RESILIENCE

Fiscal Year 2016-2017

Proposed Annual Budget and Program of Service

GLENN HEIGHTS

Moving from Good to Great while Reaching New Heights

Submitted to the Council of the City of Glenn Heights

July 30, 2016

City of Glenn Heights
Fiscal Year 2016-2017
Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of $272,815, which is a 8.93 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 $151,559.

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

FOR:		
AGAINST:		
PRESENT and not voting:		
ABSENT:		

Property Tax Rate Comparison

	2016-2017	**2015-2016**
Property Tax Rate:	$0.935536/100	$0.793400/100
Effective Tax Rate:	$0.750172/100	$0.735130/100
Effective Maintenance & Operations Tax Rate:	$0.645289/100	$0.682474/100
Rollback Tax Rate:	$0.949974/100	$0.793401/100
Debt Rate:	$0.253062/100	$0.110926/100

Total debt obligation for City of Glenn Heights secured by property taxes: $0

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CITY MANAGER'S BUDGET MESSAGE

Office of the City Manager

July 29, 2016

Honorable Mayor and Members of City Council:

In accordance with the City of Glenn Heights' Charter, Section 7.02, I am pleased to present the City of Glenn Heights' Proposed Fiscal Year (FY) 2016-2017 Annual Budget which begins October 1, 2016, and ends September 30, 2017.

This spending plan reflects our continued commitment to the theme of transforming the City of Glenn Heights from "Good to Great." During the past fiscal year, the City was faced with a significant tragedy. On December 26, 2015, we were struck by an F3 tornado. The tornado damaged 143 homes and structures, of which 45 were either completely destroyed or suffered major damage. During this time of crisis, the City of Glenn Heights answered the call to service – not allowing this tragedy to cripple us or stifle our momentum. Through the **RESILIENCE** of our residents, City Council, Staff, and surrounding communities, we were collectively able to overcome this challenge. In less than 30 days, over 90% of the rubble and debris resulting from the storm was removed. As we present the FY 2016-17 budget, we celebrate the strength of our community and the commitment of our staff to continue to ensure excellence in service, while preserving the City's long-term financial viability.

The annual budget process, along with the subsequent preparation of the budget, is the most important collaborative responsibility of the City Council, City Manager, and City Staff. We are proud to present a balanced budget that has been developed through careful planning and strategic resource allocation. This has been accomplished highly due to our increased home building activity and subsequently increased certified taxable value. Given current trends, we project the construction of over 2,000 new homes by FY 2023. Given, the population growth as well as anticipated road and street improvements within the City, commercial and retail development are expected to evolve, thus diversifying our revenue sources and creating a healthier financial future for the City. The key to our success will be ensuring that the City establishes a plan to balance new residential development against retail and commercial development while ensuring adequate staffing and resource allocation.

The FY 2016-17 proposed budget document is key to communicating the work and efforts of the City Council and City Departments to the City of Glenn Heights' current residents, prospective citizens and the business community. This is done through the following actions:

- The budget serves as a policy document that provides information about the policy guidance, goals and objectives for the year.
- The budget serves as a financial plan that provides insight into the financial structure and operations planning for the City.
- The budget provides projections for the current year's financial activity while also considering historical trends.
- The budget serves as an operations guide for each department, linking resources to operational objectives.
- The budget document is utilized to comprehensively communicate and provide transparency to the public about how the organization operates.

1938 S. Hampton Road ~ Glenn Heights, Texas 75154 ~ Phone: 972-223-1690 ~ Fax: 972-223-9704 ~ www.GlennHeightstx.gov

SUMMARY

This year's proposed budget is best described as **"Progressive"** as the City advances in its financial and operational growth and development. Our Development activity, the vast majority of which is based on the construction of new single-family homes, is expected to continue at a healthy, yet slightly slower, pace with an expected decrease from the previous year. Despite the expected decrease in development revenue, revenues remain healthy and continue to grow overall. Given the pace of development, there will be commensurate growth in expenditures. Thereby allowing the City to add to its sound fund balances. The FY 2016-2017 combined proposed revenue for the City of Glenn Heights is $28.70 million with $15 million of that total from the 2015 GO Bond.

FY 2016 -17 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 2016-17 General Fund revenues are projected to be $6,370,730, which is a 1.5% decrease however it is a 14.5% increase of the prior year approved budget. Ad Valorem (Property) Tax, Sales Tax, and Franchise Fees make up a majority of the City's revenue sources. These four revenues are expected to increase. The proposed FY 2016-17 General Fund total expenditures are estimated at $6,153,835. This represents a 5.2% increase from the FY 2015-16 Amended Budget.

The proposed FY 2016-17 General Fund end fund balance is projected to be $2,240,117, resulting in 133 days in reserve and exceeding the operational reserve balance required by the City's Financial Policy of 60 days.

Tax Rate

The FY 2016-17 Proposed Budget's total tax rate is $.935536 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 $.682474 per $100 of property valuation. This proposed rate maintains the rate from the previous fiscal year with no increase in the M&O tax rate. The proposed I&S rate is $.253062 per $100 of property valuation increasing the FY 2015-2016 Amended Budget rate of $.110926 per $100 of valuation. This increased I&S rate allocation is necessary to meet the increased debt obligations incurred by the City after the City Council authorized the sale of the $15 million in General Obligation Bonds previously approved by voters in the November 2015 Special Bond Election.

Taxable Value (Valuation)

The certified taxable value of property located within the City of Glenn Heights is $492,498,684. This is an increase of 10.1% above last year's taxable value of $447,599,372.

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 $3,327,564 in Ad Valorem Tax dollars for the General Fund operating budget, an estimated increase of 9% from the FY 2015-16 budget. 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.

Sales and Use Tax

The second largest revenue source for the General Fund in the FY 2016-17 Proposed Budget is the Municipal Sales Tax. Although the City lost a long-standing sales tax revenue generator during FY 2015-16, the revenue forecast for Sales and Use Tax is expected to increase by $10,954 (2%) from the previous fiscal year's amended budget. Generally, Sales and Use Tax revenue has consistently increased over the past few years and the City expects to collect $558,664 in Sales and Use Tax in FY 2016-17.

Franchise Fees

FY 2016-17 will see the third consecutive year of growth for Franchise Fee revenues. The growth in Franchise Fee revenue generally correlates to the continued growth in the development sector, resulting in a slight increase (1%) anticipated for the proposed budget. The total proposed FY 2016-17 Budget for Franchise Fees is $661,182.

Permit Fees

The development market will begin a cyclical cooling as a result of the timing of construction for existing/future developments and is only expected to last through FY 2016-17. Even with the cooling we anticipate the construction of approximately 112 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 2017-2018. As a result of the cycle, FY 2016-17 Permit Fee revenue is expected to decline by 44.8% from the FY 2015-16 Amended Budget $1.1 Million; this will result in expected revenues of $615,300 - decreasing $498,598 from the previous amended fiscal year budget, however still an increase over the approved budget of $413,106.

Court Fines and Forfeitures

Court fines and forfeitures are expected to remain steady. In FY 2015-16 the Amended Budgeted amount was $232,000. With a slight increase expected due to the natural growth of activities related to a rising population, the revenue for the FY 2016-17 Proposed Budget is $236,000.

GENERAL FUND EXPENDITURES

Total proposed FY 2016-17 General Fund Budget Expenditures are $6,153,835, a 5.2% increase from the FY 2015-16 Amended Budget amount of $5,854,085. 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 $4.3 Million, of which 9% is allocated for fringe benefits. We have also been successful after bringing procurement in house for health care coverage by securing a rate which represents an 18% decrease in cost.

Noteworthy highlights included in the FY 2016-17 budget by Cluster are as follows:

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

City Manager's Office

⇒Converting the Managing Director position to a Deputy City Manager Title; Creation of a Fiscal Officer

City Secretary's Office

⇒Elimination of Assistant City Secretary and creation of a Records Clerk; Funding for Expanding Records Management in IT Department

Organizational Development

⇒Increasing personnel training to provide city-wide training on the NeoGov Performance Management Module

Municipal Court

⇒Implementation of a Video Arraignment System

Economic Development

⇒Re-establishment of Economic Development Department

Planning and Development

⇒Addition of a Part-time Code Compliance Officer and Full-time Building Inspector positions added

Public Safety Cluster: New budget items that affected these expenditures:

Fire Department

⇒ Re-classify Emergency Management Specialist to Administrator, Emergency Management/Fire Marshal; Vehicle Fund resources allocated to purchase new fire engine

Police Department

⇒ Converted Corporal to Deputy Chief Position; addition of two new Police Officer positions; Purchase Police command vehicle, thermal imaging hand held camera and security camera for interview and property rooms

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

Meter Services

⇒ Funding increase for new meters to address projected new home growth; Meter fee adjustment to ensure cost coverage for meter purchase and installation; Replacing SCADA System

FY 2016-2017 WATER/SEWER FUND

Water Sales: Staff has carefully tracked water sales throughout the year and conservatively revised revenue projections to reflect current billing trends resulting from the population increase. It is estimated that at the end of FY 2016, water sales should be $1,925,000. The revenue projection for FY 2016-17 has increased by 14.2% over the FY 2015-16 approved budget amount, reflecting the additional estimated FY 2016-17 approval of 124 single-family permits.

Sewer Sales: The trend of sewer sales approximates that of water sales, so staff is conservative in estimating an increase in revenue.

WATER/SEWER FUND EXPENDITURES

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 2016-17 proposed budget amount is $783,233, which was increased from $601,570 in the FY 2015-16 budget. The second largest single item in the fund is the purchase of treated water from Dallas Water Utilities (FY 2016-17 budget $848,399). This represents an increase of $79,095 for the FY 2016-17 budget. This is due in part to the rate increase by Dallas Water Utilities, as well as, our continued residential growth.

The third largest line item in this 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.

FY 2016-2017 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, and the Parkland Fees Funds. The FY 2015-16 Amended Budget saw a significant expenditure from the 911 Wireless Fund in the amount of $359,200 to furnish an overhaul of integral components of the City's emergency communications system. In FY 2016-17 all of the funds will continue to add revenue as a result of the interrelated growth and development occurring within the City.

IMPACT FEE FUND

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 112 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 2016-17 will see significant expenditures occur from the respective funds, as they will be moved to the FM 664 Ovilla Road Capital Projects Budget.

FUND RESERVES

The City's General Fund Reserve continues to be strong. The projected year end fund balance of FY 2015-16 is $1.92 million. For the FY 2016-17 budget, based on the proposed spending plan, we predict an ending fund balance for $2.24 million. For the Water/Sewer Fund the year end fund balance would be $2.5 million and would remain the same in the next fiscal year.

FUTURE CHALLENGES

The City of Glenn Heights like much of the DFW Metroplex is experiencing an unprecedented boom in its economy. As discussed earlier, this budget is presented with increased optimism. 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 the consequential impacts in relation to the associated financial gains to ensure that the city meets the needs of the residents.

Finally, as mentioned in FY 2015-16, diversification continues to be an important objective. The creation of an Executive Director for Economic Development is a major step in tackling this challenge. The City must continue to encourage commercial development to diversify its revenue sources so it can better weather effects of economic cycles and/or legislative changes while still maintaining service levels.

CONCLUSION

The City of Glenn Heights is poised for growth and development. Our **Resilience** has been clearly demonstrated through our past fiscal practices, coupled with the recruitment and retention of a talented work force, serves as the premise for our future success. We must continue to work together to "Move the City of Glenn Heights from Good to Great while Reaching New Heights."

I would like to thank the City Council and City Staff for their continued partnership that has allowed us to effectively meet the challenges we face and take advantage of new opportunities moving forward.

Sincerely,

Aretha R. Ferrell-Benavides

Aretha R. Ferrell-Benavides
City Manager

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CITY OF GLENN HEIGHTS
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ABOUT GLENN HEIGHTS

DEMOGRAPHICS

Positioned in Dallas and Ellis counties, Glenn Heights is a city with an estimated population of 12,042 and has a total area of 7.2 square miles according to the United States Census Bureau. During the 1960s, N.L. Craddock, a Dallas firefighter, opened a 30-acre 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. The City of Glenn Heights was officially incorporated on September 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.

ABOUT GLENN HEIGHTS

POPULATION

Tracking back to the 1970 Census, there were only 257 citizens living in the City of Glenn Heights. Fast forward one decade later, in 1980, the number increased to 1,033 and once again increasing by over 50% to 4,563 by 1990. In the midst 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 undeveloped.

As of 2015, according to *City Data*, Glenn Heights had an estimated population of 12,042. The median age was 33.4. The racial makeup of the City was 54.4% African American, 22.1% White, 18.9% Hispanic, 3.8% Two or more races, .4% Asian alone and 0.3% Native American.

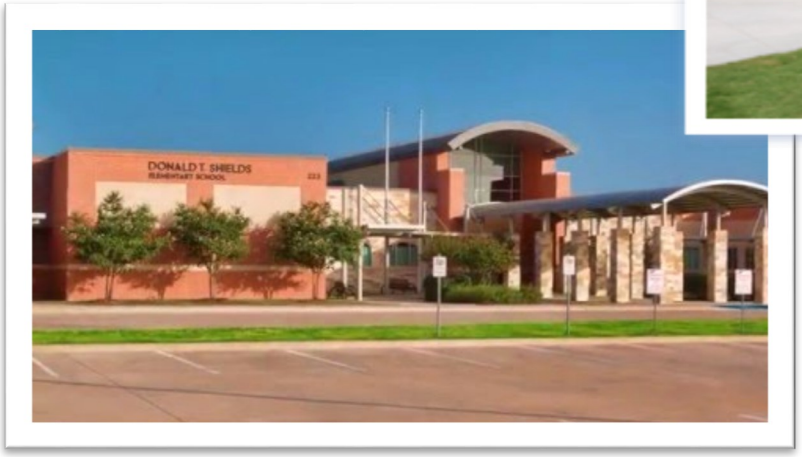
INCOME & HOUSEHOLD

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

ABOUT GLENN HEIGHTS

EDUCATION

Dallas County residents are served by the DeSoto Independent School District which include Frank D. Moates Elementary School, Woodridge Elementary School, McCowan Middle School, and DeSoto High School. Students are then placed into the school in their designated zone.



Ellis County residents are served by Red Oak Independent School District. Students are placed into their designated schools based on their home address. The Red Oak Independent Schools located in Glenn Heights include Donald T. Shields Elementary School, and Russell P. Schupmann Elementary School. Red Oak Junior High School and Red Oak High School are located in the City of Red Oak..

ABOUT GLENN HEIGHTS

TRANSPORTATION

Since 1983, Glenn Heights has been a member of the Dallas Area Rapid Transit (DART). The City is served under DART's Park & Ride Center. DART's operations are funded by a 1% local options sales and use tax. In FY 2016–17, the City estimates DART will receive $558,664 in revenues from local sales tax remitted by the State of Texas directly to DART. Dallas Area Rapid Transit and Glenn Heights officials introduced a new "wrapped bus" designed to highlight expanded On-Call service in the City at an event held Monday, March 7, 2016.

ELECTED OFFICIALS

The governing and lawmaking body of the City of Glenn Heights shall consist of 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 office 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

Councilmember

Sidney Davis

Place 1

Councilmember

Ron Adams

Place 4

Mayor Pro Tem

Tony Bradley

Place 2

Councilmember

Harry Garrett

Place 5

Councilmember
Emma Ipaye

Place 3

Councilmember
Glenn George

Place 6

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 the Council for the proper administration of all affairs of the City.

Aretha R. Ferrell-Benavides
City Manager

Lakeita Sutton, MBA
Finance Director

Charles Brewer
Director
Infrastructure & Public Works

Eddie Burns, Sr.
Fire Chief

David Hall, JD
Managing Director
Planning & Development

Kacye Harvey, MPA
Administrator
Organizational Development

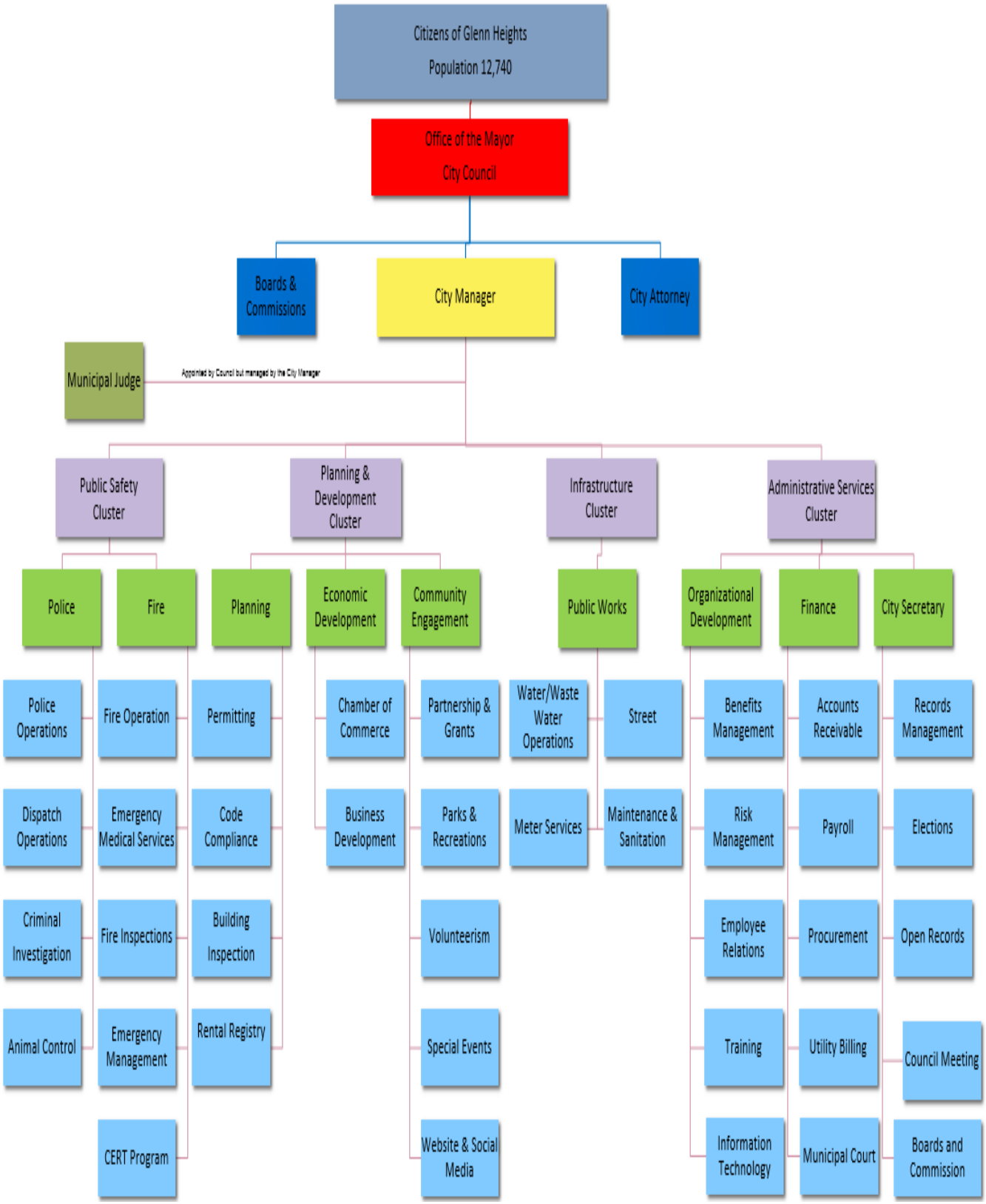
Phillip Prasifka
Police Chief

Jeremy Tennant
Senior Planner
Planning & Development

Millicent Williams
Coordinator
Community Engagement

Juanita "Janie" Willman
City Secretary

FUNCTIONAL ORGANIZATIONAL CHART



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BUDGET CALENDAR

April 2016

Su	Mo	Tue	We	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

26– Approve FY 16-17 Budget Calendar

26—Establish Budget Priorities

26— FY 15-16 Mid-Year Update

26– Council Workshop: Fringe Benefits and Discussion

May 2016

Su	Mo	Tue	We	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				

17—Discuss Mid-Year Projection and Budget Amendment 1st Reading

16—Begin receiving preliminary values from Dallas & Ellis County Appraisal Districts

June 2016

Su	Mo	Tue	We	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		

7– Discuss City Bond and Debt Schedule

7—Mid Year Budget Amendment 2nd Reading

7—Council Workshop: Capital Equipment Discussion

BUDGET CALENDAR

July 2016

Su	Mo	Tue	We	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						

5 - Finalize FY 2016-17 Budget Framework

5 - Council Workshop: Primary Revenue Projections

5 - Council Workshop: Current Personnel, position, salary structure and benefits package

19 - Final Presentation of FY 15-16 CAFR

19 - Council Workshop: Vehicle & Capital Needs

25 - Receive certified values from Dallas & Ellis County Central Appraisal District

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

August 2016

Su	Mo	Tue	We	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: Presentation of FY 16-17 Proposed Budget

2 - Submit Effective & Rollback Rate Calculations; Set Public Hearings for Budget and Tax Rate

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

9 - Council Workshop: Development Cluster; Public Safety Clusters; Capital Budget

16 - Council Workshop: Administrative Services Cluster ; Infrastructure Clusters; Council

23 - Public Hearing: Tax Rate 1st Reading; Present Financial Policy

30 - Public Hearing: Tax Rate 2nd Reading; Present Purchasing Policy

30 - Public Hearing: Budget Hearing 1st Reading

September 2016

Su	Mo	Tue	We	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 - Public Hearing: Budget Hearing 2nd Reading; Tax Rate Adoption; Budget Adoption

13 - Discuss and Consider Approval of FY16-17 Budget Approval

PERSONNEL SUMMARY

FULL –TIME PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
Administrator, Community Engagement	0	0	0	1	1	1
Administrator, Emerg.Mgmt./Fire Marshal ***Current Title Specialist***	0	0	0	1	1	1
Administrator, IT ***Current Title Coordinator***	0	0	0	1	1	1
Administrator, Municipal Court	1	1	1	1	1	1
Analyst, Finance	0	1	1	1	1	1
Animal Control Officer	1	1	1	1	1	1
Building Inspector ***New Position***	0	0	0	0	0	1
Captains, Fire ***Current Title Lieutenant***	1	3	3	3	3	3
Chief, Fire	1	0	0.5	1	1	1
Chief, Police	1	1	1	1	1	1
City Manager	1	1	1	1	1	1
City Secretary	1	1	1	1	1	1
Clerk, Record Management ***Current Asst. City Secretary***	0	0	0	1	1	1
Clerk, Records & Property	1	1	1	1	1	1
Clerk, Utilities Billing ***Current Title, Utility Billing Representative***	2	2	2	2	2	2
Code Compliance Officer	1	1	1	1	1	1
Communication Officers (Emergency Dispatchers)	5	5	5	5	5	5
Coordinator, Permits	1	1	1	1	1	1
Coordinator, Records & Property ***Current Title Supervisor***	1	1	1	1	1	1
Coordinator, Crime Victims	0	0	1	1	1	1
Corporal, Police	3	3	3	3	3	2
Deputy Chief, Police ***Current Title Corporal***	0	0	0	0	0	1
Deputy City Manager ***Current Title Managing Director***	0	1	1	1	1	1
Director, Public Works & Infrastructure	1	1	1	1	1	1
Director, Finance	1	1	1	1	1	1
Director, Planning & Permits ***Current Title Sr. Planner***	1	1	1	1	1	1
Director, Org. Development ***Current Title Administrator***	1	1	1	1	1	1

PERSONNEL SUMMARY

FULLTIME PERSONNEL SUMMARY (cont.)	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
Engineering Inspector	0	0	0	1	1	1
Executive Assistant	2	2	2	2	2	2
Executive Assistant to City Manager	1	1	1	1	1	1
Executive Director ***New Position***	0	0	0	0	0	1
Fiscal Officer ***New Position***	0	0	0	0	0	1
Firefighter/EMT	3	3	3	3	3	3
Firefighter/Paramedic	9	6	6	6	6	6
Coordinator, Meter Services ***Current Title Meter Reader***	0	0	0	0	0	1
Meter Reader	3	3	3	3	3	2
Planner	0	0	0	0	1	1
Police Officers	9	9	9	10	10	12
Sergeant, Police	3	3	3	3	3	3
Specialist, Org. Development	0	0	0	1	1	1
Superintendent, Utilities	1	1	1	1	1	1
Supervisor, Utilities	1	1	1	1	1	1
Supervisor, Utilities Billing	1	1	1	1	1	1
Utility Worker I	1	3	3	3	3	5
Utility Worker III	5	5	4	5	8	6
TOTAL POSITIONS	**66**	**66**	**66.5**	**75**	**79**	**84**

PART-TIME SEASONS PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
Accounting Clerk	0	0	0	0	0	1
Code Compliance	0	0	0	0	0	1
Fire Chief	0	1	1	0	0	0
Firefighter/EMT	6	6	6	6	6	6
Firefighter/Paramedic	6	6	6	6	6	6
Groundkeepers	0	0	0	0	0	6
Litter Crew	0	0	2	2	2	2
Payroll Clerk	1	0	0	0	0	0
College Interns	0	0	2	2	4	6
Summer Youth Employment Program (SYEP)	0	0	0	0	8	8
Superintendent Park & Rec.	0	0	0	0	0	1
TOTAL POSITIONS	**13**	**13**	**17**	**16**	**26**	**37**

PROPOSED ALL FUNDS BUDGET SUMMARY

Fund	Total Projected Beginning Fund Balance	Revenues	Expenditures	Transfers In (Out)	Net Change in Fund Balance	Ending Fund Balance			Days Reserve
						Total Ending Fund Balance	Restricted	Unassigned Fund Balance	
General Fund	**$2,114,447**	**$6,370,730**	**$(6,153,835)**	**$(91,225)**	**$125,670**	**$2,240,117**	**$ -**	**$2,240,117**	133
Debt Service	**20,387**	**1,246,327**	**(1,254,544)**	**-**	**(8,217)**	**12,170**	**12,170**	**-**	
Special Revenue Funds:	**93,289**	**87,793**	**(29,175)**	**(27,625)**	**30,993**	**124,282**	**136,145**	**(11,863)**	
Court Tech	*(411)*	*5,400*	*(6,500)*	*-*	*(1,100)*	*(1,511)*	*(411)*	*(1,100)*	
Court Security	*13,073*	*4,500*	*(17,300)*	*-*	*(12,800)*	*273*	*13,073*	*(12,800)*	
911 Fees	*79,283*	*77,200*	*-*	*(33,000)*	*44,200*	*123,483*	*123,483*	*-*	
Grants	*1,344*	*693*	*(5,375)*	*5,375*	*693*	*2,037*	*-*	*2,037*	
Capital Project Funds:	**1,878,903**	**15,600,928**	**(6,958,167)**	**-**	**8,642,761**	**10,521,663**	**1,878,677**	**8,642,987**	
Park Fees	*263,769*	*138,432*	*(50,000)*	*-*	*88,432*	*352,201*	*263,769*	*88,432*	
Street Impact	*345,081*	*143,590*	*(100,000)*	*-*	*43,590*	*388,671*	*345,081*	*43,590*	
Water/Sewer Impact	*364,690*	*317,526*	*(163,608)*	*-*	*153,918*	*518,607*	*364,690*	*153,918*	
2006 CO Bonds	*226*	*-*	*-*	*-*	*-*	*226*	*-*	*226*	
2008 CO Bonds	*137*	*-*	*(514,559)*	*-*	*(514,559)*	*(514,422)*	*137*	*(514,559)*	
2015 CO Bonds	*705,000*	*1,380*	*(700,000)*	*-*	*(698,620)*	*6,380*	*705,000*	*(698,620)*	
2016 GO Bonds	*-*	*15,000,000*	*(5,000,000)*	*-*	*10,000,000*	*10,000,000*	*-*	*10,000,000*	
Vehicle Replacement	*200,000*	*-*	*(430,000)*	*-*	*(430,000)*	*(230,000)*	*200,000*	*(430,000)*	
Proprietary Funds:	**3,249,685**	**5,564,033**	**(4,743,217)**	**(747,100)**	**73,716**	**3,323,402**	**-**	**3,323,402**	
Water and Sewer	2,533,567	5,248,533	(4,481,940)	(731,325)	35,269	2,568,835	-	2,568,835	183
Drainage	716,119	315,500	(261,277)	(15,775)	38,448	754,566		754,566	1,054
Total Funds	**$7,356,711**	**$ 28,869,811**	**$19,138,938)**	**$(865,950)**	**$8,864,923**	**$16,221,634**	**$2,026,992**	**$14,194,643**	

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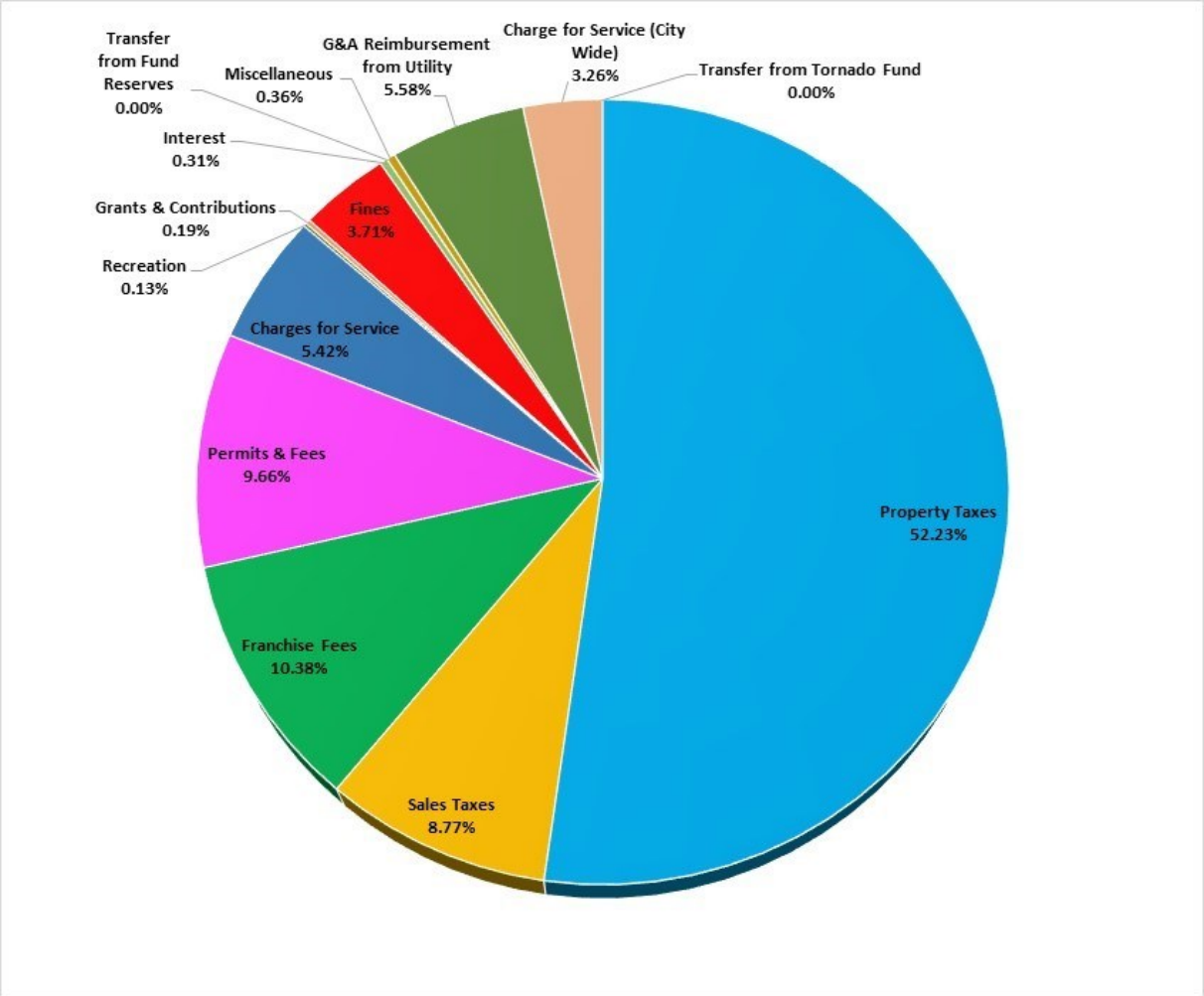
GENERAL FUND

The General Fund supports functions and activities that are traditionally provided by local government. Included are general 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.

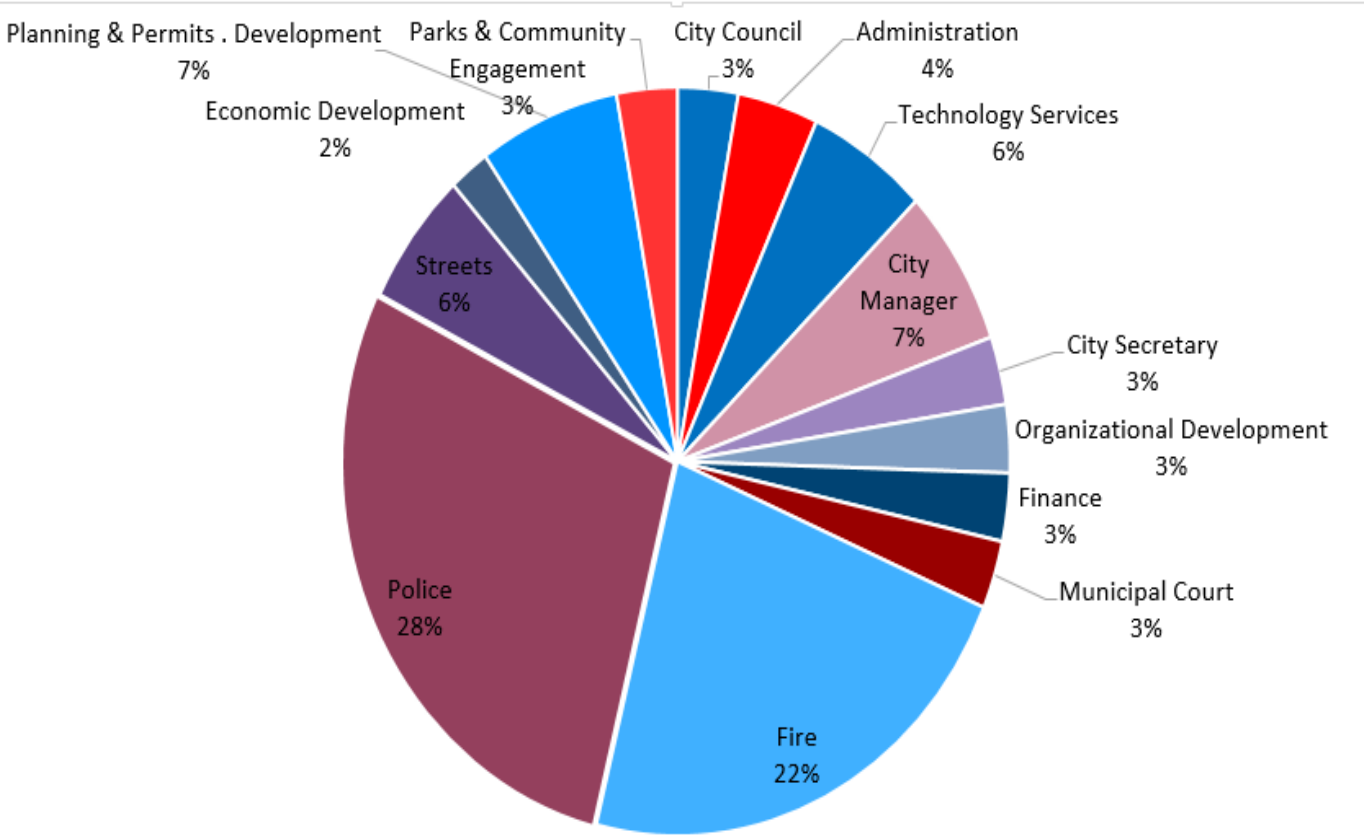
GENERAL FUND REVENUE SUMMARY

REVENUES	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
Total Ad Valorem Tax Rate	0.795000	0.795000	0.795000	0.793400	0.935536
Less: I&S Tax Rate	0.115935	0.116086	0.111610	0.110926	0.253062
M&O Tax Rate/$100 Valuation	0.679065	0.678914	0.683390	0.682474	0.682474
Taxable Valuation	$390,879,178	$408,046,433	$447,599,372	$447,599,372.	$492,498,684
	-1.81%	4.39%	9.69%	9.69%	10.03%
Property Taxes	$ 2,678,196	$ 2,789,705	$ 3,054,749	$ 3,054,749	$ 3,327,564
Sales Taxes	457,443	509,837	547,710	547,710	558,664
Franchise Fees	574,502	683,646	630,979	652,823	661,182
Permits & Fees	119,470	428,824	413,106	1,113,898	615,300
Charges for Service	309,179	322,033	333,800	333,800	345,003
Recreation	9,323	6,323	9,000	2,930	8,500
Grants & Contributions	14,435	5,945	13,500	14,900	12,300
Fines	216,938	222,688	232,000	232,000	236,600
Interest	16,825	19,305	19,000	20,000	20,000
Transfer from Fund Reserves	-	-	-	35,000	-
Miscellaneous	17,102	14,876	13,500	24,135	22,635
G&A Reimbursement from Utility	178,249	255,200	255,200	256,615	355,400
Charge for Service (City Wide)	19,178	45,500	45,500	147,454	207,583
Transfer from Tornado Fund	-	-	-	-	-
TOTAL REVENUES	**$ 4,610,840**	**$ 5,303,881**	**$ 5,568,044**	**$ 6,436,013**	**$ 6,370,730**



GENERAL FUND EXPENDITURE SUMMARY

EXPENDITURE	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
City Council	$ 16,387	$ 14,992	$ 141,520	$ 141,520	$ 171,520
Administration	242,427	501,214	340,281	500,735	99,010
Technology Services	-	-	-	-	373,286
City Manager	222,223	264,523	241,180	247,970	406,386
City Secretary	120,619	144,217	196,658	194,658	191,441
Organizational Development	89,177	122,123	156,345	161,171	181,319
Finance	178,162	165,285	175,724	191,724	185,960
Municipal Court	129,323	115,475	117,740	118,240	120,365
Fire	1,072,026	1,200,647	1,246,584	1,231,784	1,461,416
Police	1,870,959	1,876,091	1,923,263	1,938,946	1,820,987
Streets	219,459	270,693	386,656	368,884	357,284
Economic Development					142,497
Planning & Permits . Development	144,186	242,255	305,470	545,600	432,216
Parks & Community Engagement	161,754	190,708	149,121	212,851	210,149
	$ 4,466,702	$ 5,108,221	$ 5,380,543	$ 5,854,085	$ 6,153,835



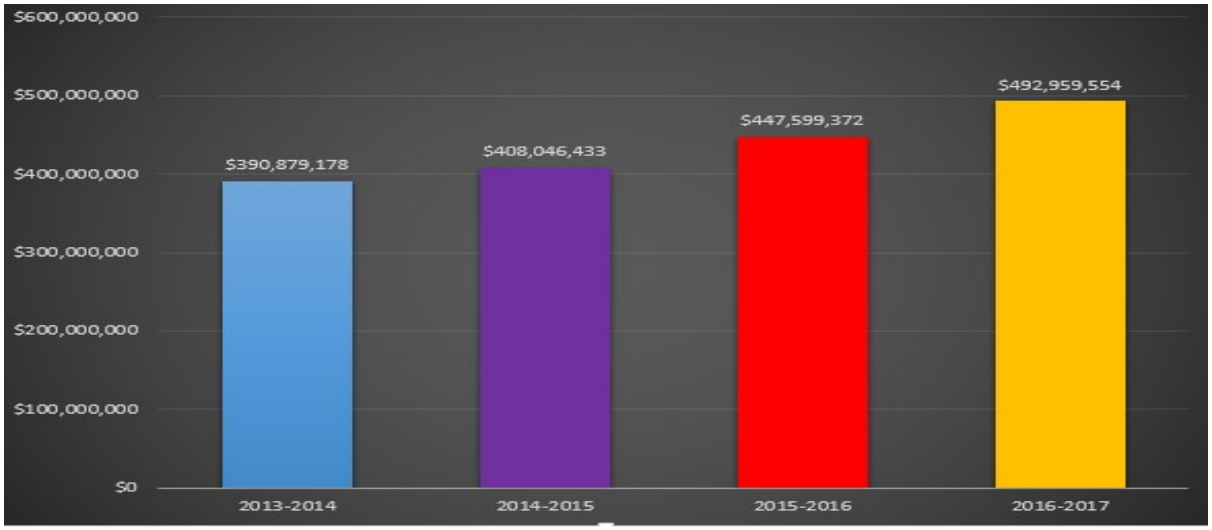
GENERAL FUND TRANSFER SUMMARY

Total Revenues Over (Under) Expense	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2106 AMENDED	2016-2017 PROPOSED
Total Revenues Over (Under) Expense	**$ 1 44,138**	**$ 195,660**	**$ 187,501**	**$ 612,958**	**$ 216,895**
00-Transfers In (Out):	-	-	-	-	-
W/S Capital Financing	82,000	-	-	-	-
Repayment for W/S Debt Property Taxes	-	-	-	-	-
Transfer to Vehicle Replacement Fund	(100,000)	(164,929)	(100,000)	(100,000)	(140,000)
Transfer to Tornado Fund	-	-	-	(200,000)	-
Transfer for City Hall Capital Project	-	-	-	(500,000)	-
Transfer to Capital Projects Fund	-	-	-	-	-
Operating (includes in lieu of franchise fees)	44,178	45,500	45,500	45,500	48,775
TOTAL Transfer In (Out)	**-**	**-**	**-**	**(800,000)**	**(91,225)**
NET CHANGE IN FUND BALANCE	**115,729**	**110,333**	**12,318**	**(187,042)**	**125,670**
BEGINNING FUND BALANCE - OCTOBER 1	2,142,447	2,307,376	2,417,709	2,114,447	2,114,447
ENDING FUND BALANCE - SEPTEMBER 30	2,307,376	2,417,709	2,430,027	1,927,405	2,237,117
City commitment for SAFER firefighter	-	-	(33,000)	-	-
UNASSIGNED FUND BALANCE - SEPTEMBER 30	**$ 2,307,376**	**$ 2,417,709**	**$ 2,397,027**	**$ 1,927,405**	$ 2,237,117
AVERAGE DAILY EXPENDITURES	12,238	13,995	14,741	16,039	16,860
NUMBER OF DAYS RESERVE	189	173	163	120	133

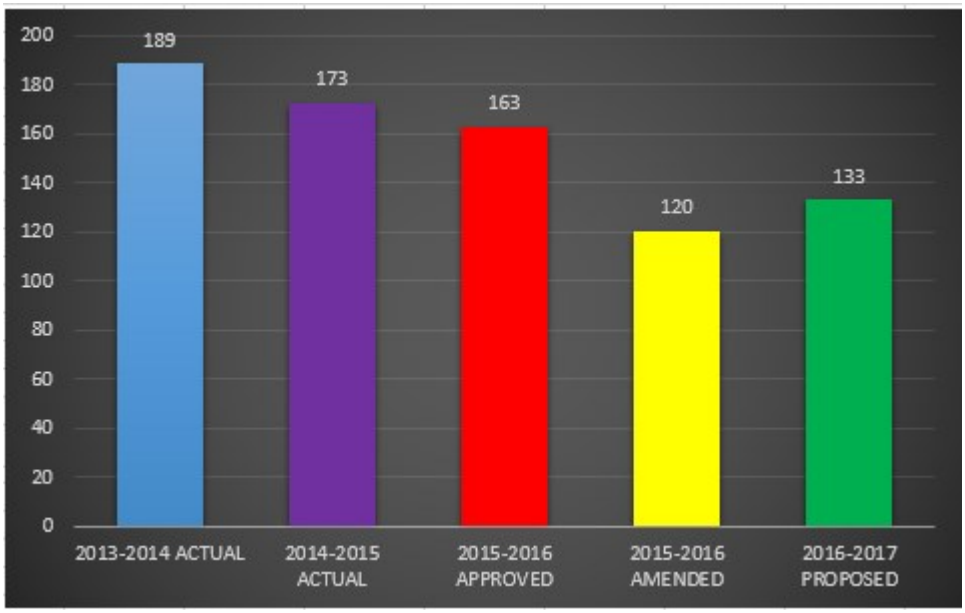
00-OTHER FINANCING SOURCES (USES)		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2106 AMENDED	2016-2017 PROPOSED
OTHER REVEVENUE/TRANSFERS IN (OUT)							
100-4-00-4900	TRANSFERS FROM W/S FUND	100,000	82,000	0	0		0
100-4-00-4901	W/S Charge for Services (MGT)	146,799	178,249	220,000	**255,200**	**256,615**	**355,400**
	City Council (40%)				39,626	41,041	68,608
	City Manager's Office (40%)				67,530	67,530	99,188
	City Secretary (28%)				55,064	55,064	54,504
	Human Resources (35%)				43,777	43,777	56,410
	Finance (40%)				49,203	49,203	76,690
100-4-00-4902	W/S Charge for Services (CITY-WIDE)	15,440	36,283	16,000	**28,499**	**147,454**	**207,583**
	Telecommunications & Technology (20%)				7,929	0	0
	Technology (45%)					125,184	167,979
	Utilities (40%)				20,570	22,270	39,604
100-4-00-4903	TRANSFERS FROM W/S (ALLOCATION)	23,354	0	0	0	0	0
100-4-00-4920	BOND DEBT REPAYMENT	277,100	0		0	0	0
100-4-00-4911	TRANSFERS FROM DRAINAGE FUND	12,500	12,500	12,500	12,500	12,500	15,775
100-4-00-4905	TRF FROM 911 WIRELESS FUND	31,653	31,678	33,000	33,000	33,000	33,000
100-5-32-6250	TRANSFER TO OPER GRANT	-10,145	0		-33,000	-33,000	-33,000
100-5-99-7106	TRANSFER TO FAMILY FESTIVAL	0	0		0	0	0
100-5-99-7160	TRANSFER TO VEHICLE REPLACEMENT FUND	0	-100,000		-100,000	-100,000	-100,000
TOTAL TRANSFERS IN (OUT)		596,701	240,710	281,500	196,199	316,569	478,757
TOTAL OTHER FINANCING SOURCES (USES)		$ 596,701	$ 240,710	$ 281,500	$ 196,199	$ 316,569	$ 478,757

GENERAL FUND SUMMARY

2016 TOTAL TAXABLE VALUE



NUMBER OF DAYS IN RESERVE



GENERAL FUND REVENUE DETAIL

REVENUES		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2106 AMENDED	2016-2017 PROPOSED
AD VALOREM TAXES							
100-4-00-4000	CURRENT AD VALOREM TAX	$ 2,592,194	$ 2,608,532	$ 2,746,997	$ 2,984,749	$ 2,943,126	$ 2,943,126
100-4-00-4001	DELINQUENT AD VALOREM TAX	44,597	42,774	27,918	45,000	86,623	86,623
100-4-00-4002	PENALTY & INTEREST (TAX)	29,232	26,890	14,790	25,000	25,000	25,000
TOTAL AD VALOREM TAXES		$ 2,666,023	$ 2,678,196	$ 2,789,705	$ 3,054,749	$ 3,054,749	$ 3,054,749
SALES TAXES							
100-4-00-4200	SALES TAX	407,931	457,443	509,837	547,710	547,710	558,664
100-4-00-4202	FEDERAL EXCISE TAX						
TOTAL SALES TAXES		$ 407,931	$ 457,443	$ 509,837	$ 547,710	$ 547,710	$ 558,664
FRANCHISE FEES							
100-4-00-4100	ELECTRIC FRANCHISE	190,521	188,388	257,631	234,787	234,787	239,482
100-4-00-4101	TELEPHONE	88,483	92,107	125,035	6,000	21,773	22,209
100-4-00-4102	GAS FRANCHISE	39,951	51,543	62,032	65,134	65,134	66,436
100-4-00-4103	CABLE FRANCHISE	7,789	6,372	5,564	90,300	97,721	99,675
100-4-00-4104	GARBAGE FRANCHISE	3,681	7,686	7,362	7,000	4,605	-
100-4-00-4105	VIDEO FRANCHISE FEE	22,135	25,093	9,060	18,500	19,544	19,935
100-4-00-4106	W/WW FRANCHISE FEES	-	203,313	216,962	209,259	209,259	213,444
TOTAL FRANCHISE FEES		$ 352,560	$ 574,502	$ 683,646	$ 630,979	$ 652,823	$ 661,182
PERMITS & FEES							
100-4-53-4300	PERMIT FEES	38,183	46,317	258,090	165,785	518,869	200,400
100-4-53-4301	MISCELLANEOUS PERMITS	18,216	16,925	21,882	15,000	113,478	176,000
100-4-53-4302	SPECIAL PERMITS	563	1,404	1,665	1,000	1,000	1,000
100-4-53-4303	INFRASTRUCTURE INSPECTIONS					47,131	40,000
100-4-53-4305	PLAN REVIEW	19,965	19,212	69,889	107,761	251,040	117,900
100-4-53-4306	ZONING FEES	1,575	2,945	600	1,000	1,000	1,000
100-4-53-4308	INSPECTION FEE - ALCOHOL	1,780	560	1,250	1,500		
100-4-53-4320	PLATS	490	2,625	1,850	1,000	1,000	1,000
100-4-53-4325	TRADE PERMITS	15,000	17,632	55,854	40,061	125,520	15,000
100-4-53-4330	LICENSE REGISTRATION	7,211	6,592	8,669	5,500	5,500	5,500
100-4-53-4332	RENTAL REGISTRATION				68,000	42,860	51,000
100-4-53-4335	FOOD SERVICE PERMITS	8,800	3,700	7,600	5,000	5,000	5,000
100-4-53-4345	GARAGE SALE PERMITS	1,595	1,540	1,475	1,500	1,500	1,500
TOTAL PERMITS & FEES		$ 113,378	$ 119,452	$ 428,824	$ 413,106	$ 1,113,898	$ 615,300
CHARGE FOR SERVICES							
100-4-00-4502	TOWER RENTAL	35,231	35,859	33,946	38,000	38,000	38,000
100-4-30-4501	AMBULANCE	235,966	160,910	171,330	180,000	170,150	170,150
100-4-32-4511	FINGER PRINTS	115				703	703
100-4-32-4520	POLICE REPORTS	590	496	383		350	350
100-4-32-4525	STATE REIMBURSEMENTS						
100-4-32-4570	RESOURCE OFFICER	13,000	13,000	13,000	13,000	13,000	13,000
100-4-32-4581	ANIMAL POUND	4,341	5,299	4,398	5,000	10,797	20,000

GENERAL FUND REVENUE DETAIL

	REVENUES	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2106 AMENDED	2016-2017 PROPOSED
100-4-32-4570	RESOURCE OFFICER	13,000	13,000	13,000	13,000	13,000	13,000
100-4-32-4582	WRECKER	800	800	800	800	800	800
100-4-32-4587	PAY PHONE	442	565	-	-	-	-
100-4-40-4500	SANITATION	91,595	101,315	98,176	97,000	100,000	102,000
100-4-53-4546	CONVENIENCE FEES	42	18	-	-	-	-
TOTAL CHARGE FOR SERVICES		$ 382,122	$ 318,262	$ 322,033	$ 333,800	$ 333,800	$ 345,003
RECREATION							
100-4-60-4510	PARK RESERVATIONS	690	1,063	1,733	1,000	500	500
100-4-60-4530	SOCCER ASSOCIATION FEES	8,300	8,260	4,590	8,000	2,430	8,000
TOTAL RECREA-TION		$ 8,990	$ 9,323	$ 6,323	$ 9,000	$ 2,930	$ 8,500
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 - BPV		2,019	2,019	2,000	2,000	-
100-4-32-4800	SEIZURE REVENUE		1,520	-	-	-	-
100-4-32-4805	DONATIONS-CRIME PREVENTION		300	-	-	600	
100-4-60-4804	DONATIONS-COMMUNITY EVENTS		-	-	10,000	10,000	10,000
100-4-60-4805	DONATIONS-MOVIES IN THE PARK		777	350	1,500	1,500	1,500
100-4-60-4806	COMMUNITY DAY		201			400	400
100-4-30-4801	FIRE DEPARTMENT DONATION		201	1,000	-	400	400
100-4-10-4722	GRANT REVENUE		9,417	2,576	-	-	-
TOTAL GRANTS & CONTRIBUTIONS		$ -	$ 14,435	$ 5,945	$ 13,500	$ 14,900	$ 12,300
COURT FINES							
100-4-21-4401	MUNICIPAL COURT FINES	279,164	213,714	220,607	230,000	230,000	234,600
100-4-21-4405	OMNIBASE FEES	5,555	1,704	2,081	2,000	2,000	2,000
TOTAL COURT FINES		$ 284,719	$ 215,418	$ 222,688	$ 232,000	$ 232,000	$ 236,600
INTEREST							
100-4-00-4700	INTEREST EARNED	11,898	16,825	19,305	19,000	13,000	13,000
TOTAL INTEREST		$ 11,898	$ 16,825	$ 19,305	$ 19,000	$ 13,000	$ 13,000
MISCELLANEOUS							
100-4-00-4801	AUCTION PROCEEDS	18,754	-	-	1,500	1,500	-
100-4-00-4807	OTHER (MISC)	13,817	10,900	2,138	9,000	9,000	9,000
100-4-00-4818	TML INSURANCE REIMBURSEMENT	5,865	8,635	12,591	3,000	13,635	13,635
100-4-30-4840	TML INSURANCE PROCEEDS	4,294	-	-	-	-	-
100-4-40-4840	INSURANCE REIMBURSEMENT	-	-	-	-	-	-
100-4-21-4808	CONVENIENCE FEE	-	-	147	-	-	-
100-4-21-4810	UNCLAIMED PROPERTY	-	-	-	-	-	-
TOTAL MISCELLANEOUS		$ 42,730	$ 19,535	$ 14,876	$ 13,500	$ 24,135	$ 22,635
TOTAL REVENUES		$ 4,270,351	$ 4,423,391	$ 5,003,181	$ 5,267,345	$ 5,989,945	$ 5,527,933

PROGRAM BUDGETS AND WORK PLAN

FISCAL YEAR 2016-2017

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	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Ordinance Enacted	21	23	TBD	TBD
Resolution Enacted	36	53	TBD	TBD
Number of Council Meetings	69	66	TBD	40
Number of Public Meetings Held	NM	NM	TBD	12

BUDGET HIGHLIGHTS

Increased City Attorney Fee

Increased Mayor initiative for greater community outreach

Consolidated all auditing cost into single fund

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
CONTRACTUAL SERVICES						
City Attorney	0	0	0	0	1	1
City Auditor	0	0	0	0	1	1
TOTAL POSITIONS	0	0	0	0	2	2

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 11	$ -	$ 22	$ 20	$ 20	$ 20
SUPPLIES	294	417	1,246	-	-	-
CONTRACTED SERVICES	30	-	-	104,000	104,000	130,000
OPERATING	10,185	15,562	12,765	36,500	36,500	36,500
DEPARTMENTAL	431	408	958	1,000	1,000	5,000
TOTAL CITY COUNCIL	**$ 10,951**	**$ 16,387**	**$ 14,992**	**$ 141,520**	**$ 141,520**	**$ 171,520**

CITY COUNCIL

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-09-1205	COUNCIL WORKERS COMP	$ 11	$ -	$ 22	$ 20	$ 20	$ 20
TOTAL PERSONNEL		**11**	**0**	**22**	**20**	**20**	**20**
SUPPLIES							
100-5-09-2000	OFFICE SUPPLIES	294	417	626	-	-	-
100-5-09-2155	SMALL EQUIPMENT	-	-	620	-	-	-
TOTAL SUPPLIES		**294**	**417**	**1246**	**-**	**-**	**-**
CONTRACTED SERVICES							
100-5-09-3001	AUDITING	-	-	-	15,000	15,000	30,000
100-5-09-3002	LEGAL SERVICES	-	-	-	89,000	89,000	100,000
100-5-09-3010	TECHNOLOGY	30	-	-	-	-	-
TOTAL CONTRACTED SERVICES		**30**	**-**	**-**	**104,000**	**104,000**	**130,000**
OPERATING							
100-5-09-3300	CELL PHONES	431	189	-	-	-	-
100-5-09-3400	CONF, TRAIN, & TRVL - MAYOR	820	2,469	2,538	4,000	4,000	4,000
100-5-09-3401	CONF, TRAIN, & TRVL - PLACE 1	-	-	15	4,000	4,000	4,000
100-5-09-3402	CONF, TRAIN, & TRVL - PLACE 2	1,678	3,127	1,072	4,000	4,000	4,000
100-5-09-3403	CONF, TRAIN, & TRVL - PLACE 3	407	120	105	4,000	4,000	4,000
100-5-09-3404	CONF, TRAIN, & TRVL - PLACE 4	906	1,944	3,189	4,000	4,000	4,000
100-5-09-3405	CONF, TRAIN, & TRVL - PLACE 5	289	1,515	58	4,000	4,000	4,000
100-5-09-3406	CONF, TRAIN, & TRVL - PLACE 6	823	3,663	995	4,000	4,000	4,000
100-5-09-3501	OTHER COUNCIL EXPENSES	3,833	1,929	3,745	5,000	5,000	5,000
100-5-09-3503	PRINTING, COPY & PHOTO	998	606	1,047	3,500	3,500	3,500
OPERATING TOTAL		**10,185**	**15,562**	**12,765**	**36,500**	**36,500**	**36,500**
DEPARTMENTAL							
100-5-09-3521	MAYOR INITIATIVES	431	408	958	1,000	1,000	5,000
100-5-09-3550	LITIG. CLAIMS/SETTLEMENTS	-	-	-	-	-	-
DEPARTMENTAL TOTAL		**431**	**408**	**958**	**1000**	**1000**	**5000**
TOTAL CITY COUNCIL		**$ 10,951**	**$ 16,387**	**$ 14,992**	**$ 141,520**	**$ 141,520**	**$ 171,520**

ADMINISTRATION

PURPOSE/MISSION STATEMENT

The Administration Program captures activities that have costs that are not readily assigned to any specific department. Administration covers a number of shared expenses for the city such as utilities, insurance, supplies, etc.

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULLTIME	0	0	0	0	0	0
IT Administrator	0	0	0	1	0	0
TOTAL POSITIONS	0	0	0	1	0	0

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ -	$ -	$ -	$ 67,135	$ 67,135	$ -
SUPPLIES	3,869	3,708	8,550	18,400	21,000	23,000
CONTRACTED SERVICES	127,363	117,334	188,290	92,500	112,500	-
REPAIRS & MAINTENANCE	3,231	4,541	2,854	-	-	-
OPERATING	105,599	111,804	94,469	142,246	162,600	71,010
DEPARTMENTAL	7,561	5,040	6,854	20,000	92,500	5,000
CAPITAL OUTLAY	-	-	200,197	-	45,000	-
TOTAL ADMINISTRATION	**$ 248,293**	**$ 243,082**	**$ 502,030**	**$ 341,841**	**$ 503,235**	**$ 101,510**

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-10-1000	EXEMPT SALARY	$ -	$ -	$ -	$ 52,244	$ 52,244	$ -
100-5-10-1200	PAYROLL TAXES FICA	-	-	-	3,997	3,997	-
100-5-10-1205	WORKERS COMP	-	-	-	137	137	-
100-5-10-1210	INSURANCE	-	-	-	8,997	8,997	-
100-5-10-1220	T.M.R.S.	-	-	-	1,761	1,761	-
TOTAL PERSONNEL		**-**	**-**	**-**	**67,135**	**67,135**	**-**
SUPPLIES							
100-5-10-2000	OFFICE SUPPLIES	1,414	994	724	12,900	15,000	17,000
100-5-10-2100	GASOLINE & FUELS						
100-5-10-2012	JANITORIAL SUPPLIES	756	926	1,244	-	-	-
100-5-10-2125	POSTAGE	1,699	1,788	6,583	5,500	6,000	6,000
TOTAL SUPPLIES		**3,869**	**3,708**	**8,550**	**18,400**	**21,000**	**23,000**
CONTRACTED SERVICES							
100-5-10-3002	LEGAL SERVICES	70,157	55,427	91,539	-	-	-

ADMINISTRATION

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
100-5-10-3005	JANITORIAL SERVICE	4,200	4,200	6,178	-	-	-
100-5-10-3010	TECHNOLOGY	39,399	44,100	42,500	40,000	20,000	-
100-5-10-3011	RECORDS MANAGEMENT	-	-	-	5,000	45,000	-
100-5-10-3020	INTERNET SERVICE	-	-	34,845	5,000	5,000	-
100-5-10-3022	ANNUAL SOFTWARE MAINT.	-	-	-	20,000	20,000	-
100-5-10-3023	ANNUAL HARDWARE MAINT.	-	-	-	1,500	1,500	-
100-5-10-3024	WEBSITE HOSTING FEES	2,598	2,598	1,949	4,000	4,000	-
100-5-10-3050	OPERATING LEASES-COPIERS	11,009	11,009	11,279	17,000	17,000	-
TOTAL CONTRACTED SERVICES		**127,363**	**117,334**	**188,290**	**92,500**	**112,500**	**-**
REPAIRS & MAINTENANCE							
100-5-10-3200	R & M STRUCTURES	3,231	4,541	2,854	-	-	-
TOTAL REPAIRS & MAINTENANCE		**3,231**	**4,541**	**2,854**	**-**	**-**	**-**
OPERATING							
100-5-10-3300	CELL PHONES & WIRELESS	-	-	-	16,400	16,400	-
100-5-10-3301	TELECOMMUNICATIONS	29,015	43,829	20,071	39,646	50,000	-
100-5-10-3302	ELECTRICITY	9,742	12,319	11,019	-	-	-
100-5-10-3303	NATURAL GAS	1,122	-	-	-	-	-
100-5-10-3400	GEN.LIABILITY INS.	5,497	4,816	3,589	5,200	5,200	5,460
100-5-10-3401	AUTO LIABILITY INS.	25,955	16,779	21,895	30,000	30,000	31,500
100-5-10-3402	FIRE & PROPERTY INS	11,204	4,204	6,431	11,000	11,000	11,550
100-5-10-3403	ERRORS & OMISSIONS INS.	7,975	8,874	7,140	10,000	10,000	10,500
100-5-10-3503	PRINTING, COPY & PHOTO	-	500	1,147	2,000	2,000	2,000
100-5-10-3505	OTHER OPERATING EXPENSES	167	1,186	3,430	-	-	-
100-5-10-3506	DUES,SUBSCRIPTIONS & PUB	14,328	19,102	19,089	18,000	18,000	10,000
100-5-10-3508	SOFTWARE	-	-	-	10,000	20,000	-
100-5-10-3509	ADVERTISING	594	195	657	-	-	-
100-5-10-3510	HARDWARE	-	-	-	10,000	75,000	-
TOTAL OPERATING		**105,599**	**111,804**	**94,469**	**152,246**	**237,600**	**71,010**
DEPARTMENTAL							
100-5-10-3600	COMMUNITY BEAUTIFICATION	2,601	885	1,354	-	-	-
100-5-10-3606	EMERGENCY MANAGEMENT	-	-	714	-	7,500	-
100-5-10-3610	CITIZEN LIBRARY PROGRAM	3,000	3,990	3,750	-	-	-
100-5-10-3615	STRATEGIC PLANNING	-	165	1,036	5,000	5,000	-
100-5-10-3620	NEWSLETTER	1,960	-	-	-	-	-
100-5-10-3625	CONTINGENCY RESERVE	-	-	-	5,000	5,000	5,000
TOTAL DEPARTMENTAL		**7,561**	**5,040**	**6,854**	**10,000**	**17,500**	**5,000**
CAPITAL OUTLAY							
100-5-10-5000	CAPITAL EXPENDITURES	-	-	200,197	-	45,000	-
TOTAL CAPITAL OUTLAY		**-**	**-**	**200,197**	**-**	**45,000**	**-**
TOTAL ADMINISTRATION		**$ 247,623**	**$ 242,427**	**$ 501,214**	**$ 340,281**	**$ 500,735**	**$ 99,010**

ADMINISTRATIVE SERVICES CLUSTER

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 2015-2016 ACCOMPLISHMENTS

Re-established performance measurements for each department
Received honorable mention in Keep Glenn Heights Beautiful
Managed development and implementation of FY 15-16 Budget
Coordinated successful passage of three city bond packages
Secured architectural firm to design a new City Hall, Public Safety Building, and Community Center
Coordinated and managed successfully the EF3 tornado recovery effort

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Percent of citizen service requests responded to within 10 days	NM	NM	90%	90%
Number of press releases submitted to media out	NM	NM	20	24

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Number of citizen service requests	NM	NM	52	52
City Council meetings attended	NM	NM	66	66
Community meetings attended	NM	NM	10	25

CITY MANAGER

FY 2016-2017 WORKPLAN SUMMARY

Roll out Performance Management Plan with Performance Based Increases
Coordinate the Development of 5 Year Strategic Plan
Coordinate the Completion of 5 Year Capital Improvement Plan

BUDGET HIGHLIGHTS

Created a Budget Officer position, moving the budget oversight function under the City Managers Officer
Funded the Deputy City Manager with reclassification of Managing Director position

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME						
City Manager	1	1	1	1	1	1
Deputy City Manager	0	1	1	0	0	1
Assistant to the City Manager	1	1	1	0	0	0
Executive Assistant to the City Manager	0	0	1	1	1	1
Budget Analyst	0	0	0	0	0	1
PART-TIME						
Intern	0	0	2	2	2	1
TOTAL POSITIONS	2	3	5	4	4	5

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 103,147	$ 186,421	$ 239,608	$ 206,870	$ 207,870	$ 360,986
SUPPLIES	922	6,599	3,087	3,260	4,200	11,200
CONTRACTED SERVICES	1,195	6,636	1,536	500	500	500
REPAIRS & MAINTENANCE	65	170	211	500	500	500
OPERATING	3,311	11,163	13,366	14,400	14,400	22,700
DEPARTMENTAL	1,648	2,086	6,715	15,650	20,500	10,500
DEBT PAYMENT	9,148	9,148	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL CITY MANAGER	**$ 119,436**	**$ 222,223**	**$ 264,523**	**$ 241,180**	**$ 247,970**	**$ 406,386**

CITY MANAGER

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-11-1000	EXEMPT SALARY	$ 83,053	$ 149,857	$ 170,643	$ 102,000	$ 103,000	$ 246,749
100-5-11-1005	ACCRUED WAGES (AUDIT)	-	2,933	(1,815)	-	-	-
100-5-11-1010	REG SALARIES FULL-TIME	-	-	21,693	46,779	46,779	46,779
100-5-11-1020	REG SALARIES PART-TIME	-	-	8,772	24,960	24,960	11,856
100-5-21-1025	OVERTIME	-	-	171	-	-	-
100-5-11-1200	PAYROLL TAXES FICA	6,886	11,353	15,332	13,291	13,291	23,362
100-5-11-1205	WORKERS COMP	412	484	600	450	450	786
100-5-11-1210	INSURANCE	10,095	16,797	14,913	14,375	14,375	20,858
100-5-11-1215	TEXAS EMP COMM	-	-	2,790	-	-	-
100-5-11-1218	PERFORMANCE INCREASES	-	-	-	-	-	702
100-5-11-1220	T.M.R.S.	2,701	4,997	6,509	5,015	5,015	9,894
TOTAL PERSONNEL		**103,147**	**186,421**	**239,608**	**206,870**	**207,870**	**360,986**
SUPPLIES							
100-5-11-2000	OFFICE SUPPLIES	206	1,006	1,244	-	-	-
100-5-11-2100	GASOLINE & FUELS	670	655	816	1,560	2,500	2,500
100-5-11-2125	POSTAGE	46	-	23	200	200	200
100-5-11-2155	OTHER SMALL EQUIPMENT	-	2,938	1,004	1,500	1,500	500
100-5-11-2305	RELOCATION REIMBURSE	-	2,000	-	-	-	8,000
TOTAL SUPPLIES		**922**	**6,599**	**3,087**	**3,260**	**4,200**	**11,200**
CONTRACTED SERVICES							
100-5-11-3010	TECHNOLOGY	-	-	-	-	-	-
100-5-11-3013	OTHER PROFESSIONAL SERV	-	5,441	276	500	500	500
100-5-11-3050	LEASES-COPIERS	1,195	1,195	1,260	-	-	-
TOTAL CONTRACTED SERVICES		**1,195**	**6,636**	**1,536**	**500**	**500**	**500**
REPAIRS & MAINTENANCE							
100-5-11-3202	R & M AUTO/TRUCK	65	170	211	500	500	500
TOTAL REPAIRS & MAINTENANCE		**65**	**170**	**211**	**500**	**500**	**500**
OPERATING							
100-5-11-3300	CELL PHONES & WIRELESS	712	764	905	900	900	2,700
100-5-11-3301	TELECOMMUNICATIONS	-	123	334	-	-	-
100-5-11-3500	CONF, TRAIN, & TRVL	1,445	7,811	9,900	8,000	10,000	15,000
100-5-11-3503	PRINTING, COPY & PHOTO	174	156	922	1,000	500	500
100-5-11-3506	DUES,SUBSCRIPTIONS & PUB	980	2,309	1,306	4,000	2,500	4,000
100-5-11-3509	ADVERTISING	-	-	-	500	500	500
TOTAL OPERATING		**3,311**	**11,163**	**13,366**	**14,400**	**14,400**	**22,700**

CITY MANAGER

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
DEPARTMENTAL							
100-5-11-3510	COMMUNITY DAY	613	500	-	-	-	-
100-5-11-3521	ACTIVITIES & EVENTS	988	1,204	929	-	-	-
100-5-11-3525	CMAC EXPENDITURE	47	382	621	650	500	500
100-5-11-3530	ECONOMIC DEVELOPMENT	-	-	4,640	10,000	10,000	-
100-5-11-3615	STRATEGIC PLANNING	-	-	525	5,000	10,000	10,000
TOTAL DEPARTMENTAL		**1,648**	**2,086**	**6,715**	**15,650**	**20,500**	**10,500**
DEBT PAYMENTS							
100-5-11-4012	LEASE PAYMENT-CM VEHICLE	9,148	9,148	-	-	-	-
TOTAL DEBT PAYMENTS		**9,148**	**9,148**	**-**	-	-	**-**
CAPITAL OUTLAY							
100-5-11-1000	CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL CAPITAL PAYMENT		**-**	**-**		**-**		**-**
TOTAL CITY MANAGER		**$ 119,436**	**$ 222,223**	**$ 264,523**	**$ 241,180**	**$ 247,970**	**$ 415,657**

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.

The Office of the City Secretary is committed to building public trust, practice integrity, support, facilitate and strengthen the City of Glenn Heights Government Process, and provide excellent service.

FY 2015-2016 ACCOMPLISHMENTS

Procured Electronic Records Management System
Identified alternative polling sites in the City of Glenn Heights
Coordinated the November 2015 General Election and Bond Election
Revamped election candidate material
Procured video recording and speaker system for Council meetings

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Accuracy of Council meeting minutes	NM	NM	NM	100%
Days required for processing open record request	2 day average	2 day average	2 day average	2 day average
Time required to process and codify Ordinances	Once a year	Skipped this year	Once a Year	Monthly

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Number of City Council meeting agenda packets prepared	42	35	32	30
Number of Proclamations developed	14	42	18	30
Number of Ordinances and Resolutions approved by Council	29	26	30	70
Open records requests received and processed	76	84	85	90
City elections held	2	1	2	2
Board and Commissions meetings posted	11	5	14	20

CITY SECRETARY

FY 2016-2017 WORKPLAN SUMMARY

Develop present Glenn Heights City "you"
Expanding electronic record management process to additional departments
Coordinate November 2016 General Election and possible Charter Amendment Election
Work with the City Attorney to codify all ordinances

BUDGET HIGHLIGHTS

Reclassified Assistant City Secretary to Records Clerk position
Automated open record request process
Develop Open Records Policy and Procedures
Develop record management training program for all staff
Automated Council agenda process

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME						
City Secretary	1	1	1	1	1	1
Asst. City Secretary	0	0	0	1	1	0
PART-TIME						
Records Clerk	0	0	0	0	0	1
Intern	0	0	0	0	1	0
TOTAL POSITIONS	**1**	**1**	**1**	**2**	**3**	**2**

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 75,196	$ 73,147	$ 85,954	$ 132,658	$ 123,158	$ 117,041
SUPPLIES	430	1,422	840	-	-	-
CONTRACTED SERVICES	60,642	40,663	54,481	56,000	63,500	58,500
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	1,845	2,357	2,942	8,000	8,000	15,900
DEPARTMENTAL	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL CITY SECRETARY	$ 138,113	$ 117,589	$ 144,217	$ 196,658	$ 194,658	$ 191,441

CITY SECRETARY

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-12-1000	EXEMPT SALARY	$ 60,609	$ 58,328	$ 59,873	$ 63,057	$ 56,000	$ 63,600
100-5-12-1005	ACCRUED WAGES (AUDIT)	-	182	1,100	-	-	-
100-5-12-1001	REG. SALARIES FULL TIME	-	3030	10,123	41,600	35,000	30,722
100-5-12-1020	REG. SALARIES PART TIME	-	-	-	-	3,000	-
100-5-12-1025	OVERTIME	-	-	-	-	1,163	-
100-5-12-1200	PAYROLL TAXES FICA	4,626	4,688	5,285	8,006	8,000	7,216
100-5-12-1205	WORKERS COMP	169	169	236	273	273	270
100-5-12-1210	INSURANCE	7800	7735	6966	16194	16194	11,594
100-5-12-1215	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-
100-5-12-1218	PERFORMANCE INCREASES	-	-	-	-	-	461
100-5-12-1220	T.M.R.S.	1,992	2,045	2,371	3,528	3,528	3,179
TOTAL PERSONNEL		**75,196**	**76,177**	**85,954**	**132,658**	**123,158**	**117,041**
SUPPLIES							
100-5-12-2000	OFFICE SUPPLIES	430	403	840	-	-	-
100-5-12-2100	GASOLINE & FUELS	-	-	-	-	-	-
100-5-12-2125	POSTAGE	-	-	-	-	-	-
100-5-12-2155	OTHER SMALL EQUIPMENT	-	1,019	-	-	-	-
TOTAL SUPPLIES		**430**	**1,422**	**840**	**-**	**-**	**-**
CONTRACTED SERVICES							
100-5-12-3007	SURVEYING/APPRAISAL	18,658	18,389	18,620	19,000	19,000	19,000
100-5-12-3008	CODIFICATION	4,875	3,135	375	2,000	4,500	4,500
100-5-12-3009	CONTRACT FOR TAXES	9,136	9,082	9,195	10,000	10,000	10,000
100-5-12-3010	ELECTION EXPENSES	27,973	10,057	26,292	25,000	30,000	25,000
TOTAL CONTRACTED SERVICES		**60,642**	**40,663**	**54,481**	**56,000**	**63,500**	**58,500**
REPAIRS & MAINTENANCE							
100-5-12-3202	R&M AUTO/TRUCK	-	-	-	-	-	-
TOTAL CONTRACTED REPAIR & MAINTENANCE		-	-	-	-	-	-
OPERATING							
100-5-121-3300	CELL PHONES & WIRELESS	-	-	-	-	-	900
100-5-12-3301	TELECOMMUNICATIONS	-	62	167	-	-	-
100-5-12-3500	CONF, TRAIN, & TRVL	350	1,595	934	4,500	4,500	4,500
100-5-12-3506	DUES,SUBSCRIPTIONS & PUB	185	137	415	500	500	500
100-5-12-3509	ADVERTISING & LEGAL PUBLI	1,310	563	1,426	3,000	3,000	10,000
TOTAL OPERATING		**1,845**	**2,357**	**2,942**	**8,000**	**8,000**	**15,900**
CAPITAL OUTLAY							
100-5-12-5000	CAPITAL EXPENDITURE	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-
TOTAL CITY SECRETARY		**$ 138,113**	**$ 120,619**	**$ 144,217**	**$ 196,658**	**$ 194,658**	**$ 185,184**

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 2015-2016 ACCOMPLISHMENTS

Developed and implemented City of Glenn Heights Summer Youth Employment Program

Reduced employee health claims with the introduction of FreshBenies

Reduced health insurance cost by 19%

Extension of NeoGov contract to include performance management and onboard module

Successful in bringing IT and Benefits Management in house

Revised recruiting and hiring process

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Average time to fill vacancies	N/A	66 Days	60 Days	50 Days
Average number of training hours per employee	N/M	N/M	TBD	10
Number of lost time accidents per year	13	8	10	7
Timely completion of performance evaluation	N/M	N/M	TBD	100%

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Pre-screening interviews conducted	N/A	105	100	100
Number of open enrollment processed	N/A	68	72	86
Employee training session held	N/A	7	15	12
Number of new hires	20	23	17	22
Number of claims processed	30	31	26	30

ORGANIZATIONAL DEVELOPMENT

FY 2016-2017 WORKPLAN SUMMARY

Migrate Performance Management process from paper-based to web based system with implementation of NeoGov
Develop city-wide hiring standards relating to backgrounds
Develop policy for physical exams and policies for when exams are necessary
Developed accident prevention program in collaboration with TML

BUDGET HIGHLIGHTS

Moved Summer Youth Employment Program under Organizational Development
Decreased medical/physical exams by redefining when physicals are necessary
Increased personnel training to provide city-wide training on the NeoGov Performance Management module

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Director	1	1	1	1	1	1
Organizational Development Spec.	0	0	0	0	0	1
PART-TIME POSITIONS						
SYEP	0	0	0	0	0	8
Summer College Interns	0	0	0	0	0	2
TOTAL POSITIONS	**1**	**1**	**1**	**1**	**1**	**12**

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 27,511	$ 33,600	$ 67,646	$ 132,960	$ 128,086	$ 150,944
SUPPLIES	110	322	410	-	-	-
CONTRACTED SERVICES	34,866	40,403	38,062	-	-	-
OPERATING	3,676	5,496	9,452	6,385	6,385	6,175
DEPARTMENTAL	3,505	9,356	9,088	17,000	26,700	24,200
TOTAL ORGAN. DEVELOPMENT	**$ 69,668**	**$ 89,177**	**$ 124,659**	**$ 156,345**	**$ 161,171**	**$ 181,319**

ORGANIZATIONAL DEVELOPMENT

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-13-1000	EXEMPT SALARY	$ 16,985	$ 26,500	$ 60,632	$ 65,056	$ 65,056	$ 65,056
100-5-13-1005	ACCRUED WAGES (AUDIT)	-	1,535	217	-	-	-
100-5-13-1010	REG SALARIES FULL-TIME	-	-	-	39,874	35,000	41,600
100-5-13-1020	REG. SALARIES PART TIME	-	-	-	-	-	16,640
100-5-13-1200	PAYROLL TAXES FICA	1,204	2,026	4,638	8,027	8,027	9,252
100-5-13-1205	WORKERS COMP	181	160	66	273	273	603
100-5-13-1210	INSURANCE	2,431	188	40	16,194	16,194	13,394
100-5-13-1215	UNEMPLOYMENT COMPENSATION	6,160	2,303	-	-	-	-
100-5-11-1218	PERFORMANCE INCREASES			-			624
100-5-13-1220	T.M.R.S.	550	888	2,053	3,537	3,537	3,595
TOTAL PERSONNEL		**27,511**	**33,600**	**67,646**	**132,960**	**128,086**	**150,944**
SUPPLIES							
100-5-13-2000	OFFICE SUPPLIES	110	322	410	-	-	-
TOTAL SUPPLIES		**110**	**322**	**410**	**-**	**-**	**-**
CONTRACTED SERVICES							
100-5-13-3010	TECHNOLOGY	80	300	3,600	-	-	-
100-5-13-3013	OTHER PROFESSIONAL SERVICES	34,786	40,103	31,526	-	-	-
TOTAL CONTRACTED SERVICES		**34,866**	**40,403**	**35,526**	**-**	**-**	**-**
OPERATING							
100-5-13-3300	CELL PHONES & WIRELESS	(10)	-	-	-	-	900
100-5-13-3301	TELECOMMUNICATIONS	-	62	167	-	-	-
100-5-13-3500	CONF, TRAIN, & TRVL	170	766	2,269	2,000	2,000	2,700
100-5-13-3503	PRINTING, COPY & PHOTO	121	277	376	500	500	500
100-5-13-3506	DUES,SUBSCRIPTIONS & PUB	3,395	3,970	6,640	3,885	3,885	1,075
100-5-13-3509	ADVERTISING	-	421	-	-	-	1,000
TOTAL OPERATING		**3,676**	**5,496**	**9,452**	**6,385**	**6,385**	**6,175**
DEPARTMENTAL							
100-5-13-3510	EMPLOYEE IMMUNIZATIONS	-	-	-	-	-	-
100-5-13-3513	EMPLOYEE RELATIONS	235	1,780	1,139	6,000	6,000	6,000
100-5-13-3515	MEDICAL/PHYSICAL EXAMS	1,670	1,640	2,434	1,800	5,000	3,500
100-5-13-3516	EMPLOYEE BACKGROUND CHECK	799	4,848	4,618	4,500	10,000	6,500
100-5-13-3521	ACTIVITIES AND EVENTS	649	248	195	-	-	-
100-5-13-3522	PERSONNEL TRAINING	-	840	702	4,500	5,500	8,000
100-5-13-3525	CITY RISK MGMT. PROGRAM	152	-	-	200	200	200
TOTAL DEPARTMENTAL		**3,505**	**9,356**	**9,088**	**17,000**	**26,700**	**24,200**
TOTAL HUMAN RESOURCES		**$ 69,668**	**$ 89,177**	**$ 122,123**	**$ 156,345**	**$ 161,171**	**$ 181,319**

INFORMATION TECHNOLOGY

PURPOSE/MISSION STATEMENT

To evaluate, integrate, and support innovative technologies to help internal and external customers achieve their goals, while effectively maximizing return on resources and providing cost effective methods for citizens, businesses, vendors and others to easily access information and conduct business with the City.

FY 2015-2016 ACCOMPLISHMENTS

- Upgraded city-wide phone system
- Developed work order management/tracking system and guidelines surrounding work order completion
- Upgraded city-wide security
- Upgraded internal networks to create city-wide connectivity
- Developed inventory system of current IT related assets

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Percent of work orders completed within 2 business days	N/M	N/M	90%	90%
Percent of network/system up time	N/M	N/M	99%	90%
Percent of departments utilizing the City's electronic record management system	N/M	N/M	0%	20%
Successful initiation, implementation, and closure of technology projects	N/M	N/M	85%	97%

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Number of work orders processed	N/M	N/M	600	750
Number of departments successfully operating an electronic records management system	N/M	N/M	0	20%
Number of Active Desk Top Computers City-Wide	NM	NM	58	65
Number of Active Servers City-Wide	NM	NM	11	11
Number of projects completed on schedule	N/M	N/M	7	15

INFORMATION TECHNOLOGY

FY 2016-2017 WORKPLAN SUMMARY

Develop Information Technology related policies including discarding of equipment, use of equipment, etc.
Establish and Implement IT department including standard operating procedures and lifecycle and inventory system
Coordinate transition to Exchange Server

BUDGET HIGHLIGHTS

Establishment of Independent IT Department
Reclassified IT Coordinator to IT Administrator
Continued centralized IT funding and request process
Hardware Purchases (Council Device, 8 Laptops Replacement Computer, Emerg. Mgmt. Computer, Recording Device & Micro-phone, Judge Arraignments
Software Purchases (Adobe Cloud, Antivirus, Office Online, Goto Assist, Laser Fiche,)

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME						
IT Administrator	0	0	0	0	0	1
PART-TIME	0	0	0	0	0	0
TOTAL POSITIONS	**0**	**0**	**0**	**0**	**0**	1

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ -	$ -	$ -	$ -	$ -	$ 74,767
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	125,110
OPERATING	-	-	-	-	-	173,109
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 372,986**

INFORMATION TECHNOLOGY

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-10-1000	EXEMPT SALARY	-	-	-	-	-	$ 62,000
100-5-10-1005	ACCRUED WAGES (AUDIT)	-	-	-	-	-	-
100-5-10-1200	PAYROLL TAXES FICA	-	-	-	-	-	4,743
100-5-10-1205	WORKERS COMP	-	-	-	-	-	137
100-5-10-1210	INSURANCE	-	-	-	-	-	5,797
100-5-10-1215	UNEMPLOYMENT COMPENS.	-	-	-	-	-	-
100-5-10-1220	T.M.R.S.	-	-	-	-	-	2,090
TOTAL PERSONNEL		**-**	**-**	**-**	**-**	**-**	**74,767**
SUPPLIES							
100-5-14-2000	OFFICE SUPPLIES	-	-	-	-	-	-
100-5-14-2125	POSTAGE	-	-	-	-	-	-
TOTAL SUPPLIES		**-**	**-**	**-**	**-**	**-**	**-**
CONTRACTED SERVICES							
100-5-10-3010	TECHNOLOGY	-	-	-	-	-	-
100-5-10-3011	RECORDS MANAGEMENT	-	-	-	-	-	30,225
100-5-10-3020	INTERNET SERVICE	-	-	-	-	-	-
100-5-10-3022	ANNUAL SOFTWARE MAINT.	-	-	-	-	-	63,385
100-5-10-3023	ANNUAL HARDWARE MAINT.	-	-	-	-	-	-
100-5-10-3024	WEBSITE HOSTING FEES	-	-	-	-	-	4,300
100-5-10-3050	OPERATING LEASES-COPIERS	-	-	-	-	-	27,500
TOTAL CONTRACTED SERVICES		**-**	**-**	**-**	**-**	-	125,410
REPAIRS & MAINTENANCE							
100-5-10-3200	R & M STRUCTURES	-	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE		**-**	**-**	**-**	**-**	**-**	**-**
OPERATING							
100-5-14-3300	CELL PHONES & WIRELESS	-	-	-	-	-	13,000
100-5-14-3301	TELECOMMUNICATIONS	-	-	-	-	-	64,000
100-5-14-3500	CONF, TRAIN, & TRVL	-	-	-	-	-	2,500
100-5-14-3506	DUES,SUBSCRIPTIONS & PUB	-	-	-	-	-	16,419
100-5-14-3508	SOFTWARE	-	-	-	-	-	32,090
100-5-14-3510	HARDWARE	-	-	-	-	-	45,100
TOTAL OPERATING		**-**	**-**	**-**	**-**	**-**	**173,109**
CAPITAL OUTLAY							
100-5-14-5000	CAPITAL EXPENDITURES	-	-	-	-	-	-
TOTAL CAPITAL PAYMENT		-	-	-	-		-
TOTAL ADMINISTRATION		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 373,286**

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 2015-2016 ACCOMPLISHMENTS

Developed FY 15-16 Budget Book & Budget in Brief
Create and implement an inventory control and audit process with each department
Continued to develop and implement a centralized procurement process in support of city purchases
Upgraded INCODE Financial Management System
Coordinate 2015-2016 Budget closeout and reporting

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Unqualified opinion on financial audit	Received	Received	Received	Received
Distinguished Budget Award	Did not receive	Received	Received	Received
Achievement in Financial Reporting	Received	Not Received	Received	Received
Leadership Circle Award	Not Received	Not Received	Received	Received
Number of reconciliations	12	12	12	12

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Monthly budget reports produced within 30 working days of the following months	NM	12	12	12
Number of Payroll Processed	26	26	26	26
Number of Checks Processed	NM	NM	2080	2300

FINANCE

FY 2016-2017 WORKPLAN SUMMARY

Review monthly financial process and reporting mechanism and make recombination to Council for improved reporting tools
Identify a program to provide greater financial transparency through to the public via the City's Website
Apply for the Leadership Circle Award for financial transparency
Develop Travel Policy and Procedure Manual

BUDGET HIGHLIGHTS

Budgeting function moved to City Manager's Office

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Finance Director	1	1	1	1	1	1
Financial Analyst	0	1	1	1	1	1
PART-TIME POSITIONS						
Payroll Clerk	1	0	0	0	0	0
Intern	0	0	0	0	1	1
TOTAL POSITIONS	**2**	**2**	**2**	**2**	**3**	**3**

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 88,566	$ 89,126	$ 131,001	$ 149,024	$ 152,024	$ 167,360
SUPPLIES	1,638	2,417	2,924	700	700	700
CONTRACTED SERVICES	62,480	75,233	26,023	15,000	20,000	-
OPERATING	3,738	4,662	4,809	9,500	17,000	17,900
DEPARTMENTAL	253	2,887	527	1,500	2,000	-
DEBT PAYMENTS	15,349	3,837	-	-	-	-
CAPITAL OUTLAY	4,849	-	-	-	-	-
TOTAL	**$ 176,873**	**$ 178,162**	**$ 165,285**	**$ 175,724**	**$ 191,724**	$ 185,960

FINANCE

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-20-1000	EXEMPT SALARY	$ 59,317	$ 49,456	$ 67,115	$ 119,360	$ 119,360	$ 125,251
100-5-20-1005	ACCRUED SALARIES (AUDIT)	-	1,756	54	-	-	-
100-5-20-1010	REG. SALARIES FULL TIME	-	20,093	34,444	-	-	-
100-5-20-1020	REG. SALARIES PART TIME	15,001	-	-	-	3,000	11,856
100-5-20-1025	OVERTIME	-	-	653	-	-	-
100-5-20-1200	PAYROLL TAXES FICA	4,781	4,588	7,129	9,131	9,131	10,489
100-5-20-1205	WORKERS COMP	348	282	279	316	316	349
100-5-20-1210	INSURANCE	6,689	10,805	17,469	16,194	16,194	15,194
100-5-20-1215	TEXAS EMP COMM	-	-	395	-	-	-
100-5-11-1218	PERFORMANCE INCREASES	-	-	-	-	-	-
100-5-20-1220	T.M.R.S.	2,430	2,146	3,463	4,023	4,023	4,222
TOTAL PERSONNEL		**88,566**	**89,126**	**131,001**	**149,024**	**152,024**	**167,360**
SUPPLIES							
100-5-20-2000	OFFICE SUPPLIES	1,132	1,571	1,682	-	-	-
100-5-20-2001	FORMS	256	268	599	400	400	400
100-5-20-2155	SMALL OFFICE EQUIPMENT	250	578	643	300	300	300
TOTAL SUPPLIES		**1,638**	**2,417**	**2,924**	**700**	**700**	**700**
CONTRACTED SERVICES							
100-5-20-3001	AUDITING	14,650	15,000	15,000	-	-	-
100-5-20-3006	CONSULTANT FEES	-	-	-	15,000	20,000	-
100-5-20-3014	TEMP CONTRACT LABOR	38,375	50,306	-	-	-	-
100-5-20-3022	ANNUAL SOFTWARE MAINT.	9,455	9,927	11,023	-	-	-
CONTRACTED SERVICES TOTAL		**62,480**	**75,233**	**26,023**	**15,000**	**20,000**	-
REPAIRS & MAINTENANCE							
100-5-20-3202	R&M AUTO/TRUCK	-	-	-	-	-	-
REPAIR & MAINTENANCE TOTAL		-	-	-	-	-	-
OPERATING							
100-5-11-3300	CELL PHONES & WIRELESS	-	-	-	-	-	900
100-5-20-3301	TELECOMMUNICATIONS	-	123	-	-	-	-
100-5-20-3500	CONF, TRAIN, & TRVL	1,910	2,183	2,556	4,500	10,000	10,000
100-5-20-3503	PRINTING, COPY & PHOTO	637	830	1,009	3,000	5,000	5,000
100-5-20-3505	OPERATING EXPENSES	-	-	334	-	-	-
100-5-20-3506	DUES,SUBSCRIPTIONS & PUB	1,191	1,526	911	2,000	2,000	2,000
OPERATING TOTAL		**3,738**	**4,662**	**4,809**	**9,500**	**17,000**	**17,900**

FINANCE

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
DEPARTMENTAL							
100-5-20-3520	BANK NSF CHARGES	-	140	-	-	-	-
100-5-20-3528	LATE PAYMENT PENALTIES	253	2,747	307	-	-	-
100-5-20-3630	BOND ELECTION EXPENSE	-	-	220	1,500	2,000	-
TOTAL DEPARTMENTAL		**253**	**2,887**	**527**	**1,500**	**2,000**	-
DEBT PAYMENTS							
100-5-20-4145	INCODE LEASE PAYMENTS	15,349	3,837	-	-	-	-
TOTAL DEBT PAYMENT		**15,349**	**3,837**	**-**	**-**	**-**	**-**
CAPITAL OUTLAY							
100-5-20-5001	CAPITAL EXPENDITURES	4,849	-	-	-	-	-
TOTAL CAPITAL PAYMENT		**4,849**	**-**	**-**	**-**	**-**	**-**
TOTAL		**$ 176,873**	**$ 178,162**	**$ 165,285**	**$ 175,724**	**$ 191,724**	**$ 185,960**

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. To provide a high quality of customer service that is both effective, efficient, and responsive to the needs of the public while treating people with dignity and respect as we diligently execute our administrative duties as set forth by law. Ensuring that all citizens served by the Glenn Heights Municipal Court are treated fairly and equally.

FY 2015-2016 ACCOMPLISHMENTS

- Participated in State Wide Warrant Round Up
- Assumed collection processing for City Permits
- Developed New Resident Welcome Guide

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Percent of Cases Cleared	86%	81%	83%	83%
Percent of Warrants Cleared	72%	70%	83%	83%

WORKLOAD MEASURES

INDICATORS	2014-2015 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Number of New Cases Filed	2098	1850	1800	1920
Number of Cases Completed	1805	1500	1500	1310
Number of Warrants Issued	1232	1150	1200	1200
Number of Warrants Cleared	886	840	1000	900
Number of Court Dockets Prepared	112	112	130	112
Completed Cases Other	591	3500	800	120
Completed Cases By Judge	374	312	400	300
Completed Cases By Jury	6	6	8	6
Cases Appealed	0	1	1	0

MUNICIPAL COURT

FY 2016-2017 WORKPLAN SUMMARY

Implement Video Arraignment System
Update Court Policy Procedure
Evaluate Collection Vendor and Contract
Develop Department Business Plan

BUDGET HIGHLIGHTS

Funding in IT for Video Arraignment System
Develop cross training for greater redundancy between Court and Utility Billing operations

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME						
Court Administrator	1	1	1	1	1	1
PART-TIME	1	1	0	0	0	0
TOTAL POSITIONS	**2**	**2**	**1**	**1**	**1**	**1**

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 72,793	$ 67,148	$ 66,682	$ 67,164	$ 67,164	$ 65,765
SUPPLIES	3,622	4,597	2,749	2,500	2,500	4,500
CONTRACTED SERVICES	54,016	57,122	44,715	46,000	46,000	46,000
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	1,614	456	1,328	2,076	2,576	4,100
DEPARTMENTAL	-	-	-	-	-	-
TOTAL	**$ 132,045**	**$ 129,323**	**$ 115,475**	**$ 117,740**	**$ 118,240**	**$ 120,365**

MUNICIPAL COURT

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-21-1000	EXEMPT SALARY	$ -	$ -	$ -	$ 53,889	$ 53,889	$ 53,889
100-5-21-1005	ACCRUED WAGES (AUDIT)	-	334	(140)	-	-	-
100-5-21-1010	REG SALARIES FULL-TIME	51,782	52,650	53,542	-	-	-
100-5-21-1020	REG SALARIES PART-TIME	4,916	-	-	-	-	-
100-5-21-1025	OVERTIME	345	495	1,138	-	-	-
100-5-21-1200	PAYROLL TAXES FICA	4,364	4,014	4,094	4,122	4,122	4,122
100-5-21-1205	WORKERS COMP	233	148	-	140	140	140
100-5-21-1210	INSURANCE	7,819	7,736	6,198	7,197	7,197	5,797
100-5-21-1215	UNEMPLOYMENT CLAIMS	1,452	-	-	-	-	-
100-5-21-1220	T.M.R.S.	1,882	1,771	1,851	1,816	1,816	1,816
TOTAL PERSONNEL		**72,793**	**67,148**	**66,682**	**67,164**	**67,164**	**65,765**
SUPPLIES							
100-5-21-2000	OFFICE SUPPLIES	1,165	1,240	1,161	-	-	-
100-5-21-2001	FORMS	1,436	2,305	1,588	2,000	2,000	4,000
100-5-21-2125	POSTAGE	1,021	1,052	-	500	500	500
TOTAL SUPPLIES		**3,622**	**4,597**	**2,749**	**2,500**	**2,500**	**4,500**
CONTRACTED SERVICES							
100-5-21-3013	OTHER PROFESSIONAL SERV	527	-	-	500	500	500
100-5-21-3014	MERCHANT (CC) FEES	-	-	-	-	-	-
100-5-21-3017	MUNICIPAL JUDGE	18,000	19,500	7,667	20,000	20,000	20,000
100-5-21-3019	COURT PROSECUTOR	18,000	19,500	19,220	20,500	20,500	20,500
100-5-21-3021	ARRAIGNMENTS - ASSOCIATE JUDGE	16,810	11,110	17,828	5,000	5,000	5,000
100-5-21-3022	COURT SOFTWARE	679	7,012	-	-	-	-
TOTAL CONTRACTED SERVICES		**54,016**	**57,122**	**44,715**	**46,000**	**46,000**	**46,000**
REPAIRS & MAINTENANCE							
100-5-21-3202	R&M AUTO/TRUCK	-	-	-	-	-	-
REPAIR & MAINTENANCE		-	-	-	-	-	-
OPERATING							
100-5-21-3300	CELL PHONES & WIRELESS	-	-	-	-	-	-
100-5-21-3400	CASH SHORT (OVER)	21	197	-	-	-	-
100-5-21-3500	CONF, TRAIN, & TRVL	1,488	187	1,292	2,000	2,500	4,000
100-5-21-3506	DUES,SUBSCRIPTIONS & PUB	105	72	36	76	76	100
TOTAL OPERATING TOTAL		**1,614**	**456**	**1,328**	**2,076**	**2,576**	**4,100**
TOTAL MUNICIPAL COURT		**$ 132,045**	**$ 129,323**	**$ 115,475**	**$ 117,740**	**$ 118,240**	**$ 120,365**

PUBLIC SAFETY CLUSTER

FIRE

PURPOSE/MISSION STATEMENT

Our mission is 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 2015-2016 ACCOMPLISHMENTS

- Secured new ambulance and command vehicle
- Conducted live Fire Training
- Implemented Fire Hydrant Maintenance Program
- Coordinated FEMA Reimbursement Program
- Implemented Fitness Well Program for Fire Staff
- Upgraded Firehouse software
- Built a training simulator with donated material from Home Depot and Lowes
- Joined the new Emergency Operation Center (EOC) support group

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Call response time	7.35	4.40	5.0	5.2
Average number of inspections per month	2.41	2.40	4.4	8.5
Average fire response time (minutes)	6.16	6.00	5.5	5.5
Percent of reports prepared	100	100	100	100
Average EMS response time (minutes)	6.24	5.5	5.0	5.0

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Number of fire inspections	29	29	30	40
Number of fire calls	283	200	220	220
Number of EMS calls	860	860	946	950
Number of patient transports	444	442	490	500
Number of suppression responses	33	60	60	60
Number of Fire Prevention Education contacts	NM	NM	1358	1500

FIRE

FY 2016-2017 WORKPLAN SUMMARY

Implement Youth Fire Academy
Develop Community CPR Training Program
Develop Ambulance Subscription Program

BUDGET HIGHLIGHTS

Moved Emergency Communication under Fire
Re-classified Emergency Management Specialist to Administrator, Emergency Management/Fire Marshall
Secured Thermal Imaging Fire Cameras
Funding included in Vehicle Fund to secure new Fire Engine

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Fire Chief	1	0	0.5	1	1	1
Emergency Management Adm/Fire Marshall.	0	0	0	1	1	1
Captains	1	3	3	3	3	3
Firefighter/Paramedic	9	6	6	6	6	6
Firefighter/EMT	3	3	3	3	3	3
Communication Officers						5
PART-TIME POSITIONS						
Fire Chief	0	1	.5	0	0	0
Firefighter/Paramedic	6	6	6	6	6	6
Firefighter/EMT	6	6	6	6	6	6
Total Positions	26	25	25.5	26	26	31

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 623,099	$ 873,672	$ 939,665	$ 1,031,264	$ 1,024,464	$ 1,265,996
SUPPLIES	52,481	98,367	71,104	87,300	79,300	88,300
CONTRACTED SERVICES	40,716	20,687	27,578	25,520	25,520	25,620
REPAIRS & MAINTENANCE	33,756	28,412	33,453	40,000	40,000	50,000
OPERATING	12,528	18,811	18,830	18,500	18,500	19,000
DEPARTMENTAL	1,030	2,057	1,736	4,000	4,000	12,500
DEBT PAYMENTS	30,020	30,020	29,704	-	-	-
CAPITAL OUTLAY	34,835	-	78,577	40,000	40,000	-
TOTAL	$ 828,465	$ 1,072,026	$ 1,200,647	$ 1,246,584	$ 1,231,784	$ 1,461,416

FIRE

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-30-1000	EXEMPT SALARY	$ -	$ -	$ -	$ 88,987	$ 88,987	$ 154,723
100-5-30-1005	ACCRUED WAGES (AUDIT)	-	587	2,599	-	-	-
100-5-30-1010	REG. SALARIES FULL TIME	369,108	503,861	570,366	580,111	580,111	715,170
100-5-30-1020	REG. SALARIES PART TIME	41,871	74,130	84,374	50,544	50,544	50,544
100-5-30-1025	OVERTIME	68,440	92,719	92,024	71,841	71,841	81,758
100-5-30-1030	LONGEVITY PAY	3,423	3,866	4,311	4,380	4,380	4,896
100-5-30-1035	CERTIFICATION PAY	6,393	8,550	9,935	12,901	12,901	10,501
100-5-30-1040	ASSIGNMENT PAY	4,452	1,016	6,475	7,500	7,500	7,500
100-5-30-1200	PAYROLL TAXES FICA	35,771	50,017	56,072	62,444	62,444	79,343
100-5-30-1205	WORKERS COMP	6,023	20,415	10,514	15,227	15,227	15,677
100-5-30-1210	INSURANCE	72,735	98,185	79,386	111,518	104,718	119,887
100-5-30-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-	-
100-5-11-1218	PERFORMANCE INCREASES	-	-	-	-	-	10,728
100-5-30-1220	T.M.R.S.	14,883	20,326	23,610	25,811	25,811	33,330
TOTAL PERSONNEL		**623,099**	**873,672**	**939,665**	**1,031,264**	**1,024,464**	1,265,996
SUPPLIES							
100-5-30-1300	UNIFORMS & CLOTHING	8,725	4,489	6,598	14,000	14,000	7,000
100-5-30-2000	OFFICE SUPPLIES	239	195	368	800	800	800
100-5-30-2001	FORMS	95	155	-	-	-	-
100-5-30-2006	CHEMICALS	375	343	-	-	-	-
100-5-30-2007	AMBULANCE SUPPLIES	20,549	20,762	26,510	33,000	33,000	37,000
100-5-30-2012	JANITORIAL SUPPLIES	1,542	2,022	2,214	-	-	-
100-5-30-2100	GAS & FUEL	14,871	15,910	12,127	18,000	15,000	15,000
100-5-30-2125	POSTAGE	27	93	95	500	500	500
100-5-30-2155	SMALL OFFICE EQUIPMENT	200	-	1,928	1,000	1,000	1,000
100-5-30-2156	OTHER SMALL EQUIPMENT	-	22,851	-	-	-	-
100-5-30-2159	FIRE EQUIPMENT & TOOLS	5,858	31,547	21,265	20,000	15,000	27,000
TOTAL SUPPLIES		**52,481**	**98,367**	**71,104**	**87,300**	**79,300**	**88,300**
CONTRACTED SERVICES							
100-5-30-3010	TECHNOLOGY	200	820	2,846	-	-	-
100-5-30-3018	EMS BILLING SERVICE	39,016	18,367	19,663	20,520	20,520	20,520
100-5-30-3022	MEDICAL CONTROL	1,500	1,500	5,070	5,000	5,000	5,100
TOTAL CONTRACTED SERVICES		**40,716**	**20,687**	**27,578**	**25,520**	**25,520**	**25,620**
REPAIRS & MAINTENANCE							
100-5-30-3200	R & M STRUCTURES	3,001	3,936	3,442	-	-	-
100-5-30-3201	R & M SMALL EQUIPMENT	5,150	5,281	9,726	15,000	15,000	20,000
100-5-30-3202	R & M AUTO/TRUCK	25,605	19,195	20,284	25,000	25,000	30,000
TOTAL REPAIRS & MAINTENANCE		**33,756**	**28,412**	**33,453**	**40,000**	**40,000**	**50,000**

FIRE

OPERATING							
100-5-30-3300	CELL PHONES & WIRELESS	2,563	2,327	3,276	-	-	-
100-5-30-3302	ELECTRICITY	2,401	3,999	2,849	-	-	-
100-5-30-3500	CONFERENCE,TRAINING & TRA	2,068	4,795	6,674	8,000	8,000	10,000
100-5-30-3503	PRINTING, COPY & PHOTO	-	-	43	1,000	1,000	-
100-5-30-3505	OTHER OPERATING EXPENSES	1,297	2,884	2,972	3,000	3,000	2,000
100-5-30-3506	DUES,SUBSCRIPTIONS & PUB	4,199	4,806	3,016	6,500	6,500	7,000
TOTAL OPERATING		**12,528**	**18,811**	**18,830**	**18,500**	**18,500**	**19,000**
DEPARTMENTAL							
100-5-30-3516	YOUTH PROGRAM	49	500	65	1,000	1,000	3,000
100-5-30-3517	FIRE PREVENTION	981	1,557	1,671	3,000	3,000	3,000
100-5-30-3585	CERT INITIATIVE	-	-	-	-	-	1,500
100-5-30-3606	EMERGENCY MANAGEMENT	-	-	-	-	-	5,000
TOTAL DEPARTMENTAL		**1,030**	**2,057**	**1,736**	**4,000**	**4,000**	**12,500**
DEBT PAYMENTS							
100-5-30-4157	LEASE PRINCIPAL	30,020	30,020	28,639	-	-	-
100-5-30-4158	INTEREST	-	-	1,065	-	-	-
TOTAL DEBT PAYMENTS		30,020	30,020	29,704	-	-	-
CAPITAL OUTLAY							
100-5-30-5000	CAPITAL EXPENDITURES[1]	34,835	-	(2,696)	40,000	40,000	-
100-5-30-5602	GRANT EXPENDITURES-SAFE	-	-	81,273	-	-	-
TOTAL CAPITAL OUTLAY		**34,835**	**-**	**78,577**	**40,000**	**40,000**	**-**
TOTAL		**$ 828,465**	**$ 1,072,026**	**$ 1,200,647**	**$ 1,246,584**	**$ 1,231,784**	**$ 1,461,416**

POLICE

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 2015-2016 ACCOMPLISHMENTS

All officers equipped with body cameras
Hosted largest National Night Out in 5 years with over 750 participants
Implemented Holiday Traffic Program to increase awareness of safety belt usage and hazardous traffic violations
Conducted Animal Service education meeting concerning pet vaccinations, pet registration, and animal safety
Updated radio console system

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Part I rate per 1,000 population	24.6	22.1	27	27
Percent of Part I crimes cleared	20%	12%	33%	30%
Percent of assigned criminal investigation cleared/closed within 60 days	N/M	N/M	70%/63%	70%
Percent of citizens ratings on neighborhood visibility as good or excellent in citizen survey	N/M	N/M	70%	70%
Percent of Crime Victim's Advocate making contact with all victims of crimes against persons within 5 business days	N/M	N/M	95%/65%	70%
Number of times social media updated weekly	N/M	N/M	3	6

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Number of Citizen Calls	21,667	25,353	22,000/21,522	22,500
Number of Arrests	443	341	400/366	375
Number of Neighborhood Contacts	478	708	525/525	550
Number of Traffic Contacts	1,828	1,835	2,000/1,700	1,850
Number of Community Relations Programs Conducted	27	16	12/18	18
Number of Public Information Requests processed	705	686	725/655	700
Number of E911 calls received	4,398	4,950	4,700/4,935	5,000
Number of Officer Initiated Calls for Service	14,394	14,891	14,600/15,129	15,250
Number of House Watches/Close Patrols Initiated	155	240	200/204	200
Number of Community Presentations regarding Animal Services	N/M	N/M	6/6	6

POLICE

FY 2016-2017 WORKPLAN SUMMARY

Conduct organizational assessment through Police Chief Best Practices Group and develop departmental business plan
Begin document management program converting documents to electronic records
Re-establish the Citizens Police Academy by April 2017

BUDGET HIGHLIGHTS

Converted Corporal position to Deputy Chief Position and two additional Officers
Purchase Police command vehicle
Thermal imaging hand held camera and security camera for interview room and property room

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Chief of Police	1	1	1	1	1	1
Deputy Chief	0	0	0	0	0	1
Police Sergeant	3	3	3	3	3	3
Police Corporal	3	3	3	3	3	2
Police Officers	9	9	9	10	10	12
Crime Victims Advocate	0	0	1	1	1	1
Code Enforcement	1	1	1	0	0	0
Animal Control	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1
Emergency Dispatchers	5	5	5	5	5	0
Records & Property Coordinator	1	1	1	1	1	1
Records and Property Clerk	1	1	1	1	1	1
TOTAL POSITIONS	**26**	**26**	**27**	**27**	**27**	**24**

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 1,370,331	$ 1,447,752	$ 1,470,358	$ 1,636,963	$ 1,653,646	$ 1,537,437
SUPPLIES	75,104	85,472	74,101	91,900	91,900	100,000
CONTRACTED SERVICES	27,109	30,342	66,017	8,000	3,000	3,500
REPAIRS & MAINTENANCE	33,164	56,041	54,551	41,000	41,000	41,000
OPERATING	76,143	84,409	70,728	54,500	54,500	55,250
DEPARTMENTAL	15,817	32,409	19,832	28,400	32,400	33,800
DEBT PAYMENT	52,866	52,866	81,668	-	-	-
CAPITAL OUTLAY	-	81,668	38,836	62,500	62,500	50,000
TOTAL	**$ 1,650,534**	**$ 1,870,959**	**$ 1,876,091**	**$ 1,923,263**	$ 1,938,946	$ 1,820,987

POLICE

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-32-1000	EXEMPT SALARY	$ 81,967	$ 83,014	$ 84,596	$ 85,587	$ 85,587	$ 150,587
100-5-32-1005	ACCRUED WAGES (AUDIT)	-	8,350	(1,274)	-	-	-
100-5-32-1010	REG. SALARIES FULL TIME	802,266	904,352	856,075	1,028,480	1,028,480	917,140
100-5-32-1020	REG. SALARIES PART TIME	21,169	13,798	21,960	-	-	-
100-5-32-1025	OVERTIME	109,985	65,894	131,157	104,454	104,454	97,335
100-5-32-1030	LONGEVITY PAY	6,076	6,059	6,216	6,216	23,500	6,144
100-5-32-1035	CERTIFICATION PAY	9,634	9,738	11,815	12,000	12,000	10,800
100-5-32-1040	ASSIGNMENT PAY	19,713	25,237	45,843	23,500	23,500	23,500
100-5-32-1200	PAYROLL TAXES FICA	75,729	80,523	83,616	96,454	96,454	92,221
100-5-32-1205	WORKERS COMP	23,980	22,791	16,550	22,841	22,841	25,626
100-5-32-1210	INSURANCE	185,342	188,539	162,536	214,330	214,330	159,691
100-5-32-1215	TEXAS EMP. COMM	-	2,659	12,078	-	-	-
100-5-11-1218	PERFORMANCE INCREASES	-	-	-	-	-	13,757
100-5-32-1220	T.M.R.S.	34,470	36,798	39,190	42,500	42,500	40,635
TOTAL PERSONNEL		**1,370,331**	**1,447,752**	**1,470,358**	**1,636,363**	**1,653,646**	1,537,437
SUPPLIES							
100-5-32-1300	UNIFORMS & CLOTHING	3,805	4,433	5,147	7,000	7,000	7,000
100-5-32-2000	OFFICE SUPPLIES	2,761	2,729	2,665	-	-	-
100-5-32-2001	FORMS	779	1,723	660	1,400	1,400	1,400
100-5-32-2003	OTHER OPERATING SUPPLIES	513	2,837	1,533	2,000	2,000	2,000
100-5-32-2004	PATROL SUPPLIES	1,521	6,235	17,884	8,000	8,000	10,500
100-5-32-2010	PRISONER EXPENSES	6,851	5,402	6,134	7,500	7,500	7,500
100-5-32-2011	CRIME SCENE SEARCH	3,678	3,127	1,913	5,000	5,000	6,500
100-5-32-2012	JANITORIAL SUPPLIES	1,571	2,054	2,438	-	-	-
100-5-32-2100	GASOLINE & FUELS	50,962	52,199	33,708	57,000	57,000	57,000
100-5-32-2125	POSTAGE	1,973	2,274	58	1,000	1,000	1,000
100-5-32-2155	MINOR OFFICE EQUIPMENT	690	2,097	1,960	1,500	1,500	1,500
100-5-32-2156	OTHER SMALL EQUIPMENT	-	362	-	1,500	1,500	5,600
TOTAL SUPPLIES		**75,104**	**85,472**	**74,101**	**91,900**	**91,900**	**100,000**
CONTRACTED SERVICES							
100-5-32-3005	JANITORIAL SERVICES	4,200	4,200	14,798	-	-	-
100-5-32-3010	TECHNOLOGY	1,368	1,355	26,073	-	-	-
100-5-32-3013	OTHER PROFESSIONAL SERV	4,551	5,000	5,910	3,000	3,000	3,500
100-5-32-3022	POLICE SOFTWARE	12,901	15,698	14,822	-	-	-
100-5-32-3050	OPERATING LEASES-COPIERS	4,089	4,089	4,414	-	-	-
100-5-32-3102	BALLISTIC VESTS	3,392	4,038	1,989	5,000	5,000	7,000
TOTAL CONTRACTED SERVICES		**27,109**	**30,342**	**66,017**	**3,000**	**3,000**	**3,500**

POLICE

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
REPAIRS & MAINTENANCE							
100-5-32-3200	R & M STRUCTURES	4,279	5,472	13,294	-	-	-
100-5-32-3201	R & M SMALL EQUIPMENT	4,085	3,718	2,514	6,000	6,000	6,000
100-5-32-3202	R & M AUTO/TRUCK	24,800	46,851	38,744	35,000	35,000	35,000
TOTAL REPAIRS & MAINTENANCE		**33,164**	**56,041**	**54,551**	**41,000**	**41,000**	**41,000**
OPERATING							
100-5-32-3300	CELL PHONES & WIRELESS	9,277	9,826	12,320	-	-	-
100-5-32-3301	TELECOMMUNICATIONS	12,011	14,352	11,281	-	-	-
100-5-32-3302	ELECTRICITY	9,852	11,005	10,901	-	-	-
100-5-32-3303	NATURAL GAS	779	851	1,155	1,000	1,000	1,000
100-5-32-3400	LIABILITY INSURANCE	10,640	10,485	8,201	12,000	12,000	12,000
100-5-32-3410	E-911 SERVICES	24,653	24,678	14,396	26,000	26,000	26,000
100-5-32-3500	CONFERENCE,TRAINING & TRA	4,570	8,481	7,558	10,000	10,000	10,000
100-5-32-3503	PRINTING, COPY & PHOTO	768	1,112	920	1,000	1,000	1,000
100-5-32-3505	OPERATING EXPENSES	517	523	160	500	500	500
100-5-32-3506	DUES,SUBSCRIPTIONS & PUB	3,076	3,096	3,837	4,000	4,000	4,750
TOTAL OPERATING		**76,143**	**84,409**	**70,728**	**54,500**	**54,500**	**55,250**
DEPARTMENTAL							
100-5-32-3520	ANIMAL POUND	8,958	9,941	7,820	12,000	16,000	17,000
100-5-32-3522	DEMOLITIONS	-	12,775	-	-	-	-
100-5-32-3525	STRATEGIC RESPONSE TEAM	3,034	4,594	4,398	8,500	8,500	8,500
100-5-32-3530	CRIME PREVENTION	3,825	5,099	7,613	7,900	7,900	8,300
TOTAL DEPARTMENTAL		**15,817**	**32,409**	**19,832**	**28,400**	**32,400**	**33,800**
DEBT PAYMENTS							
100-5-32-4011	2011 VEHICLES LEASE PRINCIPAL	52,866	49,874	-	-	-	-
100-5-32-4013	FY 2014 LEASE PAYMENTS	-	-	81,668	-	-	-
100-5-32-4499	INTEREST EXPENSE	-	2,992	-	-	-	-
TOTAL DEBT PAYMENTS		52,866	52,866	81,668	-	-	-
CAPITAL OUTLAY							
100-5-32-5000		-	81,668	38,836	62,500	62,500	50,000
TOTAL CAPITAL OUTLAY		**-**	**81,668**	**38,836**	**62,500**	**62,500**	50,000
TOTAL POLICE		**$ 1,650,534**	**$ 1,870,959**	**$ 1,876,091**	**$ 1,923,263**	**$ 1,938,946**	**$ 1,820,987**

PLANNING & ECONOMIC DEVELOPMENT CLUSTER

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 2015-2016 ACCOMPLISHMENTS

Participated in the International Conference on Shopping Center (ICSC) as a Vendor

Held holiday business mixer

Developed an Economic Development City of Glenn Heights Fact Sheet

Worked with DART to develop an updated City of Glenn Heights economic profile

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Increase in Number of retail businesses	NM	NM	NM	2

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Number of Roundtable meetings	NM	1	1	4
Number of Chamber of Commerce meetings	NM	0	0	4
Number of small business incubator meetings	NM	NM	NM	6
Number of Defined Development Incentive Programs	NM	Nm	NM	3
Number of businesses contacted	NM	NM	NM	24

ECONOMIC DEVELOPMENT

FY 2016-2017 WORKPLAN SUMMARY

Develop a business outreach strategy
Reestablish the Glenn Heights Chamber of Commerce
Facilitate Local Business Roundtables
Develop an Economic Development Strategic Plan
Develop a Department Business Plan

BUDGET HIGHLIGHTS

Re-establish the Economic Development Department
Participate again in the International Conference of Shopping Centers (ICSC) Texas Conference
Attend ICSC National Conference

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Executive Director Economic Development	0	0	0	0	0	1
PART-TIME POSITIONS						
Intern	0	0	0	0	0	0
TOTAL POSITIONS	**0**	**0**	**0**	**0**	**0**	**1**

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ -	$ -	$ -	$ -	$ -	$ 100,397
SUPPLIES	-	-	-	-	-	1,800
CONTRACTED SERVICES	-	-	-	-	-	15,000
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	25,300
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL ECONOMIC DEVELOPMENT	$ -	$ -	$ -	$ -	$ -	$ 142,497

ECONOMIC DEVELOPMENT

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-52-1000	EXEMPT SALARY	$ -	$ -	$ -	$ -	$ -	$ 85,000
100-5-52-1005	ACCRUED WAGES (AUDIT)	-	-	-	-	-	-
100-5-52-1010	REG. SALARIES FULL TIME	-	-	-	-	-	-
100-5-21-1025	OVERTIME	-	-	-	-	-	-
100-5-52-1200	PAYROLL TAXES FICA	-	-	-	-	-	6,503
100-5-52-1205	WORKERS COMP	-	-	-	-	-	232
100-5-52-1210	INSURANCE	-	-	-	-	-	7,000
100-5-52-1215	UNEMPLOYMENT CLAIMS	-	-		-	-	-
100-5-52-1220	T.M.R.S.	-	-	-	-	-	2,865
TOTAL PERSONNEL		**-**	**-**	**-**	**-**	**-**	**101,600**
SUPPLIES							
100-5-52-2001	FORMS	-	-	-	-	-	-
100-5-52-2100	GASOLINE & FUEL	-	-	-	-	-	-
100-5-52-2125	POSTAGE	-	-	-	-	-	300
100-5-52-2155	SMALL OFFICE EQUIPMENT	-	-	-	-		1,500
TOTAL SUPPLIES		**-**	**-**	**-**	**-**	**-**	**1,800**
CONTRACTED SERVICES							
100-5-52-3004	OTHER PROFESSIONAL SERV	-	-	-	-	-	10,000
100-5-52-3006	ADVERTISING CONTRACT	-	-	-	-	-	5,000
TOTAL CONTRACTED SERVICES		**-**	**-**	**-**	**-**	**-**	**15,000**
REPAIRS & MAINTENANCE							
100-5-52-3202	R & M AUTO/TRUCK	-	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE		**-**	**-**	**-**	**-**	**-**	**-**
OPERATING							
100-5-52-3300	CELL PHONES & WIRELESS	-	-	-	-	-	1,800
100-5-52-3500	CONFERENCE,TRAINING & TRA	-	-	-	-	-	10,000
100-5-52-3503	PRINTING, COPY & PHOTO	-	-	-	-	-	3,500
100-5-52-3506	DUES,SUBSCRIPTIONS & PUB	-	-	-	-	-	10,000
TOTAL OPERATING		**-**	**-**	**-**	**-**	**-**	**20,300**
CAPITAL OUTLAY							
100-5-52-5000	CAPITAL EXPENDITURES	-	-	-	-	-	-
TOTAL CAPITAL PAYMENT							
TOTAL ECONOMIC DEVELOPMENT		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 142,497**

PLANNING & DEVELOPMENT SERVICES

PURPOSE/MISSION STATEMENT

To promote rational, economical, and environmentally efficient use of land, to allow Glenn Heights to grow in a manner consistent with adopted ordinances and the goals of the community focusing on customer service, creativity, accountability and continuous improvement.

FY 2015-2016 ACCOMPLISHMENTS

- Implemented Rental Registration Program
- Reviewed and improved the Code Compliance and Development Processes
- Implemented/Updated existing Web QA permitting software
- Begin updating construction code by adoption of property maintenance code

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Average Time required to process permit applications for New Single-Family Construction	N/A	N/A	4	4
Time required to process permit applications for New Commercial Construction	N/A	N/A	8	8
Number of Contacts with the Public (Non Code Compliance)	93	662	1150	615

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Number of NSF Permits Issued	17	105	252	112
Number of NSF Plans Reviewed	17	105	252	112
Number of New Plats	3	2	1	3
Number of Trade & Miscellaneous Permits	157	566	1044	500
Number of Inspections for NSF	221	1,365	2,860	1,456
Valuation for NSF Building Permits	$2,909,878.00	$20,451,003	$51,965,357	$22,000,000
Number of Code Compliance Notices Issued	650	520	1300	1006
Number of Citations	-	-	45	38
Number of Bulk Trash Dumping Appointments	N/A	N/A	90	80
Number of Certified Mailings for Code	N/A	N/A	78	100
Number of Regular Mailings for Code	N/A	N/A	78	0
Number of Abatements	N/A	N/A	35	31
Number of Rental Unit Inspections	0	0	320	1345

PLANNING & DEVELOPMENT SERVICES

FY 2016-2017 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 and Comprehensive Zoning Ordinance
Develop a Departmental Business Plan

BUDGET HIGHLIGHTS

Additional Planner approved in FY 15-16
Part-time Code Compliance Officer
Senior Planner title Changed to Planning Administrator
Full-time Building Inspector

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Director, Planning & Development Services	1	1	1	1	1	1
Code Compliance	0	0	0	1	1	1
Planner	0	0	0	0	0	1
Permit Coordinator	1	1	1	1	1	1
Building Inspector	0	0	0	0	0	1
PART-TIME POSITIONS						
Code Compliance	0	0	0	0	0	1
TOTAL POSITIONS	**2**	**2**	**2**	**3**	**3**	**6**	

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 86,088	$ 93,933	$ 121,485	$ 154,170	$ 205,700	$ 309,416
SUPPLIES	1,598	642	1,065	7,300	9,400	11,800
CONTRACTED SERVICES	51,714	44,202	114,965	90,500	260,500	82,700
REPAIRS & MAINTENANCE	814	-	60	1,000	1,000	2,000
OPERATING	4,544	5,409	4,680	7,500	9,000	16,300
DEPARTMENTAL	-	-	-	20,000	10,000	10,000
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	25,000	50,000	-
TOTAL PLANNING & DEVELOPMENT	**$ 144,758**	**$ 144,186**	**$ 242,255**	**$ 305,470**	**$ 545,600**	**$ 432,216**

PLANNING & DEVELOPMENT SERVICES

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-53-1000	EXEMPT SALARY	$ 29,263	$ 42,089	$ 51,513	$ 57,557	$ 87,557	$ 111,284
100-5-53-1005	ACCRUED WAGES (AUDIT)	-	1,030	431	-	-	-
100-5-53-1010	REG. SALARIES FULL TIME	27,369	24,668	42,497	73,272	83,272	118,408
100-5-53-1020	REG SALARIES PART-TIME	-	-	-	-	5,000	17,228
100-5-53-1030	CAR ALLOWANCE	-	-	-	-	-	-
100-5-21-1025	OVERTIME	-	-	299	-	-	-
100-5-53-1200	PAYROLL TAXES FICA	4,327	5,105	7,191	5,605	8,605	14,405
100-5-53-1205	WORKERS COMP	422	144	294	882	882	4,263
100-5-53-1210	INSURANCE	11,774	14,261	16,064	14,384	17,384	35,705
100-5-53-1215	UNEMPLOYMENT CLAIMS	11,076	4,410	-	-	-	-
100-5-11-1218	PERFORMANCE INCREASES	-	-	-	-	-	1,776
100-5-53-1220	T.M.R.S.	1,857	2,226	3,197	2,470	3,000	6,347
TOTAL PERSONNEL		**86,088**	**93,933**	**121,485**	**154,170**	**205,700**	**309,416**
SUPPLIES							
100-5-53-1300	UNIFORMS AND CLOTHING	-	-	-	300	600	800
100-5-53-2000	OFFICE SUPPLIES	603	235	832	1,000	1,000	-
100-5-53-2001	FORMS	-	-	-	-	500	500
100-5-53-2009	CODE BOOKS	-	-	-	1,200	2,500	3,000
100-5-53-2012	JANITORIAL SUPPLIES	25	50	58	-	-	-
100-5-53-2100	GASOLINE & FUEL	-	322	49	3,300	3,300	5,500
100-5-53-2125	POSTAGE	12	35	-	1,500	1,500	2,000
100-5-53-2155	SMALL OFFICE EQUIPMENT	-	-	125	-	-	-
100-5-53-2315	NCTCOG AERIAL MAP	958	-	-	-	-	-
TOTAL SUPPLIES		**1,598**	**642**	**1,065**	**7,300**	**9,400**	**10,300**
CONTRACTED SERVICES							
100-5-53-3004	HEALTH DEPT FEES	2,449	526	5,132	5,000	5,000	5,200
100-5-53-3006	CONSULTANT FEES	7,190	-	-	-	-	-
100-5-53-3010	TECHNOLOGY	-	-	40	-	30,000	-
100-5-53-3015	MERCHANT (CC) FEES	429	252	577	500	500	500
100-5-53-3047	INSPECTIONS	37,799	39,918	108,848	85,000	225,000	77,000
100-5-53-3050	OPERATING LEASE-PLOTTER	3,847	3,506	368	-	-	-
TOTAL CONTRACTED SERVICES		**51,714**	**44,202**	**114,965**	**90,500**	**260,500**	**82,700**

PLANNING & DEVELOPMENT SERVICES

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
REPAIRS & MAINTENANCE							
100-5-53-3200	R & M STRUCTURES	814	-	-	-	-	-
100-5-53-3202	R & M AUTO/TRUCK	-	-	60	1,000	1,000	1,000
100-5-53-3210	R & M SIGNS & MARKINGS	-	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE		**814**	**-**	**60**	**1,000**	**1,000**	**1,000**
OPERATING							
100-5-53-3300	CELL PHONES & WIRELESS	-	-	-	-	-	1,800
100-5-53-3400	CASH SHORT (OVER)	-	78	-	-	-	-
100-5-53-3500	CONFERENCE,TRAINING & TRA	3,207	4,104	3,087	4,500	6,000	11,500
100-5-53-3503	PRINTING, COPY & PHOTO	661	516	866	1,500	1,500	1,500
100-5-53-3505	OPERATING EXPENSES	413	-	-	-	-	-
100-5-53-3506	DUES,SUBSCRIPTIONS & PUB	285	711	726	1,500	1,500	1,500
TOTAL OPERATING		**4,566**	**5,409**	**4,680**	**7,500**	**9,000**	**16,300**
DEPARTMENTAL							
100-5-53-3522	DEMOLITIONS	-	-	-	20,000	10,000	10,000
TOTAL DEPARTMENTAL		**-**	**-**	**-**	**20,000**	**10,000**	**10,000**
CAPITAL OUTLAY							
100-5-53-5000	CAPITAL EXPENDITURES	-	-	-	25,000	50,000	-
TOTAL CAPITAL OUTLAY		**-**	**-**	**-**	**25,000**	**50,000**	**-**
TOTAL PLANNING		**$ 144,758**	**$ 144,186**	**$ 242,255**	**$ 305,470**	**$ 545,600**	**$ 429,716**

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 2015-2016 ACCOMPLISHMENTS

- Implemented the Summer Music in the Park Series
- Hosted a Martin Luther King Jr. Day of Service
- Coordinated all volunteer activities related to December 26, 2015 Tornado Event
- Held Quarterly HOA President's Meetings
- Increased the number of community events
- Developed city-wide Customer Service Protocol and Training Program for employees

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Percent event attendance increased	N/M	N/M	15%	15%
Number of updates to social media outlets	N/M	N/M	3 times/ week	3 times/ week
Percent increase in Facebook likes	N/M	N/M	50%	50%
Percent of increase of registered volunteers	N/M	N/M	50%	50%
Number of quarterly business mixers	N/M	N/M	4	N/A
Response time to community inquiries	N/M	N/M	24 hours or next business days	24 hours or next business days

WORKLOAD MEASURES

	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Number Increase of citizen participation at events	N/M	N/M	15%	15%
Number of events held	N/M	N/M	13	15
Amount of money raised through sponsorship	N/M	N/M	25%	25%
Number of registered volunteers	N/M	N/M	5	5
Number of social media posts per week	N/M	N/M	3	3
Average response time to community members	N/M	N/M	24 hours or next business days	24 hours or next business days

PARKS & COMMUNITY ENGAGEMENT

FY 2016-2017 WORKPLAN SUMMARY

Begin updating Parks Master Plan
Develop a Parks & Community Engagement Departmental business plan
Begin programming recreational classes and activities for the City

BUDGET HIGHLIGHTS

Created a part-time Parks and Recreation Superintendent Position
Moved funding for park maintenance back into the Community Engagement budget

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Administrator, Community Engagement	0	0	0	1	1	1
PART-TIME POSITIONS						
Superintendent Park & Rec.	0	0	0	0	0	1
TOTAL POSITIONS	**0**	**0**	**0**	**1**	**1**	**2**

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 43,374	$ 45,408	$ 59,711	$ 66,471	$ 66,471	$ 160,227
SUPPLIES	25,412	20,239	7,368	11,500	9,500	10,500
CONTRACTED SERVICES	70,193	53,776	61,699	-	-	-
REPAIRS & MAINTENANCE	16,171	20,212	12,514	-	-	27,000
OPERATING	13,693	15,737	37,136	35,650	52,380	52,659
DEPARTMENTAL	-	-	-	25,500	25,500	25,500
DEBT PAYMENTS	6,382	6,382	6,382	-	-	-
CAPITAL OUTLAY	-	-	5,898	10,000	59,000	-
TOTAL	**$ 175,225**	**$ 161,754**	**$ 190,708**	**$ 149,121**	**$ 212,851**	**$ 210,149**

PARKS & COMMUNITY ENGAGEMENT

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
REPAIRS & MAINTENANCE (Continued)							
100-5-60-3215	COURTNEY LN PK MAINTENANCE	2,871	2,117	1,405	-	-	10,000
100-5-60-3220	GATEWAY PK MAINTENANCE	2,306	3,059	1,592	-	-	2,000
CONTRACTED REPAIR & MAINTENANCE		**16,171**	**20,212**	**12,514**	**-**	**-**	**27,000**
OPERATING							
100-5-60-3300	CELL PHONES & WIRELESS	1,378	1,388	1,129	-	-	9
100-5-60-3302	ELECTRICITY	12,040	14,150	12,720	-	-	-
100-5-60-3411	FAMILY FESTIVAL	-	-	-	25,000	25,000	25,000
100-5-60-3412	HOLIDAY GIVING	-	-	-	600	580	850
100-5-60-3413	SPECIAL CELEBRATIONS	-	-	-	1,500	3,000	3,000
100-5-60-3414	STATE OF THE CITY	-	-	-	-	4,000	4,000
100-5-60-3500	CONFERENCE,TRAINING & TRA	40	-	540	2,000	8,000	8,000
100-5-60-3503	PRINTING, COPY & PHOTO	-	109	43	750	750	750
100-5-60-3506	DUES,SUBSCRIPTIONS & PUB	235	90	150	800	800	800
100-5-60-3507	SPECIAL EVENTS	-	-	22,555	5,000	6,500	6,500
100-5-10-3610	CITIZEN LIBRARY PROGRAM	-	-	-	-	3,750	3,750
OPERATING TOTAL		**13,693**	**15,737**	**37,136**	**35,650**	**52,380**	**52,659**
DEPARTMENTAL							
100-5-60-3531	RENTAL EQUIPMENT	-	-	-	15,000	15,000	15,000
100-5-60-3600	COMMUNITY BEAUTIFICATION	-	-	-	4,000	4,000	4,000
100-5-60-3517	PARK EVENTS	-	-	-	5,000	5,000	5,000
100-5-60-3518	BUSINESS MIXERS	-	-	-	1,500	1,500	1,500
TOTAL DEPARTMENTAL					**25,500**	**25,500**	**19,000**
DEBT PAYMENTS							
100-5-60-4011	2011 VEHICLE LEASE PRINCL	6,382	6,382	6,010	-	-	-
100-5-60-4012	LEASE PAYMENT INTEREST	-	-	372	-	-	-
TOTAL DEBT PAYMENT							
CAPITAL OUTLAY							
100-5-60-5000	CAPITAL OUTLAY	-	-	5,898	10,000	59,000	-
TOTAL CAPITAL PAYMENT		**-**	**-**	**5,898**	**10,000**	**59,000**	**-**
TOTAL PARKS & COMMUNITY ENGAGEMENT		**$ 175,225**	**$ 161,754**	**$ 190,708**	**$ 149,121**	**$ 212,851**	**$ 210,149**

PARKS & COMMUNITY ENGAGEMENT

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-60-1000	EXEMPT SALARIES	$ -	$ -	$ 16,815	$ 53,289	$ 53,289	$ 60,000
100-5-60-1005	ACCRUED WAGES (AUDIT)	-	38	2,236	-	-	-
100-5-60-1010	REG. SALARIES FULL TIME	31,096	31,216	27,078	-	-	-
100-5-60-1020	REG SALARIES PART-TIME	-	-	-	-	-	17,228
100-5-60-1025	OVERTIME	168	1,962	103			
100-5-60-1200	PAYROLL TAXES	2,386	2,490	3,364	4,077	4,077	6,625
100-5-60-1205	WORKERS COMP	883	860	609	121	121	121
100-5-60-1210	INSURANCE	7,814	7,736	8,015	7,188	7,188	7,597
100-5-60-1220	T.M.R.S.	1,027	1,106	1,491	1,796	1,796	2,919
TOTAL PERSONNEL		**43,374**	**45,408**	**59,711**	**66,471**	**66,471**	**94,490**
SUPPLIES							
100-5-60-1300	UNIFORMS & CLOTHING	284	400	91	-	-	-
100-5-60-2000	OFFICE SUPPLIES	203	291	139	500	500	500
100-5-60-2003	OPERATING SUPPLIES	714	748	254	1,000	1,000	1,000
100-5-60-2004	PARK MOVIES	(94)	1,439	1,454	2,000	2,000	2,000
100-5-60-2008	CEREMONIAL SUPPLIES	459	700	642	-	-	-
100-5-60-2010	PRISONER EXPENSE	4,933	2,101	1,198	-	-	-
100-5-60-2012	JANITORIAL SUPPLIES	1,775	1,711	1,145	1,000	-	-
100-5-60-2100	GASOLINE & FUELS	2,727	3,907	1,662	-	-	-
100-5-60-2105	STRIPING	2,002	2,575	-	1,500	500	1,500
100-5-60-2110	KIDDIE CUSHION	3,463	186	-	5,000	5,000	5,000
100-5-60-2151	HAND TOOLS	750	854	221	-	-	-
100-5-60-2156	OTHER SMALL EQUIPMENT	8,196	5,327	562	500	500	500
TOTAL SUPPLIES		**25,412**	**20,239**	**7,368**	**11,500**	**9,500**	**10,500**
CONTRACTED SERVICES							
100-5-60-3010	TECHNOLOGY	-	200	50	-	-	-
100-5-60-3015	CONTRACT MOWING	47,149	30,653	61,639	-	-	-
100-5-60-3017	CONTRACT FIELD MAINTENANCE	22,400	22,200	-	-	-	-
100-5-60-3110	SAFETY EQUIPMENT	644	723	10	-	-	-
CONTRACTED SERVICES TOTAL		**70,193**	**53,776**	**61,699**	**-**	**-**	**-**
REPAIRS & MAINTENANCE							
100-5-60-3201	R&M SMALL EQUIPMENT	1,538	2,267	1,267	-	-	-
100-5-60-3202	R&M AUTO/TRUCK	929	2,439	1,390	-	-	-
100-5-60-3205	R&M SIGNS & MARKINGS	448	50	581	-	-	-
100-5-60-3206	R&M HEAVY EQUIPMENT	-	-	94	-	-	-
100-5-60-3207	R&M HIGHWAY BEAUTIFICATION	-	-	375	-	-	-
100-5-60-3210	HERITAGE PK MAINTENANCE	8,079	10,280	5,811	-	-	15,000

INFRASTRUCTURE SERVICES CLUSTER

STREETS & MAINTENANCE

PURPOSE/MISSION STATEMENT

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

FY 2015-2016 ACCOMPLISHMENTS

Worked with Dallas County to level and add an asphalt overlay for parts of Bear Creek Road

Develop Street Assessment of all City maintained streets within the City of Glenn Heights

Partnered with Ellis County to complete resurfacing of Uhl Road using a Chip and Seal process

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Percent of pot holes repaired within 72 hours of being reported	NM	NM	NM	80%
Percent of street signs repaired within 2 weeks of being reported	NM	NM	NM	80%

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Number of pot holes repaired	NM	NM	NM	TBD
Number of street signs repaired/ replaced	NM	NM	NM	TBD
Number of Park Mowing	NM	NM	14	20
Miles of Right Away Cuts	NM	NM	NM	TBD

STREETS & MAINTENANCE

FY 2016-2017 WORKPLAN SUMMARY

Road work on Westmoreland from the Ellis County Line to Bear Creek
Development of Comprehensive Streets Capital Improvement Plan
Repair of the intersection of Westmoreland and Bear Creek
Road work on Ellis County section of Hampton Road
Working with Community Engagement to develop an Adopt-a-Street Program

BUDGET HIGHLIGHTS

Funding for minor road repair in budget

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME						
Utility Worker III	1	1	1	1	1	1
PART-TIME						
TOTAL POSITIONS	1	1	1	1	1	1

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 52,316	$ 53,652	$ 52,131	$ 54,616	$ 9,844	$ 48,244
SUPPLIES	14,208	8,572	5,405	14,000	17,000	14,000
CONTRACTED SERVICES	1,387	2,059	3,073	26,840	26,840	26,840
REPAIRS & MAINTENANCE	53,760	60,469	105,335	145,500	159,500	132,500
OPERATING	83,721	91,876	100,965	121,200	131,200	131,200
DEPARTMENTAL	2,831	2,831	3,785	4,500	4,500	4,500
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	20,000	20,000	-
TOTAL	**$ 208,223**	**$ 219,459**	**$ 270,693**	**$ 386,656**	**$ 368,884**	**$ 357,284**

STREETS & MAINTENANCE

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
100-5-40-1005	ACCRUED WAGES (AUDIT)	$ -	$ 228	$ 89)	$ -	$ -	$ -
100-5-40-1010	REG. SALARIES FULL TIME	37,502	38,397	38,972	39,016	7,080	31,096
100-5-40-1025	OVERTIME	352	460	879	1,463	141	1,166
100-5-40-1200	PAYROLL TAXES FICA	2,890	2,967	3,043	3,097	550	5,025
100-5-40-1205	WORKERS COMP	2,514	2,572	1,777	2,479	-	2,479
100-5-40-1210	INSURANCE	7,814	7,733	6,199	7,197	1,828	7,385
100-5-11-1218	PERFORMANCE INCREASES			-			466
100-5-40-1220	T.M.R.S.	1,244	1,295	1,349	1,364	245	2,214
TOTAL PERSONNEL		**52,316**	**53,652**	**52,131**	**54,616**	**9,844**	**49,832**
SUPPLIES							
100-5-40-1300	UNIFORMS & CLOTHING	195	164	-	200	200	200
100-5-40-2000	OFFICE SUPPLIES	157	233	256	-	-	-
100-5-40-2012	JANITORIAL SUPPLIES	129	153	91	7,000	10,000	10,000
100-5-40-2100	GASOLINE & FUELS	13,442	7,602	5,025	6,500	6,500	3,500
100-5-40-2125	POSTAGE	1	-	-	-	-	-
100-5-40-2151	HAND TOOLS	284	420	32	300	300	300
TOTAL SUPPLIES		**14,208**	**8,572**	**5,405**	**14,000**	**17,000**	**14,000**
CONTRACTED SERVICES							
100-5-40-0012	JANITORIAL SERVICES	-	-	-	24,340	24,340	24,340
100-5-40-3012	TRAFFIC SIGNAL MAINT	297	674	1,901	1,000	1,000	1,000
100-5-40-3110	SAFETY EQUIPMENT	1,090	1,385	1,172	1,500	1,500	1,500
TOTAL CONTRACTED SERVICES		**1,387**	**2,059**	**3,073**	**26,840**	**26,840**	**26,840**
REPAIRS & MAINTENANCE							
100-5-40-3200	R & M STRUCTURES	517	512	421	30,000	30,000	30,000
100-5-40-3201	R & M SMALL EQUIPMENT	2,316	1,625	620	1,500	1,500	1,500
100-5-40-3202	R & M AUTO/TRUCK	7,458	2,533	1,033	2,500	2,500	2,500
100-5-60-3207	R&M HIGHWAY BEAUTIFICATION	-	-	-	1,000	1,000	1,000
100-5-60-3210	HERITAGE PK MAINTENANCE	-	-	-	9,000	15,000	-
100-5-60-3215	COURTNEY LANE PK MAINTENANCE	-	-	-	2,000	10,000	-
100-5-60-3220	GATEWAY PK MAINTENANCE	-	-	-	2,000	2,000	-
100-5-40-3205	R & M STREETS	27,393	51,408	93,752	85,000	85,000	85,000
100-5-40-3206	R & M HEAVY EQUIPMENT	10,695	2,482	2,511	7,500	7,500	7,500
100-5-40-3210	R & M HEAVY EQUIPMENT	5,381	1,909	6,998	5,000	5,000	5,000
TOTAL REPAIRS & MAINTENANCE		**53,760**	**60,469**	**105,335**	**145,500**	**159,500**	**132,500**

STREETS & MAINTENANCE

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
OPERATING							
100-5-40-3300	CELL PHONES & WIRELESS	373	432	533	-	-	-
100-5-40-3302	ELECTRICITY	83,348	91,396	100,421	121,000	131,000	131,000
100-5-40-3500	CONFERENCE,TRAINING & TRA	-	48	12	200	200	200
TOTAL OPERATING		**83,721**	**91,876**	**100,965**	**121,200**	**131,200**	**131,200**
DEPARTMENTAL							
100-5-40-3531	RENTAL EQUIPMENT	2,831	2,831	3,785	4,500	4,500	4,500
TOTAL DEPARTMENTAL		**2,831**	**2,831**	**3,785**	**4,500**	**4,500**	**4,500**
CAPITAL OUTLAY							
100-5-40-5000	CAPITAL EXPENDITURE	-	-	-	20,000	20,000	-
TOTAL CAPITAL OUTLAY		**-**	**-**	**-**	**20,000**	**20,000**	**-**
TOTAL STREETS		**$ 208,223**	**$ 219,459**	**$ 270,693**	**$ 386,656**	**$ 368,884**	**$ 357,284**

WATER SEWER FUND

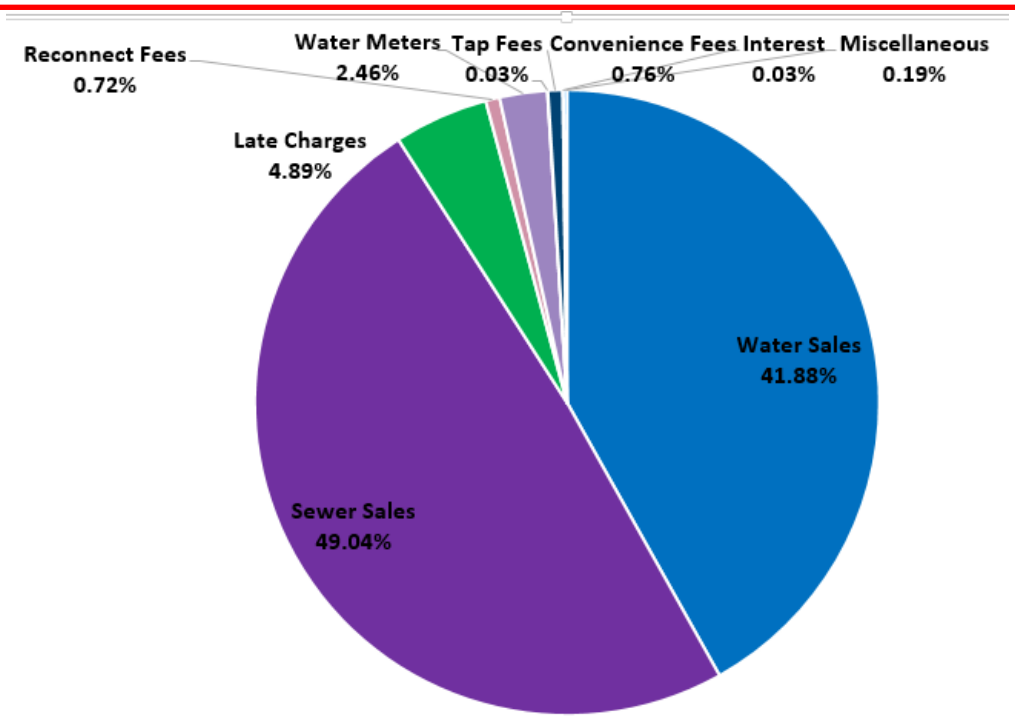
The Water and Sewer Utility Fund is an Enterprise Fund and accounts for revenues and expenses associated with the operation system, utility debt services and utility capital projects. Revenue to support the Water and Sewer Fund are derived from user's fees billed to commercial and residential customers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

WATER SEWER FUND SUMMARY

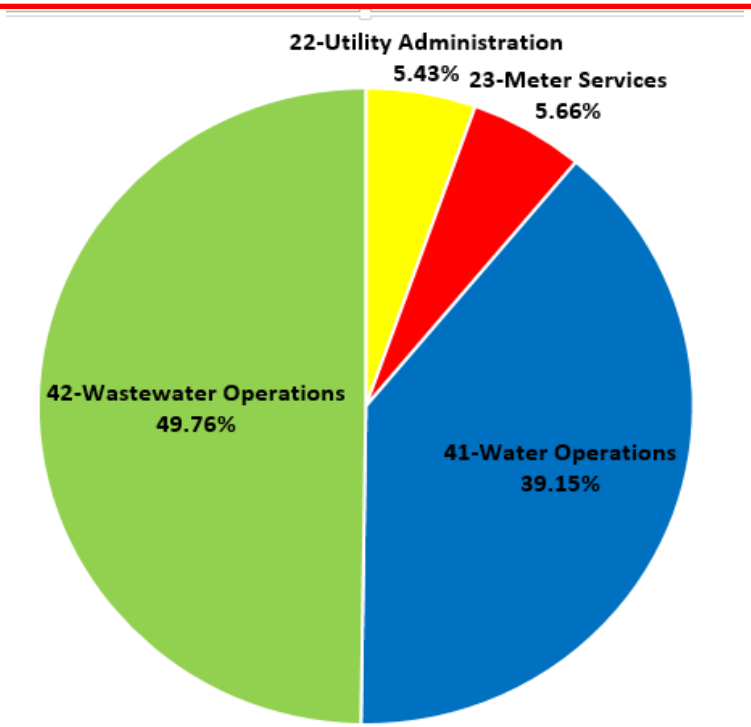
	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2106 AMENDED	2016-2017 PROPOSED
REVENUES						
Water Sales	$ 1,916,330	$ 1,924,860	$ 2,021,700	$ 1,925,000	$ 1,925,000	$2,197,978
Sewer Sales	2,372,526	2,339,673	2,449,480	2,380,000	2,380,000	2,573,801
Late Charges	272,768	266,921	268,831	270,000	270,000	256,500
Reconnect Fees	50,435	58,703	54,294	52,500	40,000	38,000
Water Meters	16,102	12,813	63,435	68,820	180,000	129,375
Tap Fees	1,600	875	-	-	1,600	1,600
Convenience Fees	38,640	40,483	43,484	39,000	39,000	39,780
Interest	2,862	1,359	1,432	1,500	1,500	1,500
Miscellaneous	363,559	17,836	12,642	10,000	117,765	10,000
Transfer from Tornado Fund	-	-	-	-	17,000	
TOTAL REVENUES	**5,034,822**	**4,663,523**	**4,915,298**	**4,746,820**	**4,954,865**	**5,248,533**
EXPENDITURES						
Utility Administration	$ 253,558	$ 238,980	$ 236,617	$ 254,559	$ 255,577	$ 243,283
Meter Services	138,230	215,744	234,100	191,336	234,852	253,535
Water Operations	1,218,860	1,340,390	1,403,606	1,706,181	1,764,181	1,754,766
Wastewater Operations	1,536,876	1,571,789	1,834,143	1,960,613	1,961,363	2,230,356
Capital Project - Hwy 664 Utility Relocation	-	-	102,375	100,000	100,000	-
TOTAL EXPENDITURES	**3,147,524**	**3,366,903**	**3,810,841**	**4,212,689**	**4,315,973**	**4,481,940**
REVENUE OVER (UNDER) EXPENDITURES	1,887,298	1,296,620	1,104,457	534,131	638,891	563,073
OTHER FINANCING SOURCES (USES)						
00-Lease Purchase Proceeds	99,679	-	-	-	-	-
00-Lease Expenditures	(99,679)	-	-	-	-	-
00-Debt Service Payments	(277,100)	(272,400)	(275,925)	(275,925)	(275,925)	(275,925)
00-Transfers In (Out):	-	-	-	-	-	-
Transfer from Debt Service Fund	277,100	-	-	-	-	-
Transfer from GF for Loan repayment	-	-	81,668	-	-	-
Repayment to GF for taxes used to pay debt	(277,100)	-	-	-	-	-
Transfers to GF Technology	(100,000)	(82,000)	-	-	(207,448)	-
Transfer to City Hall Fund	-	-	-	-	(500,000)	500,000
Transfers to Tornado Relief	-	-	-	-	(300,000)	-
Transfer to Capital Project Fund	-	-	-	-	`	(100,000)
G&A Reimbursement from Utility Funds	(185,593)	(214,532)	(236,000)	(257,317)	(256,615)	(355,400)
Fund Balance Reserves - Intended Use	-	-	-	-	-	-
ANTICIPATED CHANGE IN FUND BALANCE	**$ 1,324,605**	**$ 727,688**	**$ 674,200**	**$ 889**	**$ (901,231)**	**$ 35,269**
TOTAL FUND BALANCE - OCTOBER 1	1,613,930	2,938,535	3,304,464	3,433,909	3,434,798	2,533,567
TOTAL FUND BALANCE - SEPTEMBER 30	**$ 2,938,535**	**$ 3,666,223**	**$ 3,978,664**	**$ 3,434,798**	**$ 2,533,567**	**$ 2,568,835**
Restrict for capital improvements	(750,000)	(361,759)	(361,759)	-	-	-
Reserve for one-time incentive pay-out	(11,250)	-	-	-	-	-
Reserve for TRA overages	(75,000)	-	-	-	-	-
UNRESTRICTED FUND BALANCE - SEPT 30	**$ 2,102,285**	**$ 3,304,464**	**$ 3,616,905**	**$ 3,434,798**	**$ 2,533,567**	**$ 2,568,835**
Daily Operating Costs	9,891	10,558	11,843	13,003	13,284	14,009
Days in Reserve	213	313	305	264	191	183

WATER SEWER FUND SUMMARY

WATER SEWER FUND REVENUE SUMMARY



WATER SEWER FUND EXPENDITURE SUMMARY



PROGRAM BUDGETS AND WORK PLAN

FISCAL YEAR 2016-2017

UTILITY ADMINISTRATION

PURPOSE/MISSION STATEMENT

The Utility Billing and Collection Division provides comprehensive, professional, effective and reliable service to our utility customers. The division is responsible for managing service requests, concerns and inquiries. Utility Billing and Collection maintains utility customer records and bills, monitors and collects active, inactive and aged accounts. The division generates and processes the billing for water, wastewater and sanitation.

FY 2015-2016 ACCOMPLISHMENTS

Implemented Senior Utility Billing Program

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Percent increase in customers	NM	NM	NM	2%
Percent customer complaints down	NM	1%	2%	2%
Number of customer service compliments per month	NM	5	7	10

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Average customers served/billing per month	NM	4400	4500	4700
Average late notices/cutoffs per month	NM	104	105	75
Average applications per month	NM	48	50	45
Average calls taken per day	NM	100	100	75
Average daily service ticket orders	NM	5-8	5-8	5
Number of participants in the Senior Billing Program	NM	NW	50	75
Number of Onsite Payment Customers	NM	NM	NM	300

UTILITY ADMINISTRATION

FY 2016-2017 WORKPLAN SUMMARY

Implement pay-by-phone options for utility customers
Review and update divisional operating manual

BUDGET HIGHLIGHTS

Added a part-time Accounting Clerk
The Auditors cost center moved out of the Water Fund and is now reflected total cost under Council Budget

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Utilities Billing Supervisor	1	1	1	1	1	1
Utilities Billing Representative	2	2	2	2	2	2
PART-TIME POSITIONS						
Accounting Clerk	0	0	0	0	0	1
TOTAL POSITIONS	**3**	**3**	**3**	**3**	**3**	**4**

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 133,268	$ 134,893	$ 117,459	$ 137,593	$ 118,611	$ 147,918
SUPPLIES	1,955	2,269	1,681	2,450	2,450	2,450
CONTRACTED SERVICES	87,992	98,265	101,820	103,600	123,600	82,000
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	6,794	2,709	4,512	10,916	10,916	10,915
DEBT PAYMENTS	12,986	844	-	-	-	-
CAPITAL OUTLAY	10,564	-	-	-	-	-
USE OF FUND BALANCE	-	-	2,113	-	-	
TOTAL UTILITY ADMIN	$ 253,558	$ 238,980	$ 227,585	$ 254,559	$ 255,577	$ 243,283

UTILITY ADMINISTRATION

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
500-5-22-1005	ACCRUED WAGES (AUDIT)	$ (2,135)	$ (4,606)	$ (2,791)	$ -	$ -	$ -
500-5-22-1010	REG. SALARIES FULL TIME	100,308	104,447	90,789	101,318	83,000	98,852
500-5-22-1020	REG. SALARIES PART TIME	-	-	-	-	2,059	12,251
500-5-22-1025	OVERTIME	636	419	1,816	2,923	200	3,596
500-5-22-1200	PAYROLL TAXES FICA	7,438	7,803	6,738	7,974	7,974	8,774
500-5-22-1205	WORKERS COMP	275	308	393	274	274	352
500-5-22-1210	INSURANCE	23,428	23,101	17,379	21,590	21,590	19,812
500-5-22-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-	-
100-5-11-1218	PERFORMANCE INCREASES			-			1,482.78
500-5-22-1220	T.M.R.S.	3,317	3,421	3,134	3,514	3,514	3,428
TOTAL PERSONNEL		**133,268**	**134,893**	**117,459**	**137,593**	**118,611**	**147,918**
SUPPLIES							
500-5-22-2000	OFFICE SUPPLIES	873	1,215	1,081	1,850	1,850	1,850
500-5-22-2012	JANITORIAL SUPPLIES	-	-	-	-	-	-
500-5-22-2125	POSTAGE	166	148	-	-	-	-
500-5-22-2156	OTHER SMALL EQUIPMENT	916	906	600	600	600	600
TOTAL SUPPLIES		**1,955**	**2,269**	**1,681**	**2,450**	**2,450**	**2,450**
CONTRACTED SERVICES							
500-5-22-3001	AUDITING	13,500	13,500	13,500	14,000	14,000	-
500-5-22-3010	TECHNOLOGY	-	-	-	-	5,000	-
500-5-22-3006	CONSULTANT FEE	-	-	3,847	-	15,000	10,000
500-5-22-3014	TEMP CONTRACT LABOR	-	-	3,847	-	15,000	0
500-5-22-3015	MERCHANT (CC) FEES	25,701	31,317	27,790	30,000	30,000	30,000
500-5-22-3020	INTERNET SERVICES	-	-	-	-	-	-
500-5-22-3022	ANNUAL SOFTWARE MAINT.	10,984	11,959	10,936	17,000	17,000	-
500-5-22-3024	WEBSITE HOSTING FEES	-	-	-	-	-	-
500-5-22-3025	WATER BILL PROCESSING/ POSTAGE	37,269	40,951	45,166	42,000	42,000	42,000
500-5-22-3050	OPERATING LEASES-COPIERS	538	538	582	600	600	-
TOTAL CONTRACTED SERVICES		**87,992**	**98,265**	**101,820**	**103,600**	**123,600**	**82,000**
REPAIRS & MAINTENANCE							
500-5-22-3201	R & M SMALL EQUIPMENT	-	-	-	-	-	-
TOTAL REPAIR & MAINTENANCE		-	-	-	-	-	-

UTILITY ADMINISTRATION

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
OPERATING							
500-5-22-3300	CELL PHONES & WIRELESS CARDS	373	373	506	-	-	
500-5-22-3301	TELECOMMUNICATIONS	4,367	207	500	5,616	5,616	5,615
500-5-22-3302	ELECTRICITY	1,647	138	1,143	1,500	1,500	1,500
500-5-22-3303	NATURAL GAS	363	1,389	1,664	1,900	1,900	1,900
500-5-22-3400	TRAINING	-	341	693	1,000	1,000	1,000
500-5-22-3500	CASH (OVER) SHORT	43	261	6	-	-	-
500-5-22-3503	PRINTING, COPY & PHOTO	-	-	-	900	900	900
TOTAL OPERATING		**6,794**	**2,709**	**4,512**	**10,916**	**10,916**	**10,915**
DEPARTMENTAL							
500-5-22-3625	CONTINGENCY RESERVE	-	-	-	-	-	
TOTAL DEPARTMENTAL		**-**	**-**	**-**	**-**	**-**	
DEBT PAYMENTS							
500-5-22-4145	INCODE LEASE PAYMENTS	12,986	844	-	-	-	-
TOTAL DEBT PAYMENTS		**12,986**	**844**	**-**	**-**	**-**	**-**
CAPITAL OUTLAY							
500-5-22-5000	CAPITAL EXPENDITURES	10,564	-	-	-	-	-
TOTAL CAPITAL OUTLAY		**10,564**	**-**	**-**	**-**	**-**	**-**
USE OF FUND BALANCE							
500-5-22-7999	DEPRECIATION EXPENSE	-	-	2,113	-	-	-
TOTAL FUND BALANCE		**-**	**-**	**2,113**	**-**	**-**	**-**
TOTAL UTILITY ADMINISTRATION		**$ 253,558**	**$ 238,980**	**$ 227,585**	**$ 254,559**	**$ 255,577**	**$ 243,283**

METER SERVICES

PURPOSE/MISSION STATEMENT

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

FY 2015-2016 ACCOMPLISHMENTS

Continued water meter replacement program

Installed over 400 New Water Meters for New Construction Homes

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Water disconnections within 4 hours of notice	NM	NM	98%	98%
Water connections within 4 hours of notice	NM	NM	99%	99%
Percent of water meters read within 5 days	NM	NM	98%	98%

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Meters read	NM	NM	4500	4700
Water service connections	NM	NM	200	125
Water service disconnections	NM	NM	TBD	TBD
Meters replaced	NM	NM	TBD	TBD
New meters installed	NM	NM	TBD	TBD

METER SERVICES

FY 2016-2017 WORKPLAN SUMMARY

Develop 5-Year Meter Replacement Plan to include assessment of current equipment for long range effectiveness

BUDGET HIGHLIGHTS

Re-classification of current Senior Meter Reader to Coordinator, Meter Services
Hire an additional Meter Reader to address growing number of homes.
Funding increase for new meters to address projected new home growth
Adjusting the New Meter Fee to ensure the City cost for meter purchases and installation are covered
Convert one Meter Reader to a Utility Worker I to enable cross training

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Coordinator, Meter Services	0	0	0	0	0	1
Meter Reader	3	3	3	3	3	2
Utility Worker I	0	0	0	0	0	1
TOTAL POSITIONS	3	3	3	3	3	4

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 113,980	$ 107,567	$ 98,172	$ 110,586	$ 113,752	$ 140,935
SUPPLIES	25,026	65,455	101,232	72,000	111,200	102,950
CONTRACTED SERVICES	2,390	36,926	1,242	3,000	4,000	4,000
REPAIRS & MAINTENANCE	927	1,902	2,570	3,500	3,500	3,500
OPERATING	1,222	2,949	1,799	2,250	2,400	2,150
DEBT PAYMENTS	(5,315)	945	-	-	-	-
USE OF FUND BALANCE	-	-	10,055	-	-	-
TOTAL METER SERVICES	**$ 138,230**	**$ 215,744**	**$ 215,071**	**$ 191,336**	**$ 234,852**	**$ 253,535**

METER SERVICES

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
500-5-23-1005	ACCRUED WAGES (AUDIT)	$ 2,009	$ 914	$ 2,126	$ -		$ -
500-5-23-1010	REG. SALARIES FULL TIME	76,663	72,237	71,090	75,571	75,571	100,727
500-5-23-1025	OVERTIME	2,745	1,795	1,348	2,834	6,000	3,777
500-5-23-1200	PAYROLL TAXES FICA	6,187	5,647	5,532	5,998	5,998	7,995
500-5-23-1205	WORKERS COMP	2,183	2,466	1,512	1,968	1,968	2,554
500-5-23-1210	INSURANCE	21,522	16,247	12,328	21,572	21,572	20,849
500-5-23-1215	UNEMPLOYMENT CLAIMS	-	5,796	1,782	-	-	-
100-5-11-1218	PERFORMANCE INCREASES			-			1,511
500-5-23-1220	T.M.R.S.	2,671	2,465	2,454	2,643	2,643	3,523
TOTAL PERSONNEL		**113,980**	**107,567**	**98,172**	**110,586**	**113,752**	**140,935**
SUPPLIES							
500-5-23-1300	UNIFORMS & CLOTHING	508	599	339	500	500	500
500-5-23-2000	OFFICE SUPPLIES	72	338	430	-	-	-
500-5-23-2012	JANITORIAL SUPPLIES	465	128	287	-	-	-
500-5-23-2100	GASOLINE & FUEL	11,503	7,116	4,701	6,500	6,500	6,000
500-5-23-2125	REPLACEMENT METER PURCHASES	11,880	56,819	95,450	40,000	60,000	13,750
500-5-23-2126	NEW WATER METER PURCHASES	-	-	-	24,800	44,000	82,500
500-5-23-2151	HAND TOOLS	598	455	26	200	200	200
TOTAL SUPPLIES		**25,026**	**65,455**	**101,232**	**72,000**	**111,200**	**102,950**
CONTRACTED SERVICES							
500-5-23-3013	OTHER PROFESSIONAL SERVICES	-	34,650	-	-	-	-
500-5-23-3023	ANNUAL HARDWARE MAINT.	1,397	1,453	-	1,000	1,000	1,000
500-5-23-3030	METER TESTING	140	18	300	1,000	2,000	2,000
500-5-23-3110	SAFETY EQUIPMENT	853	805	942	1,000	1,000	1,000
CONTRACTED SERVICES TOTAL		**2,390**	**36,926**	**1,242**	**3,000**	**4,000**	**4,000**
REPAIRS & MAINTENANCE							
100-5-11-3202	R&M AUTO/TRUCK	927	1,902	2,570	3,500	3,500	3,500
CONTRACTED REPAIR & MAINTENANCE		**927**	**1,902**	**2,570**	**3,500**	**3,500**	**3,500**
OPERATING							
500-5-23-3300	CELL PHONES & WIRELESS CARDS	1,174	1,589	1,658	-	150	150
500-5-23-3401	AUTO LIABILITY	-	1,360	-	-	-	-
500-5-23-3500	CONF. TRAINING & TRAVEL	48	-	141	750	750	500
500-5-23-3508	SOFTWARE	-	-	-	1,500	1,500	1,500
OPERATING TOTAL		**1,222**	**2,949**	**1,799**	**2,250**	**2,400**	**2,150**
DEBT PAYMENTS							
500-5-23-4499	INTEREST EXPENSE	(5,315)	945	-	-	-	-
TOTAL DEBT PAYMENTS		(5,315)	945	-	-	-	-
USE OF FUND BALANCE							
500-5-23-7999	DEPRECIATION EXPENSE	-	-	10,055	-	-	-
TOTAL FUND BALANCE		**-**	**-**	**10,055**	**-**	**-**	**-**
TOTAL METER SERVICES		**$ 138,230**	**$ 215,744**	**$ 215,071**	**$ 191,336**	**$ 234,852**	**$ 253,535**

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 2015-2016 ACCOMPLISHMENTS

Through Community Development Block Grant funds installed new 12 inch water lines on Goodwin Lane from South Uhl Road to Russell Heights Addition

Established new water sampling site plan

Revamped the City's monthly fire hydrant flushing program to better ensure water quality

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

Secured an engineer for 664 Highway Utility Relocations

Review City water and waste water distribution to determine compliance needs

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

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Percent of water lines repaired/ replaced within 24 hours reporting	NM	NM	75%	80%
Percent of backflow devices tested within 24 hours requested	NM	NM	80%	85%

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Repair/replace water line (in lin. ft.)	NM	NM	TBD	TBD
Fire hydrant repair/ replace	NM	NM	TBD	TBD
Number of backflow devices inspected	NM	NM	TBD	TBD

WATER OPERATIONS

FY 2016-2017 WORKPLAN SUMMARY

Employee assessments conducted to identify opportunities to increase certification and licenses
Develop an Infrastructure Business Plan which covers all divisions

BUDGET HIGHLIGHTS

Eliminated the Managing Director Position
Replacing Supervisory Control and Data Acquisition (SCADA) System
Engineering Design for TX Highway 664 utility relocations added to Capital Project Plan

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Managing Director	0	0	1	1	1	0
Director Public Works & Infrastructure	1	1	1	1	1	1
Utilities Superintendent	1	1	1	1	1	1
Utilities Supervisor	1	1	1	1	1	1
Engineering Inspector	0	0	0	1	1	1
Executive Assistant	1	1	1	1	1	1
Utilities Worker	3	3	2	4	4	4
Backflow Operator	1	1	1	1	1	1
Total Positions	8	8	8	11	11	10

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 379,900	$ 433,145	$ 390,802	$ 571,985	$ 571,985	$ 519,809
SUPPLIES	24,055	27,171	24,543	29,600	29,600	33,800
CONTRACTED SERVICES	645,145	605,914	687,151	779,344	779,344	859,939
REPAIRS & MAINTENANCE	78,027	69,270	69,287	99,000	99,000	99,000
OPERATING	90,201	203,402	184,487	205,534	207,534	190,500
DEPARTMENTAL	17,632	19,809	21,793	31,000	31,000	31,000
DEBT PAYMENTS	1,532	1,488	1,614	20,718	20,718	20,718
CAPITAL OUTLAY	-	(18,110)	1,664	25,000	25,000	-
USE OF FUND BALANCE	-	-	228,319	-	-	-
TOTAL WATER OPERATIONS	**$ 1,236,492**	**$ 1,342,089**	**$ 1,609,660**	**$ 1,762,181**	**$ 1,764,181**	**$ 1,754,766**

WATER OPERATIONS

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
500-5-41-1000	EXEMPT SALARY	$ 76,644	$ 138,652	$ 130,463	$ 182,763	$ 182,763	$ 147,021
500-5-41-1005	ACCRUED WAGES (AUDIT)	7,684	1,822	(5,211)	-	-	-
500-5-41-1010	REG. SALARIES FULL TIME	195,890	175,270	167,615	241,482	241,482	252,822
500-5-41-1025	OVERTIME	4,425	7,755	7,445	8,025	8,025	8,617
500-5-41-1035	CERTIFICATION PAY	4,316	5,101	5,101	5,101	5,101	5,101
500-5-41-1200	PAYROLL TAXES FICA	20,037	23,267	21,943	33,459	33,459	32,544
500-5-41-1205	WORKERS COMP	7,441	7,644	5,462	8,371	8,371	8,139
500-5-41-1210	INSURANCE	54,024	62,747	47,510	78,462	78,462	47,831
500-5-41-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-	-
100-5-11-1218	PERFORMANCE INCREASES			-			3,792
500-5-41-1220	T.M.R.S.	9,439	10,887	10,474	14,322	14,322	13,940
TOTAL PERSONNEL		**379,900**	**433,145**	**390,802**	**571,985**	**571,985**	**519,809**
SUPPLIES							
500-5-41-1300	UNIFORMS & CLOTHING	1,053	1,304	696	750	750	1,100
500-5-41-2000	OFFICE SUPPLIES	1,061	985	637	1,800	1,800	5,000
500-5-41-2006	CHEMICALS	3,753	5,432	5,857	7,000	7,000	7,000
500-5-41-2012	JANITORIAL SUPPLIES	536	382	518	-	-	-
500-5-41-2100	GASOLINE & FUEL	14,333	15,312	7,643	10,000	10,000	10,000
500-5-41-2125	POSTAGE	1,570	1,538	3,586	1,200	1,200	1,200
500-5-41-2130	LANDSCAPING	100	-	-	500	500	500
500-5-41-2151	HAND TOOLS	796	988	312	350	350	1,000
500-5-41-2156	OTHER SMALL EQUIPMENT	-	-	-	3,000	3,000	3,000
500-5-41-2170	SAFETY EQUIPMENT	853	1,230	5,294	5,000	5,000	5,000
TOTAL SUPPLIES		**24,055**	**27,171**	**24,543**	**29,600**	**29,600**	**33,800**
CONTRACTED SERVICES							
500-5-41-3003	ENGINEERING SERVICES	-	-	-	-	-	-
500-5-41-3005	JANITORIAL SERVICE	3,900	3,900	5,069	5,000	5,000	11,000
500-5-41-3015	CITY WATER PURCHASES	635,947	597,035	676,704	769,844	769,844	848,939
500-5-41-3050	OPERATING LEASE - COPIERS	5,298	4,979	5,378	4,500	4,500	-
CONTRACTED SERVICES TOTAL		**645,145**	**605,914**	**687,151**	**779,344**	**779,344**	**859,939**
REPAIRS & MAINTENANCE							
500-5-41-3200	R & M STRUCTURES	2,014	1,997	2,497	4,500	4,500	4,500
500-5-41-3201	R & M SMALL EQUIPMENT	190	231	59	2,500	2,500	2,500
500-5-41-3202	R & M AUTO/TRUCK	5,744	7,921	2,752	5,500	5,500	5,500
500-5-41-3204	R & M WATER SYSTEM	67,208	56,492	59,641	80,000	80,000	80,000
500-5-41-3206	R & M HEAVY EQUIPMENT	1,775	1,533	3,108	4,000	4,000	4,000
500-5-41-3215	R & M STORAGE TANK	1,096	1,096	1,230	2,500	2,500	2,500
REPAIR & MAINTENANCE TOTAL		**78,027**	**69,270**	**69,287**	**99,000**	**99,000**	**99,000**

WATER OPERATIONS

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
OPERATING							
500-5-41-3300	CELL PHONES	2,762	2,835	4,799	9,000	9,000	5,000
500-5-41-3301	TELECOMMUNICATIONS	4,654	4,915	5,578	13,034	13,034	-
500-5-41-3302	ELECTRICITY	73,418	83,384	71,083	76,000	76,000	76,000
500-5-41-3400	FRANCHISE FEES	-	89,885	96,332	96,250	96,250	96,250
500-5-41-3401	AUTO LIABILITY	-	5,946	-	-	-	-
500-5-41-3402	PROPERTY INSURANCE	-	8,038	-	-	-	-
500-5-41-3500	CONF, TRAIN & TRAVEL	5,713	4,642	2,842	5,500	5,500	5,500
500-5-41-3502	COMMUNITY DAY	-	448	-	-	-	-
500-5-41-3503	PRINTING, COPY & PHOTO	750	378	610	750	750	750
500-5-41-3505	OPERATING EXPENSES	500	117	81	500	500	500
500-5-41-3506	DUES, SUBSCRIPTIONS & PUB	671	1,096	1,271	2,500	2,500	2,500
500-5-41-3507	TRA LAB EXPENSE	1,733	1,718	1,891	2,000	4,000	4,000
OPERATING TOTAL		**90,201**	**203,402**	**184,487**	**205,534**	**207,534**	**190,500**
DEPARTMENTAL							
500-5-41-3531	RENTAL EQUIPMENT	794	1,394	150	1,000	1,000	1,000
500-5-41-3550	TCEQ FEES	16,838	18,415	21,643	30,000	30,000	30,000
TOTAL DEPARTMENTAL		**17,632**	**19,809**	**21,793**	**31,000**	**31,000**	**31,000**
DEBT PAYMENTS							
500-5-41-4011	2011 VEH. LEASE PAYMENT	-	-	497	-	-	-
500-5-41-4012	2013 EQUIP.LEASE PAYMENT	1,532	1,488	1,117	20,718	20,718	20,718
TOTAL DEBT PAYMENT		**1,532**	**1,488**	**1,614**	**20,718**	**20,718**	**20,718**
CAPITAL OUTLAY							
500-5-41-5000	CAPITAL EXPENDITURES	-	(18,110)	1,664	25,000	25,000	-
TOTAL CAPITAL PAYMENT		**-**	**(18,110)**	**1,664**	**25,000**	**25,000**	**-**
TOTAL		**$ 1,236,492**	**$ 1,342,089**	**$ 1,609,660**	**$ 1,762,181**	**$ 1,764,181**	**$ 1,754,766**

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 2015-2016 ACCOMPLISHMENTS

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Percent of lateral stoppage cleared with/in 24hrs of reporting	NM	NM	NM	TBD
Percent of repairs completed with 48 of reporting	NM	NM	NM	TBD

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
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	TBD

WASTEWATER OPERATIONS

FY 2016-2017 WORKPLAN SUMMARY

Develop a Wastewater Preventative Maintenance Program

BUDGET HIGHLIGHTS

Increase in TRA Cost due to household increases

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Utility Workers	3	3	3	3	3	3
TOTAL POSITIONS	**3**	**3**	**3**	**3**	**3**	**3**

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 109,752	$ 74,949	$ 71,907	$ 121,977	$ 121,977	$ 114,063
SUPPLIES	17,076	23,114	9,416	11,650	11,650	11,650
CONTRACTED SERVICES	578,038	524,732	602,887	601,570	601,570	783,233
REPAIRS & MAINTENANCE	12,505	10,546	5,111	10,500	10,500	11,300
OPERATING	2,708	115,943	119,870	120,000	120,000	120,000
DEPARTMENTAL	-	-	1,252	750	750	750
DEBT PAYMENTS	816,797	822,505	1,100,532	1,094,916	1,094,916	1,094,916
CAPITAL OUTLAY	-	-	1,153	-	-	-
USE OF FUND BALANCE	-	-	126,842	-	-	-
TOTAL WASTEWATER	$ 1,536,876	$ 1,571,789	$ 2,038,970	$ 1,961,363	$ 1,961,363	$ 2,230,356

WASTEWATER OPERATIONS

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
500-5-42-1000	EXEMPT SALARY	$ -	$ -	$ -	$ -	$ -	$ -
500-5-42-1005	ACCRUED WAGES (AUDIT)	(3,659)	265	92	-	-	-
500-5-42-1010	REG. SALARIES FULL TIME	78,551	52,136	51,376	85,257	85,257	84,319
500-5-42-1025	OVERTIME	414	1,126	907	3,152	3,152	3,162
500-5-42-1035	CERTIFICATION PAY	-	-	-	-	-	-
500-5-42-1200	PAYROLL TAXES FICA	6,093	-	3,915	6,763	6,763	6,692
500-5-42-1205	WORKERS COMP	2,286	2,376	1,609	2,244	2,244	2,244
500-5-42-1210	INSURANCE	23,415	17,272	12,240	21,581	21,581	13,1432
500-5-42-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-	-
100-5-11-1218	PERFORMANCE INCREASES			-			1,265
500-5-42-1220	T.M.R.S.	2,652	1,774	1,768	2,980	2,980	2,949
TOTAL PERSONNEL		**109,752**	**74,949**	**71,907**	**121,977**	**121,977**	**114,063**
SUPPLIES							
500-5-42-1300	UNIFORMS & CLOTHING	873	600	413	500	500	500
500-5-42-2000	OFFICE SUPPLIES	491	301	548	-	-	-
500-5-42-2006	CHEMICALS	11,811	13,827	6,346	8,000	8,000	8,000
500-5-42-2012	JANITORIAL SUPPLIES	467	565	378	-	-	-
500-5-42-2100	GASOLINE & FUEL	3,123	2,258	1,025	2,000	2,000	2,000
500-5-42-2151	HAND TOOLS	87	229	26	150	150	150
500-5-42-2156	OTHER SMALL EQUIPMENT	-	4,970	-	-	-	-
500-5-42-2170	SAFETY EQUIPMENT	224	364	680	1,000	1,000	1,000
TOTAL SUPPLIES		**17,076**	**23,114**	**9,416**	**11,650**	**11,650**	**11,650**
CONTRACTED SERVICES							
500-5-42-3003	ENGINEERING SERVICES	-	-	-	-	-	-
500-5-42-3014	TEMP CONTRACT LABOR	-	-	-	-	-	-
500-5-42-3015	TRA SEWAGE SYSTEM	578,038	524,732	602,887	601,570	601,570	783,223
500-5-42-3030	METER TESTING	-	-	-	-	-	-
500-5-42-3050	OPERATING LEASE - COPIERS	-	-	-	-	-	-
CONTRACTED SERVICES TOTAL		**578,038**	**524,732**	**602,887**	**601,570**	**601,570**	**783,223**
REPAIRS & MAINTENANCE							
500-5-42-3200	R & M STRUCTURES	1,852	1,337	1,345	2,000	2,000	2,000
500-5-42-3201	R & M SMALL EQUIPMENT	43	670	100	500	500	500
500-5-42-3202	R & M AUTO/TRUCK	833	979	311	1,500	1,500	2,300
500-5-42-3205	R & M SEWER SYSTEM	9,003	7,273	2,410	5,000	5,000	5,000
500-5-42-3206	R & M HEAVY EQUIPMENT	774	287	945	1,500	1,500	1,500
500-5-42-3215	R & M STORAGE TANK	-	-	-	-	-	-
REPAIR & MAINTENANCE		**12,505**	**10,546**	**5,111**	**10,500**	**10,500**	**11,300**

WASTEWATER OPERATIONS

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
OPERATING							
500-5-42-3300	CELL PHONES & WIRELESS CARDS	1,156	1,357	1,818	-	-	-
500-5-42-3302	ELECTRICITY	1,325	-	-	-	-	-
500-5-42-3400	FRANCHISE FEES	-	113,428	117,630	119,000	119,000	119,000
500-5-42-3401	AUTO LIABILITY	-	309	421	500	500	500
500-5-42-3500	CONF, TRAIN & TRAVEL	227	846	-	500	500	500
500-5-42-3503	PRINTING, COPY & PHOTO	-	3	-	-	-	-
OPERATING TOTAL		**2,708**	**115,943**	**119,870**	**120,000**	**120,000**	**120,000**
DEPARTMENTAL							
500-5-42-3513	EMPLOYEE RELATIONS	-	-	-	-	-	-
500-5-42-3531	RENTAL EQUIPMENT	-	-	267	750	750	750
500-5-42-3535	INSURANCE CLAIMS (DEDUCTIBLE)	-	-	986	-	-	-
TOTAL DEPARTMENTAL		**-**	**-**	**1,252**	**750**	**750**	**750**
DEBT PAYMENTS							
500-5-42-4155	TRA DEBT SERVICE PAYMENTS	816,797	822,505	1,100,532	1,094,916	1,094,916	1,094,916
TOTAL DEBT PAYMENTS		**816,797**	**822,505**	**1,100,532**	**1,094,916**	**1,094,916**	**1,094,916**
CAPITAL OUTLAY							
500-5-42-5000	CAPITAL EXPENDITURES	-	-	1,153	-	-	-
TOTAL CAPITAL OUTLAY		**-**	**-**	**1,153**	**-**	**-**	**-**
USE OF FUND BALANCE							
500-5-41-7999	DEPRECIATION EXPENSE	-	-	126,842	-	-	-
TOTAL FUND BALANCE		**-**	**-**	**126,842**	**-**	**-**	**-**
TOTAL WASTEWATER OPERATIONS		**$ 1,536,876**	**$ 1,571,789**	**$ 2,038,970**	**$ 1,961,363**	**1,196,163**	**$ 2,230,356**

DRAINAGE FUND

The Municipal Drainage Fund is an Enterprise Fund and accounts for revenues and expenses associated with the management of the City's storm water initiative.

PROGRAM BUDGETS AND WORK PLAN

FISCAL YEAR 2016-2017

DRAINAGE FUND SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2106 AMENDED	2016-2017 PROPOSED
REVENUES						
Drainage Fees - Residential	218,755	$ 221,798	$ 235,809	$ 234,867	$ 279,902	$285,500.04
Drainage Fees - Commercial	30,035	30,495	30,480	30,500	30,500	30,000
Interest	2	2	-	-	-	-
TOTAL REVENUES	248,792	252,295	266,289	265,367	310,402	315,500
EXPENDITURES						
46-Stormwater Operations	128,272	142,777	107,678	221,908	221,908	261,277
TOTAL EXPENDITURES	128,272	142,777	107,678	221,908	221,908	261,277
REVENUE OVER (UNDER) EXPENDITURES	120,520	109,518	158,612	43,459	88,494	54,223
OTHER FINANCING SOURCES (USES)						
99-Lease Purchase Proceeds	-	-	-	-	-	-
99-Lease Expenditures	-	-	-	-	-	-
00-Capital Grant Proceeds	-	-	-	-	-	-
00-Capital Grant Expenditures	-	-	-	-	-	-
99-Hampton Rd North of Bear Creek	-	-	-	-	-	-
99-Operating Transfers In (Out)	86,844	(12,500)	(12,500)	(12,500)	(12,500)	(15,775)
TOTAL OTHER FINANCING SOURCES (USES)	86,844	(12,500)	(12,500)	(12,500)	(12,500)	(15,775)
NET CHANGE IN FUND BALANCE	207,364	97,018	146,112	30,959	75,994	38,448
Fund Balance Reserve - Intended Use	-	-	-	- -	-	-
ANTICIPATED CHANGE IN FUND BALANCE	$ 207,364	$ 97,018	$ 146,112	$ 30,959	$ 75,994	$ 38,448
BEGINNING UNASSIGNED FUND BALANCE - OCT 1	234,666	442,030	539,048	685,160	716,119	716,119
ENDING UNASSIGNED FUND BALANCE - SEPT 30	$ 442,030	$ 539,048	$ 685,160	$ 716,119	$ 792,113	$ 754,566
Daily Operations Cost	351	391	295	608	608	716
Days in Reserve	1258	1378	2323	1178	1303	1054

STORMWATER

PURPOSE/MISSION STATEMENT

The Storm water Division is responsible for maintenance of the City's storm water drainage system. Service under this division

FY 2015-2016 ACCOMPLISHMENTS

Developed Seasonal Groundskeepers Positions

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Percent of Drains cleaned within 24 hrs. of detection	NM	NM	NM	TBD
Percent of R.O.W mowed within 14 days	NM	NM	NM	TBD
Percent of Storm water sample test contaminant free	NM	NM	NM	TBD

WORKLOAD MEASURES

INDICATORS	2013-2014 ACTUAL	2015-2016 ACTUAL	2015-2016 PROJECTED	2016-2017 PROPOSED
Amount of Debris in (lbs.) removed from curbs & gutters	NM	NM	NM	TBD
Large-item disposal (in yrdS) at Convenience Station	NM	NM	NM	TBD
Amount of hazardous waste disposed (in total items)	NM	NM	NM	TBD

STORMWATER

FY 2016-2017 WORKPLAN SUMMARY

Re-Establish Stormwater Management Newsletter

Develop Annual Maintenance Plan for drainage and City right-of-way

Develop Inspection Program for all public drainage ways

BUDGET HIGHLIGHTS

Developed object code for major drainage channels in Gateway Estate and Kingston Meadows

PERSONNEL SUMMARY

PERSONNEL SUMMARY	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
FULL-TIME POSITIONS						
Wastewater Technician	1	1	1	2	2	2
PART-TIME POSITIONS						
Litter Crew	0	0	2	2	2	2
Intern	0	0	0	0	0	2
TOTAL POSITIONS	**1**	**1**	**3**	**4**	**4**	**4**

BUDGET SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL	$ 41,946	$ 44,106	$ 54,074	$ 104,959	$ 104,959	$ 160,695
SUPPLIES	4,709	5,709	4,490	11,400	11,400	11,400
CONTRACTED SERVICES	35,054	66,861	(2,377)	650	650	650
REPAIRS & MAINTENANCE	35,588	10,244	10,783	40,017	40,017	23,650
OPERATING	1,351	4,570	34,985	7,080	7,080	7,080
DEPARTMENTAL	5,210	4,494	1,850	14,500	14,500	14,500
DEBT PAYMENTS	4,414	6,793	3,873	20,302	20,302	20,302
CAPITAL OUTLAY	-	-	-	23,000	23,000	23,000
TOTAL STORM WATER	$ 128,272	$ 142,777	$ 107,678	$ 221,908	$ 221,908	$ 261,277

STORMWATER

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
PERSONNEL							
550-5-46-1005	ACCRUED WAGES (AUDIT)	656	(39)	420	-	-	-
550-5-46-1010	REG. SALARIES FULL TIME	30,461	31,249	31,743	58,194	58,194	57,383
550-5-46-1020	REG. SALARIES PART TIME	-	-	10,358	19,968	19,968	67,200
550-5-46-1025	OVERTIME	110	759	536	-	-	2,152
550-5-46-1200	PAYROLL TAXES FICA	2,394	2,449	3,171	5,979	5,979	9,695
550-5-46-1205	WORKERS COMP	924	889	564	1,999	1,999	6,204
550-5-46-1210	INSURANCE	6,373	7,732	6,189	16,184	16,184	15,194
100-5-11-1218	PERFORMANCE INCREASES			-			861
550-5-46-1220	T.M.R.S.	1,028	1,067	1,093	2,635	2,635	2,007
TOTAL PERSONNEL		**41,946**	**44,106**	**54,074**	**104,959**	**104,959**	**160,695**
SUPPLIES							
550-5-46-1300	UNIFORMS & CLOTHING	97	70	127	150	150	150
550-5-46-2000	OFFICE SUPPLIES	136	25	119	150	150	150
550-5-46-2003	WATER TESTING KITS	-	-	-	150	150	150
550-5-46-2008	CLEAN UP DAY EXPENSE	282	121	-	500	500	500
550-5-46-2012	JANITORIAL SUPPLIES	105	28	-	500	500	500
550-5-46-2100	GASOLINE & FUEL	2,949	4,992	3,267	8,500	8,500	8,500
550-5-46-2125	POSTAGE	123	56	56	100	100	100
550-5-46-2151	HAND TOOLS	-	37	34	100	100	100
550-5-46-2170	SAFETY EQUIPMENT	964	380	886	1,000	1,000	1,000
550-5-46-2330	EDUCATIONAL MATERIALS	53	-	-	250	250	250
TOTAL SUPPLIES		**4,709**	**5,709**	**4,490**	**11,400**	**11,400**	**11,400**
CONTRACTED SERVICES							
550-5-46-3013	OTHER PROFESSIONAL SERV	-	24,810	-	-	-	-
550-5-46-3051	HOUSEHOLD HAZARDOUS WASTE	1,034	1,551	423	150	150	150
550-5-46-3052	ROW MAINTENANCE	34,020	40,500	(2,800)	-	-	-
550-5-46-3054	TRA	-	-	-	500	500	500
TOTAL CONTRACTED SERVICES		**35,054**	**66,861**	**(2,377)**	**650**	**650**	**650**

STORMWATER

		2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2016 AMENDED	2016-2017 PROPOSED
REPAIRS & MAINTENANCE							
550-5-46-3201	R & M SMALL EQUIPMENT	-	272	240	500	500	500
550-5-46-3202	R & M AUTO/TRUCK	257	330	1,286	2,500	2,500	2,500
550-5-46-3206	R & M HEAVY EQUIPMENT	3,322	3,788	1,440	2,400	2,400	2,400
550-5-46-3212	KINGSTON MEADOWS DRAINAGE	-	-	-	-	-	6,500
550-5-46-3213	GATEWAY DRAINAGE	-	-	-	-	-	5,000
550-5-46-3210	R & M SIGNS & MARKINGS	22	-	1,427	1,750	1,750	1,750
550-5-46-3245	R & M STORM WATER SYSTEM	31,987	5,854	6,391	32,867	32,867	32,867
TOTAL REPAIRS & MAINTENANCE		**35,588**	**10,244**	**10,783**	**40,017**	**40,017**	**40,017**
OPERATING							
550-5-46-3300	CELL PHONES & WIRELESS CARDS	384	432	533	530	530	530
550-5-46-3500	CONFERENCE TRAINING & TRAVEL	682	308	-	-	-	-
550-5-46-3503	PRINTING, COPY & PHOTO	285	-	40	50	50	50
550-5-46-3506	DUES, SUBSCRIPTIONS & PUB	-	3,553	3,619	5,000	5,000	5,000
550-5-46-3508	CITY NEWSLETTER	-	277	30,793	1,500	1,500	1,500
TOTAL OPERATING		**1,351**	**4,570**	**34,985**	**7,080**	**7,080**	**7,080**
DEPARTMENTAL							
550-5-46-3516	CITY CLEAN UP	3,110	2,600	1,850	4,000	4,000	4,000
550-5-46-3580	TIRE BATTERY FLUID DISPOSAL	-	924	-	500	500	500
550-5-46-3590	MANHOLE REHABILITATION	2,100	970	-	10,000	10,000	10,000
TOTAL DEPARTMENTAL		5,210	4,494	1,850	14,500	14,500	14,500
DEBT PAYMENTS							
550-5-46-4005	NOTE PAYABLE - GRADALL	3,589	4,452	3,582	20,302	20,302	20,302
550-5-46-4011	2011 VEHICLES LEASE PAYMENTS	825	2,341	291	-	-	-
TOTAL DEBT PAYMENT		4,414	6,793	3,873	20,302	20,302	20,302
CAPITAL OUTLAY							
550-5-46-5000	CAPITAL EXPENDITURES	-	-	-	23,000	23,000	23,000
TOTAL CAPITAL OUTLAY		**-**	**-**	**-**	**23,000**	**23,000**	**23,000**
TOTAL STORM WATER		**$ 128,272**	**$ 142,777**	**$ 107,678**	**$ 221,908**	**$ 221,908**	**$ 387,946**

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.

DEBT SERVICES FUND SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2016-20176 PROPOSED
M&O Tax Rate/$100 Valuation	0.115935	0.116086	0.111610	0.110926	0.253062
Taxable Valuation	**$ 389,507,832**	**$ 390,879,178**	**$ 408,046,433**	**$ 447,599,372**	**$492,498,684**
REVENUE					
PROPERTY TAXES					
Current Ad Valorem Taxes	$ 442,558	$ 445,953	$ 455,419	$ 478,504	$ 1,224,794
Delinquent Ad Valorem Taxes	11,430	8,720	15,000	12,000	14,355
Penalties & Interest	6,313	5,323	6,000	6,000	7,178
TOTAL PROPERTY TAXES	**460,301**	**459,996**	**476,419**	**496,504**	**1,246,327**
INTEREST					
Interest Income	**9**	**2**	**-**	**-**	**-**
TOTAL REVENUES	**$ 460,310**	**$ 459,998**	**$ 476,419**	**$ 496,504**	**$ 1,246,327**
EXPENDITURES					
BOND PRINCIPAL					
2003 CO Bonds	55,000	55,000	60,000	60,000	65,000
2006 CO Bonds	160,000	170,000	175,000	185,000	190,000
2008 CO Bonds	80,000	85,000	90,000	90,000	95,000
2015 CO Bonds	-	-	-	20,000	25,000
2015 CO Bonds	-	-	-	20,000	25,000
TOTAL BOND PRINCIPAL	**295,000**	**310,000**	**325,000**	**355,000**	**555,000**
BOND INTEREST					
2003 CO Bonds	16,973	14,429	11,858	9,068	6,278
2006 CO Bonds	69,510	62,580	55,335	47,775	39,900
2008 CO Bonds	70,087	66,723	63,226	59,590	55,853
2015 CO Bonds	-	-	-	25,075	16,413
2016 GO Bonds					575,100
TOTAL BOND INTEREST	**156,570**	**143,732**	**130,419**	**141,508**	**693,544**
CONTRACTED SERVICES					
Fiscal Agent Fees	3,000	3,251	3,000	3,000	6,000
TOTAL CONTRACTED SERVICES	**3,000**	**3,251**	**3,000**	**3,000**	**6,000**
TOTAL EXPENDITURES	**$ 454,570**	**$ 456,983**	**$ 458,419**	**$ 499,508**	**$ 1,254,544**
REVENUES OVER (UNDER) EXPENDITURES	**$ 5,740**	**$ 3,015**	**$ 18,000**	**$ (3,003)**	**$ (8,217)**
OTHER FINANCIING SOURCES (USES)					
Transfers In (Out)					
Transfer to Water & Sewer Fund	(277,100)	-	-	-	-
NET CHANGE IN FUND BALANCE	**$ (271,360)**	**$ 3,015**	**$ 18,000**	**$ (3,003)**	**$ (8,217)**
RESTRICTED FUND BALANCE - OCTOBER 1	12,170	(259,190)	32,210	23,390	20,387
RESTRICTED FUND BALANCE - SEPTEMBER 30	**$ (259,190)**	**$ (256,175)**	**$ 50,210**	**$ 20,387**	**$ 12,170**

2016/2017 DEBT PAYMENT SCHEDULE

DEBT SERVICE FUND	Interest	Principal
2003 CO Bond		
	3,138.75	65,000.00
	3,138.75	
2006 CO Bond		
	21,945.00	190,000.00
	17,955.00	
2008 CO Bond		
	28,886.00	95,000.00
	26,967.00	
2015 CO Bond		
	8,354.25	25,000.00
	8,058.00	
2016 GO Bond		
	575,100.00	180,000.00
TOTALS FOR INTEREST/PRINCIPAL	693,542.75	555,000.00
TOTAL PAYMENTS FROM DEBT SERVICE 2016/2017		1,248,542.75

WATER FUND		
2010 Bond		
	11,400.00	255,000.00
	7,575.00	
TOTAL PAYMENTS FROM WATER 2016/2017		273,975.00

SPECIAL REVENUE FUND

The City's Special Revenue Funds account for revenue collected for specific purposes and the expenditures associated with these revenues.

COURT TECHNOLOGY FUND

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2016-2017 PROPOSED
REVENUES					
COURT TECHNOLOGY FEES	$ 5,703	$ 4,480	$ 5,530	$ 5,300	$ 5,400
CONVENIENCE FEES	1,264	1,173	1,176	1,300	-
INTEREST	11	2	-	-	-
TOTAL REVENUES	**$ 6,978**	**$ 5,655**	**$ 6,706**	**$ 6,600**	**$ 5,400**
EXPENDITURES					
PERSONNEL	-	-	-	-	-
SUPPLIES	-	-	-	-	-
CONTRACTED SERVICES	10,824	4,496	8,787	5,000	6,500
REPAIRS & MAINTENANCE	-	-	-	-	-
OPERATING	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-
DEBT PAYMENTS	6,642	1,663	-	-	-
CAPITAL OUTLAY	-	-	-	-	-
TOTAL FUND EXPENDITURES	**$ 17,466**	**$ 6,159**	**$ 8,787**	**$ 5,000**	**$ 6,500**
REVENUES OVER (UNDER) EXPENDITURES	**$ (10,488)**	**$ (504)**	**$ (2,081)**	**$ 1,600**	**$ (1,100)**
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
NET CHANGE IN FUND BALANCE	**$ (10,488)**	**$ (504)**	**$ (2,081)**	**$ 1,600**	**$ (1,100)**
RESTRICTED FUND BALANCE, OCT 1	11,062	574	70	(2,011)	(411)
RESTRICTED FUND BALANCE, SEP 30	**$ 574**	**$ 70**	**$ (2,011)**	**$ (411)**	**$ (1,511)**

COURT SECURITY FUND

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2016-2017 PROPOSED
REVENUES					
COURT SECURITY FEES	$ 4,277	$ 3,360	$ 4,147	$ 4,500	$ 4,500
INTEREST	21	7	13	-	-
TOTAL REVENUES	**$ 4,298**	**$ 3,367**	**$ 4,160**	**$ 4,500**	**$ 4,500**
EXPENDITURES					
PERSONNEL	-	9,240	-	16,840	17,300
SUPPLIES	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-
OPERATING	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-
TOTAL FUND EXPENDITURES	**$ -**	**$ 9,240**	**$ -**	**$ 16,840**	**$ 17,300**
REVENUES OVER (UNDER) EXPENDITURES	**$ 4,298**	**$ (5,873)**	**$ 4,160**	**$ (12,340)**	**$ (12,800)**
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
NET CHANGE IN FUND BALANCE	**$ 4,298**	**$ (5,873)**	**$ 4,160**	**$ (12,340)**	**$ (12,800)**
RESTRICTED FUND BALANCE, OCT 1	**22,938**	**27,236**	**21,363**	**25,413**	**13,073**
RESTRICTED FUND BALANCE, SEP 30	**$ 27,236**	**$ 21,363**	**$ 25,523**	**$ 13,073**	**$ 273**

911 FUND

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2106 AMENDED	2016-2017 PROPOSED
REVENUES						
205-4-00-4535 911 WIRELESS FEES	$ 54,841	$ 56,004	$ 44,834	$ 55,000	$ 55,000	$ 55,000
205-4-00-4540 911 LANDLINE FEES	25,063	30,592	21,554	22,000	22,000	22,000
205-4-00-4700 INTEREST	212	84	178	200	200	200
TOTAL REVENUES	**$ 80,116**	**$ 86,680**	**$ 66,566**	**$ 77,200**	**$ 77,200**	**$ 77,200**
EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-		-	-	-
CONTRACTED SERVICES	-	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	359,200	-
TOTAL FUND EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 359,200**	**$ -**
REVENUES OVER (UNDER) EXPENDITURES	**$ 80,116**	**$ 86,680**	**$ 66,566**	**$ 77,200**	**$ (282,000)**	**$ 77,200**
OTHER FINANCING SOURCES (USES)						
CAPITAL LEASE PROCEEDS	-	-	-	-	-	-
CAPITAL LEASE EXPENDITURES	-	-	-	-	-	-
TRANSFERS IN (OUT)[1]	(31,653)	31,678	(33,000)	(33,000)	(33,000)	(33,000)
TOTAL OTHER FINANCING SOURCES (USES)	(31,653)	31,678	(33,000)	(33,000)	(33,000)	(33,000)
NET CHANGE IN FUND BALANCE	**$ 48,463**	**$ 118,358**	**$ 33,566**	**$ 44,200**	**$ (315,000)**	**$ 44,200**
RESTRICTED FUND BALANCE, OCT 1	149,696	198,159	316,517	350,083	394,283	79,283
RESTRICTED FUND BALANCE, SEP 30	**$ 198,159**	**$ 316,517**	**$ 350,083**	**$ 394,283**	**$ 79,283**	**$ 123,483**

[1]911 landline fees are used to offset actual monthly costs of E911 telephone bill, and $7,000 of 911 wireless fees are used to offset a portion of annual salaries paid to dispatchers for call taking.

GRANTS FUND

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2016-2017 PROPOSED
REVENUES					
POLICE DEPARTMENT	$ -	$ -	778	931	693
TOTAL REVENUES	-	-	**778**	**931**	**693**
EXPENDITURES					
PERSONNEL	264,147	40,171	-	-	-
SUPPLIES	2,100	799	-	-	-
CONTRACTED SERVICES	-	-	-	3,875	3,875
REPAIRS & MAINTENANCE	-	-	-	-	-
OPERATING	2,104	5,128	-	1,500	1,500
DEPARTMENTAL	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-
CAPITAL OUTLAY	9,011	66,858	-	-	-
TOTAL FUND EXPENDITURES	**277,362**	**112,956**	-	**5,375**	**$ 5,375**
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)					
OPERATING GRANT PROCEEDS					
AMA Grant	-	456	-	-	-
DSHS Grant	-	-	-	-	-
CJD Grant (BVP)	-	29,908	-	3,875	3,875
TX Forest Grant	-	1,698	-	-	-
TLEOSE Grant	-	1,615	-	1,500	1,500
Safer Streets II	-	66,858	-	-	-
SAFER Grant	-	-	-	-	-
CJD Grant (CVA)	225,409	-	-	-	-
CAPITAL GRANT PROCEEDS	33,125	-	-	-	-
SECO Grant	-	-	-	-	-
Oncor Grant	-	-	-	-	-
FEMA Grant	9,011	-	-	-	-
CJD Grant (Equipment Grant)	-	-	-	-	-
TRANSFERS IN (OUT)	-	-	-	-	-
Transfer from General Fund (CJD Grant Match)	9,817	12,422	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	277,362	112,957	-	5,375	5,375
REVENUES OVER (UNDER) EXPENDITURES	277,362	112,956	778	6,306	6,068
NET CHANGE IN FUND BALANCE	-	1	-	-	-
RESTRICTED FUND BALANCE, OCT 1	-	-	1,344	1,344	1,344
RESTRICTED FUND BALANCE, SEP 30**NC**	**$ -**	**$ 1,344**	**$ 1,344**	**$ 1,344**	**$ 1,344**

CAPITAL IMPROVEMENT FUND

PARK FEES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2016-2017 PROPOSED
REVENUES					
230-4-00-4600 CITY-WIDE PARK FEES	$ 10,506	$ 9,270	$ 67,236	$ 30,000	$ 69,216
230-4-00-4700 INTEREST	$ 10,506	$ 9,270	$ 67,236	$ 30,000	$ 69,216
TOTAL REVENUES	**$ 21,012**	**$ 18,540**	**$ 134,472**	**$ 60,000**	**$ 138,432**
EXPENDITURES					
PERSONNEL	-	-	-	-	-
SUPPLIES	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-
OPERATING	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-
CAPITAL OUTLAY	21,537	-	47,395	88,000	50,000
TOTAL FUND EXPENDITURES	**$ 21,537**	**$ -**	**$ 47,395**	**$ 88,000**	**$ 50,000**
REVENUES OVER (UNDER) EXPENDITURES	**$ (90,685)**	**$ (108,613)**	**$ 1,678**	**$ 153,918**	**$ 130,472**
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)					
Transfer to Building Capital Fund	-	-	-	-	-
Transfer to Drainage Fund	-	-	-	-	-
Transfer to Park Fund	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
NET CHANGE IN FUND BALANCE	**$ (525)**	**$ 18,540**	**$ 87,077**	**$ (28,000)**	**$ 88,432**
RESTRICTED FUND BALANCE, OCT 1	196,702	186,152	204,692	291,769	263,769
RESTRICTED FUND BALANCE, SEP 30	**$ 196,177**	**$ 204,692**	**$ 291,769**	**$ 263,769**	**$ 352,201**

STREET IMPACT FEES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2016-2017 PROPOSED
REVENUES					
515-4-00-4591 STREET IMPACT FEES	21,803	19,238	137,227	159,030	143,590
515-4-00-4700 INTEREST	3	132	801	-	-
TOTAL REVENUES	**$ 21,806**	**$ 19,370**	**$ 138,028**	**$ 159,030**	**$ 143,590**
EXPENDITURES					
PERSONNEL	-	-	-	-	-
SUPPLIES	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-
OPERATING	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	100,000
TOTAL FUND EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**
REVENUES OVER (UNDER) EXPENDITURES	**$ 21,806**	**$ 19,370**	**$ 138,028**	**$ 159,030**	**$ 43,590**
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)					
Transfer to Building Capital Fund	-	-	-	-	-
Transfer to Drainage Fund	-	-	-	-	-
Transfer to Park Fund	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
NET CHANGE IN FUND BALANCE	**$ 21,806**	**$ 19,370**	**$ 138,028**	**$ 159,030**	**$ 43,590**
RESTRICTED FUND BALANCE, OCT 1	216,106	237,912	257,282	395,310	345,081
Reclassify to W/WW Impact Fee Fund (new)	-	-	-	(209,259)	(213,444)
RESTRICTED FUND BALANCE, SEP 30**NC**	**$ 237,912**	**$ 257,282**	**$ 395,310**	**$ 345,081**	**$ 175,227**

WATER SEWER IMPACT FEES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2016-2017 PROPOSED
REVENUES					
515-4-00-4590 WATER IMPACT FEES	$ 14,926	$ 10,595	$ 42,821	$ 65,688	$ 59,106
515-4-00-4591 SEWER IMPACT FEES	43,846	40,833	153,604	251,838	227,466
515-4-00-4700 INTEREST	1,501	1,346	613	-	900
TOTAL REVENUES	**$ 60,273**	**$ 52,774**	**$ 197,038**	**$ 317,526**	**$ 287,472**
EXPENDITURES					
PERSONNEL	-	-	-	-	-
SUPPLIES	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-
OPERATING	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-
DEBT PAYMENTS	150,958	61,387	195,360	163,608	157,000
CAPITAL OUTLAY	-	-	-	-	-
TOTAL FUND EXPENDITURES	**$ 150,958**	**$ 161,387**	**$ 195,360**	**$ 163,608**	**$ 157,000**
REVENUES OVER (UNDER) EXPENDITURES	**$ (90,685)**	**$ (108,613)**	**$ 1,678**	**$ 153,918**	**$ 130,472**
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)					
Transfer to Building Capital Fund	-	-	-	-	-
Transfer to Drainage Fund	-	-	-	-	-
Transfer to Park Fund	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
NET CHANGE IN FUND BALANCE	**$ (90,685)**	**$ (108,613)**	**$ 1,678**	**$ 153,918**	**$ 130,472**
RESTRICTED FUND BALANCE, OCT 1	562,310	471,625	363,012	364,690	518,607
RESTRICTED FUND BALANCE, SEP 30**NC**	**$ 471,625**	**$ 363,012**	**$ 364,690**	**$ 518,607**	**$ 649,079**

2006 CO BONDS

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2016-2017 PROPOSED
REVENUES					
401-4-00-4000 BOND REVENUES	$ -	$ -	$ -	$ -	$ -
401-4-00-4700 INTEREST	931	693	862	-	-
TOTAL REVENUES	533	179	109	-	-
EXPENDITURES					
PERSONNEL	-	-	-	-	-
SUPPLIES	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-
OPERATING	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-
CAPITAL OUTLAY	326,684	231,428	-	120,641	10,867
TOTAL FUND EXPENDITURES	**$ 326,684**	**$ 231,428**	-	**$ 120,641**	**$ 10,867**
REVENUES OVER (UNDER) EXPENDITURES	**$ (325,753)**	**$ (230,735)**	**$ 862**	**$ (120,641)**	**$ (10,867)**
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)					
Transfer to Building Capital Fund	-	-	-	-	-
Transfer to Drainage Fund	-	-	-	-	-
Transfer to Park Fund	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
NET CHANGE IN FUND BALANCE	**$ (325,753)**	**$ (230,735)**	**$ 862**	**$ (120,641)**	**$ (10,867)**
RESTRICTED FUND BALANCE, OCT 1	676,493	350,740	120,005	120,867	226
RESTRICTED FUND BALANCE, SEP 30**NC**	**$ 350,740**	**$ 120,005**	**$ 120,867**	**$ 226**	**$ (10,641)**

2008 CO BONDS

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2016-2017 PROPOSED
REVENUES					
401-4-00-4000 BOND REVENUES	$ -	$ -	$ -	$ -	$ -
401-4-00-4700 INTEREST	533	179	109		130
TOTAL REVENUES	533	179	109		130
EXPENDITURES					
PERSONNEL	-	-	-	-	-
SUPPLIES	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-
OPERATING	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-
CAPITAL OUTLAY		-	-	514,559	514,559
TOTAL FUND EXPENDITURES	**$ -**	**$ -**	-	514,559	514,559
REVENUES OVER (UNDER) EXPENDITURES	533	179	109	(514,559)	514,429)
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)					
Transfer to Building Capital Fund	-	-	-	-	-
Transfer to Drainage Fund	-	-	-	-	-
Transfer to Park Fund	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
NET CHANGE IN FUND BALANCE	533	179	109	(514,559)	(514,429)
RESTRICTED FUND BALANCE, OCT 1		514,408	514,587	514,696	137
RESTRICTED FUND BALANCE, SEP 30	514,408	514,587	514,696	137	(514,292)

2015 CO BONDS

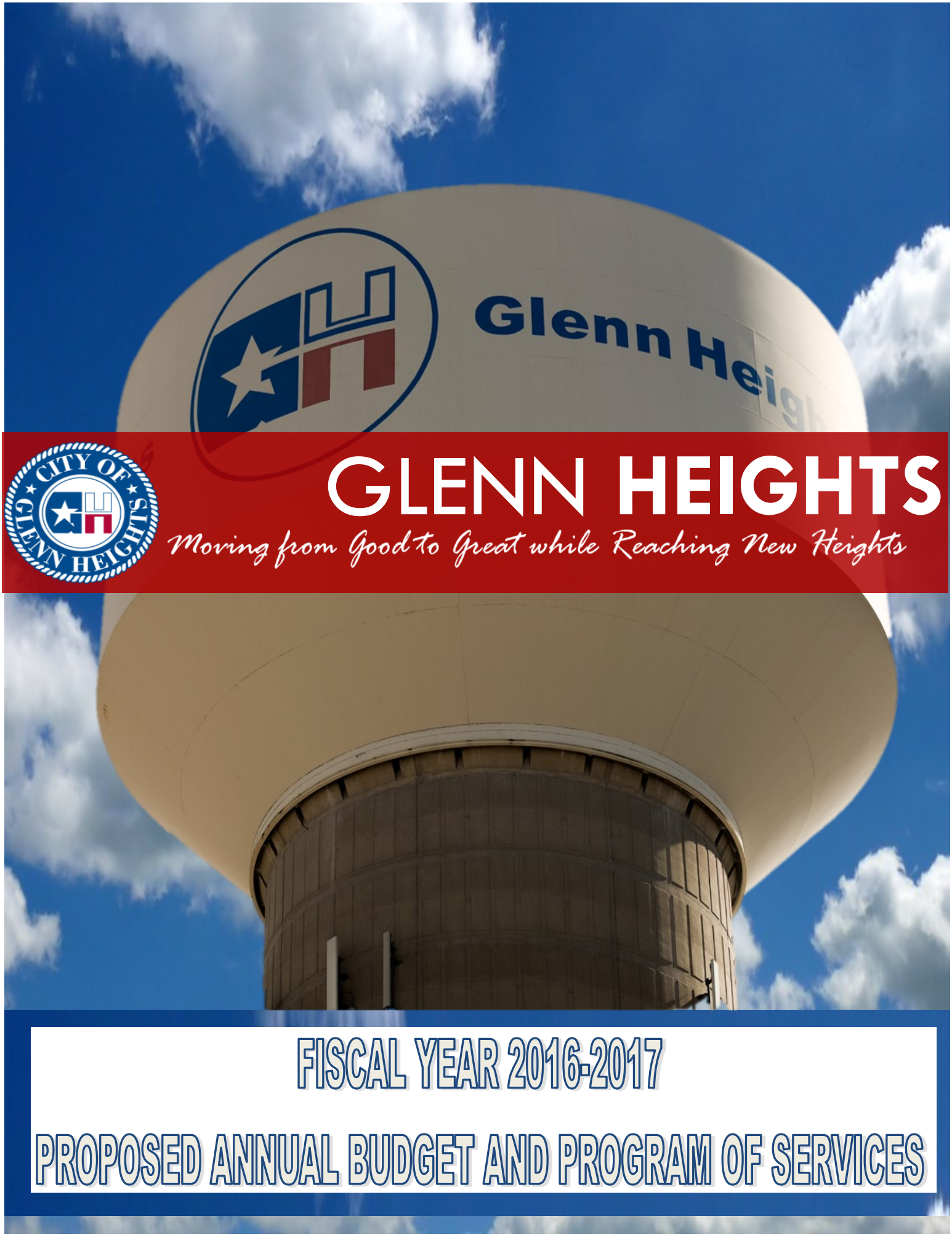
	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2016-2017 PROPOSED
REVENUES					
401-4-00-4000 BOND REVENUES	$ -	$ -	$ 725,000	$ -	$ -
401-4-00-4700 INTEREST	-	-		-	1,380
TOTAL REVENUES	**$ -**	**$ -**	**$ 725,000**	**$ -**	**$ 1,380**
EXPENDITURES					
PERSONNEL	-	-	-	-	-
SUPPLIES	-	-	-	-	-
CONTRACTED SERVICES	-	-	20,000	-	700,000
REPAIRS & MAINTENANCE	-	-	-	-	-
OPERATING	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-
CAPITAL OUTLAY		-	-	-	-
TOTAL FUND EXPENDITURES	**$ -**	**$ -**	**$ 20,000**	**$ -**	**$ 700,000**
REVENUES OVER (UNDER) EXPENDITURES	**$ -**	**$ -**	**$ 705,000**	**$ -**	**$ (698,620)**
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)					
Transfer to Building Capital Fund	-	-	-	-	-
Transfer to Drainage Fund	-	-	-	-	-
Transfer to Park Fund	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
NET CHANGE IN FUND BALANCE	**$ -**	**$ -**	**$ 705,000**	**$ -**	**$ (698,620)**
RESTRICTED FUND BALANCE, OCT 1	-	-	-	705,000	705,000

2016 GO BONDS

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2106 AMENDED	2016-2017 PROPOSED
REVENUES						
403-4-00-4000 PUB SAFETY BOND PROCEEDS	-	-	-	-	-	$ 3,500,000
403-4-00-4001 ROAD IMPROVEMENT PROCEEDS	-	-	-	-	-	8,000,000
403-4-00-4002 REC. CENTER BOND PROCEEDS	-	-	-	-	-	3,500,000
403-4-00-4700 INTEREST	-	-		-	-	-
TOTAL REVENUES	$ -	$ -	$ -	$ -	$ -	**$15,000,000**
EXPENDITURE						
PUBLIC SAFETY EXPENDITURES						
PERSONNEL	-	-	-	-	-	
SUPPLIES	-	-	-	-	-	
CONTRACTED SERVICES	-	-			-	1,5000,000
REPAIRS & MAINTENANCE	-	-	-	-	-	
DEBT PAYMENTS	-	-	-	-	-	
CAPITAL OUTLAY		-	-			
TOTAL PUBLIC SAFETY EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**1,,5000,000**
ROAD IMPROVEMENT EXPENDITURES						
PERSONNEL	-	-	-	-	-	
SUPPLIES	-	-	-	-	-	
CONTRACTED SERVICES	-	-			-	2,000,000
REPAIRS & MAINTENANCE	-	-	-	-	-	
OPERATING	-	-	-	-	-	
DEBT PAYMENTS	-	-	-	-	-	
CAPITAL OUTLAY		-	-			
TOTAL ROAD IMPROVEMENT EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	2,000,000
RECREATION CENTER EXPENDITURES						
PERSONNEL	-	-	-	-	-	
SUPPLIES	-	-	-	-	-	
CONTRACTED SERVICES	-	-			-	500,000
REPAIRS & MAINTENANCE	-	-	-	-	-	
OPERATING	-	-	-	-	-	
DEBT PAYMENTS	-	-	-	-	-	
CAPITAL OUTLAY		-	-			
TOTAL RECREATION CENTER EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ $ -**	500,000
TOTAL FUND EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ 0**	**$ -**	**$5,000,000**
REVENUES OVER (UNDER) EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 10,000,000**
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer to Capital Project Fund	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 10,000,000**
RESTRICTED FUND BALANCE, OCT 1	-	-	-	-	-	
RESTRICTED FUND BALANCE, SEP 30	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 10,000,000**

VEHICLE REPLACEMENT FUND

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 APPROVED	2015-2106 AMENDED	2016-2017 PROPOSED
REVENUES						
401-4-00-4000 BOND REVENUES	$ -	$ -	$ -	$ -	$ -	$ -
401-4-00-4700 INTEREST INCOME	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	
EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY				-	164,000	430,000
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 164,000**	**$ 430,000**
REVENUES OVER (UNDER) EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ (164,000)**	**$ (430,000)**
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer from General Fund	-	100,000	100,000	164,000	-	143,000
TOTAL OTHER FINANCING SOURCES (USES)	-	100,000	100,000	164,000	-	143,000
NET CHANGE IN FUND BALANCE	**$ -**	**$ 100,000**	**$ 100,000**	**$ 164,000**	**$ (164,000)**	**$ (287,000)**
RESTRICTED FUND BALANCE, OCT 1	-	-	100,000	200,000	364,000	200,000
RESTRICTED FUND BALANCE, SEP 30	**$ -**	**$ 100,000**	**$ 200,000**	**$ 364,000**	**$ 200,000**	**$ 56,000**



GLENN HEIGHTS

Moving from Good to Great while Reaching New Heights

FISCAL YEAR 2016-2017

PROPOSED ANNUAL BUDGET AND PROGRAM OF SERVICES