616,905	\$ 3,211,452	\$ 2,986,588	\$ 682,576	\$ 954,195
Daily Operating Costs	10,783	11,843	14,675	14,722	14,946	17,999
Days in Reserve	306	305	219	203	46	53

**CITY OF GLENN HEIGHTS, TEXAS
FISCAL YEAR 2017-2018 PROPOSED ANNUAL BUDGET**

WATER SEWER FUND REVENUE SUMMARY

	2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
REVENUES	ACTUAL	ACTUAL	APPROVED	PROJECTED	PROPOSED
Water Sales	\$ 2,021,700	\$ 2,214,578	\$ 2,197,978	\$ 2,146,000	\$ 2,189,698
Sewer Sales	2,449,480	2,538,126	2,573,801	2,649,000	2,719,517
Late Charges	268,831	266,838	256,500	246,000	256,500
Reconnect Fees	54,294	38,701	38,000	37,930	47,820
Water Meters	63,435	160,201	129,375	27,600	93,600
Tap Fees	-	2,476	1,600	8,890	1,600
Convenience Fees	43,484	48,976	39,780	57,600	39,780
Interest	1,432	1,500	1,500	1,500	1,500
Miscellaneous	12,642	117,765	10,000	299,000	10,000
Trinity River Authority					-
Transfer from Fund Reserves	-	-	-	-	\$ -
Transfer from Tornado Fund	-	17,000	-	-	\$ -
TOTAL REVENUES	4,915,298	5,389,160	5,248,533	5,473,520	5,360,015

2017-2018 Water/Sewer Fund Proposed Revenue



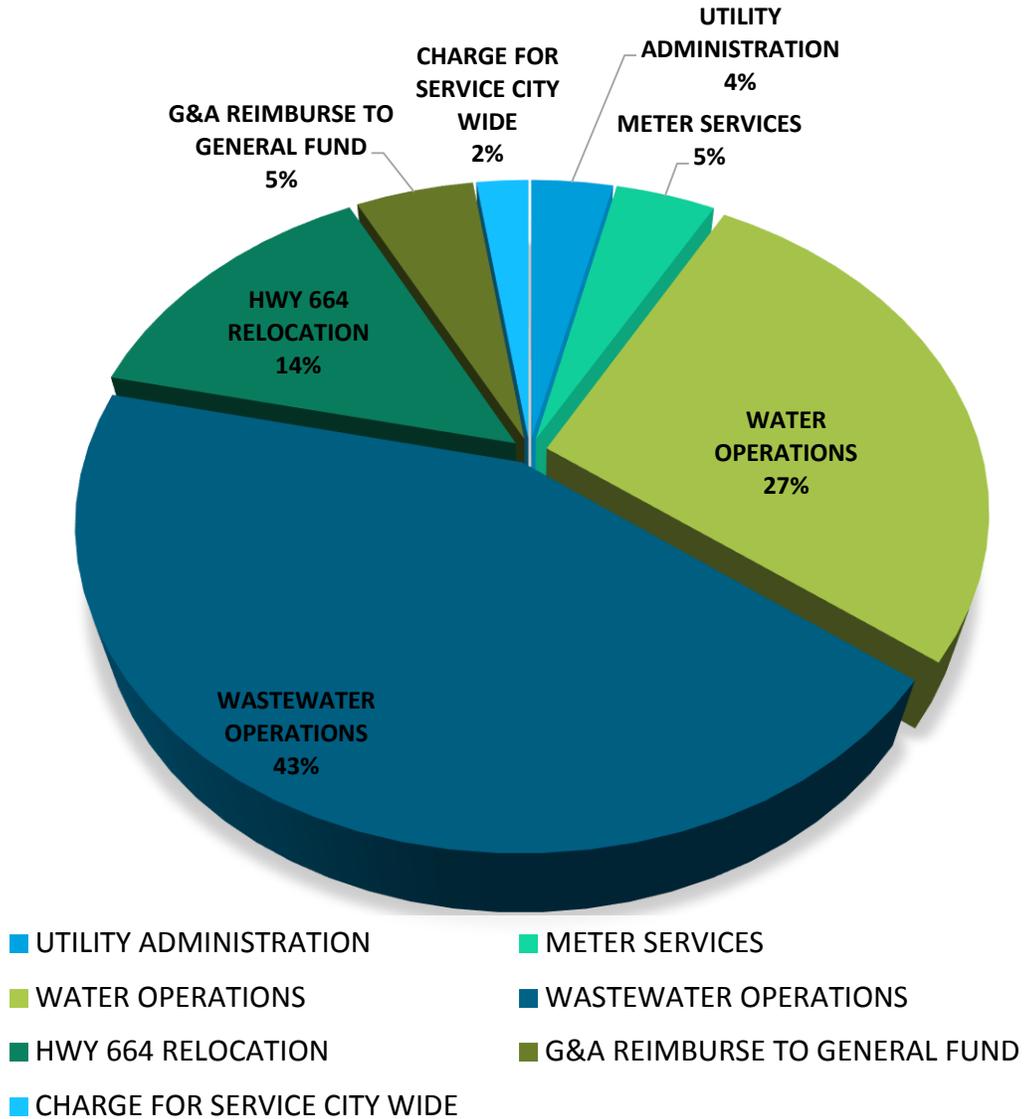
- WATER SALES
- SEWER SALES
- LATE CHARGES
- RECONNECT FEES
- WATER METERS
- TAP FEES
- CONVENIENCE FEES
- INTEREST
- MISCELLANEOUS

**CITY OF GLENN HEIGHTS, TEXAS
FISCAL YEAR 2017-2018 PROPOSED ANNUAL BUDGET**

WATER SEWER FUND EXPENDITURE SUMMARY

	2013-2014	2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
EXPENDITURES	ACTUAL	ACTUAL	AMENDED	APPROVED	PROJECTED	PROPOSED
22-Utility Administration	\$ 238,980	\$ 236,617	\$ 225,083	\$ 238,227	\$ 235,242	\$ 230,498
23-Meter Services	215,744	234,100	231,675	253,536	238,151	281,859
41-Water Operations	1,340,390	1,403,606	1,666,126	1,774,625	1,564,685	1,748,596
42-Wastewater Operations	1,571,789	1,834,143	2,449,659	2,145,602	2,455,834	2,755,562
99-Capital Project - Hwy 664 Utility Relocation	-	102,375	100,000	-	-	890,000
G&A Reimbursement to Utility						332,226
Charge for Service (City Wide)				-	-	146,431
TOTAL EXPENDITURES	3,366,903	3,810,841	4,672,543	4,411,990	4,493,912	6,385,172

2017-2018 Water/Sewer Expenditures by Department



UTILITY ADMINISTRATION

PURPOSE/MISSION STATEMENT

The Utility Billing and Collection Division provides comprehensive, professional, effective and reliable service to our utility customers. Providing customer water, sewer, and garbage billing services as well as connection for the City of Glenn Heights.

FY 2016-2017 ACCOMPLISHMENTS

Continuation of Senior Utility Billing Program

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Percent increase in customers	NM	NM	2%	2%
Percent customer complaints down	1%	2%	2%	2%
Number of customer service compliments per month	5	7	10	10%

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Average customers served/billing per month	4400	4500	4700	4700
Average late notices/cutoffs per month	104	105	75	75
Average applications per month	48	50	45	45
Average calls taken per day	100	100	75	75
Average daily service ticket orders	5-8	5-8	5	5
Number of participants in the Senior Billing Program	NM	50	75	75
Number of onsite payment customers	NM	NM	300	300

UTILITY ADMINISTRATION

FY 2017-2018 WORKPLAN SUMMARY

Revise policies and procedures to ensure excellent customer service

BUDGET HIGHLIGHTS

Re-Establish funding for the Utility Billing Supervisor

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Utility Billing Supervisor	1	1	0	1
Utility Billing Clerk	2	2	3	2
Part-Time				
Accounting Clerk	0	0	1	0
Total Positions	3	3	4	3

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$117,459	\$108,318	\$143,413	\$137,133
Supplies	\$1,681	\$319	\$2,450	\$2,450
Contracted Service	\$101,820	\$114,307	\$79,164	\$80,000
Repairs & Maintenance	\$0	\$0	\$0	\$0
Operating	\$4,512	\$2,139	\$10,215	\$10,915
Capital Outlay	\$0	\$0	\$0	\$0
Use of Fund Balance	\$2,113	\$0	\$0	\$0
Total	\$227,585	\$225,083	\$235,242	\$230,498

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
WATER SEWER FUND - UTILITY ADMINISTRATION**

UTILITY ADMINISTRATION - 22		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ 117,459	\$ 108,318	\$ 147,862	\$ 143,413	\$ 137,133
SUPPLIES		1,681	319	2,450	2,450	2,450
CONTRACTED SERVICES		101,820	114,307	77,000	79,164	80,000
REPAIRS & MAINTENANCE		-	-	-	-	-
OPERATING		4,512	2,139	10,915	10,215	10,915
DEPARTMENTAL		-	-	-	-	-
DEBT PAYMENTS		-	-	-	-	-
CAPITAL OUTLAY		-	-	-	-	-
USE OF FUND BALANCE		2,113	-	-	-	-
TOTAL UTILITY ADMIN		\$ 227,585	\$ 225,083	\$ 238,227	\$ 235,242	\$ 230,498

PERSONNEL SUMMARY

FULL-TIME POSITIONS						
	Utilities Billing Supervisor	1	1	0	0	1
	Utilities Blling Representative	2	2	3	3	2
PART-TIME POSITIONS						
	Accounting Clerk	0	0	1	1	0
	Intern	0	0	0	0	0
	Total Positions	3	0	4	4	3

UTILITY ADMINISTRATION - 22		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
500-5-22-1005	ACCRUED WAGES (AUDIT)	\$ (2,791)	\$ -	\$ -		
500-5-22-1010	REG. SALARIES FULL TIME	90,789	79,561	98,852	93,423	99,237
500-5-22-1020	REG. SALARIES PART TIME	-	1,718	12,251	12,251	-
500-5-22-1025	OVERTIME	1,816	1,398	3,596	3,439	2,863
500-5-22-1200	PAYROLL TAXES FICA	6,738	5,807	8,718	8,290	7,811
500-5-22-1205	WORKERS COMP	393	-	352	322	244
500-5-22-1210	INSURANCE	17,379	17,094	19,182	21,047	23,168
500-5-22-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
500-5-22-1218	PERFORMANCE INCREASES	-	-	1,483	1,401	-
500-5-22-1220	T.M.R.S.	3,134	2,740	3,428	3,240	3,811
TOTAL PERSONNEL		117,459	108,318	147,862	143,413	137,133
SUPPLIES						
500-5-22-2000	OFFICE SUPPLIES	1,081	319	1,850	1,850	1,850
500-5-22-2012	JANITORIAL SUPPLIES	-	-	-	-	-
500-5-22-2125	POSTAGE	-	-	-	-	-
500-5-22-2156	OTHER SMALL EQUIPMENT	600	-	600	600	600
TOTAL SUPPLIES		1,681	319	2,450	2,450	2,450
CONTRACTED SERVICES						
500-5-22-3001	AUDITING	13,500	13,500	-	-	-
500-5-22-3006	CONSULTANT FEES	-	-	5,000	7,164	5,000
500-5-22-3010	TECHNOLOGY	-	-	-	-	-
500-5-22-3014	TEMP CONTRACT LABOR	3,847	18,242	-	-	-
500-5-22-3015	MERCHANT (CC) FEES	27,790	25,811	30,000	30,000	30,000
500-5-22-3020	INTERNET SERVICES	-	-	-	-	-
500-5-22-3022	ANNUAL SOFTWARE MAINTENANCE	10,936	9,384	-	-	-
500-5-22-3024	WEBSITE HOSTING FEES	-	-	-	-	-
500-5-22-3025	WATER BILL PROCESSING/POSTAGE	45,166	46,945	42,000	42,000	45,000
500-5-22-3050	OPERATING LEASES-COPIERS	582	425	-	-	-
TOTAL CONTRACTED SERVICES		101,820	114,307	77,000	79,164	80,000

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
WATER SEWER FUND - UTILITY ADMINISTRATION**

UTILITY ADMINISTRATION	2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REPAIRS & MAINTENANCE					0
500-5-22-3201 R & M SMALL EQUIPMENT	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE	-	-	-	-	-
OPERATING					
500-5-22-3300 CELL PHONES & WIRELESS CARC	506	41	-	-	-
500-5-22-3301 TELECOMMUNICATIONS	500	-	5,615	5,615	5,615
500-5-22-3302 ELECTRICITY	1,143	1,181	1,500	1,500	1,500
500-5-22-3303 NATURAL GAS	1,664	841	1,900	1,500	1,900
500-5-22-3400 TRAINING	693	-	1,000	1,000	1,000
500-5-22-3410 BLANKET BOND EXPENSES	-	-	-	-	-
500-5-22-3500 CASH (OVER) SHORT	6	(20)	-	-	-
500-5-22-3503 PRINTING, COPY & PHOTO	-	97	900	600	900
TOTAL OPERATING	4,512	2,139	10,915	10,215	10,915
DEPARTMENTAL					
500-5-22-3625 CONTINGENCY RESERVE	-	-	-	-	-
TOTAL DEPARTMENTAL	-	-	-	-	-
DEBT PAYMENTS					
500-5-22-4145 INCODE LEASE PAYMENTS	-	-	-	-	-
TOTAL DEBT PAYMENTS	-	-	-	-	-
CAPITAL OUTLAY					
500-5-22-5000 CAPITAL EXPENDITURES	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
USE OF FUND BALANCE					
500-5-22-7999 DEPRECIATION EXPENSE	2,113	-	-	-	-
TOTAL FUND BALANCE	2,113	-	-	-	-
TOTAL UTILITY ADMINISTRATION	\$ 227,585	\$ 225,083	\$ 238,227	\$ 235,242	\$ 230,498

METER SERVICES

PURPOSE/MISSION STATEMENT

To ensure the accurate metering and operation of devices detecting water usage throughout the City of Glenn Heights.

FY 2016-2017 ACCOMPLISHMENTS

Continued water meter replacement program
Installed over 400 new water meters for New Construction Homes

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Water disconnection within 4 hours of notice	NM	98%	98%	98%
Water connections within 4 hours of notice	NM	99%	99%	99%
Percent of water meters read within 5 days	NM	98%	98%	99%

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Meters read	NM	4500	4700	4700
Water service connections	NM	200	125	125
Water service disconnections	NM	NM	NM	NM
Meters replaced	NM	NM	NM	NM
New meters installed	NM	NM	NM	NM

METER SERVICES

FY 2017-2018 WORKPLAN SUMMARY

Revise policies and procedures to ensure excellent customer service

BUDGET HIGHLIGHTS

Convert one Meter Reader to a Utility Worker I for cross training

Funding increase for new meters to address the growing number of homes

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Meter Services Coordinator	0	0	1	1
Meter Reader	3	3	2	2
Utility Worker I	0	0	1	1
Total Positions	3	3	4	4

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$98,172	\$99,321	\$166,551	\$170,009
Supplies	\$101,232	\$125,244	\$60,700	\$99,450
Contracted Service	\$1,242	\$1,910	\$4,000	\$6,000
Repairs & Maintenance	\$2,570	\$4,403	\$4,000	\$3,500
Operating	\$1,799	\$796	\$2,900	\$2,900
Use of Fund Balance	\$10,055	\$0	\$0	\$0
Total	\$215,071	\$231,675	\$238,151	\$281,859

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
WATER SEWER FUND - METER SERVICES**

METER SERVICES- 23		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ 98,172	\$ 99,321	\$ 140,936	\$ 166,551	\$ 170,009
SUPPLIES		101,232	125,244	102,950	60,700	99,450
CONTRACTED SERVICES		1,242	1,910	4,000	4,000	6,000
REPAIRS & MAINTENANCE		2,570	4,403	3,500	4,000	3,500
OPERATING		1,799	796	2,150	2,900	2,900
DEBT PAYMENTS		-	-	-	-	-
USE OF FUND BALANCE		10,055	-	-	-	-
TOTAL METER SERVICES		\$ 215,071	\$ 231,675	\$ 253,536	\$ 238,151	\$ 281,859
PERSONNEL SUMMARY						
FULL-TIME POSITIONS						
Coordinator, Meter Services		0	0	1	1	1
Meter Reader		3	3	2	2	2
Utility Worker I		0	0	1	1	1
Total Positions		3	3	4	4	4
METER SERVICES						
		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
500-5-23-1005	ACCRUED WAGES (AUDIT)	\$ 2,126	\$ -	\$ -	\$ -	
500-5-23-1010	REG. SALARIES FULL TIME	71,090	73,311	100,727	113,984	119,205
500-5-23-1025	OVERTIME	1,348	4,878	3,777	4,274	4,470
500-5-23-1200	PAYROLL TAXES FICA	5,532	5,971	7,995	9,047	9,461
500-5-23-1205	WORKERS COMP	1,512	-	2,554	2,554	2,554
500-5-23-1210	INSURANCE	12,328	12,521	20,849	31,095	29,702
500-5-23-1215	UNEMPLOYMENT CLAIMS	1,782	-	-	-	-
500-5-23-1218	PERFORMANCE INCREASES	-	-	1,511	1,511	-
500-5-23-1220	T.M.R.S.	2,454	2,640	3,523	4,086	4,616
TOTAL PERSONNEL		98,172	99,321	140,936	166,551	170,009
SUPPLIES						
500-5-23-1300	UNIFORMS & CLOTHING	339	221	500	500	500
500-5-23-2000	OFFICE SUPPLIES	430	-	-	-	-
500-5-23-2012	JANITORIAL SUPPLIES	287	-	-	-	-
500-5-23-2100	GASOLINE & FUEL	4,701	4,081	6,000	6,000	6,000
500-5-23-2125	REPLACEMENT METER PURCH	95,450	75,223	13,750	6,000	13,750
500-5-23-2126	NEW WATER METER PURCHASE	-	45,719	82,500	48,000	79,000
500-5-23-2151	HAND TOOLS	26	-	200	200	200
TOTAL SUPPLIES		101,232	125,244	102,950	60,700	99,450
CONTRACTED SERVICES						
500-5-23-3013	OTHER PROFESSIONAL SERVICE	-	-	-	-	-
500-5-23-	ANNUAL SOFTWARE MAINT	-	-	-	-	1,500
500-5-23-3023	ANNUAL HARDWARE MAINTENANCE	-	1,500	1,000	1,500	1,500
500-5-23-3030	METER TESTING	300	-	2,000	2,000	2,000
500-5-23-3110	SAFETY EQUIPMENT	942	410	1,000	500	1,000
TOTAL CONTRACTED SERVICES		1,242	1,910	4,000	4,000	6,000
REPAIRS & MAINTENANCE						
500-5-23-3202	R & M AUTO	2,570	4,403	3,500	4,000	3,500
TOTAL REPAIRS & MAINTENANCE		2,570	4,403	3,500	4,000	3,500
OPERATING						
500-5-23-3300	CELL PHONES & WIRELESS COMMUNICATIONS	1,658	130	150	2,400	2,400
500-5-23-3401	AUTO LIABILITY	-	-	-	-	-
500-5-23-3500	CONFERENCE TRAINING & TRAVEL	141	667	500	500	500
500-5-23-3508	SOFTWARE	-	-	1,500	-	-
TOTAL OPERATING		1,799	796	2,150	2,900	2,900
DEBT PAYMENTS						
500-5-23-4499	INTEREST EXPENSE	-	-	-	-	-
TOTAL DEBT PAYMENTS		-	-	-	-	-
USE OF FUND BALANCE						
500-5-23-7999	DEPRECIATION EXPENSE	10,055	-	-	-	-
TOTAL FUND BALANCE		10,055	-	-	-	-
TOTAL METER SERVICES		\$ 215,071	\$ 231,675	\$ 253,536	\$ 238,151	\$ 281,859

WATER OPERATIONS

PURPOSE/MISSION STATEMENT

To ensure the safe and efficient delivery of potable water to all City of Glenn Heights Water Service customers. Maintain the water supply delivery system sustaining adequate pressure and quality for all health and life-safety needs.

FY 2016-2017 ACCOMPLISHMENTS

Reviewed City operation for compliance with Texas Commission on Environmental Quality (TCEQ) regulations and made necessary operational changes to ensure compliance

Reviewed City water and waste water distribution to determine compliance needs

Developed in house training program for employees to comply with the safe drinking water standards

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Percent of water lines repaired/replaced within 24 hours of reporting	NM	75%	80%	80%
Percent of backflow devices tested within 24 hours requested	NM	80%	85%	85%

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Repair/replace water line (in lin. Ft.)	NM	NM	NM	NM
Fire hydrant repair/replace	NM	NM	NM	NM
Number of backflow devices inspected	NM	NM	NM	NM

WATER OPERATIONS

FY 2017-2018 WORKPLAN SUMMARY

Employee assessments to identify opportunities to increase certification and licenses
Revise policies and procedures to provide better quality service

BUDGET HIGHLIGHTS

4 new pick-up trucks for daily City operations
--

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Director of Public Works & Infrastructure	1	1	1	1
Utilities Superintendent	1	1	1	1
Utilities Supervisor	1	1	1	1
Inspector	0	1	1	1
Executive Assistant	1	1	1	1
Utilities Worker	2	3	3	3
Backflow Operator	1	1	1	1
Total Positions	8	10	10	9

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$390,802	\$544,924	\$436,797	\$484,347
Supplies	\$24,543	\$23,214	\$37,300	\$31,100
Contracted Service	\$687,151	\$797,618	\$848,939	\$928,000
Repairs & Maintenance	\$69,287	\$90,396	\$59,500	\$79,000
Operating	\$184,487	\$160,073	\$173,149	\$205,149
Departmental	\$21,793	\$17,198	\$9,000	\$21,000
Debt Payments	\$1,614	\$20,718	\$0	\$0
Capital Outlay	\$1,664	\$11,985	\$0	\$64,000
Use of Fund Balance	\$228,319	\$0	\$0	\$0
Total	\$1,609,660	\$1,666,126	\$1,564,585	\$1,812,596

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
WATER SEWER FUND - WATER OPERATIONS**

WATER OPERATIONS - 41		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ 390,802	\$ 544,924	\$ 526,019	\$ 436,797	\$ 484,347
SUPPLIES		24,543	23,214	33,800	37,300	31,100
CONTRACTED SERVICES		687,151	797,618	859,939	848,939	928,000
REPAIRS & MAINTENANCE		69,287	90,396	99,000	59,500	79,000
OPERATING		184,487	160,073	204,149	173,149	205,149
DEPARTMENTAL		21,793	17,198	31,000	9,000	21,000
DEBT PAYMENTS		1,614	20,718	20,718	-	-
CAPITAL OUTLAY		1,664	11,985	-	-	64,000
USE OF FUND BALANCE		228,319	-	-	-	-
TOTAL WATER OPERATIONS		\$ 1,609,660	\$ 1,666,126	\$ 1,774,625	\$ 1,564,685	\$ 1,812,596

PERSONNEL SUMMARY

FULL-TIME POSITIONS					
Managing Director of Infrastruct	1	1	0	0	0
Director Public Works & Infrastu	1	1	1	1	1
Assistant Director, Public Works	0	0	1	1	0
Utilities Superintendent	1	1	1	1	1
Utilities Supervisor	1	1	1	1	1
Inspector	0	1	1	1	1
Executive Assistant	1	1	1	1	1
Utilities Worker	2	3	3	3	3
Backflow Operator	1	1	1	1	1
Total Positions	8	10	10	10	9

WATER OPERATIONS - 41		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
500-5-41-1000	EXEMPT SALARY	\$ 130,463	\$ 195,638	\$ 147,021	\$ 141,075	\$ 97,308
500-5-41-1005	ACCRUED WAGES (AUDIT)	(5,211)	-	-	-	-
500-5-41-1010	REG. SALARIES FULL TIME	167,615	229,010	252,822	185,238	264,430
500-5-41-1020	REG. SALARIES PART TIME	-	461	-	-	-
500-5-41-1025	OVERTIME	7,445	13,101	8,617	10,000	9,162
500-5-41-1035	CERTIFICATION PAY	5,101	3,658	5,101	5,101	5,101
500-5-41-1200	PAYROLL TAXES FICA	21,943	32,858	32,544	28,804	28,764
500-5-41-1205	WORKERS COMP	5,462	-	8,139	8,139	6,500
500-5-41-1210	INSURANCE	47,510	55,967	54,043	42,260	59,047
500-5-41-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
100-5-41-1218	PERFORMANCE INCREASES	-	-	3,792	3,792	-
500-5-41-1220	T.M.R.S.	10,474	14,232	13,940	12,388	14,035
TOTAL PERSONNEL		390,802	544,924	526,019	436,797	484,347
SUPPLIES						
500-5-41-1300	UNIFORMS & CLOTHING	696	1,104	1,100	1,100	1,100
500-5-41-2000	OFFICE SUPPLIES	637	1,543	5,000	3,500	-
500-5-41-2006	CHEMICALS	5,857	5,929	7,000	7,000	7,000
500-5-41-2012	JANITORIAL SUPPLIES	518	-	-	-	-
500-5-41-2100	GASOLINE & FUEL	7,643	9,240	10,000	10,000	10,000
500-5-41-2125	POSTAGE	3,586	36	1,200	1,200	-
	WATER QUALITY MAILING	-	-	-	500	3,500
500-5-41-2130	LANDSCAPING	-	47	500	1,000	500
500-5-41-2151	HAND TOOLS	312	1,157	1,000	-	1,000
500-5-41-2155	SMALL OFFICE EQUIPMENT	-	-	-	3,000	-
500-5-41-2156	OTHER SMALL EQUIPMENT	-	2,823	3,000	5,000	3,000
500-5-41-2170	SAFETY EQUIPMENT	5,294	1,335	5,000	5,000	5,000
TOTAL SUPPLIES		24,543	23,214	33,800	37,300	31,100
CONTRACTED SERVICES						
500-5-41-3003	ENGINEERING SERVICES	-	-	-	-	-
500-5-41-3005	JANITORIAL SERVICE	5,069	19,800	11,000	-	-
500-5-41-3013	OTHER PROFESSIONAL SERV	-	-	-	-	-
500-5-41-3014	TEMP CONTRACT LABOR	-	-	-	-	-
500-5-41-3015	CITY WATER PURCHASES	676,704	777,393	848,939	848,939	928,000
500-5-41-3030	METER TESTING	-	-	-	-	-
500-5-41-3050	OPERATING LEASE - COPIERS	5,378	425	-	-	-
TOTAL CONTRACTED SERVICES		687,151	797,618	859,939	848,939	928,000

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
WATER SEWER FUND - WATER OPERATIONS**

		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
WATER OPERATIONS - 41		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REPAIRS & MAINTENANCE						
500-5-41-3200	R & M STRUCTURES	2,497	4,606	4,500	4,500	4,500
500-5-41-3201	R & M SMALL EQUIPMENT	59	862	2,500	1,500	2,500
500-5-41-3202	R & M AUTO/TRUCK	2,752	5,642	5,500	7,000	5,500
500-5-41-3204	R & M WATER SYSTEM	59,641	77,188	80,000	40,000	60,000
500-5-41-3206	R & M HEAVY EQUIPMENT	3,108	2,098	4,000	4,000	4,000
500-5-41-3215	R & M STORAGE TANK	1,230	-	2,500	2,500	2,500
TOTAL REPAIRS & MAINTENANCE		69,287	90,396	99,000	59,500	79,000
OPERATING						
500-5-41-3300	CELL PHONES	4,799	3,523	5,000	5,000	6,000
500-5-41-3301	TELECOMMUNICATIONS	5,578	8,409	-	-	-
500-5-41-3302	ELECTRICITY	71,083	46,070	76,000	46,000	76,000
500-5-41-3303	NATURAL GAS	-	-	-	-	-
500-5-41-3400	FRANCHISE FEES	96,332	96,250	109,899	109,899	109,899
500-5-41-3401	AUTO LIABILITY	-	-	-	-	-
500-5-41-3402	PROPERTY INSURANCE	-	-	-	-	-
500-5-41-3500	CONFERENCE TRAINING & TRAVI	2,842	1,376	5,500	5,500	5,500
500-5-41-3502	COMMUNITY DAY	-	-	-	-	-
500-5-41-3503	PRINTING, COPY & PHOTO	610	701	750	750	750
500-5-41-3505	OPERATING EXPENSES	81	400	500	500	500
500-5-41-3506	DUES, SUBSCRIPTIONS & PUB	1,271	604	2,500	2,500	2,500
500-5-41-3507	TRA LAB EXPENSE	1,891	2,741	4,000	3,000	4,000
TOTAL OPERATING		184,487	160,073	204,149	173,149	205,149
DEPARTMENTAL						
500-5-41-3513	EMPLOYEE RELATIONS	-	-	-	-	-
500-5-41-3531	RENTAL EQUIPMENT	150	1,121	1,000	1,000	1,000
500-5-41-3550	TCEQ FEES	21,643	16,077	30,000	8,000	20,000
TOTAL DEPARTMENTAL		21,793	17,198	31,000	9,000	21,000
DEBT PAYMENTS						
500-5-41-4011	2011 VEHICLE LEASE PAYMENT	497	-	-	-	-
500-5-41-4012	2013 EQUIPMENT LEASE PAYMEI	1,117	20,718	20,718	-	-
TOTAL DEBT PAYMENTS		1,614	20,718	20,718		
CAPITAL OUTLAY						
500-5-41-5000	CAPITAL EXPENDITURES	1,664	11,985	-	-	64,000
TOTAL CAPITAL OUTLAY		1,664	11,985	-	-	64,000
USE OF FUND BALANCE						
500-5-41-7999	DEPRECIATION EXPENSE	228,319	-	-	-	-
TOTAL FUND BALANCE		228,319	-	-	-	-
TOTAL WATER OPERATIONS		\$ 1,609,660	\$ 1,666,126	\$ 1,774,625	\$ 1,564,685	\$ 1,812,596

Vehicles/Capital Purchases

Water Operations

Item	Estimated Cost
4 Ford F150 Pickup Trucks	@ 16,000 each

WASTEWATER OPERATIONS

PURPOSE/MISSION STATEMENT

To protect the health, well-being, and quality of life of all customers and the public by providing safe high-quality wastewater treatment and quality control services and products for all City of Glenn Heights citizens and visitors.

FY 2016-2017 ACCOMPLISHMENTS

NM

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Percent of lateral stoppage cleared within 24 hours of reporting	NM	NM	NM	TBD
Percent of repairs completed within 48 hours of reporting	NM	NM	NM	TBD

WORKLOAD MEASURES				
INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Wastewater line replacement (in lin. Ft.)	NM	NM	NM	TBD
Wastewater line repairs (in lin. Ft.)	NM	NM	NM	TBD
Number of manholes repaired/replaced	20	5	40	40

WASTEWATER OPERATIONS

FY 2017-2018 WORKPLAN SUMMARY

Develop a Wastewater Preventative Maintenance Program

BUDGET HIGHLIGHTS

Increase in Trinity River Authority Expenditures

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Utility Worker	3	3	3	3
Total Positions	3	3	3	3

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$71,907	\$107,775	\$117,794	\$128,372
Supplies	\$9,416	\$5,463	\$4,650	\$11,650
Contracted Service	\$602,887	\$1,082,286	\$793,000	\$932,000
Repairs & Maintenance	\$5,111	\$7,369	\$8,400	\$11,300
Operating	\$119,870	\$119,368	\$131,240	\$131,490
Departmental	\$1,252	\$0	\$750	\$750
Debt Payments	\$1,100,532	\$1,127,399	\$1,400,000	\$1,540,000
Capital Outlay	\$1,153	\$0	\$0	\$0
Use of Fund Balance	\$126,842	\$0	\$0	\$0
Total	\$2,038,970	\$2,449,659	\$2,455,834	\$2,755,562

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
WATER SEWER FUND - WASTEWATER OPERATIONS**

42-WASTEWATER OPERATIONS		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	PROPOSED	AMENDED	APPROVED
PERSONNEL		\$ 71,907	\$ 107,775	\$ 114,063	\$ 117,794	\$ 128,372
SUPPLIES		9,416	5,463	11,650	4,650	11,650
CONTRACTED SERVICES		602,887	1,082,286	783,233	793,000	932,000
REPAIRS & MAINTENANCE		5,111	7,369	11,300	8,400	11,300
OPERATING		119,870	119,368	129,690	131,240	131,490
DEPARTMENTAL		1,252	-	750	750	750
DEBT PAYMENTS		1,100,532	1,127,399	1,094,916	1,400,000	1,540,000
CAPITAL OUTLAY		1,153	-	-	-	-
USE OF FUND BALANCE		126,842	-	-	-	-
TOTAL WASTEWATER		\$ 2,038,970	\$ 2,449,659	\$ 2,145,602	\$ 2,455,834	\$ 2,755,562
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Utility Workers	3	3	3	3	3
	Total Positions	3	3	3	3	3
42-WASTEWATER OPERATIONS						
		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
500-5-42-1000	EXEMPT SALARY	\$ -	\$ -	\$ -	\$ -	\$ -
500-5-42-1005	ACCRUED WAGES (AUDIT)	\$ 92	\$ -	\$ -	\$ -	\$ -
500-5-42-1010	REG. SALARIES FULL TIME	51,376	74,686	84,319	80,397	92,227
500-5-42-1025	OVERTIME	907	6,207	3,162	3,162	3,459
500-5-42-1035	CERTIFICATION PAY	-	1,039	-	-	-
500-5-42-1200	PAYROLL TAXES FICA	3,915	6,079	6,692	6,692	7,320
500-5-42-1205	WORKERS COMP	1,609	-	2,244	2,244	2,244
500-5-42-1210	INSURANCE	12,240	17,001	13,432	21,085	19,550
500-5-42-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
100-5-42-1218	PERFORMANCE INCREASES	-	-	1,265	1,265	-
500-5-42-1220	T.M.R.S.	1,768	2,764	2,949	2,949	3,572
TOTAL PERSONNEL		71,907	107,775	114,063	117,794	128,372
SUPPLIES						
500-5-42-1300	UNIFORMS & CLOTHING	413	487	500	500	500
500-5-42-2000	OFFICE SUPPLIES	548	-	-	-	-
500-5-42-2006	CHEMICALS	6,346	2,552	8,000	2,000	8,000
500-5-42-2012	JANITORIAL SUPPLIES	378	-	-	-	-
500-5-42-2100	GASOLINE & FUEL	1,025	2,160	2,000	1,500	2,000
500-5-42-2125	POSTAGE	-	-	-	-	-
500-5-42-2130	LANDSCAPING	-	-	-	-	-
500-5-42-2151	HAND TOOLS	26	64	150	150	150
500-5-42-2155	SMALL OFFICE EQUIPMENT	-	-	-	-	-
500-5-42-2156	OTHER SMALL EQUIPMENT	-	-	-	-	-
500-5-42-2170	SAFETY EQUIPMENT	680	200	1,000	500	1,000
TOTAL SUPPLIES		9,416	5,463	11,650	4,650	11,650
CONTRACTED SERVICES						
500-5-42-3003	ENGINEERING SERVICES	-	-	-	-	-
500-5-42-3005	JANITORIAL SERVICE	-	-	-	-	-
500-5-42-3013	OTHER PROFESSIONAL SERV	-	-	-	-	-
500-5-42-3014	TEMP CONTRACT LABOR	-	-	-	-	-
500-5-42-3015	TRA SEWAGE SYSTEM	602,887	1,082,286	783,233	793,000	932,000
500-5-42-3023	ANNUAL HARDWARE MAINT	-	-	-	-	-
500-5-42-3030	METER TESTING	-	-	-	-	-
500-5-42-3050	OPERATING LEASE - COPIERS	-	-	-	-	-
TOTAL CONTRACTED SERVICES		602,887	1,082,286	783,233	793,000	932,000

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
WATER SEWER FUND - WASTEWATER OPERATIONS**

42-WASTEWATER OPERATIONS (Cont.)		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REPAIRS & MAINTENANCE						
500-5-42-3200	R & M STRUCTURES	1,345	427	2,000	1,000	2,000
500-5-42-3201	R & M SMALL EQUIPMENT	100	3	500	500	500
500-5-42-3202	R & M AUTO/TRUCK	311	2,637	2,300	1,400	2,300
500-5-42-3205	R & M SEWER SYSTEM	2,410	4,301	5,000	4,000	5,000
500-5-42-3206	R & M HEAVY EQUIPMENT	945	-	1,500	1,500	1,500
500-5-42-3215	R & M STORAGE TANK	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE		5,111	7,369	11,300	8,400	11,300
OPERATING						
500-5-42-3300	CELL PHONES & WIRELESS C/	1,818	133	-	1,800	1,800
500-5-42-3301	TELECOMMUNICATIONS	-	-	-	-	-
500-5-42-3302	ELECTRICITY	-	-	-	-	-
500-5-42-3303	NATURAL GAS	-	-	-	-	-
500-5-42-3400	FRANCHISE FEES	117,630	119,000	128,690	128,690	128,690
500-5-42-3401	AUTO LIABILITY	421	-	500	-	500
500-5-42-3402	PROPERTY INSURANCE	-	-	-	-	-
500-5-42-3500	CONFERENCE TRAINING & TF	-	235	500	750	500
500-5-42-3502	COMMUNITY DAY	-	-	-	-	-
500-5-42-3503	PRINTING, COPY & PHOTO	-	-	-	-	-
500-5-42-3505	OPERATING EXPENSES	-	-	-	-	-
500-5-42-3506	DUES, SUBSCRIPTIONS & PUE	-	-	-	-	-
500-5-42-3507	TRA LAB EXPENSE	-	-	-	-	-
TOTAL OPERATING		119,870	119,368	129,690	131,240	131,490
DEPARTMENTAL						
500-5-42-3513	EMPLOYEE RELATIONS	-	-	-	-	-
500-5-42-3531	RENTAL EQUIPMENT	267	-	750	750	750
500-5-42-3535	INSURANCE CLAIMS (DEDUC'	986	-	-	-	-
TOTAL DEPARTMENTAL		1,252	-	750	750	750
DEBT PAYMENTS						
500-5-42-4155	TRA DEBT SERVICE PAYMENT	1,100,532	1,127,399	1,094,916	1,400,000	1,540,000
TOTAL DEBT PAYMENTS		1,100,532	1,127,399	1,094,916	1,400,000	1,540,000
CAPITAL OUTLAY						
500-5-42-5000	CAPITAL EXPENDITURES	1,153	-	-	-	-
TOTAL CAPITAL OUTLAY		1,153	-	-	-	-
USE OF FUND BALANCE						
500-5-42-7999	DEPRECIATION EXPENSE	126,842	-	-	-	-
TOTAL FUND BALANCE		126,842	-	-	-	-
TOTAL WASTEWATER OPERATIONS		\$ 2,038,970	\$ 2,449,659	\$ 2,145,602	\$ 2,455,834	\$ 2,755,562

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DRAINAGE FUND

The Municipal Drainage Fund is an Enterprise Fund that is used for the purpose of identifying and controlling all revenues and expenses attributable to municipal drainage services and water quality enhancement related thereto.

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
DRAINAGE FUND - SUMMARY**

	2013-2014	2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
REVENUES	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
Drainage Fees - Residential	\$ 221,798	\$ 235,809	\$ 250,642	\$ 255,655	\$ 262,683	\$ 267,918
Drainage Fees - Commercial	30,495	30,480	30,074	30,000	30,000	\$ 29,000
Interest	2	-	3	-	-	0
TOTAL REVENUES	252,295	266,289	280,719	285,655	292,683	296,918
	2013-2014	2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
46-Stormwater Operations	142,777	107,678	105,963	271,278	173,142	439,141
Transfer to General Fund				-	-	15,775
TOTAL EXPENDITURES	142,777	107,678	105,963	271,278	173,142	454,916
REVENUE OVER (UNDER) EXPENDITURES	109,518	158,612	174,755	14,377	119,541	(157,998)
OTHER FINANCING SOURCES (USES)						
99-Lease Purchase Proceeds	-	-	-	-		
99-Lease Expenditures	-	-	-	-		
Transfer to Capital Project Fund	-	-	-	\$ (300,000)	\$ (400,000)	0
00-Capital Grant Proceeds	-	-	-	-		
00-Capital Grant Expenditures	-	-	-	-		
99-Hampton Rd North of Bear Creek		-	-	-		
99-Operating Transfers In (Out)	(12,500)	(12,500)	(12,500)	(15,775)	(15,775)	\$ (15,775)
TOTAL OTHER FINANCING SOURCES (USES)	(12,500)	(12,500)	(12,500)	(315,775)	(415,775)	(15,775)
NET CHANGE IN FUND BALANCE	97,018	146,112	162,255	(301,398)	(296,234)	(173,773)
Fund Balance Reserve - Intended Use	-	-	-	-		
ANTICIPATED CHANGE IN FUND BALANCE	\$ 97,018	\$ 146,112	\$ 162,255	\$ (301,398)	\$ (296,234)	\$ (173,773)
BEGINNING UNASSIGNED FUND BALANCE -	442,030	539,048	685,160	847,415	572,343	276,109
ENDING UNASSIGNED FUND BALANCE - SEI	\$ 539,048	\$ 685,160	\$ 847,415	\$ 546,016	\$ 276,109	\$ 102,336
Daily Operations Cost	391	295	290	743	474	1,246
Days in Reserve	1378	2323	2919	735	582	82

STORMWATER

PURPOSE/MISSION STATEMENT

The Stormwater Division is responsible for maintenance of the City's storm water drainage system. Service under this division include clearing and mowing public rights of way and maintenance of the storm drainage system.

FY 2016-2017 ACCOMPLISHMENTS

Added 6 new Part-Time Groundskeepers positions

Added 4 additional Part-Time Litter Crew positions for beautification of the City

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Percent of drains cleaned within 24 hours of detection	NM	NM	NM	NM
Percent of R.O.W mowed within 14 days	NM	NM	NM	NM
Percent of Storm water sample test contaminant free	NM	NM	NM	NM

WORKLOAD MEASURES

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Amount of debris (in lbs.) removed from curbs & gutters	NM	NM	NM	NM
Large-item disposal (in yards) at Convenience Station	NM	NM	NM	NM
Amount of hazardous waste disposed (in total items)	NM	NM	NM	NM

STORMWATER

FY 2017-2018 WORKPLAN SUMMARY

Inspection program for all public drainage ways

BUDGET HIGHLIGHTS

Purchase Compact Excavator for maintenance of City Drainage Channels

Purchase of Finishing Mower for maintenance of the Right-of-Ways

PERSONNEL SUMMARY

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Full-Time				
Field Supervisor	1	1	1	1
Wastewater Utility Worker I	1	2	1	1
Groundskeeper	0	0	0	3
Part-Time				
-Litter Crew	2	2	4	2
-Groundskeeper	0	0	6	2
Total Positions	4	5	12	9

Budget Summary

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 APPROVED
Personnel	\$54,074	\$26,652	\$119,442	\$315,191
Supplies	\$4,490	\$4,987	\$7,600	\$12,850
Contracted Service	(\$2,377)	\$0	\$650	\$650
Repairs & Maintenance	\$10,783	\$21,933	\$20,900	\$50,150
Operating	\$34,985	\$1,136	\$1,050	\$4,300
Departmental	\$1,850	\$0	\$500	\$1,000
Debt Payments	\$3,873	\$20,302	\$0	\$0
Capital Outlay	\$0	\$30,953	\$23,000	\$55,000
Total	\$107,678	\$105,963	\$173,142	\$439,141

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
DRAINAGE FUND - STORM WATER**

STORM WATER-46		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL	\$	54,074	\$ 26,652	\$ 160,696	\$ 119,442	\$ 315,191
SUPPLIES		4,490	\$ 4,987	\$ 11,400	\$ 7,600	\$ 12,850
CONTRACTED SERVICES		(2,377)	\$ -	\$ 650	\$ 650	\$ 650
REPAIRS & MAINTENANCE		10,783	\$ 21,933	\$ 33,650	\$ 20,900	\$ 50,150
OPERATING		34,985	\$ 1,136	\$ 7,080	\$ 1,050	\$ 4,300
DEPARTMENTAL		1,850	\$ -	\$ 14,500	\$ 500	\$ 1,000
DEBT PAYMENTS		3,873	\$ 20,302	\$ 20,302	\$ -	\$ -
CAPITAL OUTLAY		-	\$ 30,953	\$ 23,000	\$ 23,000	\$ 55,000
TOTAL STORM WATER	\$	107,678	\$ 105,963	\$ 271,278	\$ 173,142	\$ 439,141

PERSONNEL SUMMARY

FULL-TIME POSITIONS						
Field Supervisor		1	1	0	1	1
Wastewater Technician		1	2	2	1	1
Groundkeepers		0	0	0	0	3
PART-TIME POSITIONS						
Litter Crew		2	2	2	4	2
Groundkeepers		0	0	6	6	2
Intern				0	0	0
Total Positions		2	2	10	12	9

STORM WATER-46		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
550-5-46-1000	EXEMPT SALARY					43248
550-5-46-1005	ACCRUED WAGES (AUDIT)	420	-	-	-	-
550-5-46-1010	REG. SALARIES FULL TIME	31,743	7,943	57,383	38,402	70,408
550-5-46-1020	REG. SALARIES PART TIME	10,358	14,755	67,200	48,215	127,608
550-5-46-1025	OVERTIME	536	-	2,152	2,152	2,640
550-5-46-1200	PAYROLL TAXES FICA	3,171	1,828	9,695	6,958	18,659
550-5-46-1205	WORKERS COMP	564	-	6,204	6,204	5,545
550-5-46-1210	INSURANCE	6,189	1,826	15,194	14,643	42,742
100-5-11-1218	PERFORMANCE INCREASES	-	-	861	861	-
550-5-46-1220	T.M.R.S.	1,093	301	2,007	2,007	4,341
TOTAL PERSONNEL		54,074	26,652	160,696	119,442	315,191
SUPPLIES						
550-5-46-1300	UNIFORMS & CLOTHING	127	20	150	150	300
550-5-46-2000	OFFICE SUPPLIES	119	-	150	-	-
550-5-46-2003	WATER TESTING KITS	-	-	150	-	-
550-5-46-2008	CLEAN UP DAY EXPENSE	-	337	500	500	500
550-5-46-2012	JANITORIAL SUPPLIES	-	-	500	-	-
550-5-46-2100	GASOLINE & FUEL	3,267	4,630	8,500	6,000	8,500
550-5-46-2125	POSTAGE	56	-	100	100	2,000
550-5-46-2151	HAND TOOLS	34	-	100	100	300
550-5-46-2170	SAFETY EQUIPMENT	886	-	1,000	500	1,000
550-5-46-2330	EDUCATIONAL MATERIALS	-	-	250	250	250
TOTAL SUPPLIES		4,490	4,987	11,400	7,600	12,850
CONTRACTED SERVICES						
550-5-46-3013	OTHER PROFESSIONAL SERV	-	-	-	-	-
550-5-46-3051	HOUSEHOLD HAZARDOUS W.	423	-	150	150	150
550-5-46-3052	ROW MAINTENANCE	(2,800)	-	-	-	-
550-5-46-3054	TRA	-	-	500	500	500
TOTAL CONTRACTED SERVICES		(2,377)	-	650	650	650
REPAIRS & MAINTENANCE						
550-5-46-3201	R & M SMALL EQUIPMENT	240	486	500	500	500
550-5-46-3202	R & M AUTO/TRUCK	1,286	2,043	2,500	2,500	2,500
550-5-46-3206	R & M HEAVY EQUIPMENT	1,440	2,317	2,400	2,400	2,400
550-5-46-3210	R & M SIGNS & MARKINGS	1,427	-	1,750	500	1,750
550-5-46-3212	KINGSTON MEADOWS DRAIN	-	-	6,500	6,500	20,000
550-5-46-3213	GATEWAY DRAINAGE	-	-	5,000	2,500	20,000
550-5-46-3245	R & M STORM WATER SYSTEI	6,391	17,088	15,000	6,000	3,000
TOTAL REPAIRS & MAINTENANCE		10,783	21,933	33,650	20,900	50,150

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
DRAINAGE FUND - STORM WATER**

STORM WATER-46		2014-2015	2015-2106	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
OPERATING						
550-5-46-3300	CELL PHONES & WIRELESS CA	533	698	530	1,000	1,000
550-5-46-3500	CONFERENCE TRAINING & TR	-	398	-	-	750
550-5-46-3503	PRINTING, COPY & PHOTO	40	40	50	50	50
550-5-46-3506	DUES, SUBSCRIPTIONS & PUE	3,619	-	5,000		1,000
550-5-46-3508	CITY NEWSLETTER	30,793	-	1,500		1,500
TOTAL OPERATING		34,985	1,136	7,080	1,050	4,300
DEPARTMENTAL						
550-5-46-3516	CITY CLEAN UP	1,850	-	4,000	-	-
	CHANNEL CLEAN UP				-	500
550-5-46-3580	TIRE BATTERY FLUID DISPOSAL	-	-	500	500	500
550-5-46-3590	MANHOLE REHABILITATION	-	-	10,000	-	-
TOTAL DEPARTMENTAL		1,850	-	14,500	500	1,000
DEBT PAYMENTS						
550-5-46-4005	NOTE PAYABLE - GRADALL	3,582	20,302	20,302	-	-
550-5-46-4011	2011 VEHICLES LEASE PAYME	291	-	-	-	-
TOTAL DEBT PAYMENTS		3,873	20,302	20,302	-	-
CAPITAL OUTLAY						
550-5-46-5000	CAPITAL EXPENDITURES	-	30,953	23,000	23,000	55,000
TOTAL CAPITAL OUTLAY		-	30,953	23,000	23,000	55,000
TOTAL STORM WATER		\$ 107,678	\$ 105,963	\$ 271,278	\$ 173,142	\$ 439,141

Vehicles/Capital Purchases

Storm Water Operations

Item	Estimated Cost
John Deere 35G Rubber Track Compact Excavator	Total-\$41,340
Bush Hog TD 1500 Turf-Flex Tri Deck Finishing Mower	Total-\$13,834

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DEBT SERVICE FUND

The Debt Service Fund is used to account for ad valorem taxes assessed for the payment of principal and interest on long-term bond debt of the City's governmental funds.

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
DEBT SERVICE FUND**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
I&S Tax Rate/\$100 Valuation	0.116086	0.11161	0.110926	0.253062	0.253062	0.214612
Taxable Valuation	\$390,879,178	\$408,046,433	\$447,599,372	\$492,498,684	\$492,498,684	\$ 587,783,231
REVENUE						
PROPERTY TAXES						
Current Ad Valorem Taxes	\$445,953	\$455,419	\$478,504	1,224,794	1,224,794	1,445,359
Delinquent Ad Valorem Taxes	8,720	15,000	12,000	14,355	14,355	16,164
Penalties & Interest	5,323	6,000	6,000	7,178	7,178	7,935
TOTAL PROPERTY TAXES	459,996	476,419	496,504	1,246,327	1,246,327	1,469,458
INTEREST						
Interest Income	2	-	-	-	-	-
TOTAL REVENUES	\$459,998	\$476,419	\$496,504	\$1,246,327	\$1,246,327	\$1,469,458
EXPENDITURES						
BOND PRINCIPAL						
2003 CO Bonds	55,000	60,000	0	65,000	65,000	71,000
2006 CO Bonds	170,000	175,000	185,000	190,000	190,000	200,000
2008 CO Bonds	85,000	90,000	120,704	95,000	95,000	100,000
2015 CO Bonds	-	-	20,000	25,000	25,000	25,000
2016 GO Bonds	-	-	20,000	25,000	25,000	205,000
TOTAL BOND PRINCIPAL	310,000	325,000	345,704	400,000	400,000	601,000
BOND INTEREST						
2003 CO Bonds	14,429	11,858	4,720	6,278	6,278	3,255.00
2006 CO Bonds	62,580	55,335	47,775	39,900	39,900	31,710.00
2008 CO Bonds	66,723	63,226	28,886	55,853	55,853	51,914.00
2015 CO Bonds	-	-	15,752	16,413	16,413	15,819.75
2016 GO Bonds	-	-	-	575,100	575,100	571,250.00
TOTAL BOND INTEREST	143,732	130,419	97,133	693,544	693,544	673,949
CONTRACTED SERVICES						
Fiscal Agent Fees	3,251	3,000	3,000	6,000	6,000	6,000
TOTAL CONTRACTED SERVICES	3,251	3,000	3,000	6,000	6,000	6,000
TOTAL EXPENDITURES	\$456,983	\$458,419	\$442,837	\$1,099,544	\$1,099,544	\$1,280,949
REVENUES OVER (UNDER) EXPENDITURES	\$3,015	\$18,000	\$53,667	\$146,783	\$146,783	\$188,509
OTHER FINANCIING SOURCES (USES)						
Transfers In (Out)						
Transfer to Water & Sewer Fund	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$3,015	\$18,000	\$53,667	\$146,783	\$146,783	\$188,509
RESTRICTED FUND BALANCE - OCTOBER 1	(\$259,190)	32,210	50,210	103,877	103,877	250,660
RESTRICTED FUND BALANCE - SEPTEMBER 30	(\$256,175)	\$50,210	\$103,877	\$250,660	\$250,660	\$439,169

2017-2018 DEBT PAYMENT SCHEDULE**DEBT SERVICE FUND**

	Interest	Principal
2003 Bond	1,627.50 1,627.50	71,000.00
2006 Bond	17,955.00 13,755.00	200,000.00
2008 Bond	26,967.00 24,947.00	100,000.00
2015 CO Bond	8,058.00 7,761.75	25,000.00
2016 GO Bond	571,250.00	205,000.00
TOTALS FOR INTEREST/PRINCIPAL	673,948.75	601,000.00

TOTAL PAYMENTS FROM DEBT SERVICE 2017-2018	1,274,948.75
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WATER FUND

	Interest	Principal
2010 Bond	3,600.00 1,875.00	115,000.00
SIB Loan	18,750.00	

TOTAL PAYMENTS FROM WATER FUND 2017-2018	139,225.00
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SPECIAL REVENUE FUND

The City's Special Revenue Funds are used to account for specific revenue sources that are restricted or committed to specific purposes.

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
COURT TECHNOLOGY FUND**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	APPROVED	AMENDED	APPROVED
REVENUES							
COURT TECHNOLOGY FEES	\$ 4,480	\$ 5,530	\$ 5,713	\$ 5,400	5400	4000	4000
CONVENIENCE FEES	1,173	1,176	-	1,300	1300	0	0
INTEREST	2	-	-	-	-	0	0
TOTAL REVENUES	\$ 5,655	\$ 6,706	\$ 5,713	\$ 6,700	\$ 6,700	\$ 4,000	\$ 4,000
FUND EXPENDITURES							
PERSONNEL	-	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-	-
CONTRACTED SERVICES	4,496	8,787	7,520	6,500	6500	2000	2,000
REPAIRS & MAINTENANCE	-	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-	-
DEBT PAYMENTS	1,663	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
TOTAL FUND EXPENDITURES	\$ 6,159	\$ 8,787	\$ 7,520	\$ 6,500	\$ 6,500	\$ 2,000	\$ 2,000
REVENUES OVER (UNDER) EXPENDITURES	\$ (504)	\$ (2,081)	\$ (1,807)	\$ 200	\$ 200	\$ 2,000	\$ 2,000
OTHER FINANCING SOURCES (USES)							
TRANSFERS IN (OUT)	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ (504)	\$ (2,081)	\$ (1,807)	\$ 200	\$ 200	\$ 2,000	\$ 2,000
RESTRICTED FUND BALANCE, OCT 1	574	70	(2,011)	(3,818)	(3,618)	(3,618)	(1,618)
RESTRICTED FUND BALANCE, SEP 30	\$ 70	\$ (2,011)	\$ (3,818)	\$ (3,618)	\$ (3,418)	\$ (1,618)	\$ 382

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
COURT SECURITY FUND**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES						
COURT SECURITY FEES	\$ 3,360	\$ 4,147	\$ 4,285	\$ 4,500	\$ 4,000	4000
INTEREST	7	13	30	-	80	80
TOTAL REVENUES	\$ 3,367	\$ 4,160	\$ 4,315	\$ 4,500	\$ 4,080	\$ 4,080
FUND EXPENDITURES						
PERSONNEL	9,240	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	20,000
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL FUND EXPENDITURES	\$ 9,240	\$ -	\$ -	\$ -	\$ -	\$ 20,000
REVENUES OVER (UNDER) EXPENDITURES	\$ (5,873)	\$ 4,160	\$ 4,315	\$ 4,500	\$ 4,080	\$ (15,920)
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ (5,873)	\$ 4,160	\$ 4,315	\$ 4,500	\$ 4,080	\$ (15,920)
RESTRICTED FUND BALANCE, OCT 1	27,236	21,363	25,525	29,840	29,840	33,920
RESTRICTED¹ FUND BALANCE, SEP 30	\$ 21,363	\$ 25,523	\$ 29,840	\$ 34,340	\$ 33,920	\$ 18,000

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
E-911 FUND**

911 Fund	REVENUES	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES							
205-4-00-4535	911 WIRELESS FEES	\$ 56,004	\$ 44,834	\$ 51,139	\$ 55,000	\$ 55,000	\$ 59,000
205-4-00-4540	911 LANDLINE FEES	30,592	21,554	20,955	22,000	22,000	22,000
205-4-00-4700	INTEREST	84	178	403	200	200	600
205-4-00-4807	MISC GRANT ACCOUNT	-	-	(306)	-	-	0
TOTAL REVENUES		\$ 86,680	\$ 66,566	\$ 72,191	\$ 77,200	\$ 77,200	\$ 81,600
FUND EXPENDITURES							
PERSONNEL		-	-	-	-	-	-
SUPPLIES		-	-	-	-	-	-
CONTRACTED SERVICES		-	-	-	-	-	-
REPAIRS & MAINTENANCE		-	-	-	-	-	-
OPERATING		-	-	-	-	-	-
DEPARTMENTAL		-	-	-	-	-	-
DEBT PAYMENTS		-	-	-	-	-	-
CAPITAL OUTLAY		-	-	163,220	190,000	190,000	\$ -
TOTAL FUND EXPENDITURES		\$ -	\$ -	\$ 163,220	\$ 190,000	\$ 190,000	\$ -
REVENUES OVER (UNDER) EXPENDITURES		\$ 86,680	\$ 66,566	\$ (91,030)	\$ (112,800)	\$ (112,800)	\$ 81,600
OTHER FINANCING SOURCES (USES)							
CAPITAL LEASE PROCEEDS		-	-	-	-	-	-
CAPITAL LEASE EXPENDITURES		-	-	-	-	-	-
TRANSFERS IN (OUT) ¹		31,678	(33,000)	(33,000)	(33,000)	(33,000)	\$ (33,000)
TOTAL OTHER FINANCING SOURCES (USES)		31,678	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
NET CHANGE IN FUND BALANCE		\$ 118,358	\$ 33,566	\$ (124,030)	\$ (145,800)	\$ (145,800)	\$ 48,600
RESTRICTED FUND BALANCE, OCT 1		198,159	316,517	350,083	226,053	80,253	80,253
RESTRICTED² FUND BALANCE, SEP 30		\$ 316,517	\$ 350,083	\$ 226,053	\$ 80,253	\$ (65,547)	\$ 128,853

\$33,000 of 911 wireless fees are used to offset a portion of annual salaries paid to Communications.

² Committed for capital acquisition of an E911 system.

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
GRANT FUND**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES						
POLICE DEPARTMENT		\$ 778	\$ 931	\$ 693	\$ 693	\$ 693.00
TOTAL FUND REVENUES	\$ -	\$ 778	\$ 931	\$ 693	\$ 693	\$ 693
FUND EXPENDITURES						
PERSONNEL	\$ 40,171	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES	799	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	3,875	3,875	\$ 3,875
REPAIRS & MAINTENANCE	-	-	-	-	-	\$ -
OPERATING	5,128	-	2,804	1,500	1,500	\$ 1,500
DEPARTMENTAL	-	-	-	-	-	\$ -
DEBT PAYMENTS	-	-	-	-	-	\$ -
CAPITAL OUTLAY	66,858	-	-	-	-	\$ -
TOTAL FUND EXPENDITURES	\$ 112,956	\$ -	\$ 2,804	\$ 5,375	\$ 5,375	\$ 5,375
OTHER FINANCING SOURCES (USES)						
OPERATING GRANT PROCEEDS						
AMA Grant	\$ 456	\$ -	\$ -	\$ -	\$ -	0
DSHS Grant	-	-	-	-	-	0
CJD Grant (BVP)	29,908	-	-	3,875	3,875	3875
TX Forest Grant	1,698	-	-	-	-	-
TLEOSE Grant	1,615	-	2,804	1,500	1,500	1623
Safer Streets II	66,858	-	-	-	-	-
SAFER Grant	-	-	-	-	-	-
CJD Grant (CVA)	-	-	-	-	-	-
CAPITAL GRANT PROCEEDS						
SECO Grant	-	-	-	-	-	-
Oncor Grant	-	-	-	-	-	-
FEMA Grant	-	-	-	-	-	-
CJD Grant (Equipment Grant)	-	-	-	-	-	-
TRANSFERS IN (OUT)						
Transfer from General Fund (CJD Grant N	12,422	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	112,957	-	2,804	5,375	5,375	5,498
REVENUES OVER (UNDER) EXPENDITURES	\$ (112,956)	\$ 778	\$ (1,873)	\$ (4,682)	\$ (4,682)	\$ (4,682)
NET CHANGE IN FUND BALANCE	\$ 1	\$ 778	\$ 931	\$ 693	\$ 693	\$ 816
RESTRICTED FUND BALANCE, OCT 1	-	1,344	1,344	2,275	3,103	3,796
RESTRICTED FUND BALANCE, SEP 30	\$ 1,344	\$ 2,122	\$ 2,275	\$ 2,968	\$ 3,796	\$ 4,612

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
PARK FEE FUND**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES						
230-4-00-4600	CITY-WIDE PAR \$ 9,270	\$ 67,236	\$ 174,258	\$ 69,216	\$ 25,214	\$ 105,678
230-4-00-4700	INTEREST \$ 473	\$ 484	\$ 324	\$ 400	\$ 400	\$ 516
TOTAL REVENUES	\$ 9,743	\$ 67,720	\$ 174,581	\$ 69,616	\$ 25,614	\$ 106,194
FUND EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY	-	47,395	6,900	50,000	50,000	50,000
TOTAL FUND EXPENDITURES	\$ -	\$ 47,395	\$ 6,900	\$ 50,000	\$ 50,000	\$ 50,000
REVENUES OVER (UNDER) EXPENDITURES	\$ 9,743	\$ 20,325	\$ 167,681	\$ 19,616	\$ (24,386)	\$ 56,194
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer from 2008 CO Bond Fund	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ 9,743	\$ 20,325	\$ 167,681	\$ 19,616	\$ (24,386)	\$ 56,194
RESTRICTED FUND BALANCE, OCT 1	186,152	195,895	216,220	383,901	403,517	403,517
Committed for Neighborhood Area Parks	-	-	-	-	-	-
RESTRICTED FUND BALANCE, SEP 30	\$ 195,895	\$ 216,220	\$ 383,901	\$ 403,517	\$ 379,131	\$ 459,711

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
STREET IMPACT FEES**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
		ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES							
215-4-00-4590	WATER IMPACT FEES	\$ -	\$ -	\$ -	\$ -		\$ -
215-4-00-4591	SEWER IMPACT FEES	-	-	-	-		-
215-4-00-4593	STREET IMPACT FEES	19,238	137,227	362,413	143,590	52,326	218,800
215-4-00-4700	INTEREST	132	801	591	760	760	864
TOTAL REVENUES		\$ 19,370	\$ 138,028	\$ 363,005	\$ 144,350	\$ 53,086	\$ 219,664
FUND EXPENDITURES							
PERSONNEL		-	-	-	-		
SUPPLIES		-	-	-	-		
CONTRACTED SERVICES		-	-	-	200,000	200,000	200,000
REPAIRS & MAINTENANCE		-	-	-	-	-	
OPERATING		-	-	-	-	-	
DEPARTMENTAL		-	-	-	-	-	
DEBT PAYMENTS		-	-	-	-	-	
CAPITAL OUTLAY		-	-	-	-	-	
TOTAL FUND EXPENDITURES		\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000
REVENUES OVER (UNDER) EXPENDITURES		\$ 19,370	\$ 138,028	\$ 363,005	\$ (55,650)	\$ (146,914)	\$ 19,664
OTHER FINANCING SOURCES (USES)							
TRANSFERS IN (OUT)							
Transfer to Water/Wastewater Impact Fund		-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)		-	-	-	-	-	-
NET CHANGE IN FUND BALANCE		\$ 19,370	\$ 138,028	\$ 363,005	\$ (55,650)	\$ (146,914)	\$ 19,664
RESTRICTED FUND BALANCE, OCT 1		237,912	257,282	395,310	758,315	702,665	702,665
Reclassify to W/WW Impact Fee Fund (new)		-	-	-	-	-	-
RESTRICTED FUND BALANCE, SEP 30		\$ 257,282	\$ 395,310	\$ 758,315	\$ 702,665	\$ 555,751	\$ 722,329

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
WATER SEWER IMPACT**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES						
515-4-00-4590	WATER IMPACT FEES	\$ 10,595	\$ 42,821	\$ 153,170	\$59,106	\$25,200 \$ 100,650
515-4-00-4591	SEWER IMPACT FEES	40,833	153,604	577,320	227,466	87,600 385,880
515-4-00-4700	INTEREST	1,346	613	444	900	900 816
TOTAL REVENUES		\$ 52,774	\$ 197,038	\$ 730,934	\$ 287,472	\$ 113,700 \$ 487,346
FUND EXPENDITURES						
PERSONNEL		-	-	-	-	
SUPPLIES		-	-	-	-	
CONTRACTED SERVICES		-	-	-	-	
REPAIRS & MAINTENANCE		-	-	-	-	
OPERATING		-	-	-	-	
DEPARTMENTAL		-	-	-	-	
DEBT PAYMENTS*		161,387	195,360	185,822	157,000	157,000 236,000
CAPITAL OUTLAY		-	-	-	45,000	45,000 45000
TOTAL FUND EXPENDITURES		\$ 161,387	\$ 195,360	\$ 185,822	\$ 202,000	\$ 202,000 \$ 281,000
REVENUES OVER (UNDER) EXPENDITURES		\$ (108,613)	\$ 1,678	\$ 545,112	\$ 85,472	\$ (88,300) \$ 206,346
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer from Street Impact Fee Fund						
TOTAL OTHER FINANCING SOURCES (USES)		-	-	-	-	-
NET CHANGE IN FUND BALANCE		\$ (108,613)	\$ 1,678	\$ 545,112	\$ 85,472	\$ (88,300) \$ 206,346
RESTRICTED FUND BALANCE, OCT 1						
		471,625	363,012	364,690	909,801	995,273 995,273
Reclassify from Street Impact Fee Fund						
		-	-	-	-	-
RESTRICTED FUND BALANCE, SEP 30		\$ 363,012	\$ 364,690	\$ 909,801	\$ 995,273	\$ 906,973 \$ 1,201,619

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
DISASTER RECOVERY FUND**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES						
407-4-00-4808 DISASTER DONATIONS	\$ -	\$ -	\$ 97,548	\$ -		
407-4-00-4914 FEMA REIMBURSE	-	-	5,374	130,000	41,000	\$ -
407-4-00-4915 TRNS FROM W/S	-	-	300,000	-	-	
407-4-00-4916 TRNS FROM GEN FU			200,000	-	-	
TOTAL REVENUES	\$ -	\$ -	\$ 602,922	\$ 130,000	\$ 41,000	\$ -
FUND EXPENDITURES						
PERSONNEL	-	-	-	-		
SUPPLIES	-	-	-	-		
CONTRACTED SERVICES	-	-	-	30,000	9,000	\$ -
REPAIRS & MAINTENANCE	-	-	-	-		
OPERATING	-	-	-	-		
DEPARTMENTAL	-	-	-	-		
DEBT PAYMENTS	-	-	-	-		
CAPITAL OUTLAY	-	-	-	-		
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ 30,000	\$ 9,000	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ -	\$ 602,922	\$ 100,000	\$ 32,000	\$ -
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer To General Fund	-	-	(31,030)			
Transfer To Water Sewer Fund			-			
TOTAL OTHER FINANCING SOURCES (USES)	-	-	(31,030)	-	-	-
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ 571,892	\$ 100,000	\$ 32,000	\$ -
RESTRICTED FUND BALANCE, OCT 1	-	-	-	571,892	671,892	671,892
RESTRICTED FUND BALANCE, SEP 30	\$ -	\$ -	\$ 571,892	\$ 671,892	\$ 703,892	\$ 671,892

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
VEHICLE REPLACEMENT FUND**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES						
406-4-00-4000 BOND REVENUES	\$ -	\$ -	\$ -	\$ -		\$ -
406-4-00-4700 INTEREST INCOME	-	-	-	-		\$ -
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FUND EXPENDITURES						
PERSONNEL	-	-	-	-		
SUPPLIES	-	-	-	-		
CONTRACTED SERVICES	-	-	-	-		
REPAIRS & MAINTENANCE	-	-	-	-		
OPERATING	-	-	-	-		
DEPARTMENTAL	-	-	-	-		
DEBT PAYMENTS	-	-	-	-		
CAPITAL OUTLAY		-	167,625	430,000	430,000	100,000
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ 167,625	\$ 430,000	\$ 430,000	\$ 100,000
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ -	\$ (167,625)	\$ (430,000)	\$ (430,000)	\$ (100,000)
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer from General Fund	100,000	164,000	-	243,000	243,000	100,000
TOTAL OTHER FINANCING SOURCES (USES)	100,000	164,000	-	243,000	243,000	100,000
NET CHANGE IN FUND BALANCE	\$ 100,000	\$ 164,000	\$ (167,625)	\$ (187,000)	\$ (187,000)	\$ -
RESTRICTED FUND BALANCE, OCT 1	100,000	200,000	364,000	196,375	196,375	9,375
RESTRICTED FUND BALANCE, SEP 30	\$ 200,000	\$ 364,000	\$ 196,375	\$ 9,375	\$ 9,375	\$ 9,375

*The Vehicle Fund is used strictly for the purchase of new city vehicles to keep up with the demand of the City's current needs



CAPITAL IMPROVEMENT FUND

The Capital Improvement Fund is intended to fund permanent additions and construction of buildings, purchase of land & facilities, or major renovations at the same time.

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
CAPITAL PROJECTS FUND**

	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED	AMENDED	APPROVED
REVENUES							
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ -	\$ -	\$ -				
FUND EXPENDITURES							
PERSONNEL	-	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	200,000	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ (200,000)	\$ -	\$ -
OTHER FINANCING SOURCES (USES)							
TRANSFERS IN (OUT)					-		
Transfer from WS Fund					100,000	3,170,300	
Transfer From General Fund	-	-	-	-	-	1,328,936	-
Transfer From Drainage Fund					300,000	400,000	
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	400,000	4,899,236	-
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 4,899,236	
RESTRICTED FUND BALANCE, OCT 1	-	-	-	-	-	-	\$ 4,899,236
RESTRICTED FUND BALANCE, SEP 30	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 4,899,236	\$ 4,899,236

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
2006 BOND**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES						
BOND REVENUES	\$ -	\$ -	\$ -			
INTEREST INCOME	693	862	1,118	-	1,800	900
TOTAL REVENUES	\$ 693	\$ 862	\$ 1,118	\$ -	\$ 1,800	\$ 900
FUND EXPENDITURES						
PERSONNEL	-	-	-			
SUPPLIES	-	-	-			
CONTRACTED SERVICES	-	-	-			
REPAIRS & MAINTENANCE	-	-	-			
OPERATING	-	-	-			
DEPARTMENTAL	-	-	-			
CAPITAL OUTLAY	231,428	-	110,000	10,867	2,000	8,000
TOTAL FUND EXPENDITURES	\$ 231,428	\$ -	\$ 110,000	\$ 10,867	\$ 2,000	\$ 8,000
REVENUES OVER (UNDER) EXPENDITURES	\$ (230,735)	\$ 862	\$ (108,882)	\$ (10,867)	\$ (200)	\$ (7,100)
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer from 2008 CO Bond Fund	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ (230,735)	\$ 862	\$ (108,882)	\$ (10,867)	\$ (200)	\$ (7,100)
RESTRICTED FUND BALANCE, OCT 1	350,740	120,005	120,867	11,985	11,985	11,785
RESTRICTED FUND BALANCE, SEP 30	\$ 120,005	\$ 120,867	\$ 11,985	\$ 1,118	\$ 11,785	\$ 4,685

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
2008 BOND**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES						
401-4-00-4000 BOND REVENUES	\$ -	\$ -	\$ -			
401-4-00-4700 INTEREST INCOME	179	109	48	130	130	2,276
TOTAL REVENUES	\$ 179	\$ 109	\$ 48	\$ 130	\$ 130	\$ 2,276
FUND EXPENDITURES						
PERSONNEL	-	-	-			
SUPPLIES	-	-	-			
CONTRACTED SERVICES - TRANSIT RELATED IMP PROGRAM	-	-	-			208,000
REPAIRS & MAINTENANCE	-	-	-			
OPERATING	-	-	-			
DEPARTMENTAL	-	-	-			
CAPITAL OUTLAY			678	514,559	300,000	
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ 678	\$ 514,559	\$ 300,000	\$ 208,000
REVENUES OVER (UNDER) EXPENDITURES	\$ 179	\$ 109	\$ (630)	\$ (514,429)	\$ (299,870)	\$ (205,724)
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer to 2006 CO Bond Fund	-	-	-	-	-	-
Transfer to Drainage Fund	-	-	-	-	-	-
Transfer to Park Fund	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ 179	\$ 109	\$ (630)	\$ (514,429)	\$ (299,870)	\$ (205,724)
RESTRICTED FUND BALANCE, OCT 1	514,408	514,587	514,696	514,066	514,066	214,196
RESTRICTED FUND BALANCE, SEP 30	\$ 514,587	\$ 514,696	\$ 514,066	\$ (363)	\$ 214,196	\$ 8,472

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
2015 CO BOND**

	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES							
402-4-00-4000 BOND REVENUES	\$ -	\$ -	\$ 725,000		\$ -		
402-4-00-4700 INTEREST	-	-		-	1,380	1,380	1500
TOTAL REVENUES	\$ -	\$ -	\$ 725,000	\$ -	\$ 1,380	\$ 1,380	\$ 1,500
FUND EXPENDITURES							
PERSONNEL	-	-	-	-	-		
SUPPLIES	-	-	-	-	-		
CONTRACTED SERVICES	-	-	20,000	59,592	650,000	206,000	\$ -
REPAIRS & MAINTENANCE	-	-	-	-	-		
OPERATING	-	-	-	-	-		
DEPARTMENTAL	-	-	-	-	-		
CAPITAL OUTLAY	-	-	-	-	-		
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ 20,000	\$ 59,592	\$ 650,000	\$ 206,000	\$ -
REVENUES OVER (UNDER)							
EXPENDITURES	\$ -	\$ -	\$ 705,000	\$ (59,592)	\$ (648,620)	\$ (204,620)	\$ 1,500
OTHER FINANCING SOURCES (USES)							
TRANSFERS IN (OUT)				1,000,000			
Transfer to Building Capital Fund	-	-	-	-	-	-	
Transfer to Drainage Fund	-	-	-	-	-	-	
Transfer to Park Fund	-	-	-	-	-	-	
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	1,000,000	-	-	-
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ 705,000	\$ 940,408	\$ (648,620)	\$ (204,620)	\$ 1,500
RESTRICTED FUND BALANCE, OCT 1	-	-	-	705,000	1,645,408	1,645,408	1,440,788
RESTRICTED FUND BALANCE, SEP 30	\$ -	\$ -	\$ 705,000	\$ 1,645,408	\$ 996,788	\$ 1,440,788	\$ 1,442,288

**FISCAL YEAR 2017-2018 PROPOSED BUDGET
2016 GO BONDS**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES						
403-4-00-4000 PUB SAFETY BOND PROCEEDS	-	-	3,500,000	-		
403-4-00-4700 INTEREST	-	-	-	6300	6333	6300
403-4-00-4001 ROAD IMPROVEMENT PROCEEDS	-	-	8,000,000	-	0	
403-4-00-4701 INTEREST	-	-	-	14,400	14,400	14400
403-4-00-4002 REC. CENTER BOND PROCEEDS	-	-	3,500,000	-	0	
403-4-00-4702 INTEREST	-	-	-	6,300	6,300	5900
TOTAL REVENUES	\$ -	\$ -	\$ 15,000,000	\$ 27,000	\$ 27,033	\$ 26,600
PUBLIC SAFETY EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	3,500,000	126,000	\$ -
TOTAL PUBLIC SAFETY EXPENDITURES	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 126,000	\$ -
ROAD IMPROVEMENT EXPENDITURES						
PERSONNEL	-	-	-	-	0	-
SUPPLIES	-	-	-	-	0	-
CONTRACTED SERVICES	-	-	-	-	0	-
REPAIRS & MAINTENANCE	-	-	-	-	0	-
OPERATING	-	-	-	-	0	-
CAPITAL OUTLAY	-	-	-	4,000,000	4,000,000	\$ -
TOTAL ROAD IMPROVEMENT EXPENDITURES	\$ -	\$ -	\$ -	\$ 4,000,000	\$ 4,000,000	\$ -
RECREATION CENTER EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	0	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	1,700,000	1,700,000	-
TOTAL RECREATION CENTER EXPENDITURES	\$ -	\$ -	\$ -	\$ 1,700,000	\$ 1,700,000	\$ -
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ 9,200,000	\$ 5,826,000	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ -	\$ 15,000,000	\$ (9,173,000)	\$ (5,798,967)	\$ 26,600
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer to Capital Project Fund	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ 15,000,000	\$ (9,173,000)	\$ (5,798,967)	\$ 26,600
RESTRICTED FUND BALANCE, OCT 1	-	-	-	15,000,000	15,000,000	9,201,033
RESTRICTED FUND BALANCE, SEP 30	\$ -	\$ -	\$ 15,000,000	\$ 5,827,000	\$ 9,201,033	\$ 9,227,633

*City Council has approved the construction of several new facilities

*FY 15-16 Bond Election propositions included Public Safety, Community Center, and Street Construction.

*Council is currently prioritizing the projects and construction is expected to begin soon.

APPENDIX



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FINANCIAL POLICY



RESOLUTION R-13-09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
GLENN HEIGHTS, TEXAS ADOPTING A FINANCIAL POLICY.**

WHEREAS, the City Council of Glenn Heights, Texas, desires to ensure the safety, liquidity, yield and maintenance of the public trust concerning the City's finances; and

WHEREAS, a financial policy is a key element of sound fiscal administration; and

WHEREAS, a financial policy provides a guideline to enable the City staff to achieve a long-term, stable financial condition while conducting daily operations and providing services to the community; and

WHEREAS, the City Manager and senior staff management follow these policies while developing the annual operating budget; and

WHEREAS, the scope of the policy covers accounting, auditing, financial reporting, internal controls, fiscal, financial condition and reserve, revenue management, expenditures control and capital financing/debt management;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
GLENN HEIGHTS, TEXAS THAT:**

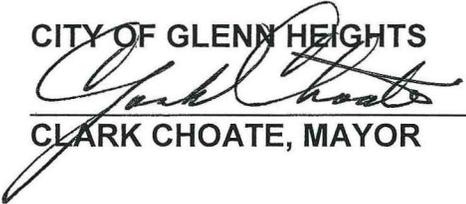
SECTION 1. The above recitals are hereby found to be true and correct and incorporated herein for all purposes.

SECTION 2. The City Council of the City of Glenn Heights, Texas hereby adopted a Financial Policy, attached hereto as Exhibit "A".

SECTION 3. This Resolution shall be in full force and effect from and after its passage.

PASSED AND APPROVED ON THE 20th DAY OF JULY, 2009.

CITY OF GLENN HEIGHTS


CLARK CHOATE, MAYOR

ATTEST:

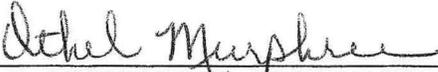

OTHEL MURPHREE, CITY SECRETARY

EXHIBIT "A"

City of Glenn Heights Financial Policies

Purpose Statement

The policies set forth below provide guidelines to enable the City staff to achieve a long-term, stable financial condition while conducting daily operations and providing services to the community. The City Manager and senior management follow these policies while developing the annual operating budget. The scope of these policies cover accounting, auditing, financial reporting, internal controls, fiscal, financial condition and reserve, revenue management, expenditure control and capital financing/debt management.

The long-range policies regarding financial management are as follows:

1. Exercise a discipline which allows the City to retain a sound financial condition.
2. Give recognition to the community's needs and ability to pay
3. Strive to retain the best possible rating on bonds

Accounting, Auditing and Financial Reporting

Accounting – The City's Director of Finance is responsible for establishing the chart of accounts and for properly recording financial transactions.

External Auditing – The City will be audited annually by outside independent accountants (auditors). The auditors must be a CPA firm and must demonstrate experience in the field of local government auditing. They must conduct the City's audit in accordance with generally accepted auditing standards and be knowledgeable in the Government Finance Officers Association (GFOA) Certificate of Achievement Program.

External Financial Reporting – The City will prepare and publish a Comprehensive Annual Financial Report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles and will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and awarding of the Certificate of Achievement for Excellence in Financial Reporting. The City will also present its annual budget document to the GFOA for evaluation and awarding of the Distinguished Budget Presentation Awards Program.

Interim Reporting – The Finance Department will prepare and issue timely reports on the City's fiscal status to the Mayor/Council and staff. This includes the following:

1. Monthly budget status reports to the City Manager and all Department Heads
2. Monthly budget status, written explanation of financial activities, and bank reconciliations to the Mayor, Council and City Manager
3. Mid Year status report and fiscal year end projection of major funds (General and Water & Sewer funds)

Internal Controls

Written Procedures – The Director of Finance is responsible for developing written guidelines on accounting, cash handling and other financial matters which will be approved the City Manager. The Finance Department will assist Department Directors, as needed, in tailoring such guideline to fit each department's requirements.

Department Directors' Responsibility – Each Department Director is responsible to the City Manager to ensure that proper internal controls are followed throughout his or her department, that are guidelines on accounting and internal controls are implemented and that all independent auditor control recommendations are addressed.

Fiscal

Balanced Budget - Budgets can not exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as extended trends. Measures are developed to provide additional revenue and/or reduced expenditures to eliminate operating deficits.

Long Range Planning – The budget process will be coordinated so as to identify major policy issues for City Council consideration several months prior to the budget approval date so that proper decision analysis can be made.

Fixed Assets – Such assets will be reasonably safeguarded, properly accounted for and prudently used. The fixed asset inventory will be updated regularly.

Cash Management – The City's cash flow will be managed to maximize the invest able cash.

Financial Condition and Reserve

Reserve Accounts – The General Fund unreserved undesignated fund balance should be adequate to handle unexpected decreases in revenues and a reasonable level for extraordinary unbudgeted expenditures. The General Fund balance policy should also be flexible enough to allow the City to weather economic downturns without raising taxes and/or reducing vital services. The General Fund is required to maintain a minimum 60 day reserve of budgeted expenditures.

City Enterprise Funds will compensate the General Fund for the general and administrative services thereby provided such as management, finance and personnel. The City will adopt annual utility rates which will generate revenues sufficient to cover operating expenses and meet the legal requirements of bond covenants. Rates will also fund adequate capital replacement of water distribution and sewerage collection systems. The Water and Sewer Fund is required to maintain a minimum of 45 days of budgeted expenses. These reserves are needed to protect against the possibility of temporary revenue shortfalls or unpredicted one-time expenditures.

Should either the General Fund reserve or the Water and Sewer Fund reserve fall below the minimum reserve requirement, revenue raising measures or expenditure reductions will be implemented to return the General Fund reserve and the Water and Sewer Fund reserve to the minimum level no later than the end of the following fiscal year.

Revenue Management

Revenue Diversification – A diversified and stable revenue system will be maintained to shelter the City from short run fluctuations in any one revenue source.

Fees and Charges – The City will maximize utilization of user charges in lieu of property taxes for services that can be individually identified and where the costs are directly related to the level of service. There will be periodic review of fees and charges to ensure that fees provide adequate coverage of costs of service.

Use of One-time Revenues – One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund mainstream services.

Use of Unpredictable Revenue – The City will try to understand its revenue sources, and enact consistent collection policies so that assurances can be

provided that the revenue base will materialize according to budgets and plans. Use of unpredictable revenue will depend upon management's determination whether the revenue is considered a one time revenue or will recur annually.

Expenditure Control

Appropriations – The City Manager's level of budgetary control is at the fund level for all funds. The department director's level of budgetary control is at the department level. When a budget adjustment among funds is necessary, it must be approved by the City Council.

Purchasing – All purchases shall be in accordance with both the City's purchasing policy and state law.

Prompt Payment – All invoices will be paid upon 30 days of receipt in accordance with state law. Procedures will be used to take advantage of all cost effective purchase discounts. Payments will be processed to maximize the City's invest able cash.

Department Directors' Responsibility - Each Department Director is held accountable for meeting program objectives and monitoring the use of budget funds expended to ensure compliance with the annual appropriated budget approved by the City Council.

Capital Financing and Debt Management

Debt Capacity, Issuance and Management – Long term debt will not be used for operating purposes. Capital projects financed through bond proceeds shall be financed for a period not to exceed the useful life of the project. When appropriate, self-supporting revenues will pay debt service in lieu of property taxes. The Debt Service current fiscal year debt requirement shall not exceed debt service property tax, self-supporting revenue and balances carried forward from the prior year. Unspent capital project proceeds are transferred to debt service at the completion of the capital project.

The Finance Department will monitor all City debt annually with the preparation of the annual budget. The Finance Department will diligently monitor the City's compliance to its bond covenants. The Finance Department will maintain ongoing communications with bond rating agencies about the City's financial condition and follow a policy of full disclosure on every financial report. The City has and will continue to retain a Financial Advisor in connection with any debt issuance.

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INVESTMENT POLICY



RESOLUTION NO. R-33-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, ADOPTING AN AMENDED AND RESTATED INVESTMENT POLICY IN COMPLIANCE WITH THE PUBLIC FUNDS INVESTMENT ACT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Glenn Heights, Texas ("City") desires to ensure the safety, liquidity, yield and maintenance of the public trust concerning the City's financial portfolio; and

WHEREAS, the Public Funds Investment Act, as amended, requires the City to adopt an investment policy by rule, order, ordinance or resolution; and

WHEREAS, the City previously adopted an investment policy effective May 16, 2011, through the adoption of Resolution R-15-11 in compliance with the with the Public Funds Investment Act (the "Investment Policy"), and

WHEREAS, the City Council finds that the amended and restated Investment Policy attached hereto complies with the Public Funds Investment Act, as amended, providing for the investment of City funds in safe and prudent investments; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:

SECTION 1. The City Council of the City of Glenn Heights, Texas hereby approves, adopts and restates the Public Funds Investment Policy of the City of Glenn Heights, Texas, as amended and attached hereto as Exhibit A.

SECTION 2. The City Manager is authorized to forward a copy of this Resolution and the accompanying Investment Policy to all entities bearing financial interest in the transactions of the City.

SECTION 3. All resolutions heretofore passed and adopted by the City Council of the City of Glenn Heights, Texas, are hereby repealed solely to the extent that said resolutions, or parts thereof, are in conflict herewith.

SECTION 4. This Resolution shall be in full force and effect from and after its passage.

READ, CONSIDERED, PASSED AND ADOPTED by the City Council for the City of Glenn Heights at a public meeting on the 6th day of September 2016, at which a quorum was present, and for which due notice was given.

APPROVED:


Leon Payton Tate, Mayor

ATTEST:


Juanita Willman, City Secretary

APPROVED AS TO FORM:

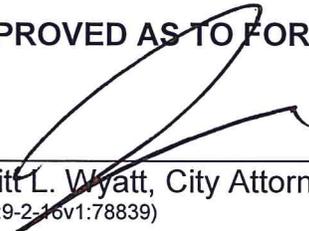

Whitt L. Wyatt, City Attorney
(WW:9-2-16v1:78839)

EXHIBIT "A"

AMENDED AND RESTATED INVESTMENT POLICY
Effective September 6, 2016

(Original Effective May 16, 2011)



CITY OF GLENN HEIGHTS, TEXAS

INVESTMENT POLICY

SEPTEMBER 2016

Adopted with Resolution R-33-16

CITY OF GLENN HEIGHTS, TEXAS

INVESTMENT POLICY

PREFACE

It is the policy of the City of Glenn Heights (the "City") that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risks of investments, all available funds shall be invested in conformance with these legal and administrative guidelines to obtain a market rate of return.

Effective cash management is recognized as essential to good fiscal management. An active cash management and investment policy will be pursued to take advantage of investment interest as a viable and material source of revenue for City funds. The City's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. The City will invest public funds in a manner that will provide the maximum security and a market rate of return while meeting the daily cash flow demands of the City.

The City is required under the Public Funds Investment Act (Chapter 2256 of the Texas Government Code) to adopt a formal written Investment Policy for the investment of public funds. These policies serve to satisfy the statutory requirement (specifically the Public Funds Investment Act, Chapter 2256 of the Texas Government Code (the "Act") to define, adopt and review a formal investment strategy and policy.

CITY OF GLENN HEIGHTS, TEXAS

INVESTMENT POLICY

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Certification of Business Organization [Sample]

1. **PURPOSE.** The purpose of this investment policy (the "Policy") is to set forth specific investment policy and strategy guidelines for the City in order to achieve the goals of safety and liquidity, achieve a market rate of return, and maintain public trust in all investment activities. On an annual basis, the City Council shall review the investment strategy and policy and shall approve Policy revisions, if any, by formal resolution.

2. **INVESTMENT STRATEGY.** The City maintains a comprehensive and proactive cash management program that is designed to monitor and control all City funds to ensure maximum utilization and yield a market rate of return. (For the purpose of this policy, a "market rate of return" refers to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn a market rate of return while maintaining an investment portfolio with an average maturity of 90 days, would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of risk.) The basic and underlying strategy of this program is that all of the City's funds are earning interest. It is the responsibility and obligation of the City to maintain a flexible approach and be prepared to modify the investment strategy as market conditions dictate. The investment strategy described is predicated on conditions as now exist and are subject to change. The investment strategy emphasizes low credit risk, diversification, and the management of maturities. The strategy also considers the expertise and time constraints of the investment officers. The allowable investment instruments as defined in Section 6 of this Policy reflect the avoidance of credit risk. Diversification refers to dividing investments among a variety of securities offering independent returns. This strategy uses local government investment pools to achieve diversification. The management of maturities refers to structuring the maturity dates of the direct investments so that, while funds are initially invested for a longer period of time, some investments mature as cash needs require.

2.1

The primary investment strategy and objectives of the City as specified in this Policy are listed below, in their order of importance (See Section 4):

- Safety and preservation of principal;
- Maintenance of sufficient liquidity to meet operating needs;
- Achieve a market rate of return on the investment portfolio; and
- Seek at all times to maintain public trust by adhering to the above stated objectives

2.2

The list of investments authorized by this Policy intentionally excludes some investments allowed by state law. The restrictions limit possible credit risk and provide the maximum measure of safety. Within the investment objectives, the investment strategy is to utilize authorized investments for maximum advantage to the City. To increase the interest earnings for funds identified as being available for investment over longer periods of time based upon a cash requirements projection, the City will consider the following strategies:

2.2.1

Strategy No. 1.

Diversifying the City's investment opportunities through the use of local government investment pools and money market mutual funds as authorized by the City Council. An investment pool is an entity created to invest public funds jointly on behalf of its' participants and whose investment objectives in order of priority match those objectives of the City. Funds are usually available from investment pools on a same-day basis, meaning the pools have a high degree of liquidity. Because of the size and expertise of their staff, investment pools are able to prudently invest in a variety of the investment types allowed by state law. In this manner, investment pools achieve diversification. Funds that may be needed on a short-term basis but that are in excess of the amount maintained at the depository bank are available for deposit m investment pools.

2.2.2

Strategy No. 2.

Building a ladder of Investment Policy authorized securities with staggered maturities for all or part of the longer-term investable funds. The benefits of this ladder approach include the following:

- It is straight-forward and easily understood;
- It represents a prudent diversification method;
- All investments remain within the approved maturity horizon;
- It will normally allow the City to capture a reasonable portion of the yield curve; and
- It provides predictable cash flow with scheduled maturities and reinvestment opportunities.

2.2.3

Strategy No. 3.

At this time, the City does not use an investment management firm. Should the City determine a need, the following strategy will apply:

Pursuant to the Public Funds Investment Act (Texas Government Code 2256.003), the City may, at its discretion, contract with an investment management firm registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80b-1 et seq.) and with the State Securities Board to provide for investment and non-discretionary management of its public funds or other funds under its control.

An appointed Investment Advisor shall act solely in an advisory and administrative capacity; within the guidelines of this *Investment Policy*. At no time shall the advisor take possession of securities or funds or otherwise be granted discretionary authority to transact business on behalf of the City. Any contract awarded by the City Council for investment advisory services may not exceed two years, with an option to extend by mutual consent of both parties.

Duties of the Investment Advisor shall include, but not be limited to, assistance in purchasing securities, securities clearance, producing required reports, pricing the portfolio, performing due diligence on broker/dealers, market monitoring and economic review.

Any Investment Advisor contracted by the City shall abide by the *Prudent Expert Rule*, whereby investment advice shall, at all times, be given with the judgment and care, under circumstances then prevailing, which persons paid for their special prudence, discretion and intelligence in such matters exercise in the management of their client's affairs, not for speculation by the client or production of fee income by the advisor or broker, but for investment by the client with emphasis on the probable safety of the capital while considering the probable income to be derived.

2.2.4

Strategy No. 4.

The City will maintain portfolio(s) that utilize four specific investment strategy considerations designed to address the unique characteristics of the fund group(s) represented in the portfolio(s):

2.2.4.1

Investment strategies for operating funds and pooled funds containing operating funds

have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio that will experience minimal volatility during economic cycles through diversification by security type, maturity date and issuer. All security types, as authorized by this policy, are considered suitable investments for the operating and pooled funds. Securities may not be purchased that have a final maturity date that exceeds five (5) years.

2.2.4.2

Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date(s). These funds have predictable payment schedules. Therefore investment maturities shall not exceed the anticipated cash flow requirements.

2.2.4.3

Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund. Managing the Debt Service Reserve Fund's portfolio maturities to not exceed the call provisions of the bond issue will reduce the investment's market risk if the City's bonds are called and the reserve fund liquidated. No investment maturity shall exceed the final maturity of the bond issue.

2.2.4.4

The investment strategy for capital projects funds' portfolios has as its primary objective the assurance that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 20% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date.

2.2.5

Strategy No. 5.

Hold until Maturity. The strategy of the City is to maintain sufficient liquidity in its portfolio so that it does not need to sell a security prior to maturity. Should it become necessary to sell a security prior to maturity, where the sale proceeds are less than the current book value, the prior written consent of the City Manager must be obtained. Securities may be sold prior to maturity by the Investment Officer at or above their book value at any time. The result of all sales of securities prior to maturity shall be reported to the City Manager within two business days of the sale. The report shall provide the amount of proceeds from the sale, including accrued

interest to the date of sale, less the current book value and the dollar amount of gain on the sale.

2.2.6

Strategy No. 6.

Depository Bank Relationships. This Policy shall further seek to maintain good depository bank relationships while minimizing the cost of banking services. The City will seek to maintain a depository contract that will be managed to a level that minimizes the cost of the banking relationship to the City, while allowing the City to earn an appropriate return on idle demand deposits.

2.2.7

Strategy No. 7.

Maximizing Investable Cash Balances. Procedures shall be established and implemented in order to *maximize* investable cash by decreasing the time between the actual collection and the deposit of receipts, and by the controlling of disbursements.

3. SCOPE. The Investment Policy shall govern the investment of all financial assets considered to be part of the City entity and includes the following funds or fund types: the General Fund, Enterprise Funds, Special Revenue Funds, General Obligation Interest and Sinking Fund, Capital Projects Funds, Water and Sewer Utility Fund, Drainage Utility Fund, and any other funds which have been contractually delegated to the City for management purposes. The City may add or delete funds as may be required by law, or for proper accounting procedures. This policy does not include funds governed by approved trust agreements, or assets administered for the benefit of the City by outside agencies under retirement or deferred compensation programs. Additionally, bond funds (including debt service and reserve funds) are governed by bond ordinances and are subject to the provisions of the Internal Revenue Code and applicable federal regulations governing the investment of bond proceeds.

4. INVESTMENT OBJECTIVES. Funds of the City shall be invested in accordance with all applicable Texas statutes, this Policy and any other approved, written administrative procedures. The four objectives of the City's investment activities shall be as follows (in the order of priority):

4.1

Safety of Principal. Safety of principal invested is the foremost objective in the investment decisions of the City. Each investment transaction shall seek to

ensure the preservation of capital in the overall portfolio. The risk of loss shall be controlled by investing only in authorized securities, as defined in this Policy, by qualifying the financial institutions with whom the City will transact business and through portfolio diversification. Safety is defined as the undiminished return of the principal on the City's investments.

4.2

Liquidity. The investment portfolio shall be managed to maintain liquidity to ensure that funds will be available to meet the City's cash flow requirements and by investing in securities with active secondary markets. Investments shall be structured in such a manner as will provide the liquidity necessary to pay obligations as they become due. A security may be liquidated prior to its stated maturity to meet unanticipated cash requirements, or to otherwise favorably adjust the City's portfolio, in accordance with Section 2.2.5 above.

4.3

Market Rate-of-Return (Yield). The City's investment portfolio shall be designed to optimize a market rate-of-return on investments consistent with risk constraints and cash flow requirements of the portfolio. The investment portfolio shall be managed in a manner that seeks to attain a market rate of return throughout budgetary and economic cycles. The City will not attempt to consistently attain an unrealistic above market rate-of-return, as this objective will subject the overall portfolio to greater risk. Therefore, the City's rate of return objective is secondary to those of safety and liquidity. Rate of return (yield) is defined as the rate of annual income return on an investment, expressed as a percentage.

4.4

Public Trust. All participants in the City's investment program shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might involve a conflict of interest or otherwise impair public confidence in the City's ability to govern effectively. All officials of the City having either a direct or indirect role in the process of investing idle funds shall act responsibly as custodians of the public trust.

5. INVESTMENT RESPONSIBILITY.

As provided in this policy, the daily operation and management of the City's investments are the responsibility of the following person.

5.1

Delegation of Authority. The City Manager and the Director of Finance are authorized to deposit, withdraw, invest, transfer or manage in any other manner

the funds of the City. Management responsibility for the investment program is hereby delegated to the Director of Finance, who shall establish written procedures for the operation of the investment program, consistent with this Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. All persons involved in investment activities will be referred to in this Policy as "Investment Officers." No persons may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Director of Finance. The Director of Finance shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of subordinate Investment Officials. The system of controls shall be designed to provide reasonable assurance that the assets of the City are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:

- (1) the cost of a control should not exceed the benefits likely to be derived; and
- (2) the valuation of costs and benefits requires estimates and judgments by management.

Commitment of financial and staffing resources in order to maximize total return through active portfolio management shall be the responsibility of the City Council.

5.2

Prudence. The standard of prudence to be applied by the Investment Officer shall be the "prudent investor" rule, which states, "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the following:

5.2.1

The investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment; and

5.2.2

Whether the investment decision was consistent with the written investment Policy and procedures of the City.

5.3

Due Diligence. The Investment Officer acting in accordance with written policies and procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

5.4

Ethical Standards and Conflicts of Interest. All City Investment Officers having a direct or indirect role in the investment of City funds shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. An Investment Officer who has a personal business relationship with the depository bank or with any entity seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

5.5

Investment Training. The Investment Officers shall attend at least one training session of at least ten (10) hours relating to the officer's responsibility under the Public Funds Investment Act within twelve (12) months after assuming duties, and attend an investment training session not less than once every two years, receiving an additional ten (10) hours of training. Such training from an independent source shall be approved by the City Manager and endorsed by either the Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League, the North Central Texas Council of Governments, or the University of North Texas Center for Public Management.

6. **AUTHORIZED INVESTMENTS.** As stated previously, safety of principal is the primary objective in investing public funds and can be accomplished by limiting two types of risk-credit risk and interest rate risk. Credit risk is the risk associated with the failure of a security issuer or backer to repay principal and interest in full. Interest rate risk is the risk that the value of a portfolio will decline due to an increase in the general level of interest rates. In order to provide safety of principal as the City's primary objective, only certain investments are authorized as acceptable

investment for the City. The following list of authorized investments for the City intentionally excludes some of the investments authorized by law. These restrictions are placed in order to limit possible risk and provide maximum measure of safety to City funds.

6.1

Authorized and Acceptable Investments. The authorized list of investment instruments are as follows:

- (1) Obligations of the United States or its agencies and instrumentalities, excluding mortgage- backed securities.
- (2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
- (3) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith of credit of, the State of Texas or the United States or their respective agencies and instrumentalities, excluding mortgage-backed securities.
- (4) Collateralized Certificates of Deposit. A certificate of deposit issued by a depository institution that has its main office or branch office in the state and is:
 - Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
 - Secured by Obligations that are described by section 2256.009(a) of the Public Funds Investment Act, including mortgage backed securities directly issued by a federal agency or instrumentality, but excluding those mortgage backed securities of the nature described in Section 2256.009(b) of the Act; or
 - Secured in any other manner or amount provided by law for deposits of the City.
 - In addition, separate CDs issued by depositories wherever located, bundled together into a single investment with the full amount of principle and interest of each CD federally insured, may be purchased through a selected depository institution with its main office or branch office in Texas.

This depository shall act as the custodian for the various certificates on behalf of the City.

(5) Eligible Local Government Investment Pools. Public funds investment pools which invest in instruments and follow practices allowed by the current law as defined in Section 2256.016 of the Texas Government Code, provided that:

- the investment pool has been authorized by the City Council;
- the pool shall have furnished the Investment Officer an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code;
- the pool shall furnish the Investment Officer investment transaction confirmations with respect to all investments made with it;
- the pool shall furnish to the Investment Officer monthly reports containing the information required under Section 2256.016(c) of the Texas Government Code;
- the pool is continuously rated no lower than "AAA" or "AAA-" or an equivalent rating by at least one nationally recognized rating service;
- the pool marks its portfolio to market daily
- the pool's investment objectives shall be to maintain a stable net value of one dollar (\$1.00); and
- the pool's investment philosophy and strategy are consistent with this Policy

(6) Regulated No-Load Money Market Mutual Funds. These investments are authorized, under the following conditions:

- The money market mutual fund is registered with and regulated by the Securities and Exchange Commission;
- the fund provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
- the fund has a dollar-weighted average portfolio maturity of ninety (90) days or less;

- the investment objectives include the maintenance of a stable net asset value of one dollar (\$1.00) per share; and
 - the fund is continuously rated no lower than "AAA" or an equivalent rating by at least one nationally recognized rating service.
 - The City may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market mutual fund.
- (7) Repurchase Agreements, Reverse Repurchase Agreements, Bankers' Acceptances, Commercial Paper. These investments are authorized for the City only to the extent that they are contained in the portfolios of approved public funds investment pools in which the City invests, or as otherwise provided below.
- The direct investment in reverse repurchase agreements, bankers' acceptances, and commercial paper by the City is not authorized
 - Fully flexible repurchase agreements are authorized in this Policy, to the extent authorized under the Public Funds Investment Act (Texas Government Code 2256.001.) The use of flex repos shall be limited to the investment of bond proceeds and the maturity date of any such agreement shall not exceed the expected proceeds draw schedule.

6.2

Investment Instruments NOT Authorized. The following instruments are eligible for investment by local government according to state law, but they have been intentionally prohibited for the City by this Policy: mortgage-related obligations, guaranteed investment contracts, options, financial futures contracts and, day trading of long-term securities. In addition to these restricted investments, state law specifically prohibits investment in the following securities:

- (1.) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- (2.) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

- (3). Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.

7. DIVERSIFICATION. Diversification of investment instruments shall be utilized to avoid incurring unreasonable risks resulting from over-concentration of investments in a specific maturity, a specific issue, or a specific class of securities. With the exception of U.S. Government securities, as authorized in this Policy, and authorized local government investment pools, no more than fifty percent (50%) of the total investment portfolio will be invested in any one security type. Diversification of the portfolio considers diversification by maturity dates and diversification by investment instrument.

7.1

Diversification by Maturities. The longer the maturity of investments, the greater their price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risks caused by change in interest rates. The City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than three (3) years from the date of purchase. However, the above described obligations, certificates, or agreements may be collateralized using longer date instruments. The City shall diversify the use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Maturity scheduling shall be managed by the Investment Officer so that maturities of investments shall be timed to coincide with projected cash flow needs.

The entire City portfolio, including funds at the City's depository bank, shall comprise one pooled fund group, and the maximum average dollar-weighted maturity allowed based on the stated maturity date for the portfolio is two hundred seventy (270) days. Investment maturities for debt service interest and sinking funds and/or other types of reserve funds, whose use is never anticipated, may not exceed three (3) years.

7.2

Diversification by Investment Instrument. Diversification by investment instrument shall not exceed the following guidelines for each type of instrument:

	<u>Percentage of Portfolio Maximum</u>
U.S. Treasury Obligations	100%
US Government Agency Securities And Instrumentalities of Government- Sponsored Corporations	80%
Authorized Local Government	100%
Investment Pools Fully Collateralized Certificates of Deposit	50%

7.3

The City shall invest local funds in investments yielding a market rate-of-return while providing necessary protection of the principal consistent with the operating requirements of this section or written policies

- 8. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS.** At this time, the City does not use Brokers or Dealers. Should the City determine a need, the following procedures and requirements will apply:

Financial institutions (federally insured banks) with and through whom the City invests shall be state or national banks domiciled in this state. No public deposit shall be made except in a qualified public depository as established by state laws. Brokers/Dealers authorized to provide investment services to the City may include only those authorized by the City Manager. All banking services will be governed by a depository contract awarded by the City Council. In addition, the Director of Finance shall maintain a list of authorized security brokers/dealers, and investment pools that are authorized by the City Manager and/or the City Council.

8.1

All financial institutions with whom the City does business must supply the following as appropriate: (1) audited financial statements; (2) proof of National Association of Securities Dealers (NASD) certification; (3) proof of state registration and completed broker/dealer questionnaire; (4) certification of having read the City's investment policy signed by a qualified representative of the organization, acknowledging that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

8.2

An annual review of the financial condition and registration of qualified bidders will be conducted by the Director of Finance. The review may include, but is not limited to, review of rating agency reports, review of call reports, and analyses of management, profitability, capitalization, and asset quality. Financial institutions and brokers/dealers desiring to conduct business with the City shall be required to provide any financial data requested by the City Manager or the Investment Officer. Upon completion of the annual review by the Director of Finance, the financial institutions and brokers/dealers desiring to conduct business with the City shall be approved by the City Manager.

8.3

Selection criteria for federally insured financial institutions shall include the following: (1) the financial institution must be insured by the FDIC and (2) the financial institution must be incorporated under the laws of the State of Texas or of the United States of America.

8.4

The Investment Officer of the City is responsible for monitoring the investments made by a financial institution and/or broker/dealer to determine that they are in compliance with the provisions of the Investment Policy.

- 9. DELIVERY VERSUS PAYMENT.** It is the policy of the City that all security transactions entered into with the City shall be conducted on a "**DELIVERY VERSUS PAYMENT**" (DVP) basis through the Federal Reserve System. By doing this, City funds are not released until the City has received,

through the Federal Reserve wire, the securities purchased. The City shall authorize the release of funds only after receiving notification from the safekeeping bank that a purchased security has been received in the safekeeping account of the City. The notification may be oral, but shall be confirmed in writing.

10. SAFEKEEPING AND COLLATERALIZATION.

10.1

Safekeeping. All securities owned by the City shall be held by its safekeeping agent, except the collateral for bank deposits. The collateral for bank deposits will be held in the City's name in the bank's trust department, or alternatively, in a Federal Reserve Bank account in the City's name, or a third-party bank, at the City's discretion. Original safekeeping receipts shall be obtained and held by the City. The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or held as collateral to secure time deposits.

10.2

Collateralization. Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all city funds on deposit with a depository Bank. The market value of the investments securing the deposit of funds shall be at least equal to the amount of the deposits of funds reduced to the extent that the deposits are insured by the Federal Deposit Insurance Corporation (FDIC). Securities pledged as collateral shall be held in the City's name, in a segregated account at the Federal Reserve Bank or by an independent third party with whom the City has a current custodial agreement. The agreement is to specify the acceptable investment securities as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. The safekeeping agreement must clearly state that the safekeeping bank is instructed to release purchased and collateral securities to the City in the event the City has determined that the depository bank has failed to pay on any matured investments in certificates of deposit, or has determined that the funds of the City are in jeopardy for whatever reason, including involuntary closure or change of ownership. A clearly marked evidence of ownership, e.g., safekeeping receipt, must be supplied to the City and retained by the City. Any collateral with a maturity over five (5) years must be approved by the Investment Officer before the transaction is initiated. The investment Officer must be notified in writing of Release of collateral or substitution of securities. Financial institutions serving as City depositories will be required to sign a "Depository Agreement" with the City and the City safekeeping agent. The collateralized deposit

portion of the agreement shall define the City's rights to collateral in the event of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- the Agreement must be approved by the Board of Directors of the Loan Committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- the Agreement must be part of the Depository's "official record" continuously since its execution.

10.2.1

The City may accept the following securities as collateral for bank deposits (V.T.C.A., Government Code, Section 2256.001, et.seq., formerly Article 842a-2, Section 2, V.T.C.S., as amended);

- FDIC and FSLIC insurance coverage;
- A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States;
- Obligations, the principal and interest on which are unconditionally guaranteed or insured by the State of Texas;
- A bond of the State of Texas or of a county, city, or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten years or less;
- Surety Bonds that meet the requirements of the Public Funds Investment Act; or
- Federal Home Loan Bank Letters of Credit as defined by Chapter 16, Subchapter C of the Local Government Code and by Chapter 726, Acts of the 67th Legislature, Regular Session, 1981 (Article 2529b-1, Vernon's Texas Civil Statutes).

10.2.2

For certificates of deposit and other evidences of deposit, collateral shall be at 102% of market or par, whichever is lower. The market value of collateral will always equal or exceed the principal plus accrued interest of deposits at financial institutions.

10.2.3

Financial institutions, with which the City invests or maintains other deposits, shall provide monthly, and as requested by the Investment Officer, a listing of the collateral pledged to the City, marked to current market prices. The listing shall include total pledged securities itemized by name, type, description, par value, current market value, maturity date, and Moody's or Standard & Poor's rating, if applicable. The City and the financial institution shall jointly assume the responsibility for ensuring that the collateral is sufficient.

11. **RESPONSIBILITY AND CONTROL.** The Director of Finance shall establish a system of written internal controls, which shall be reviewed annually by independent auditors. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The internal controls are to be reviewed annually in conjunction with an external independent audit. This review will provide assurance of compliance with policies and procedures as specified by this Policy. The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls and adherence to the City's established investment policy.

11.1.

Authority to Invest. Authority to manage the City investment program is derived from a resolution of the City. Those authorized by said resolution are designated as Investment Officers of the City, and, in conjunction with the Investment Committee, are responsible for investment decisions and activities. All investment transactions must be acknowledged by a second investment officer besides the one who initiated the transaction. All wire transfers must be approved by two investments officers. The City reserves the right to contract with an external investment advisory firm to manage the investment assets, and the resulting resolution will grant investment authorization to the contracted firm. The Finance Director shall establish written procedures for the operation of the investment program consistent with this Investment Policy.

11.2

Bonding Requirements/Standard of Care. The authorized investment officer(s) shall be a bonded employee. All participants in the investment process shall act responsibly as custodians of the public trust and shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs.

11.3

Internal Control. The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that the objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the valuation of costs and benefits requires estimates and judgments by management.

11.4

Standard of Ethics. City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City any material interests in firms or businesses that conduct investment matters with the City, and they shall further disclose positions that could be related to the performance of the City portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to the timing of purchases and sales.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the City.

11.5

Investment Advisory Committee. An Investment Committee that is comprised of the membership of the Finance Advisory Committee shall be established to determine investment guidelines, general strategies, and monitor performance. The Committee shall meet quarterly to review performance, strategy, and procedures. The Investment Committee shall include in its deliberation such topics as: performance reports, economic outlook, portfolio diversification, maturity structure, potential risk to the City funds, authorized brokers and dealers,

and the target rate of return on the investment portfolio.

12. **PERFORMANCE.** The City's investment portfolio shall be designed to obtain a market rate of return on investments consistent with risk constraints and expected cash flow of the City. The benchmark for performance that is appropriate for the City's cash flow cycle will be TexSTAR (a local government investment pool).
13. **REPORTING.** The Director of Finance shall submit a signed quarterly investment report that summarizes current market conditions, economic developments and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and shall explain the total investment return for the quarter.

13.1

Annual Report. Within 60 days of the end of the fiscal year, the Director of Finance shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Manager and City Council. The reports prepared by the Director of Finance shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the City Council by that auditor.

13.2

Methods. The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the past quarter. This management summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be prepared in compliance with generally accepted accounting principles. The report will be provided to the City Manager and City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired;
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from which the security was purchased;

- Additions and changes to the market value during the period;
- Fully accrued interest for the reporting period;
- Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks;
- Listing of investments by maturity date;
- The percentage of the total portfolio which each type of investment represents; and
- Statement of compliance of the City's investment portfolio with State Law and the investment strategy and policy approved by the City Council.

14. INVESTMENT POLICY ADOPTION AND AMENDMENT. The City's Investment Policy shall be adopted and amended by resolution of the City Council only. The City's written policies and procedures for investments are subject to review not less than annually to stay current with changing laws, regulations and needs of the City. Any changes or modifications to this Investment Policy, if any, shall be approved, and adopted by a formal resolution of the City Council.

GLOSSARY OF TERMS

The Investment Policy contains specialized and technical terminology that is unique to cash management and investment activities. The following glossary of terms is provided to assist in understanding these terms.

Affinity. Related through marriage.

Agencies. See U.S. Agency securities.

Bankers' Acceptances. A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer. When discounted and sold in the secondary market, bankers' acceptances become a short-term investment alternative.

Book Value. The cost of a security as recorded in the City's accounting records. For purposes of evaluating a sale of a security, it is a function of the original cost, the amortization of premium or discount, and the accrued interest. Specifically, it is the face value of the security plus the accrued interest plus any unamortized premium or minus any unamortized discount. Book value is often compared to market value, which is defined below.

Broker. A person or company that, for a fee or commission, brings buyers and sellers of securities together.

Certificate of Deposit. A time deposit with a specific maturity evidenced by a certificate.

Collateral. In general, assets which one party pledges as a guarantee of performance. Specifically, securities pledged by a bank to secure deposits of public monies. In the event of bank failure, the securities become the property of the public entity.

Collateralized Mortgage Obligations (CMO's). Securities based on a pool of home mortgages.

Commercial Paper. An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most frequently maturities do not exceed 30 days. Almost all commercial paper is rated by a rating service.

Consanguinity. Related by blood.

Coupon. The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. Also, a certificate attached to a bond indicating interest due on a payment date.

Credit Risk. The uncertainty that the principal amount of an investment will be returned without loss of value to the default of the borrower.

CUSIP. A unique security identification number assigned to securities maintained and transferred on the Federal Reserve book-entry system.

Dealer. A person or company that endeavors to profit from buying and selling investments for its own account.

Delivery versus Payment (DVP). A method of delivering securities that requires the simultaneous exchange of the security and the payment. It provides a safeguard against paying for securities before they are received.

Demand Deposits. Deposits at a financial institution that are available to the depositor upon the depositor's demand.

Depository Bank. The primary bank of the City. The relationship between the depository bank the City is governed by state law and by a depository contract that is approved by the City Council.

Discount. The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale is also considered to be at a discount.

Discount Securities. Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

Diversification. The strategy of dividing investments among a variety of securities offering independent risks and yields. Diversification lessens the likelihood of losing the entire portfolio of investments and averages yields among the investment alternatives.

Discount. The difference between the cost of a security and its value at maturity, in cases where the cost is less than the value at maturity.

Fully Flexible Repurchase Agreement ("flex repo"). A specialized contract designed for the short-term investment of proceeds available from the sale of municipal bonds, notes and certificates. Flex repos allow for incremental repurchases, with the buyer/issuer (the City) retaining the right to force the seller to repurchase all, or a portion of, the sold securities held under repurchase agreement, at any time before the maturity date of the agreement, at a fixed rate for the life of the agreement.

Hold Until Maturity. This investment strategy is intended to avoid interest rate risk by maintaining ownership of an investment until it matures. At maturity, the face

value of the security is received, but in some cases where a security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

Federal (FDIC) deposits.

Deposit Insurance Corporation. A federal agency that insures bank security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

Federal Funds Rate. The rate of interest at which Federal funds are traded. This rate is currently set by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB). Created in 1932, this system consists of 12 regional banks, which are owned by private member institutions and regulated by the Federal Housing Finance Board. Functioning as a credit reserve system, it facilitates extension of credit through its owner members. Federal Home Loan Bank issues are joint and several obligations of the 12 Federal Home Loan Banks.

Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac). A stockholder- owned corporation that provides a continuous flow of funds to mortgage lenders, primarily through developing and maintaining an active nationwide market in conventional mortgages.

Federal National Mortgage Association (FNMA or Fannie Mae). FNMA, a federal corporation, is the largest single provider of residential mortgage funds in the United States.

Interest Rate Risk. The uncertainty of the return of principal on fixed rate securities that are sold prior to maturity. When interest rates rise, the market value of fixed rate securities decreases.

Internal Control. Policies and procedures that are established to provide reasonable assurance that specific government objectives are achieved and that assets are safeguarded.

Investment. The purchase of securities which, upon analysis, promise safety of principal and a satisfactory return. These factors distinguish investment from speculation.

Investment Objective. The aim, goal or desired end of action of the investment activity.

Investment Pool. An entity created to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are safety, liquidity, and yield. (Sometimes called Local Government Investment Pool.)

It is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages.

Investment Strategy. Method proscribed to objectives of the City. The overall plan or achieve the investment Securities are also highly liquid and are widely accepted.

Laddered Maturity. An investment strategy whereby investments are purchased to mature at regular intervals.

Liquidity. The measure of an investment's ability to be converted quickly and easily into cash without a substantial loss of value.

Local Government Investment Pool. See Investment Pool.

Market Rate of Return. A general term referring to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn a "market rate of return" while maintaining an investment portfolio with an average maturity of 90 days, would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of risk.

Market Risk. The uncertainty of the value of the City's portfolio arising from changes in the market conditions of investment securities.

Market Value. The price, including accrued interest, at which a security is trading for which it can be readily sold or purchased.

Maturity. The date upon which the principal or stated value of an investment becomes due and payable.

Money Market Mutual Fund. A mutual fund that purchases short-term debt instruments, such as Treasury Bills, commercial paper, and bankers' acceptances, and which strives to maintain a stable net asset value of \$1.00.

Mutual Fund. Investment companies that sell shares to investors, offering investors diversification and professional portfolio management. Prices generally fluctuate with the performance of the fund.

Net Asset Value. The ratio of the market value of the portfolio divided by the book value of the portfolio

Par. The value of a security as expressed on its face (face value) without consideration of a discount or premium.

Pledge. The grant of a collateral interest in investment securities by the depository bank as assurance of the safety of City deposits.

Pooled Fund Group. The combination of various accounts and funds of the City in a single, internally-created investing entity.

Portfolio. The collection of securities held by an investor.

Principal. The capital sum of an investment, as distinguished from interest.

Premium. The difference between the cost price and the face value at maturity in cases where the cost price is higher than the face value.

Rate-of-Return. See **Yield.**

Repurchase Agreement (REPO). An investment arrangement in which the holder of a security sells that security to an investor (the City) with an agreement to repurchase the security at a fixed price and on a fixed date.

Reverse Repurchase Agreement. An investment arrangement by which the City sells a security to a third party, such as a bank or broker/dealer, in return for cash and agrees to repurchase the instrument from the third party at a fixed price and on a fixed date. The City would then use the cash to purchase additional investments. This type of investment is prohibited in the City's portfolio, except to the extent used by local government investment pools with which the City invests.

Safekeeping. An arrangement whereby a bank holds securities and other valuables for protection in exchange for a fee.

Safety. The assurance of the undiminished return of the principal of the City's investments and deposits.

Secondary Market. A market for the purchase and sales outstanding securities following their initial distribution.

SEC Rule ISCJ-1 (Uniform Net Capital Rule). Security and Exchange Commission requirement that member firms and nonmember broker/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1.

Security. A financial instrument that signifies an ownership interest, the right to an ownership interest, or creditor status.

Security Risks. The uncertainty of the value of a security dependent on its particular qualities.

Time Deposits. Deposits at the depository bank that are not due and payable until

a specific date.

United States Agency Securities. Debt instruments issued by an executive department, an independent federal establishment, or a corporation or other entity established by Congress which is owned in whole or in part by the United States of America.

United States Treasury Securities. Debt instruments issued by the Treasury of the United States.

- **Treasury Bills** are issued for short-term borrowings (less than one year);
- **Treasury Notes** are issued for mid-term borrowings (Two. - ten years);
- **Treasury Bonds** are issued for long- term borrowings (over ten years).

Yield. The rate of annual income return on an investment, expressed as a percentage.

**TEXAS PUBLIC FUNDS
INVESTMENT ACT
CERTIFICATION BY BUSINESS ORGANIZATION**

CITY OF GLENN HEIGHTS, TEXAS

This certification is executed on behalf of the City of Glenn Heights, Texas (the "City"), and

_____ ("The Business Organization"), pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act") in connection with investment transactions conducted between the City and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter an investment transaction with the Investor as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code; and
2. The Qualified Representative of the Business Organization has received and reviewed the Investment Policy furnished by the City; and
3. The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the City that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

Qualified Representative of Business Organization [Sample]

Firm: _____

Signature

Printed Name: _____

Title: _____

Date: _____

PURCHASING POLICY



**CITY OF GLENN HEIGHTS
RESOLUTION NO. R- 09 -10**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS APPROVING AND ADOPTING A PURCHASING POLICY FOR THE CITY OF GLENN HEIGHTS AND REPEALING THE PURCHASING POLICY ADOPTED JULY 17, 2006.

WHEREAS, the City Council of the City of Glenn Heights, Texas believes it is vitally important to adopt a City Purchasing Policy that is in compliance with the City of Glenn Heights City Charter and the Texas Local Government Code; and

WHEREAS, the City Council of the City of Glenn Heights, Texas believes that a City Purchasing Policy should help ensure that any purchases follow practices that guarantee that City funds are being spent as effectively and efficiently as possible; and

WHEREAS, the current City Purchasing Policy was adopted by the City Council by motion on July 17, 2006; and

WHEREAS, changes in Law have occurred since the last City Purchasing Policy was adopted; and

WHEREAS, laws regulating purchasing can change every two years; and

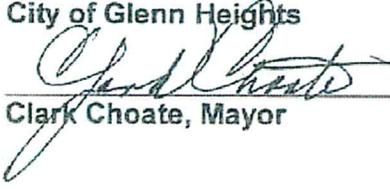
WHEREAS, the proposed City of Glenn Heights City Purchasing Policy is incorporated in the Purchasing Manual that is attached as Exhibit 'A',

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Glenn Heights, Texas:

1. Adopts the City of Glenn Heights City Purchasing Policy attached hereto as Exhibit "A" "Purchasing Manual" and incorporated herein for all purposes; and
2. Repeals the previously adopted City Purchasing Policy, and
3. Acknowledges and provides that in the event the Legislature amends the laws regarding purchasing and procurement by municipalities in a manner that affects or modifies the procedures contained in the Glenn Heights Purchasing Manual, such amendment shall be considered to be effective as a modification of the Glenn Heights purchasing regulations unless specifically addressed by ordinance or resolution adopted by the City Council providing otherwise.

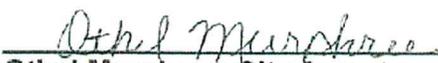
ADOPTED AND APPROVED on this the 15th day of March, 2010.

City of Glenn Heights



Clark Choate, Mayor

ATTEST:



Othel Murphree, City Secretary

CITY OF GLENN HEIGHTS



PURCHASING MANUAL

(12/29/09)

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I. INTRODUCTION

Purchasing, a division of the Finance Department, is designated as the central procurement and property disposal function for all departments of the City of Glenn Heights. It is responsible for assisting all departments in locating and securing supplies, equipment or services in the most efficient and economical way. The Purchasing division operates as a service agency and should be included in all stages of acquisition; from the planning stages, to the ordering and receiving. The intention is not to influence what is purchased but to utilize the division's, knowledge and expertise of purchasing techniques and products. It ensures compliance with the State's competitive bidding statutes and the City's Purchasing Policy.

II. PURCHASING PROCEDURES

The following purchasing procedures are outlined in accordance with the dollar threshold of the level of expenditure. The user department may obtain all quotations below \$3,000. Three quotes **are required** on **all** purchases over \$501 and must be submitted with the purchase order. The Department Head **must** handle all purchases estimated over \$3,000.

Petty Cash

After Department Head permission is obtained, minor purchases of goods or services that are less than \$100 may be purchased by the department directly from the vendor. The cost is reimbursed from the Petty Cash Fund upon presentation of a paid invoice and a signed Petty Cash Voucher Form. This form is available through the Finance Department. Petty cash is issued by the Department's Administrative Assistant or the Accounts Payable Clerk at all City Municipal Centers. The procurement of goods or services over \$100, (which cannot be purchased from the Petty Cash Fund) must be submitted on a Direct Purchase Order or a Purchase Requisition.

Expenditures for Goods or Services \$1 - \$2,999

Departments are allowed to make purchases up to \$500 without obtaining 3 quotes.

Expenditures for Goods or Services \$3,000 - \$49,999

Expenditures for goods and services of \$3,000 but not exceeding \$49,999 are bid on an informal basis. Texas Local Government Code Chapter 252.0215 requires that a municipality, in making an expenditure of \$3,000 but less than \$50,000, shall contact at least two Historically Underutilized Businesses (HUBs) on rotating basis, based on information provided by the General Services Commission. Once the bids have been received and the apparent low bidder has been identified, the Department Head shall submit a purchase requisition accompanied with a memorandum recommending a bidder. When the Department Head receives all the required information a written recommendation for approval is submitted to the Finance Director and the City Manager. After authorization has been received, the purchase requisition is processed.

Expenditures for Goods or Services \$50,000 and Over

Expenditures over \$50,000 are bid on a formal basis and require City Council approval. All departments are encouraged to plan their purchases a minimum of six (6) weeks in advance to allow time for the processing of bid specifications and advertisements.

Bids for goods or services costing more than \$50,000 must be advertised in the local newspaper for two (2) consecutive weeks and may be opened the following week. Once the bids are formally opened and tabulated, they are sent to the Department Head. The Department Head evaluates the bid proposals and submits a written recommendation to the Finance Director and the City Manager. At that time, the item can be placed on the City Council Agenda.

Conflict of Interest/Disclosure Statement

- ❖ Chapter 176, Local Government Code was passed during the 2005 legislative session and became effective on January 1, 2006.

Vendor:

- ❖ The statute requires vendors conducting business or seeking to conduct business with a City to file a Conflict of Interest Questionnaire. (Attachment D) with the City Secretary's Office no later than seven (7) business days after contract negotiations begin or after an application, bid or other writing relating to a potential contract is submitted to the City.
- ❖ Vendors conducting long-term business with the City must keep their Conflict of Interest Questionnaire up-to-date by re-filing annually or upon an event that would make the questionnaire inaccurate.
- ❖ Vendors commit a Class C misdemeanor for failing to submit the Conflict of Interest Questionnaire.

Local Government Officer:

- ❖ The statute requires that mayors, council members, city managers or department heads, and certain other city officials (all referred to as "city officers" throughout this article) file a Conflict Disclosure Statement (Attachment E) with the City's records administrator (usually the City Secretary) within seven (7) days of becoming aware of either of the following situations:

1. A City officer or the officer's family member (parent/child, brother/sister, son-in-law, daughter-in-law, etc.) has an employment or business relationship that results in taxable income with a person who has contracted with the City or with whom the City is considering doing business.
2. A City officer or the officer's family member receives and accepts one or more gift with an aggregate value of \$250 in the proceeding twelve months from a person who conducts business or is being considered for business with the officer's City.

Sole Source Purchases

A written memo explaining and fully describing the conditions that make the supplier a "sole source" should accompany requisitions for any goods or services, which can only be supplied by only one source. The memorandum shall accompany the Purchase Requisition, the invoice and check request and shall be filed with the Finance Department for audit purposes.

Cooperative Purchasing Programs

Pursuant to Section 271.081, et seq., cooperative purchasing programs give volume purchasing power to local governments. Under such programs, the City can purchase goods and services from state term contracts, TXMAS contracts, and piggyback contracts, including co-op contracts established by local Councils of Government and through affiliation with TML. Using these services through the State of Texas CO-Op will meet the City's competitive bidding requirements. The Department Head and the Finance Director should check these sources, especially in the case of sole source procurements, to see if the goods or services sought may be obtained through any cooperative sources.

Request for Proposal (RFP)

Competitive proposals are similar to competitive bids, but are limited in scope by Texas Statutes. They can only be used for procurements of high-technology products or services.

The main differences between proposals and bids are:

- ❖ The specification is written using performance standards rather than a description of the goods or services. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.

- ❖ Vendors submit Proposals of their own design for a system to satisfy the requirements set forth in the RFP. Proposals may incorporate entirely different hardware or services to accomplish the same performance.
- ❖ After Proposals are received, the municipality may enter into negotiations with as many vendors as have submitted feasible Proposals in order to arrive at the best possible Proposal for each vendor.

Although there is no legal requirement to do so, RFPs are often used to procure professional or personal services. While the Professional Services Procurement Act (VTCA Government Code, Chapter 2254), prohibits using competitive bids to procure those covered professional services, there is no problem with using a concept based on the competitive proposal to obtain qualifications and rates charged for professional services from interested professionals. The only requirement is that the selection not be based on the rates but on the qualifications of the vendor.

High-Technology Purchase

A RFP is used when purchasing services of a highly technical nature such as the Following;

- ❖ Data Processing equipment and software,
- ❖ Telecommunications equipment, radio and microwave systems,
- ❖ Electronic distributed control systems such as building energy management systems.

Specifications are written as a Request for Proposal instead of a Request for Bid. All evaluation criteria must be defined. The award of the contract does not have to go to the lowest bidder, but to the best-quoted proposal.

III. PURCHASING CARD POLICY

The Purchasing Card is a credit card that can be used for small purchases. It is a fast and flexible tool to be used for purchases under \$2,999. The card is to be used only for official city purchases; any other use is a violation of the Personnel Policy and is subject to disciplinary measures.

Instructions for Using Purchasing Cards:

1. Department Head should check the budget to verify that funds are available to cover the purchase.
2. If the purchase is under \$2,999 including shipping fees, and within the designated card purchasing limit, proceed with the purchase either at the vendor location, by phone or online.

3. Make certain the vendor is aware of the "Tax Exempt Status". If an exemption certificate is needed, call Finance to have one faxed to the vendor.
4. Obtain a copy of the charge/sales receipt or packing list, and submit to the Administrative Assistant for processing.
5. Statements are distributed once per month and given to the Administrative Assistant(s) for reconciliation and coding.
6. When processing check requests, correct coding of account information is imperative, be sure to include all back up documentation and submit to Department Head for approval.
7. Completed check requests (Attachment C) are submitted to Finance Accounts Payable Clerk for final processing.

IV. PURCHASE REQUISITION

Purpose of a Purchase Requisition

The Purchase Requisition (Attachment B) is an instrument designed to expedite and control buying for the City. It is used in all large purchases over \$2,999. Three quotes (Internal Quote – Attachment F) must be obtained and documented on the Purchase Requisition. All back-up documentation shall be attached to the Purchase Requisition and submitted to the Department Head for approval of the purchase.

**Some Vendors may require a "purchase order"; in that case, issue the vendor a purchase requisition number ("PR number"). The PR number will be issued by the Accounts Payable Department.

V. CAPITAL ASSETS

Identifying Expenditures for Capital Assets

Capital assets are purchases for real and personal property (such as land, buildings, fixtures, furniture, vehicles, and equipment) classified as line item "Capital Outlay" in the City's budget and meet the following guidelines:

1. The expected full useful life must be one year or more;
2. The original unit cost of the item should be \$5,000 or greater. The cost should include all delivery fees, installation, and accessories, and/or any reasonable and necessary costs incurred to place the asset in its intended location and prepare for its intended use;
3. The item must not be consumed, unduly altered, or materially reduced in value immediately by its use;

4. If the item is to be part of a set or multiple units, and the total value of the set is \$5,000 or greater, then it should be considered a capital item asset;
5. Expenditures that increase the existing life of an asset and/or add value to existing asset; or
6. Other items as defined by generally accepted accounting principles.

Items not Considered Capital Assets

1. Items that require regular replacement because of rapid wear;
2. Any item where a one-time use of the item will destroy it; or
3. Maintenance on an existing fixed asset to merely return the item to a functioning product, such as equipment repairs and clearing underground water and sewer lines.

VI. INVOICING

As goods and/or services are received, invoices are processed. A check request is processed by the Department and approved by the Department Head. Copies are retained by the Department and then forwarded to the Finance Department for payment.

VI. EMERGENCY PURCHASES

When an emergency occurs during office hours, contact the Department Head to receive authorization for the emergency purchase (a purchase not planned for in the normal budgetary process). Authorization for purchases over \$2,500 will be subject to approval by the Finance Director. After business hour emergency purchases would require written justification from the Department Head, as soon as practicable. Submit all documentation and the written justification to the Finance Director.

A Purchase Requisition shall be submitted to the Finance Director for approval. At that time the purchase may be completed.

All Capital Outlay requests must be submitted on a Purchase Requisition.

EMERGENCIES CREATED THROUGH NEGLECT MUST BE AVOIDED. THEY ARE EXAMPLES OF POOR PLANNING ON THE PART OF THE DEPARTMENT CONCERNED.

Typical examples of emergencies created through neglect are:

- ❖ Depletion of stock due to negligence,
- ❖ Building or equipment needing repairs for some time, suddenly becoming an emergency over night,

- ❖ Materials for projects, which must be planned weeks or months ahead of time, requested just before desired time.

VII. SPECIFICATIONS

A specification is no more than an accurate description of the material or equipment to be purchased.

A good specification should be:

- ❖ As simple as possible, but specific enough that a loophole will not allow a bidder to evade any of the provisions and, thereby, take advantage of the City.
- ❖ Identified, when possible, with some brand or specification already on the market.
- ❖ Capable of being checked. It should describe the method of checking which will govern acceptance or rejection.
- ❖ Capable of being met by several bidders.
- ❖ Clear, misunderstandings can be expensive.
- ❖ Flexible, thus allowing the City to take advantage of new products available.

VIII. GENERAL INFORMATION

Insurance Requirements

A Contractor or Vendor shall secure and maintain insurance as will protect him from claims under the Worker's Compensation Act (statutory amounts), and from claims for bodily injury, death, or property damage, which may arise from the performance of his services under this agreement (Commercial General Liability Insurance) with minimum coverage of \$500,000 per occurrence and \$1,000,000 annual aggregate for bodily injury or death and property damage, written on an occurrence basis.

The Contractor or Vendor shall, at a minimum maintain:

Comprehensive Automobile Liability Insurance covering all owned, non-owned, and hired vehicles with combined single limit coverage of \$500,000

for bodily injury, death, or property damage, written on an occurrence basis.

CONTRACTOR shall maintain, at no expense to City, a professional liability (errors and omissions) insurance policy placed with a company rated at least A-/VII by Best's Key Rating Guide, authorized to do business in Texas, in an amount not less than one million dollars (\$1,000,000).

- ❖ All policies, except Worker's Compensation, shall name the City as an additional insured.

- ❖ All policies shall contain a waiver of subrogation in favor of the City and require the giving of written notice to the City at least thirty (30) days prior to cancellation, non-renewal or material modification of any policies. The Contractor or Vendor shall furnish the City with copies of said policies or certificates evidencing such coverage.

Signatures/Authorization

Applications for Title, Tax Exemption Certificates, Agreements, and Contracts shall not be signed by any City employee unless authorized in writing by the City Manager or other proper official.

Avoiding Duplicate Purchases

When a Purchase Requisition is submitted to the Department Head, certain criteria shall be verified to avoid and/or eliminate duplicative purchases.

- ❖ If a purchase is a fixed asset, the Capital Outlay list is referenced, and the item and the costs are recorded.
- ❖ All purchases over \$3,000 and under \$50,000 require the City Manager approval.
- ❖ All purchases exceeding \$50,000 require the City Council's approval.

All of the above procedures and checkpoints assist in the avoidance of duplicative purchases.

Disposition of City Property

Surplus property, confiscated property, abandoned vehicles and real estate shall be sold in accordance with State Law. Property declared unusable shall be destroyed. With the City Manager's approval, property deemed usable may be donated to another entity or for a public purpose use.

Money received from the sale of equipment shall be placed in the City's account.

Seized and subsequently forfeited property will be handled according to other

local, state or federal laws and regulations as may apply to the property, its disposition and/or use of funds from such disposition and both Department Heads as well as the Finance Director should be consulted prior to the disposition of any City property.

Grant Funds

Proceeds from disposed equipment acquired with grant funds shall be placed in a special revenue account as required or designated in the grant specifications.

If property purchased with grant funds is sold or destroyed, to insure that grant requirements are met, all funds and/or destroyed property must be tracked according to the grant specifications. There may be other requirements that must be met (e.g. prior approval of the grant agency) so caution should be exercised and the Finance Director must take steps to ensure that all grant requirements and specifications are met prior to use of items purchase with grant funds or disposition of items purchased with grant funds.

Code of Ethics

Public employment is a public trust. It is the policy of the City of Glenn Heights to promote the objective of protecting government integrity and of facilitating the recruitment and retention of personnel needed by the City of Glenn Heights. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City of Glenn Heights.

To achieve this purpose, it is essential that those conducting business with the City of Glenn Heights also observe the ethical standard prescribed below:

1. It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Glenn Heights by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be a breach of ethics to attempt to influence any public employee of the City of Glenn Heights to breach standards of ethical conduct set forth in this code.
3. It shall be a breach of ethics for any employee of the City of Glenn Heights to participate directly or indirectly in a procurement when the employee knows that:

- ❖ The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
 - ❖ A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement;
 - ❖ Any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiation or has a an arrangement concerning prospective employment is involved in the procurement;
4. It shall be a breach of ethics to offer, give or agree to give any employee or former employee of the City of Glenn Heights, or for any employee or former employee of the City of Glenn Heights to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any preceding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement of a contract or subcontract, or to any solicitation or proposal, thereof, pending before this government.
 5. It shall be a breach of ethics for any employee or former employee of the City of Glenn Heights knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

Bid Openings

All formal responses to IFBs or RFPs shall be submitted to the requesting Department Head where they are date and time stamped upon receipt. Bid openings are conducted weekly on Tuesdays and Thursdays at 2:00 p.m. at the location specified in the IFB or RFP. Vendors and the public are invited and encouraged to attend. Bids/Proposals received after the specified date and time are disqualified. Late Bids/Proposals cannot be considered for award of purchase.

Bidder's Protest Procedure

1. **PROTEST:** A protest, if any, shall be submitted to the City of Glenn Heights Finance Director for transmittal to and consideration by the City of Glenn Heights Protest Committee. This committee shall be comprised of the City Manager, a representative from the Finance

Department, and a representative from the requesting department. A protest must be submitted in writing and must be supported by sufficient information to enable the protest to be considered. A protest will not be considered if it is insufficiently supported or it is not received within the time limits set forth in the Section entitled, "Timeliness," (below). A protest may be submitted upon the following reasons:

- ❖ A protest relating to restrictive procedures, alleged improprieties, or other similar situations arising prior to bid opening,
- ❖ A protest of a final ruling relating to requests for changes to or approval of equals, clarifications and modifications of the specifications, as set forth in the Pre-Bid Approval Section,
- ❖ A protest of the award of contract or alleged impropriety arising after bid opening as set forth in the Section, "Timeliness," (below).

2. TIMELINESS: To be effective, a protest must be submitted so that it is received by the Finance Department by the following deadlines:

- ❖ A protest based upon restrictive procedures, alleged improprieties, or other similar situations arising prior to bid opening must be received by the City of Glenn Heights Finance Director no later than five (5) working days prior to the specified bid opening date and may only be protested once.
- ❖ A protest based upon a final ruling relating to requests for "changes to" or "approval of equals," clarifications and modifications of the specifications, must be received by the City of Glenn Heights Finance Director within five (5) working days following the issuance of the final ruling.
- ❖ A protest of the award of contract or alleged impropriety arising after the bid opening must be received by the City of Glenn Heights Finance Director within five (5) working days following the earlier of the date on which the Bidder knew, or the date on which a diligent Bidder would have known, of the award or alleged impropriety.

3. PRE-BID APPROVALS: The Finance Director's written approval must be obtained prior to bid submission for :

- ❖ Any clarification of the specifications; or

- ❖ Any sample or engineering detail in which the technical specifications are required to be submitted before bidding, including substitution of any required bid or contract form; or
- ❖ Any modifications to the specifications which the Bidder maintains are restrictive and which the Bidder proposes be altered, amended or changed.

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FUND BALANCE POLICY



RESOLUTION R-02-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS AUTHORIZING A COMPREHENSIVE FUND BALANCE POLICY IN ACCORDANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD ("GASB) STATEMENT NO. 54.

Whereas, the Governmental Accounting Standards Board ("GASB") has issued Statement No. 54, Fund Balance Reporting and governmental Fund Type Definitions ("GASB-54"). The primary objective of this new standard is to improve the usefulness and comparability of fund balance information by reporting fund balance in more intuitive and meaningful components. This standard also clarifies the definitions of the different types of funds that a governmental entity may set up for financial reporting purposes;

Whereas, GASB-54 now requires our City to classify the fund balance amounts reported within our financial statements in accordance with five new and more detailed classifications shown below. These categories are as follows".

Nonspendable - Fund Balance – Fund balance reported as "nonspendable" represents fund balance with inventory or prepaid items. The cash outlay for these types of items has already been made and therefore the resources represented by this fund balance category cannot be spent again; hence the term "nonspendable".

Restricted fund Balance – Fund balance reported as "restricted" represents amounts that can be spent only on the specific purposes determined by law or by the external providers of those resources.

Committed Fund Balance - Fund balance reported as "committed" includes amounts that can be used only for the specific purposes determined by a formal action of our City's highest level of decision-making authority.

Assigned Fund Balance – Fund balance reported as "assigned" represents amounts intended to be used for specific purposes, but not meeting the criteria to be reported as committed or restricted fund balance. In addition, our governing body may grant to an administrator within our organization the authority to "assign" fund balance.

Unassigned Fund Balance – Fund balance reported as "unassigned" represents the residual classification of fund balance and includes all spendable amounts not considered within the other classifications; and

Whereas, GASB-54 is effective for periods beginning after June 15, 2010. Therefore our City is required to implement this new standard starting with Fiscal Year 2010/2011.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS THAT:

SECTION 1. In accordance with GASB-54, and as described in Exhibit A, a written Comprehensive Fund Balance Policy is formally adopted depicting the procedures that will be used for committing fund balance, assigning fund balance, how stabilization funds, if any, will

COMPREHENSIVE FUND BALANCE POLICIES

1.0 Policy on Committing Funds

In accordance with GASB-54, it is the policy of this City that fund balance amounts will be reported as "Committed Fund Balance" only after formal action and approval by the City Council. The action to constrain amounts in such a manner must occur prior to year end; however, if the actual dollar amount is not known that may be determined in the subsequent period.

For example, the City Council may approve a motion prior to year end to report within the year-end financial statements, if available, up to a specified dollar amount as Committed Fund Balance for Capital Projects. The exact dollar amount to be reported as Committed Fund Balance for Capital Projects may not be known at the time of approval due to the annual financial audit not yet being completed. This amount can be determined at a later date when known and appropriately reported within the year-end financial statements due to the governing body approving this action before year-end.

It is the policy of this City that the governing body may commit fund balance for any reason that is consistent with the definition of Committed Fund Balance contained within GASB-54. Examples of reasons to commit fund balance would be to display intentions to use portions of fund balance for future capital projects, stabilization funds, or to earmark special General Fund revenue streams unspent at year-end that are intended to be used for specific purposes.

After approval by the City Council, the amount reported as Committed Fund Balance cannot be undone without utilizing the same process required to commit the funds. Therefore, in accordance with GASB-54, it is the policy of this City that funds can only be removed from the Committed Fund Balance category after motion and approval by the City Council.

2.0 Policy on Assigning Funds

In accordance with GASB-54, funds that are *intended* to be used for a specific purpose but have not received the formal approval action at the governing body level may be recorded as Assigned Fund Balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the governing body.

GASB-54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives the authority to do so, such as a budget committee or the City Manager.

Therefore, having considered the requirements to assign fund balance, it is the policy of this City that the City Manager will have the authority to assign fund balance of this organization based on intentions for use of fund balance communicated by the governing body.

3.0 Policy on Order of Spending Resources

It is the policy of this City that when expenditures are incurred that would qualify as expenditures of either Restricted Fund Balance or Unrestricted Fund Balance (Committed, Assigned, or Unassigned), those expenditures will first be applied to the Restricted Fund Balance category.

Furthermore, it is the policy of this City that when expenditures are incurred that would qualify as a use of any of the Unrestricted Fund Balance categories (Committed, Assigned, or Unassigned), those expenditures will be applied in the order of Committed first, then Assigned, and then Unassigned.

4.0 Policy on the Acceptable Minimum Level of Fund Balances

It is the policy of this City to maintain at all times an overall Unrestricted Fund Balance (Unassigned Fund Balance) of not less than sixty (60) days of regular General Fund operating expenditures, and forty-five (45) days of Utility Fund operating expenditures, both measured based on the most recently completed fiscal year. If it is determined that the City is below this minimum established fund balance level, the governing body will be informed of this condition and take necessary budgetary steps to bring the fund balance level into compliance with this policy through budgetary actions.

5.0 Review of Governmental Fund Classifications

This City desires that the governmental fund types available for use in governmental financial reporting be appropriately selected based on the GASB-54 definitions of these fund types. Furthermore, the fund balance categories utilized within each these fund types are also to be appropriately selected from the new GASB-54 classifications.

Therefore, after consideration of the purpose of each governmental fund type, it is the policy of this City to limit the fund balance categories that may be used with each governmental fund type as follows:

General Fund

Nondisposable Fund Balance
Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance
Unassigned Fund Balance

Debt Service Funds

Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance

Capital Projects Funds

Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance

Special Revenue Funds

Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance

be determined, order of spending the fund balance categories, minimum fund balance levels, and use of governmental fund types.

SECTION 2. The above recitals as hereby found to be true and correct and incorporated herein for all purposes.

SECTION 3. Any and all other Fund Balance Policies that were adopted for governmental funds prior to the date of this Resolution shall be replaced with this Resolution.

SECTION 4. This Resolution shall be in full force and effect from and after its passage.

READ, CONSIDERED, PASSED, AND ADOPTED by the City Council of Glenn Heights at a regular meeting on the meeting on the **3rd** day of January, 2012.


Victor Pereira, Mayor

ATTEST:


Othel Murphree, City Secretary

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GLOSSARY



GLOSSARY

The Annual Program of Services contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of this document in understanding these terms, a budget glossary has been included in this document.

Accrual Basis: A basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows. For example, in accrual accounting, revenue that was earned between April 1 and June 30, but for which payment was not received until July 10, is recorded as being received on June 30 rather than July 10.

Accrued Expenses: Expenses incurred but not due until a later date.

Administrative Transfer: An interfund transfer designed to recover General Fund expenditures conducted on behalf of Proprietary funds.

Ad Valorem Taxes (Current): All property, real, personal, tangible, intangible, annexations, additions, and improvements to property located within the taxing unit's jurisdiction, which are subject to taxation on January 1 of the current fiscal year. Each year, by ordinance, the City Council exempts taxes on automobiles and other items from the tax levy. Following the final passage of the appropriation ordinance, City Council sets the tax rate and levy for the fiscal year beginning October 1 and continuing through the following September 30.

Ad Valorem Taxes (Delinquent): All taxes are due on receipt of bill and are delinquent if not paid before February 1 of the fiscal year in which they are imposed, except when the taxing unit postpones the delinquency date due to late mailing of tax bills or successful rollback elections.

Ad Valorem Taxes (Penalty and Interest): A delinquent tax incurs a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent, plus one percent (1%) for each additional month or portion of the month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent. However, the delinquent tax on July 1 incurs a total penalty of twelve percent (12%) of the amount of the delinquent tax without regard to the number of months the tax has been delinquent.

Appropriation: A legal authorization granted by a governing body to make expenditures and to incur obligations for specific purposes.

Appropriation Ordinance: The official enactment by the City Council to establish legal authority for City officials to obligate and expend resources.

Assessed Valuation: A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Dallas Central Appraisal District.)

Audit: A comprehensive examination of how an organization's resources were actually utilized, concluding in a written report of the findings. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the organization met its stated goals.

Balance Sheet: A financial statement that discloses the assets, liabilities, and equity of a specific governmental fund as of a specific date.

Balanced Budget: A budget in which estimated revenues equal estimated expenditures.

Bond: A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, streets and bridges.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the governing body for adoption and sometimes the financial plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the governing body.

Budget Calendar: The schedule of key dates or milestones, which the City departments follow in the preparation, adoption, and administration of the budget.

Budget Document: The instrument used by the operational authority to present a comprehensive financial program to the City Council.

Budget Message: The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Manager.

Budgeted Funds: Funds that are planned for certain uses but have not yet been formally or legally appropriated by the governing body.

Capital Equipment Budget: The portion of the annual operating budget that appropriates funds for the purchase of capital equipment items. These expenditures are often separated from regular operating items, such as salaries, services, and supplies. The capital equipment budget includes funds for capital equipment purchase, which are usually distinguished from operating items according to their value and projected useful life. Examples include vehicles, minor equipment, furniture, machinery, building improvements, and special tools. The dollar value varies according to the policy established by each jurisdiction.

Capital Improvements: A permanent addition to the City’s assets, including the design, construction or purchase of land, buildings or facilities or major renovations of the same.

Cash Basis: A basis of accounting under which transactions are recognized only when cash changes hands.

Cash Management: The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

Commitment: The pledge of appropriated funds to purchase an item or service. Funds are committed when a requisition is issued through the purchasing division of the City.

Cost: (1) The amount of money or other consideration exchanged for property or services. (2) Expense.

Cost Accounting: That method of accounting, which provides for assembling and recoding all of the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specified job.

Current Taxes: Taxes that are levied and due within one year.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Deficit: (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

Delinquent Taxes: Taxes that remain unpaid on and after the date on which a penalty for non-payment is attached.

Department: An organizational unit which has the responsibility of providing programs, activities, and functions in a related field.

Depreciation: The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

Disbursement: Payment for goods and services in cash or by checks.

Division: An administrative segment of the City, which indicates management responsibility for an operation or a group of related activities within a functional area. Divisions are the basic units of the budget upon which departments are composed.

Encumbrances: Commitments related to unperformed (executory) contracts for goods or services.

Enterprise Fund: A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) for providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Examples of Enterprise funds are those for water, gas, and electric utilities; swimming pools; airports; parking garages; and transit systems.

Expenditure: This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended.

Expenses: Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest and other charges.

Fiscal Year: The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Glenn Heights has specified October 1 to September 30 as its fiscal year.

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

Full Faith and Credit: A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds.)

Franchise Fee: This is a charge paid for the use of City streets and public right of way and is in lieu of all other municipal charges, fees, street rentals, pipe taxes or rentals, easement or other like franchise fees, inspections, fees, and /or charges of every kind except only Ad Valorem and special assessment taxes for public improvements (i.e., gas, telephone and cable TV).

Full-time Equivalent (FTE): A unit of measure based on the number of hours that an employee works during the fiscal year. One FTE is equal to 2080 hours.

Function: A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

Fund: An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities of government functions. Eight commonly used funds in public accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

Fund Balance: Fund balance is the excess of assets over liabilities and is, therefore, also known as surplus funds.

General Fund: The fund used to account for all financial resources except those required to be accounted for in another fund.

General Obligation Bonds: Bonds that finance a variety of public projects, such as streets, buildings, and improvements. The repayment of these bonds is usually made from the General Debt Service Fund, and these bonds are backed by the full faith and credit of the issuing government.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. They encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. They provide a standard by which to measure financial presentations.

Governmental Funds: Those funds through which most governmental functions typically are financed. The acquisition, use and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, and General Debt Service).

Grants: Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity, or facility.

Income: A term used in proprietary fun type accounting to represents (1) revenues or (2) the excess of revenues over expenses.

Interfund Transfers: Amounts transferred from one fund to another to recover the charge for administrative services.

Intergovernmental Revenue: Revenue received from another governmental entity for a specified purpose.

Investments: Securities and real estate held for the production of revenues in the form of interest, dividends, rentals or lease payments.

Levy: (Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

Line-Item Budget: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately along with the dollar amount budgeted for each specified category.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Modified Accrual Basis: The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both “measureable” and “available to finance expenditures of the current period.” Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if approximately offset by interest earnings on special assessment levies; (5) principal and interest on long-term debt which are generally recognized when due.

Operating Budget: Plan of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even where not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

Operating Expenses: Fund expenses which are directly related to the fund’s primary service activities.

Operating Grants: Grants which are restricted by the grantor to operating purposes or which may be used for either capital or operating purposes at the discretion of the grantee.

Operating Income: The excess of fund operating revenues over operating expenses.

Operating Revenues: Fund revenues, which are directly related to the fund’s primary service activities. They consist primarily of use charges for services.

Ordinance: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions, which must be by ordinance and those which may be by resolution.

Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

Other Financing Sources: Governmental fund general long-term debt proceeds, operating transfers out, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

Performance Budget: A budget that focuses upon activities rather than line items. Workload and unit cost data are collected in order to assess the efficiency of services. Typical data collected might include miles of streets paved per year, cost of paved streets per mile, tons of garbage collected per employee hour or cost per employee hour of garbage collection.

Performance Measures: Specific quantitative and qualitative measures of work performed as an objective of the department.

Productivity Measures: Productivity measures should reflect how well a program is performing its activities to meet the needs of the public and the organization. They should measure productivity, effectiveness, efficiency or the impact of a service provided. While activity measures indicate “how much” activity the division/department is performing, productivity measures identify “how well” the division/department is performing.

Program Budget: A budget that focuses upon the goal and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes or expenditures.

Program Description: Describes the nature of service delivery provided at this level of funding. It clearly explains how service delivery will be different from the prior budget year.

Program Goals: Program goals describe the purpose or benefit the division/department plans to provide to the community and/or organizations it serves. Goals identify the end result the division/department desires to achieve with its activities, but goals are often ongoing and may not be achieved in one year.

Program Objectives: Program Objectives are quantifiable steps toward accomplishing stated goals. They should have a specific time frame or measurable achievement. Objectives should be able to be reached or completed within the current fiscal year. Objective statements are not required for every activity performed, but should focus on the major steps necessary for achieving established goals.

Property Tax: Property taxes are levied on both real and personal property according to the property’s valuation and the tax rate.

Reconciliation: A detailed analysis of changes in revenue or expenditure balances within a fund.

Requisition: A written request from a department to the purchasing office for specific goods or services. This action precedes the authorization of a purchase order.

Reserve: An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriations.

Retained Earnings: The difference between assets and liabilities for enterprise and internal service funds.

Revenue Bonds: Bonds usually sold for constructing a project that will produce revenue for the government. All or part of the revenue is used to pay the principle and interest of the bond.

Revenues: (1) Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement 1, general long-term debt proceeds and operating transfers in are classified as “other financing sources” rather than revenues. (2) Increases in proprietary fund type net total assets from other than expense refunds, capital contributions and residual equity transfers. Under NCGA Statement 1, operating transfers in are classified separately from revenues.

Sales Tax: A general “sales tax” is levied on persons and businesses selling merchandise or services in the City limits on a retail basis. The categories for taxation are defined by state law. Money collected under authorization of this tax is for the use and benefit of the City; however, no City may pledge anticipated revenues from this source to secure the payment of funds or other indebtedness.

Shared Revenues: Revenues levied by one government but shared on a pre-determined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

Tax Rate: The amount of tax stated in terms of a unit of the tax base; for example, \$.50 per \$100 (one hundred dollars) assessed valuation of property.

Tax Rate Limit: The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments, or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

Tax Roll: The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

Trial balance; A list of the balances of the accounts in a ledger kept by double entry with the debit and credit balances shown in separate columns.

Unencumbered Balance: The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

Working Capital: Budgeted working capital is calculated as a fund’s current assets less current liabilities and outstanding encumbrances.

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FISCAL YEAR 2017-2018 ADOPTED BUDGET