

City of Glenn Heights, Texas



TRANSFORMATION

A Journey from
Good to Great

2015-2016
Fiscal Year

Proposed Annual Budget and Program of Services



Submitted to the Council of the City of Glenn Heights
July 31, 2015

City of Glenn Heights Fiscal Year 2015-2016 Proposed Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$298,919, which is a 9.2 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 \$63,303.

Property Tax Rate Comparison

	2015-2016	2014-2015
Proposed Property Tax Rate:	\$0.793400/100	\$0.795000/100
Effective Tax Rate:	\$0.735130/100	\$0.766348/100
Effective Maintenance & Operations Tax Rate:	\$0.631922/100	\$0.683390/100
Rollback Tax Rate:	\$0.793401/100	\$0.818370/100
Debt Rate:	\$0.111190/100	\$0.111610/100

Total annual debt obligation for City of Glenn Heights secured by property taxes:
\$496,508

Total debt obligation for City of Glenn Heights secured by property taxes:
\$4,418,372

**City of Glenn Heights PROPOSED A TAX RATE THAT
WILL RAISE MORE TAXES FOR MAINTENANCE AND
OPERATIONS THAN LAST YEAR'S TAX RATE.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.9 PERCENT
AND WILL RAISE TAXES
FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY
APPROXIMATELY \$50.28.**



Office of the City Manager

July 31, 2015

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) 2015-16 Annual Budget for the fiscal year beginning October 1, 2015, and ending September 30, 2016.

This spending plan reflects our commitment to the transformation of our City from “Good to Great,” by providing a high level of quality services to our residents, 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.

This document serves four key roles in communicating the work programs of the City Council and City Departments to the City of Glenn Heights’ current or prospective citizens and business community members. The budget serves first as a policy document that provides information about the policies, goals and objectives for the year. Second, the budget serves as a financial plan that provides an explanation of the financial structure and operations of the City of Glenn Heights. The information included in this document provides projections for the current year’s financial activity while also comparing this information to historical trends. Third, the budget serves as an operations guide for each department, linking resources to approved work plans. Finally, and most importantly, this budget document is utilized to comprehensively communicate and provide transparency to the public about how the organization operates.

SUMMARY:

This year’s proposed budget is best described as “Transformational.” The future of the City looks exciting and holds a great deal of promise due to the resurgence in development activity reflective of the region’s economic recovery.

The FY 2015-16 combined proposed revenue for the City of Glenn Heights is \$11.58 million with an additional \$745 thousand coming from existing appropriated funds. Although revenues have increased expenditures have been reduced to address the previous practice of deficit budgeting. In fact, the FY 2015-16 revenues are projected to be greater than expenditures, thus fulfilling staff’s commitment to present a balanced budget. The proposed FY 2015-16 General Fund budget, which is 48% of the total proposed combined budget, which is \$5,227,545 in revenue and \$5,390,043 in expenditures - creating a General Fund ending balance of \$45,001.

The FY 2015-16 City combined budget expenditures are \$10.15 million with an additional \$745 thousand from previously appropriated funds. The expenditures are comprised of four (5) components: General Fund, Debt Service, Special Revenue, Capital Projects, and Utilities Fund. Based on the ongoing Strategic Priorities identified by Council and Staff, the proposed combined budget expenditures consists of \$5.39 million for General Fund operations; \$499 thousand for Debt Service; \$88 thousand Special Revenue; \$1.12 million Capital Projects and \$4.21 million in Proprietary Funds (Utilities). The proposed budget also includes a reduction in the property tax rate and no changes in water and wastewater utility rates. The budget also include a 2% Cost of Living Adjustment (COLA) for all Full-Time Employees at a projected cost of \$60,000.

A total of 80% of the General Fund's expenditures support expenses needed to fund personnel related costs. The largest sources of revenues to the General Fund are property taxes, representing 55%, followed by various franchise fees at 12%. The third largest are sales taxes at 10% of the General Fund; sales tax revenue is projected to grow at a rate of 8% over this year's current projection.

The proposed FY 2015-16 General Fund reserves are estimated to be \$2,020,098.

For the second consecutive year, certified taxable value has increased, resulting in a 9% revenue increase. This trend is expected to continue due to increases in development activity and assessed property value. The recent rise in residential construction has occurred in three key neighborhoods: Meadow Creek Estates, Kingston Meadows, and Sunrise Meadows. Given the amount of land available for development the promise of additional residential and commercial development will continue to propel the City towards healthy growth. The key to our success is ensuring the City is poised for positive growth by establishing a plan to balance new residential development with retail and commercial development.

The proposed FY 2015-2016 budget has been prepared based on conservative revenue estimates for property and sales taxes. Overall, the financial and economic outlook for FY 2015-16 indicates that the proposed budget can be supported by the steady growth in revenues and expenditures.

FY 2015 16 GENERAL FUND BUDGET

The proposed FY 2015-16 General Fund Budget is balanced. Moving away from past practices of dependence on reserves and vacancy savings, reductions have been made throughout the organization to address any previous deficit. Total FY 2015-16 General Fund revenues are projected to be \$5,522,545, which is a 14.3% increase over the prior year adopted budget. Ad valorem (Property) tax, sales tax, and franchise fees make up a majority of the City's revenue sources. These three revenues are expected to increase along with permit fee revenue. It should be noted, while permit revenue is expected to increase it will be offset by expenses related to building inspections and planning and engineering services.

Ad Valorem (Property Tax): Ad valorem taxes are the largest revenue source, accounting for 58.2% of total General Fund revenue. The FY 2015-16 tax rate for the City is \$0.793400 per hundred dollars valuation; this is the 2015 effective maintenance and operation rate. The amount

of property taxes the City expects to collect are based on the certified rolls calculated by the Dallas and Ellis County Appraisal Districts. The FY 2015-16 net taxable value of \$446,544,970 is a 9.43% increase over the FY 2014-15 net taxable value of \$408,046,433.

Sales and Use Tax: This is a difficult revenue source to predict. The overall health of the national economy tends to be a driver of this source. Staff has projected a modest increase to the overall level of sales tax in the amount of 5% above the FY 2014-15 projected year-end amount. In reviewing the confidential sales tax report, over 50% of the current sales tax revenue comes from four (4) key retail vendors. However, it should also be noted that a number of online revenue sources contribute to the overall base sales tax.

Franchise Fees: FY2015-16 Electric Franchise fees year-end projections include payments associated with the Tri-Stem review. The total proposed FY2015-16 budget for franchise fees is \$629,979. Within this section Telecommunication Fees have been reduced by (\$88,000) to reflect the transfer of AT&T U-verse cable charges from the Telecommunication section to the more appropriate Cable fund. This move will require a reinstatement in the Cable Franchise Fund.

Permit Fees: Building permit fees are built on a projection of 124 new single-family dwellings being developed in FY 2015-16, which would result in a total permit revenue increase of 131%.

Service Fees: Sanitation revenue will increase based on anticipated customer growth

Recreation: This revenue source was established to account for revenue generated from use of our park, concession sales, as well as money from fundraising efforts and community engagement activity.

Grants & Contributions: Grants, crime prevention donations, federal excise tax, maps, animal pound fees, community day, and filing fees are all sources that contribute to Grants & Contributions. With new grants anticipated for this next year, this fund will see a significant increase from last year's budget.

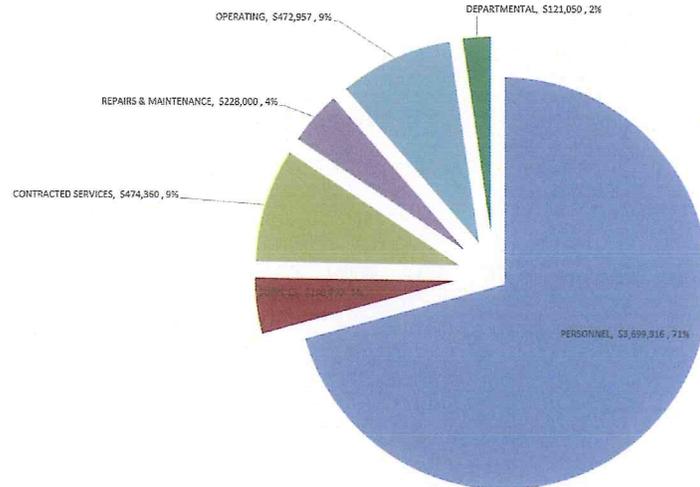
Court Fines and Forfeitures: This area has been reduced to reflect past revenue actuals.

GENERAL FUND EXPENDITURES

Total proposed FY 2015-16 General Fund Budget Expenses are \$5,390,043, which is a 2.94% decrease over the FY 2014-15 approved budget of \$5,236,207.

The total salary and personnel benefits portion of the General Fund is \$3,641,740. As reflected in the chart below, salaries and benefits continue to be the largest General Fund cost drivers:

General Fund Expenditure Summary



Administrative Services Cluster: New Budget Items that affected General Fund expenditures:

- *Human Resource Benefit Specialist:* Elimination of outside Benefits Contractor.
- *Information Technology Specialist:* Elimination of Technology Contract and the consolidation of all IT expenditures into a single department.
- *Financial Coordinator:* Reclassification of Financial Coordinator (Non-Exempt) to Financial Analyst (Exempt).
- *Municipal Court Administrator:* Reclassification of Municipal Court Administrator (Non-Exempt) to (Exempt).
- *Supplies and Training:* Consolidation of office supplies and training budgets into a central budget under Organizational Development and Administration/Information Technology this will be reflected in the final budget.
- *Human Resource Administrator:* Reclassification of the Human Resource Administrator to an Organization Development Administrator, given the increased scope including IT and increased focus on training and human capital development.
- *Election Costs (\$25,000):* Provides funding for associated election costs payable to Dallas and Ellis County as a result of the November 2016 Election.

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

- *Park Maintenance Consolidation:* Elimination of Park Technician position and consolidation of responsibilities under Streets (General Services)
- *Utility Maintenance:* Mowing and other maintenance work will be moved in-house and placed under the Water/Sewer Fund. This will require one-time equipment purchases, however, it will result in cost saving through internal staffing.
- *Code Enforcement:* Purchase replacement vehicle for Code Enforcement.

Public Safety Cluster: New Budget Items that affected these expenditures:

- *Emergency Response Specialist*: An Emergency Response Specialist position is needed to coordinate grant development and management for the Fire and Emergency Management Department. This non-sworn position would allow for greater community engagement and outreach with regional efforts. A key focus would be the Citizen Emergency Response Team (CERT) program and administrative filling and tracking.
- *Police Body Cameras (\$20,000)*: Funding has been included to purchase police body cameras for all officers.
- *Fire Command Vehicle (\$40,000)*: Funding has been included to purchase a fire command vehicle.
- *Police Vehicle (\$45,000)*: Funding has been included to purchase a new police vehicle.
- *New Emergency Management Services Ambulance (\$163,000)*: Funding was approved in FY 2014-15 to purchase a new ambulance. The time required for delivery of this vehicle will result in making it a FY 2015-16 budget item as well. The funding will be allocated as part of the Council budget approval process.

WATER SEWER FUND REVENUES

Water Sales: Staff has carefully tracked water sales throughout the year and conservatively revised revenue projections to reflect current billing trends. It is estimated that at the end of FY 2015, water sales should be \$1,895,500. The revenue projection for FY 2015-16 has increased by 2% over the FY 2014-15 approved budget amount, reflecting the additional estimated FY 2015-16 approval of 124 single-family permits.

Sewer Sales: The trend of sewer sales approximates that of water sales, so staff is conservatively proposing an estimate of \$2,380,000 for FY 2015-16.

Late Charges: Staff conservatively projects a slight decrease in this revenue source to for an annual total of \$270,000 for Fiscal Year 2015-16.

Reconnect Fees: This revenue source is generated by collection enforcement actions assessed against delinquent customer balances. Staff began consistent application of this initiative in March 2009. Since that time, City records reveal that this revenue source has averaged \$4,083 monthly. For FY 2015-16, staff conservatively projects this revenue source to average \$4,375 monthly for an annual total of \$52,500.

Water Meters: The increase in residential construction has impacted this revenue source. Water meter revenue has increased from the budget FY 2014-15 \$20,000 to a projected \$52,685 in FY 2014-15 which represents a 164% increase. For FY 2015-16 the revenue is projected to be \$68,820 which is consist with the current year's projection.

Convenience Fees: This represents the customer charge on utility bills through payment by credit card. This revenue source is expected to increase in FY 2015-16 due to the installation of the utility online bill paying service.

Miscellaneous Fees: These fees are difficult to predict and are conservatively estimated to be less than the FY 2014-15 actual amount of \$10,581 with a budgeted amount of \$10,000.

Interest: Revenue is significantly reduced from the FY 2014-15 budget estimates to reflect continued low market rate of interest on city funds.

WATER AND 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 2015-16 proposed budget amount is \$601,570, which was decreased from \$643,322 in the FY 2014-15 budget. The second largest single item in the fund is the purchase of treated water from Dallas Water Utilities (FY 2015-16 budget \$769,844). This represents an increase of \$168,274 for the FY 2015-16 budget. This is due in part to the rate increase by Dallas Water Utilities and 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.

Personnel Service represents 23% of the total budget expenditures for this fund. There is a decrease in FY 2015-16 in contractual services expenditures, offset by the transfer of de-privatization of maintenance services.

There is a decrease in FY 2015-16 Capital Outlay expenditures from FY 2014-15 levels. This is due to a reduction in mains and extension acquisition, vehicle purchases, and water meter purchases.

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 Fund, Municipal Court Technology Fund, and the 911 Wireless Fund.

DEBT SERVICE FUND

The proposed FY 2015-16 Interest & Sinking (I&S) rate is .111190 cents, down from the FY 2014-15 rate of .111610 cents. The proposed FY 2015-16 total revenue for this fund is \$496,513

an increase in the previously budgeted amount \$476,419. A portion of this tax rate decrease was generated from the 9.4% increase in taxable assessed value in 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.

FUND RESERVES

The City's General Fund Reserve continues to be strong. The projected year end fund balance for FY 2014-15 is \$2.25 million. For the FY 2015-16 budget, based on the proposed spending plan, we predict an ending fund balance for \$2.02 million. For the Water/Sewer Fund the year end fund balance would be \$3.4 million and would remain the same in the next fiscal year.

FUTURE CHALLENGES

As discussed earlier, this budget is presented with cautious optimism. The City's revenue outlook appears promising. However, there are five challenges on the horizon that will require the City's continued diligence in managing service demands while developing effective revenue strategies.

1. Restructuring efforts and employee salary reductions over the last five years have created an organization that is constantly challenged to do more with less. To maintain quality service levels and ensure efficient operations, staffing levels must continue to be carefully evaluated based on available resources, efficiency gains, and benefit levels desired by the community. Unmet staffing needs will be evaluated against service delivery prioritization.
2. As the life cycle of the City's existing assets end, the need to maintain City infrastructure remains. Infrastructure maintenance needs, coupled with regulatory requirements, have increased costs significantly. Funds should be set aside to address future infrastructure maintenance and replacement needs.
3. The rising cost of health care continues to be a challenge for the City of Glenn Heights. Although we attempted to enter into a multi-year contract to ensure funding consistency, high claim levels limit our marketability. On the other hand, a decrease in our City's coverage could adversely impact our recruitment and retention abilities in the future since most small communities in the region provide 100% health insurance coverage as part of their compensation package. Staff will need to monitor and identify areas where we can improve the overall health care marketability of the City's workforce.
4. City facilities have aged beyond the useful life of the structures and potentially impede the recruitment and retention of top-tier employees. Additionally, inadequate space within

the facilities presents challenges when housing staff and welcoming visitors and customers.

5. 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 potentially outpace 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.

Diversification continues to be an important objective. The City's coffers are highly dependent on property taxes rather than sales taxes. Property tax growth over the past two years has been positive and is expected to continue to grow with several new residential developments underway and many others planned for the future. 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 proud of its prudent use of resources which has enabled it to successfully navigate through the prolonged economic downturn. The impacts of any additional economic downturn will require the City to reevaluate its service goals and priorities. However, past fiscal discipline and wise stewardship has made it possible for the City to take a balanced approach as we begin to strategically plan for the future while maintaining the level of services desired by our citizens.

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
City Manager



THIS PAGE WAS INTENTIONALLY LEFT BLANK
Blank

City Council

The governing and lawmaking body of the City of Glenn Heights shall consist of Mayor and six (6) Council member , and said body shall be know as the City Council of the City of Glenn Heights. The members of the City Council shall be the only elective officer 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
Arlene Layne
Place 1



Councilmember
Ron Adams
Place 4



Mayor Pro Tem
Tony Bradley
Place 2



Councilmember
Elizabeth Cox
Place 5



Councilmember
Kathy Dixon
Place 3



Councilmember
Glenn George
Place 6

Budget Calendar

DATE	EVENT	DEPARTMENT(S)	ACTION REQUIRED
Tuesday March 17	Council Workshop: FY16 Fiscal Forecast	Department Heads	Council workshop
Tuesday April 7	Presentation of FY14 CAFR and Audit Report	Finance	Accept FY14 CAFR
Tuesday April 21	Health Benefits Council Workshop Mid-Year Financial Update FY15 Year End Projections Workshop on Potential Bond Election Approval of FY16 Budget Calendar	City Manager's Office Finance Department	1) Resolution to move forward with November 2015 Bond Election 2) Approval of FY16 Budget Calendar
May 2015	Begin receiving preliminary values from Dallas and Ellis Central Appraisal Districts		
Tuesday May 5	Budget Visioning Session: Capital & Operations Financial Policy Appointment of Bond Committee Members (Tentative)	City Manager's Office Finance Department	1) Approval of Financial Policy 2) Appointment of Bond Committee Members
Tuesday May 19	Council Workshop: Capital Expenditures Schedule of Indebtedness Debt Service Fund	City Manager's Office Finance Department	None
Tuesday June 2	Council Workshop: Major General Fund Revenue Projections	Finance Department City Manager's Office	None
Tuesday June 16	Council Workshop: Utility Funds	City Manager's Office Finance Department	None
Tuesday July 7	Council Workshop: City Council Budget Personnel & Employee Benefits	City Manager's Office HR Department	None
Friday July 24	Receive certified values from Dallas and Ellis Central Appraisal Districts		
Thursday July 30	Budget Officer files proposed FY16 Budget with municipal clerk	City Manager's Office Finance Department	None
Tuesday August 4	Council Workshop: FY16 Proposed Budget 2015 Proposed Property Tax Rates Department Workplans Submit Effective & Rollback Rate Calculations Vote to Propose Tax Rate Set Public Hearings for Budget and Tax Rate on September 1st and 8th	Finance Department	1) Propose Tax Rate 2) Set public hearings
Tuesday August 18	Council Workshop: 2015 Bond Election Purchasing Policy	City Manager's Office Finance Department	1) Confirmation of bond election proposition language 2) Review and approve Purchasing Policy

Budget Calendar

Tuesday September 1	1st Public Hearing on Tax Rate (and revenue increase if applicable) 1st Public Hearing on Budget	City Manager's Office Finance Department	Hold public hearings on budget and tax rate
Tuesday September 8	City Council Workshop 2nd Public Hearing on Tax Rate (and revenue increase if applicable) 2nd Public Hearing on Budget	City Manager's Office Finance Department	Hold public hearings on budget and tax rate
Tuesday September 15	FY16 Budget Adoption 2015 Tax Rate Adoption		1) Adoption of FY16 Budget 2) Adoption of 2015 M&O and I&S Tax Rates



Elected Officials

Leon P. Tate
Mayor

Arleene Layne
Councilmember
Place 1

Tony Bradley
Mayor Pro Tem
Place 2

Kathy Dixon
Councilmember
Place 3

Elizabeth Cox
Councilmember
Place 5

Glenn George
Councilmember
Place 6

Ron Adams
Councilmember
Place 4

Appointed Officials

Aretha R. Ferrell-Benavides
City Manager

David Hall, JD
Managing Director
Infrastructure & Development

Lakeita Sutton
Interim Director
Finance

INFRASTRUCTURE & DEVELOPMENT CLUSTER

Larry Pennington
Utility Supervisor
Public Works

Jeremy Tennant
Senior Planner
Planning

PUBLIC SAFETY CLUSTER

Eddie Burns, Sr.
Fire Chief

Phillip Prasifka
Police Chief

ADMINISTRATIVE SERVICES CLUSTER

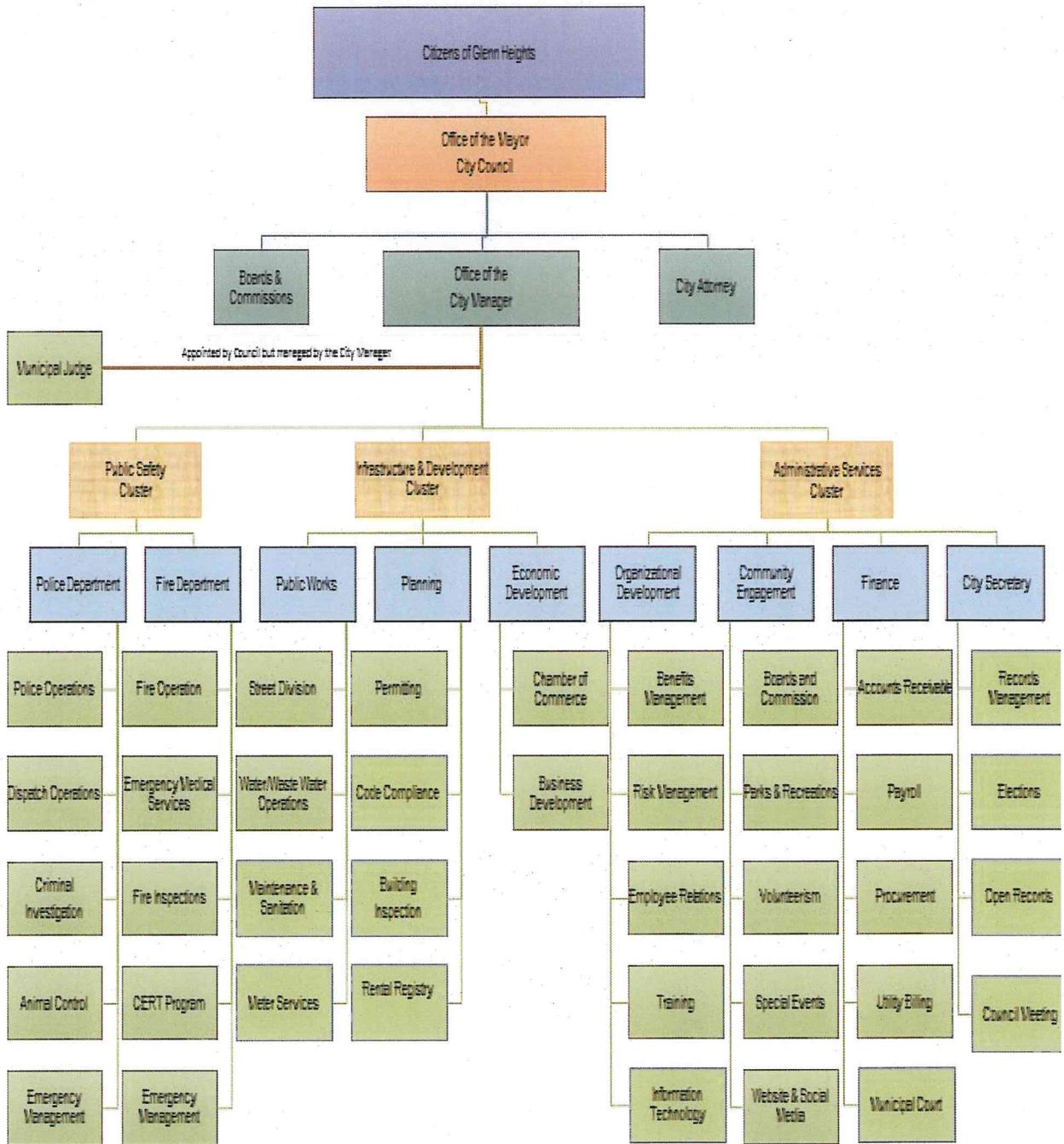
Kacye Harvey, MPA
Administrator
Organizational Development

Lauren Gray, MPA
Coordinator
Community Engagement

Othel Murphree
City Secretary



Organizational Chart



CITY OF GLENN HEIGHTS
PROPOSED BUDGET
ALL FUND 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	\$ 2,110,065	\$ 5,522,545	\$ (5,390,043)	\$ 45,500	\$ 178,001	\$ 2,288,066	\$ -	\$ 2,288,066	188
Debt Service	27,269	496,504	(499,508)	-	(3,004)	24,265	24,275	-	
Special Revenue Funds:									
Court Tech	(1,323)	6,600	(5,000)	-	1,600	277	277	-	
Court Security	25,413	4,500	(16,840)	-	(12,340)	13,073	13,073	-	
911 Fees	362,576	77,200	-	(33,000)	44,200	406,776	406,776	-	
Grants	-	-	(5,375)	5,375	-	-	-	-	
Capital Project Funds:									
Park Fees	185,482	46,725	(88,000)	-	(41,275)	144,207	127,482	-	
Street Impact	334,750	96,838	-	-	96,838	431,587	334,750	-	
Water/Sewer Impact	473,303	317,526	(163,608)	-	153,918	627,220	309,695	-	
2006 CO Bonds	120,641	-	(120,641)	-	(120,641)	-	-	-	
2008 CO Bonds	514,559	-	(514,559)	-	(514,559)	-	-	-	
Vehicle Replacement	264,929	-	(100,000)	-	(100,000)	164,929	24,929	140,000	
Proprietary Funds:									
Water and Sewer	3,792,430	4,746,820	(534,130)	(533,242)	3,679,448	7,471,878	361,759	7,110,119	427
Drainage	346,164	269,564	(221,908)	(12,500)	35,156	381,320	-	381,320	736
Total Funds	\$ 8,556,258	\$ 11,584,821	\$ (7,659,613)	\$ (527,867)	\$ 3,397,341	\$ 11,953,599	\$ 1,603,016	\$ 9,919,505	

PROPOSED BUDGET INCLUDES:

Property tax rate of \$0.793400 (reduction from previous year)
 No increase in water or sewer rates
 TMRS 1:1 matching - City contribution of \$120,224
 \$254,207 General Fund Revenue for Services from Water and Sewer Fund to General Fund for reimbursement of costs
 \$593,157 in City paid insurance coverage



GENERAL FUND

The General Fund budget support function and activities that are traditionally provided by local government. These include general administration, community services, public safety and street maintenance and repair. Revenues 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.

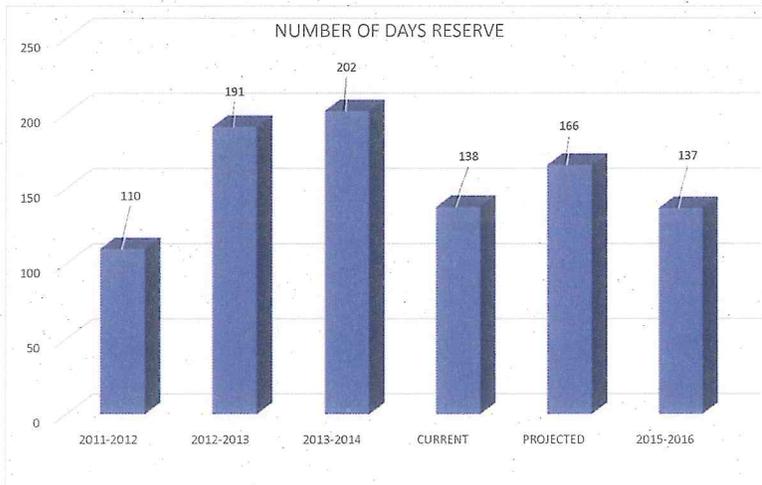
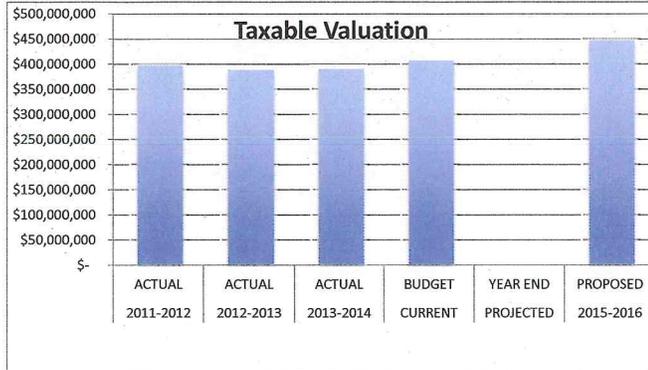
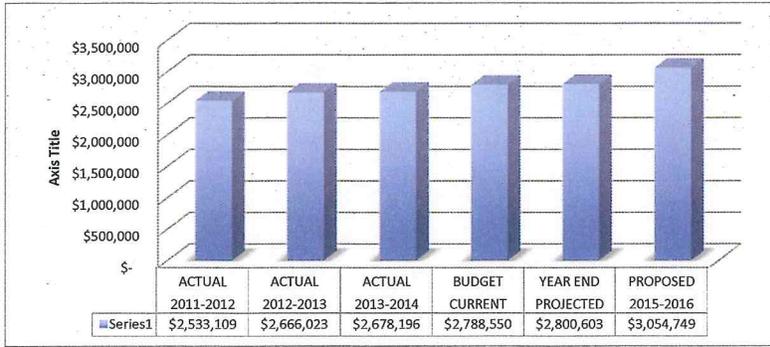


City of Glenn Heights, Texas

**CITY OF GLENN HEIGHTS
GENERAL FUND REVENUES
REVENUE DETAIL**

	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR END	2015-2016 PROPOSED	% CHANGE
Total Ad Valorem Tax Rate	0.795000	0.795000	0.795000	0.795000		0.793400	-0.20%
Less: I&S Tax Rate	0.163600	0.115935	0.116086	0.111610		0.110926	-0.61%
M&O Tax Rate/\$100 Valuation	0.631400	-0.679065	0.678914	0.683390		0.682474	-0.13%
Taxable Valuation	\$ 396,680,143	\$ 389,507,832	\$ 390,879,178	\$ 408,046,433		\$ 447,599,372	9.69%
	-0.58%	-1.81%	0.35%	4.39%		9.69%	120.70%
REVENUES							
Ad Valorem Taxes	\$ 2,533,109	\$ 2,666,023	\$ 2,678,196	\$ 2,788,550	\$ 2,800,603	\$ 3,054,749	9.55%
Sales Taxes	373,892	407,931	457,443	445,000	507,139	547,710	23.08%
Franchise Fees	371,361	352,560	574,502	606,275	643,837	630,979	4.07%
Permits & Fees	105,491	113,378	119,452	100,150	281,500	413,106	312.49%
Charge for Services	151,416	382,122	318,262	289,372	315,850	333,800	15.35%
Recreation	6,020	8,990	9,323	8,750	9,308	9,000	2.86%
Contributions	1,930	-	14,234	350	871	13,500	3757.14%
Court Fines	370,905	284,719	215,418	334,000	216,900	232,000	-30.54%
Interest	7,179	11,898	16,825	10,000	18,477	19,000	90.00%
Miscellaneous	23,406	42,730	19,535	20,350	16,325	13,500	-33.66%
G&A Reimbursement from Utility	186,499	146,799	178,249	223,322	220,000	255,200	14.27%
TOTAL REVENUES	4,131,208	4,417,150	4,601,439	4,826,119	5,030,810	5,522,545	14.43%
EXPENDITURES							
09-City Council	73,417	10,951	16,387	32,016	18,552	141,520	342.03%
10-Administration	286,177	247,623	242,427	373,559	324,020	340,281	-8.91%
11-City Manager's Office	201,384	119,436	222,223	305,663	275,979	241,181	-21.10%
12-City Secretary	158,368	138,113	120,619	152,596	149,429	196,658	28.87%
13-Organizational Devel	92,299	69,668	89,177	123,201	116,685	156,345	26.90%
20-Finance	224,047	176,873	178,162	159,727	175,510	175,724	10.02%
21-Municipal Court	174,498	132,045	129,323	137,418	175,183	127,240	-7.41%
30-Fire	744,596	828,465	1,072,026	1,113,562	1,143,773	1,246,585	11.95%
32-Police	1,792,449	1,653,926	1,874,997	2,134,367	1,942,393	1,923,263	-9.89%
40-Streets	218,433	208,223	219,459	306,303	253,583	386,656	26.23%
52-Economic Development	-	-	-	-	-	-	-
53-Planning	275,459	144,758	144,186	161,656	209,044	305,470	88.96%
60-Parks & Recreation	182,394	175,225	161,754	236,139	182,181	149,121	-36.85%
TOTAL EXPENDITURES	4,423,521	3,905,306	4,470,740	5,236,207	4,966,332	5,390,043	2.94%
OTHER FINANCING SOURCES (USES)							
00-Lease Purchase Proceeds	175,592	-	-	-	-	-	-
00-Lease Expenditures	-	-	-	-	-	-	-
00-Transfers In (Out):							
W/S Capital Financing	100,000	100,000	82,000	-	-	-	-
Repayment for W/S Debt from							
Property Taxes	195,950	277,100	-	-	-	-	-
Operating (includes in lieu of franchise							
fees)	31,518	34,008	44,178	45,500	45,500	45,500	
Vehicle Replacement Fund	-	-	(100,000)	-	(164,929)	(100,000)	
SAFER Firefighter positions						(33,000)	
Operating (includes in lieu of franchise							
fees)	-	-	(25,000)	-	-	-	
TOTAL OTHER FINANCING SOURCES	503,060	411,108	1,178	45,500	(119,429)	(87,500)	-
NET CHANGE IN FUND BALANCE	210,747	922,952	131,877	(364,588)	(54,951)	45,001	
FUND BALANCE RESERVES - INTENDED	-	-	-	-	164,929	-	
BALANCE	210,747	922,952	131,877	(364,588)	109,978	45,001	
BEGINNING FUND BALANCE -	1,203,082	1,413,829	2,336,781	2,339,685	2,142,447	1,975,097	
ENDING FUND BALANCE - SEPTEMBER	1,413,829	2,336,781	2,468,658	1,975,097	2,252,425	2,020,098	
City commitment for SAFER firefighter							
positions	(83,000)	(166,000)	-	-	-	-	
City commitment for fire engine							
purchase	-	(100,000)	-	-	-	-	
City reserve for one-time incentive pay							
UNASSIGNED FUND BALANCE -							
SEPTEMBER 30	\$ 1,330,829	\$ 2,043,781	\$ 2,468,658	\$ 1,975,097	\$ 2,252,425	\$ 2,020,098	
AVERAGE DAILY EXPENDITURES	12,119	10,699	12,249	14,346	13,606	14,767	
NUMBER OF DAYS RESERVE	110	191	202	138	166	137	

**CITY OF GLENN HEIGHTS
GENERAL FUND REVENUES
REVENUE DETAIL**



**CITY OF GLENN HEIGHTS
GENERAL FUND REVENUES
REVENUE DETAIL**

REVENUES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED	% CHANGE
				CURRENT BUDGET	PROJECTED YEAR END		
AD VALOREM TAXES							
100-4-00-4000 CURRENT AD VALOREM TAX	\$ 2,437,985	\$ 2,592,194	\$ 2,608,532	\$ 2,707,550	\$ 2,740,000	\$ 2,984,749	10.24%
100-4-00-4001 DELINQUENT AD VALOREM TAX	53,656	44,597	42,774	51,000	43,603	45,000	-11.76%
100-4-00-4002 PENALTY & INTEREST (TAX)	41,468	29,232	26,890	30,000	17,000	25,000	-16.67%
TOTAL AD VALOREM TAXES	\$ 2,533,109	\$ 2,666,023	\$ 2,678,196	\$ 2,788,550	\$ 2,800,603	\$ 3,054,749	9.55%
SALES TAXES							
100-4-00-4200 SALES TAX	370,598	407,931	457,443	445,000	507,139	547,710	23.08%
100-4-00-4202 FEDERAL EXCISE TAX	3,294	-	-	-	-	-	
TOTAL SALES TAXES	\$ 373,892	\$ 407,931	\$ 457,443	\$ 445,000	\$ 507,139	\$ 547,710	23.08%
FRANCHISE FEES							
100-4-00-4100 ELECTRIC FRANCHISE	211,516	190,521	188,388	200,000	256,419	234,787	17.39%
100-4-00-4101 TELEPHONE FRANCHISE	85,190	88,483	92,107	90,000	89,000	6,000	-93.33%
100-4-00-4102 GAS FRANCHISE	44,876	39,951	51,543	50,000	62,032	65,134	30.27%
100-4-00-4103 CABLE FRANCHISE	7,411	7,789	6,372	7,500	5,730	90,300	1104.00%
100-4-00-4104 GARBAGE FRANCHISE	1,757	3,681	7,686	4,000	7,000	7,000	75.00%
100-4-00-4105 VIDEO FRANCHISE FEE	20,611	22,135	25,093	20,000	18,500	18,500	-7.50%
100-4-00-4106 W/WW FRANCHISE FEES	-	-	203,313	234,775	205,156	209,259	-10.87%
TOTAL FRANCHISE FEES	\$ 371,361	\$ 352,560	\$ 574,502	\$ 606,275	\$ 643,837	\$ 630,979	4.07%
PERMITS & FEES							
100-4-53-4300 PERMIT FEES	33,636	38,183	46,317	32,000	150,000	165,785	418.08%
100-4-53-4301 MISCELLANEOUS PERMITS	21,138	18,216	16,925	19,250	15,000	15,000	-22.08%
100-4-53-4302 SPECIAL PERMITS	-	563	1,404	600	1,800	1,000	66.67%
100-4-53-4305 PLAN REVIEW	20,956	19,965	19,212	17,800	60,000	107,761	505.40%
100-4-53-4306 ZONING FEES	4,375	1,575	2,945	2,500	350	1,000	-60.00%
100-4-53-4308 INSPECTION FEE - ALCOHOL	2,750	1,780	560	1,500	1,500	1,500	0.00%
100-4-53-4320 PLATS	-	490	2,625	500	1,850	1,000	100.00%
100-4-53-4325 TRADE PERMITS	12,152	15,000	17,632	13,000	40,000	40,061	208.16%
100-4-53-4330 LICENSE REGISTRATION	5,454	7,211	6,592	5,500	5,500	5,500	0.00%
100-4-53-4332 RENTAL REGISTRATION	-	-	-	-	-	68,000	
100-4-53-4335 FOOD SERVICE PERMITS	3,600	8,800	3,700	6,000	4,000	5,000	-16.67%
100-4-53-4345 GARAGE SALE PERMITS	1,430	1,595	1,540	1,500	1,500	1,500	0.00%
TOTAL PERMITS & FEES	\$ 105,491	\$ 113,378	\$ 119,452	\$ 100,150	\$ 281,500	\$ 413,106	312.49%
CHARGE FOR SERVICES							
100-4-00-4502 TOWER RENTAL	33,731	35,231	35,859	35,232	38,969	38,000	7.86%
100-4-30-4501 AMBULANCE	2,144	235,966	160,910	140,000	170,000	180,000	28.57%
100-4-32-4511 FINGER PRINTS	150	115	-	-	-	-	
100-4-32-4520 POLICE REPORTS	566	590	496	-	300	-	
100-4-32-4525 STATE REIMBURSEMENTS	497	-	-	-	-	-	
100-4-32-4570 RESOURCE OFFICER	13,000	13,000	13,000	13,000	13,000	13,000	0.00%
100-4-32-4581 ANIMAL POUND	6,988	4,341	5,299	6,000	3,500	5,000	-16.67%
100-4-32-4582 WRECKER	800	800	800	800	800	800	0.00%
100-4-32-4587 PAY PHONE	1,534	442	565	500	-	-	-100.00%
100-4-40-4500 SANITATION	91,995	91,595	101,315	93,840	89,281	97,000	3.37%
100-4-53-4546 CONVENIENCE FEES	11	42	18	-	-	-	
TOTAL CHARGE FOR SERVICES	\$ 151,416	\$ 382,122	\$ 318,262	\$ 289,372	\$ 315,850	\$ 333,800	15.35%

**CITY OF GLENN HEIGHTS
GENERAL FUND REVENUES
REVENUE DETAIL**

REVENUES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED	% CHANGE
				CURRENT BUDGET	PROJECTED YEAR END		
RECREATION							
100-4-60-4510 PARK RESERVATIONS	620	690	1,063	750	1,308	1,000	33.33%
100-4-60-4530 SOCCER ASSOCIATION FEES	5,400	8,300	8,260	8,000	8,000	8,000	0.00%
TOTAL RECREATION	\$ 6,020	\$ 8,990	\$ 9,323	\$ 8,750	\$ 9,308	\$ 9,000	2.86%
GRANTS & CONTRIBUTIONS							
100-4-32-4724 GRANT REVENUE - BPV	-	-	2,019	-	-	2,000	
100-4-32-4800 SEIZURE REVENUE	-	-	1,520	-	-	-	
100-4-32-4805 DONATIONS-CRIME PREVENTION	-	-	300	-	650	-	
100-4-60-4804 DONATIONS-COMMUNITY EVENTS	-	-	-	-	-	10,000	
100-4-60-4805 DONATIONS-MOVIES IN THE PARK	1,930	-	777	350	221	1,500	328.57%
100-4-60-4806 COMMUNITY DAY	-	-	201	-	-	-	
100-4-10-4722 GRANT REVENUE	-	-	9,417	-	-	-	
TOTAL GRANTS & CONTRIBUTIONS	\$ 1,930	\$ -	\$ 14,234	\$ 350	\$ 871	\$ 13,500	3757.14%
COURT FINES							
100-4-21-4401 MUNICIPAL COURT FINES	357,795	279,164	213,714	325,000	215,000	230,000	-29.23%
100-4-21-4405 OMNIBASE FEES	13,110	5,555	1,704	9,000	1,900	2,000	-77.78%
TOTAL COURT FINES	\$ 370,905	\$ 284,719	\$ 215,418	\$ 334,000	\$ 216,900	\$ 232,000	-30.54%
INTEREST							
100-4-00-4700 INTEREST EARNED	7,179	11,898	16,825	10,000	18,477	19,000	90.00%
TOTAL INTEREST	\$ 7,179	\$ 11,898	\$ 16,825	\$ 10,000	\$ 18,477	\$ 19,000	90.00%
MISCELLANEOUS							
100-4-00-4801 AUCTION PROCEEDS	-	18,754	-	10,350	-	1,500	-85.51%
100-4-00-4807 OTHER (MISC)	14,987	13,817	10,900	10,000	9,000	9,000	-10.00%
100-4-00-4818 TML INSURANCE REIMBURSEMENT	-	5,865	8,635	-	7,325	3,000	
100-4-30-4840 TML INSURANCE PROCEEDS	3,605	4,294	-	-	-	-	
100-4-40-4840 INSURANCE REIMBURSEMENT	4,670	-	-	-	-	-	
100-4-21-4810 UNCLAIMED PROPERTY	144	-	-	-	-	-	
TOTAL MISCELLANEOUS	\$ 23,406	\$ 42,730	\$ 19,535	\$ 20,350	\$ 16,325	\$ 13,500	-33.66%
TOTAL REVENUES	\$ 3,944,709	\$ 4,270,351	\$ 4,423,190	\$ 4,602,797	\$ 4,810,810	\$ 5,267,345	14.44%

Program Budget & Work Plan Fiscal Year 2015-16

09- City Council



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget
City Council

MISSION STATEMENT

The City Council is committed to serving the public interest, advancing the quality of life for all of its Citizens and preserving a small town atmosphere by embracing family values.

SUMMARY OF SERVICES

Regular Council Meetings	Hiring of adequate staff
Citizens needs and concerns	Programs Policies and approval
Oversee and evaluate the programs and accomplishments of departments	Staff and committee recommendations at weekly Council meetings

WORKPLAN OBJECTIVES

Direct policy initiatives focusing on economic development and the overall health, safety and quality of life in the City	Evaluate management practices to ensure high-quality customer service to Glenn Heights' residents and businesses
Address infrastructure needs including street improvements, facilities and water meter replacements	Develop and implement a Five-Year Strategic Plan for the City of Glenn Heights that prioritizes goals and specifically addresses the major issues or challenges confronting the City in the next five years
Enforce fiscal sustainability in all City programs and services	Continue to implement strategies from Comprehensive Plan 2023
Establish and maintain effective relationships with other neighboring jurisdictions, governmental entities, quasi-governmental agencies and officials	

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Percent of presented ordinances passed	New Measure	New Measure	New Measure	New Measure
Average Percent attendance	New Measure	New Measure	New Measure	New Measure
Percent of agenda item votes	New Measure	New Measure	New Measure	New Measure

WORKLOAD MEASURES

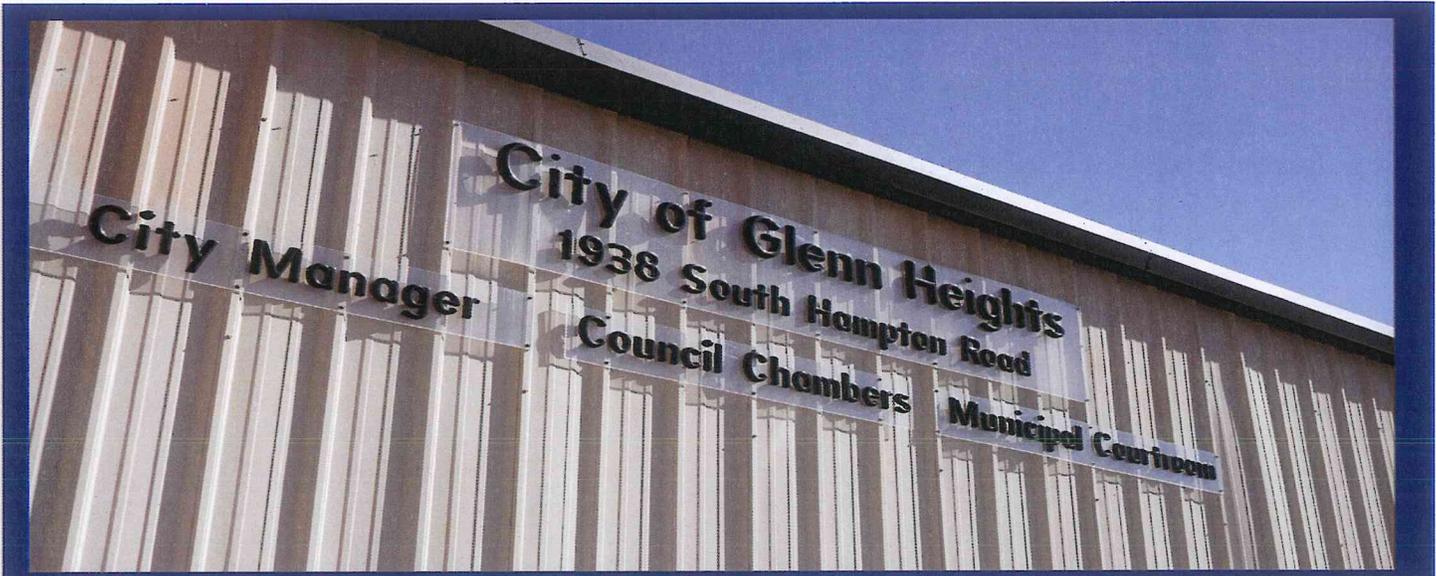
INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Ordinances enacted	New Measure	New Measure	New Measure	New Measure
Events attended	New Measure	New Measure	New Measure	New Measure
Number of Public Comments	New Measure	New Measure	New Measure	New Measure
Number of Council Meetings	New Measure	New Measure	New Measure	New Measure
Number of Votes	New Measure	New Measure	New Measure	New Measure
Number of Agenda Items				

GENERAL FUND EXPENDITURE
CITY COUNCIL
DEPARTMENTAL SUMMARY

CITY COUNCIL		2014-2015						
		2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED	% CHANGE
	PERSONNEL	\$ 71	\$ 11	\$ -	\$ 16	\$ 17	\$ 20	25.00%
	SUPPLIES	1,923	294	417	500	257	\$ -	-100.00%
	CONTRACTED SERVICES	-	30	-	2,000	-	\$ 104,000	5100.00%
	REPAIRS & MAINTENANCE	-	-	-	-	-	\$ -	
	OPERATING	11,548	10,185	15,562	28,500	17,463	\$ 36,500	28.07%
	DEPARTMENTAL	59,875	431	408	1,000	815	\$ 1,000	
	DEBT PAYMENTS	-	-	-	-	-	\$ -	
	CAPITAL OUTLAY	-	-	-	-	-	\$ -	
TOTAL CITY COUNCIL		\$ 73,417	\$ 10,951	\$ 16,387	\$ 32,016	\$ 18,552	\$ 141,520	342.03%

PERSONNEL SUMMARY							
	Full-time Positions	0	0	0	0	0	0
	Part-time Positions	0	0	0	0	0	0
	Total Positions	0	0	0	0	0	0

09-CITY COUNCIL		2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED
PERSONNEL							
100-5-09-1205	COUNCIL WORKERS COMP	\$ 71	\$ 11	\$ -	\$ 16	\$ 17	\$ 20
TOTAL PERSONNEL		71	11	-	16	17	20
SUPPLIES							
100-5-09-2000	OFFICE SUPPLIES	551	294	417	500	257	-
100-5-09-2155	SMALL EQUIPMENT	1,372	-	-	-	-	-
TOTAL SUPPLIES		1,923	294	417	500	257	-
CONTRACTED SERVICES							
100-5-09-3001	AUDITING	-	-	-	-	-	15,000
100-5-09-3002	LEGAL SERVICES	-	-	-	-	-	89,000
100-5-09-3010	TECHNOLOGY	-	30	-	2,000	-	-
TOTAL CONTRACTED SERVICES		-	30	-	2,000	-	104,000
OPERATING							
100-5-09-3300	CELL PHONES	909	431	189	-	-	-
100-5-09-3400	CONF, TRAIN, & TRVL - MAYOR	4,625	820	2,469	4,000	2,500	4,000
100-5-09-3401	CONF, TRAIN, & TRVL - PLACE 1	-	-	-	1,500	-	4,000
100-5-09-3402	CONF, TRAIN, & TRVL - PLACE 2	-	1,678	3,127	4,000	2,500	4,000
100-5-09-3403	CONF, TRAIN, & TRVL - PLACE 3	-	407	120	2,000	65	4,000
100-5-09-3404	CONF, TRAIN, & TRVL - PLACE 4	-	906	1,944	3,000	3,000	4,000
100-5-09-3405	CONF, TRAIN, & TRVL - PLACE 5	743	289	1,515	4,000	2,500	4,000
100-5-09-3406	CONF, TRAIN, & TRVL - PLACE 6	-	823	3,663	4,000	2,500	4,000
100-5-09-3501	OTHER COUNCIL EXPENSES	4,258	3,833	1,929	5,000	3,717	5,000
100-5-09-3503	PRINTING, COPY & PHOTO	1,013	998	606	1,000	680	3,500
TOTAL OPERATING		11,548	10,185	15,562	28,500	17,463	36,500
DEPARTMENTAL							
100-5-09-3521	MAYOR INITIATIVES	519	431	408	1,000	815	1,000
100-5-09-3525	CM RELOCATION EXP	10,033	-	-	-	-	-
100-5-09-3526	HR DIRECTOR RELOCATION EXP	2,000	-	-	-	-	-
100-5-09-3550	LITIG. CLAIMS/SETTLEMENTS	47,323	-	-	-	-	-
TOTAL DEPARTMENTAL		59,875	431	408	1,000	815	1,000
CAPITAL OUTLAY							
100-5-99-7045	CHAMBERS RENOVATIONS	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-
TOTAL CITY COUNCIL		\$ 73,417	\$ 10,951	\$ 16,387	\$ 32,016	\$ 18,552	\$ 141,520



Administrative Services Cluster



City of Glenn Heights, Texas

**Program Budget
& Work Plan
Fiscal Year
2015-16**

**10-Administration
Information Technology**



City of Glenn Heights, Texas

Administration/Information Technology

MISSION STATEMENT

The Office of Administration and Information Technology will evaluate, integrate and support innovative technologies. Assisting both internal and external customers in achieving 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.

SUMMARY OF SERVICES

Telecommunications	Software Management
Hardware/Systems Management	Network Management
Information Security	End User Support
Electronic Records Management	

WORKPLAN OBJECTIVES

Develop Information Technology related policies including discarding of equipment, use of equipment, etc.	Establish IT department including standard operating procedures and lifecycle and inventory system
Develop work order management/tracking system and guidelines surrounding work order completion	Develop inventory system of current IT related assets

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Percent of work orders completed within 2 business days	New Measure	New Measure	New Measure	90%
Percent of network/system up time	New Measure	New Measure	New Measure	99%
Successful initiation, implementation and closure of technology projects	New Measure	New Measure	New Measure	85%

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Number of work orders processed	New Measure	New Measure	New Measure	Establish Baseline
Number of projects completed on schedule	New Measure	New Measure	New Measure	Establish Baseline
Number of departments successfully operating an electronic records management system	New Measure	New Measure	New Measure	Establish Baseline

GENERAL FUND EXPENDITURE
ADMINISTRATION/INFORMATION TECHNOOY
DEPARTMENTAL SUMMARY

ADMINISTRATION/INFORMATION TECHNOLOGY	2011-2012	2012-2013	2014-2015	2014-2015		2015-2016	% CHANGE
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR END	PROPOSED	
PERSONNEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,135	n/a
SUPPLIES	4,895	3,869	3,708	5,500	7,150	18,400	234.55%
CONTRACTED SERVICES	156,608	127,363	117,334	202,149	199,709	92,500	-54.24%
REPAIRS & MAINTENANCE	5,261	3,231	4,541	4,500	3,700	-	-100.00%
OPERATING	110,269	105,599	111,804	124,290	106,361	152,246	22.49%
DEPARTMENTAL	9,144	7,561	5,040	37,120	7,100	10,000	-73.06%
TOTAL ADMINISTRATION	\$ 286,177	\$ 247,623	\$ 242,427	\$ 373,559	\$ 324,020	\$ 340,281	-8.91%

PERSONNEL SUMMARY							
Full-time Positions	0	0	0	0	0	0	0
IT Administrator	0	0	0	0	0	1	
Part-time Positions	0	0	0	0	0	0	
Total Positions	0	0	0	0	0	1	

10-ADMINISTRATION	2011-2012	2012-2013	2013-2014	2014-2015		2014-2015
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR END	PROPOSED
PERSONNEL						
100-5-10-1000 EXEMPT SALARY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,244
100-5-10-1005 ACCRUED WAGES (AUDIT)	-	-	-	-	-	-
100-5-10-1200 PAYROLL TAXES FICA	-	-	-	-	-	3,997
100-5-10-1205 WORKERS COMP	-	-	-	-	-	137
100-5-10-1210 INSURANCE	-	-	-	-	-	8,997
100-5-10-1215 UNEMPLOYMENT COMPENS.	-	-	-	-	-	-
100-5-10-1220 T.M.R.S.	-	-	-	-	-	1,761
TOTAL PERSONNEL	-	-	-	-	-	67,135
SUPPLIES						
100-5-10-2000 OFFICE SUPPLIES	1,880	1,414	994	1,000	650	12,900
100-5-10-2012 JANITORIAL SUPPLIES	1,259	756	926	1,000	1,000	-
100-5-10-2125 POSTAGE	1,756	1,699	1,788	3,500	5,500	5,500
TOTAL SUPPLIES	4,895	3,869	3,708	5,500	7,150	18,400
CONTRACTED SERVICES						
100-5-10-3002 LEGAL SERVICES	101,805	70,157	55,427	85,000	89,000	-
100-5-10-3005 JANITORIAL SERVICE	4,200	4,200	4,200	6,840	7,300	-
100-5-10-3010 TECHNOLOGY	38,365	39,399	44,100	43,200	39,900	40,000
100-5-10-3011 RECORDS MANAGEMENT	-	-	-	-	-	5,000
100-5-10-3020 INTERNET SERVICE	-	-	-	50,000	50,000	5,000
100-5-10-3022 ANNUAL SOFTWARE MAINT.	-	-	-	3,500	-	20,000
100-5-10-3023 ANNUAL HARDWARE MAINT.	-	-	-	-	-	1,500
100-5-10-3024 WEBSITE HOSTING FEES	1,870	2,598	2,598	2,600	2,500	4,000
100-5-10-3050 OPERATING LEASES-COPIERS	10,368	11,009	11,009	11,009	11,009	17,000
TOTAL CONTRACTED SERVICES	156,608	127,363	117,334	202,149	199,709	92,500

GENERAL FUND EXPENDITURE
ADMINISTRATION/INFORMATION TECHNOOGY
DEPARTMENTAL SUMMARY

10-ADMINISTRATION (Continued)	2011-2012 ACTUAL	2012-2013 ACTUAL	2012-2013 ACTUAL	2013-2014		2014-2015 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR END	
REPAIRS & MAINTENANCE						
100-5-10-3200 R & M STRUCTURES	5,261	3,231	4,541	4,500	3,700	-
TOTAL REPAIRS & MAINTENANCE	5,261	3,231	4,541	4,500	3,700	-
OPERATING						
100-5-10-3300 CELL PHONES & WIRELESS	-	-	-	-	-	16,400
100-5-10-3301 TELECOMMUNICATIONS	30,799	29,015	43,829	39,000	21,500	39,646
100-5-10-3302 ELECTRICITY	11,509	9,742	12,319	12,240	12,200	-
100-5-10-3303 NATURAL GAS	-	1,122	-	-	-	-
100-5-10-3400 GEN.LIABILITY INS.	9,553	5,497	4,816	7,000	4,786	5,200
100-5-10-3401 AUTO LIABILITY INS.	14,844	25,955	16,779	26,000	29,194	30,000
100-5-10-3402 FIRE & PROPERTY INS	21,519	11,204	4,204	12,000	8,575	11,000
100-5-10-3403 ERRORS & OMISSIONS INS.	9,164	7,975	8,874	8,000	9,519	10,000
100-5-10-3503 PRINTING, COPY & PHOTO	190	-	500	500	1,300	2,000
100-5-10-3505 OTHER OPERATING EXPENSES	-	167	1,186	700	1,308	-
100-5-10-3506 DUES,SUBSCRIPTIONS & PUB	12,691	14,328	19,102	18,000	17,322	18,000
100-5-10-3508 SOFTWARE	-	-	-	-	-	10,000
100-5-10-3509 ADVERTISING	-	594	195	850	657	-
100-5-10-3510 HARDWARE	-	-	-	-	-	10,000
TOTAL OPERATING	110,269	105,599	111,804	124,290	106,361	152,246
DEPARTMENTAL						
100-5-10-3600 COMMUNITY BEAUTIFICATION	3,291	2,601	885	3,720	2,000	-
100-5-10-3606 EMERGENCY MANAGEMENT	238	-	-	12,100	850	-
100-5-10-3610 CITIZEN LIBRARY PROGRAM	3,000	3,000	3,990	4,000	3,750	-
100-5-10-3615 STRATEGIC PLANNING	-	-	165	5,000	500	5,000
100-5-10-3620 NEWSLETTER	2,615	1,960	-	5,800	-	-
100-5-10-3625 CONTINGENCY RESERVE	-	-	-	5,000	-	5,000
100-5-10-3630 BOND ELECTION EXPENSE	-	-	-	1,500	-	-
TOTAL DEPARTMENTAL	9,144	7,561	5,040	37,120	7,100	10,000
CAPITAL OUTLAY						
100-5-10-5000 CAPITAL EXPENDITURES	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL ADMINISTRATION	\$ 286,177	\$ 247,623	\$ 242,427	\$ 373,559	\$ 324,020	\$ 340,281

Program Budget & Work Plan Fiscal Year 2015-16

11-City Manager's Office



City of Glenn Heights, Texas

GENERAL FUND EXPENDITURE
CITY MANAGERS OFFICE
DEPARTMENTAL SUMMARY

CITY MANAGER'S OFFICE		2011-2012	2012-2013	2013-2014	2014-2015		2015-2016	% CHANGE
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED	
PERSONNEL		\$ 184,985	\$ 103,147	\$ 186,421	\$ 280,118	\$ 253,293	\$ 206,871	-26.15%
SUPPLIES		909	922	6,599	2,600	3,004	3,260	-25.38%
CONTRACTED SERVICES		2,318	1,195	6,636	1,695	1,471	500	-70.50%
REPAIRS & MAINTENANCE		-	65	170	750	400	500	-33.33%
OPERATING		2,421	3,311	11,163	13,350	13,161	14,400	7.87%
DEPARTMENTAL		1,603	1,648	2,086	7,150	4,650	15,650	118.88%
DEBT PAYMENTS		9,148	9,148	9,148	-	-	-	
CAPITAL OUTLAY		-	-	-	-	-	-	
TOTAL CITY MANAGER'S OFFICE		\$ 201,384	\$ 119,436	\$ 222,223	\$ 305,663	\$ 275,979	\$ 241,181	-21.10%

PERSONNEL SUMMARY							
FULL-TIME POSITIONS							
City Manager	1	1	1	1	1	1	1
Deputy City Manager	0	0	1	1	1	1	0
Assit to the City Manager	1	1	1	1	0	0	0
Executive Assistant	0	0	0	0	1	1	1
PART-TIME POSITIONS							
Intern	0	0	0	2	2	2	2
Total Positions	2	2	3	5	5	4	4

11-CITY MANAGER'S OFFICE		2011-2012	2012-2013	2013-2014	2014-2015		2015-2016
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED
PERSONNEL							
100-5-11-1000	EXEMPT SALARY	\$ 155,178	\$ 83,053	\$ 149,857	\$ 227,044	\$ 181,870	\$ 102,000
100-5-11-1005	ACCRUED WAGES (AUDIT)	(1,483)	-	2,933	-	-	-
100-5-11-1010	REG SALARIES FULL-TIME	-	-	-	-	21,692	46,779
100-5-11-1020	REG SALARIES PART-TIME	-	-	-	5,000	9,998	24,960
100-5-21-1025	OVERTIME	-	-	-	-	171.00	-
100-5-11-1030	CAR ALLOWANCE	1,108	-	-	-	-	-
100-5-11-1200	PAYROLL TAXES FICA	8,920	6,886	11,353	17,423	16,857	13,291
100-5-11-1205	WORKERS COMP	3,115	412	484	432	665	450
100-5-11-1210	INSURANCE	12,428	10,095	16,797	22,582	15,631	14,375
100-5-11-1220	T.M.R.S.	5,719	2,701	4,997	7,637	6,409	5,015
TOTAL PERSONNEL		184,985	103,147	186,421	280,118	253,293	206,871
SUPPLIES							
100-5-11-2000	OFFICE SUPPLIES	432	206	1,006	1,000	1,000	-
100-5-11-2100	GASOLINE & FUELS	417	670	655	1,000	1,000	1,560
100-5-11-2125	POSTAGE	-	46	-	100	-	200
100-5-11-2155	OTHER SMALL EQUIPMENT	60	-	2,938	500	1,004	1,500
100-5-11-2305	RELOCATION REIMBURSE	-	-	2,000	-	-	-
TOTAL SUPPLIES		909	922	6,599	2,600	3,004	3,260
CONTRACTED SERVICES							
100-5-11-3010	TECHNOLOGY	571	-	-	500	-	-
100-5-11-3013	OTHER PROFESSIONAL SERV	552	-	5,441	-	276	500
100-5-11-3050	LEASES-COPIERS	1,195	1,195	1,195	1,195	1,195	-
TOTAL CONTRACTED SERVICES		2,318	1,195	6,636	1,695	1,471	500
REPAIRS & MAINTENANCE							
100-5-11-3202	R & M AUTO/TRUCK	-	65	170	750	400	500
TOTAL REPAIRS & MAINTENANCE		-	65	170	750	400	500
OPERATING							
100-5-11-3300	CELL PHONES & WIRELESS	1,354	712	764	1,800	900	900
100-5-11-3301	TELECOMMUNICATIONS	-	-	123	-	330	-
100-5-11-3500	CONFERENCE, TRAINING & TRA	605	1,445	7,811	8,000	9,091	8,000

GENERAL FUND EXPENDITURE
CITY MANAGERS OFFICE
DEPARTMENTAL SUMMARY

	2011-2012	2012-2013	2013-2014	2014-2015		2015-2016
				CURRENT	PROJECTED	
11-CITY MANAGER'S OFFICE (Continued)	ACTUAL	ACTUAL	ACTUAL	BUDGET	YEAR-END	PROPOSED
100-5-11-3503 PRINTING, COPY & PHOTO	277	174	156	300	591	1,000
100-5-11-3506 DUES,SUBSCRIPTIONS & PUB	185	980	2,309	3,000	2,000	4,000
100-5-11-3509 ADVERTISING	-	-	-	250	250	500
TOTAL OPERATING	2,421	3,311	11,163	13,350	13,161	14,400
DEPARTMENTAL						
100-5-11-3510 COMMUNITY DAY	500	613	500	500	-	-
100-5-11-3521 ACTIVITIES & EVENTS	1,103	988	1,204	1,500	1,500	-
100-5-11-3525 CMAC EXPENDITURE	-	47	382	650	650	650
100-5-11-3530 ECONOMIC DEVELOPMENT	-	-	-	4,500	2,500	10,000
100-5-11-3615 STRATEGIC PLANNING	-	-	-	-	-	5,000
TOTAL DEPARTMENTAL	1,603	1,648	2,086	7,150	4,650	15,650
DEBT PAYMENTS						
100-5-11-4012 LEASE PAYMENT-CM VEHICLE	9,148	9,148	9,148	-	-	-
TOTAL DEBT PAYMENTS	9,148	9,148	9,148	-	-	-
TOTAL CITY MANAGER'S OFFICE	\$ 201,384	\$ 119,436	\$ 222,223	\$ 305,663	\$ 275,979	\$ 241,181

**Program Budget
& Work Plan
Fiscal Year
2015-16**

12-City Secretary



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget

City Secretary

MISSION STATEMENT

The Office of the City Secretary is committed to practicing integrity while simultaneously building public trust. We strive to support, facilitate and strengthen the City of Glenn Heights Government Process and provide excellent customer service to our citizens.

SUMMARY OF SERVICES

Legal Documents and Public Information	Elections
Notices	Records Management

WORKPLAN OBJECTIVES

Integrate an electronic records program	Secure a system to video record, stream and archive City Council meetings
Develop Policy and Procedures for Open Records and Council Agendas	Identify Record Storage Center Option (with a possibility of indexing)
Evaluate Alternative Polling Centers	Integrate an electronic records program (not a new website platform).

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Accuracy of Council Meeting Minutes	New Measure	New Measure	New Measure	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 per year	Skipped this year	Once per year	Once per year

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Number of City Council meetings agenda packets prepared	42	35	39	40
Number of Proclamations developed	14	11	18	18
Number of Ordinances and Resolution made electronic	29	26	30	30
Open records request received and processed	76	84	85	90
City elections held	2	1	1	1
Board and Commissions meetings held	11	5	14	20

GENERAL FUND EXPENDITURE
CITY SECRETARY OFFICE
DEPARTMENTAL SUMMARY

CITY SECRETARY'S OFFICE		2011-2012	2012-2013	2013-2014	2014-2015		2015-2016	% CHANGE
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED	
PERSONNEL		\$ 75,934	\$ 75,196	\$ 76,177	\$ 77,176	\$ 86,724	\$ 132,658	71.89%
SUPPLIES		879	430	1,422	800	650	-	-100.00%
CONTRACTED SERVICES		79,526	60,642	40,663	68,290	57,395	56,000	-18.00%
REPAIRS & MAINTENANCE		-	-	-	-	-	-	
OPERATING		2,029	1,845	2,357	6,330	4,660	8,000	26.38%
DEPARTMENTAL		-	-	-	-	-	-	
DEBT PAYMENTS		-	-	-	-	-	-	
CAPITAL OUTLAY		-	-	-	-	-	-	
TOTAL CITY SECRETARY		\$ 158,368	\$ 138,113	\$ 120,619	\$ 152,596	\$ 149,429	\$ 196,658	28.87%

PERSONNEL SUMMARY		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
FULL-TIME POSITIONS						
City Secretary		1	1	1	1	1
Asst. City Secretary		0	0	0	0	1
PART-TIME POSITIONS		0	0	0	0	0
Total Positions		1	1	1	1	2

12-CITY SECRETARY		2011-2012	2012-2013	2013-2014	2014-2015		2015-2016
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED
PERSONNEL							
100-5-12-1000	EXEMPT SALARY	\$ 60,609	\$ 60,609	\$ 58,328	\$ 62,571	\$ 53,298	\$ 63,057
100-5-12-1005	ACCRUED WAGES (AUDIT)	576	-	182	-	-	-
100-5-12-1010	REG. SALARIES FULL TIME	-	-	3,030	-	19,076	41,600
100-5-12-1200	PAYROLL TAXES FICA	4,631	4,626	4,688	4,787	5,125	8,006
100-5-12-1205	WORKERS COMP	1,010	169	169	169	241	273
100-5-12-1210	INSURANCE	6,971	7,800	7,735	7,530	6,836	16,194
100-5-12-1220	T.M.R.S.	2,137	1,992	2,045	2,119	2,148	3,528
TOTAL PERSONNEL		75,934	75,196	76,177	77,176	86,724	132,658
SUPPLIES							
100-5-12-2000	OFFICE SUPPLIES	879	430	403	800	650	-
100-5-12-2155	OTHER SMALL EQUIPMENT	-	-	1,019	-	-	-
TOTAL SUPPLIES		879	430	1,422	800	650	-
CONTRACTED SERVICES							
100-5-12-3007	SURVEYING/APPRaisal	17,560	18,658	18,389	18,290	18,200	19,000
100-5-12-3008	CODIFICATION	350	4,875	3,135	5,000	-	2,000
100-5-12-3009	CONTRACT FOR TAXES	9,231	9,136	9,082	10,000	9,195	10,000
100-5-12-3010	ELECTION EXPENSES	52,385	27,973	10,057	30,000	30,000	25,000
100-5-12-3011	RECORDS MANAGEMENT	-	-	-	5,000	-	-
TOTAL CONTRACTED SERVICES		79,526	60,642	40,663	68,290	57,395	56,000
OPERATING							
100-5-12-3301	TELECOMMUNICATIONS	-	-	62	50	175	-
100-5-12-3500	CONFERENCE, TRAINING & TRA	35	350	1,595	3,000	1,200	4,500
100-5-12-3506	DUES, SUBSCRIPTIONS & PUB	246	185	137	280	285	500
100-5-12-3509	ADVERTISING & LEGAL PUBLI	1,748	1,310	563	3,000	3,000	3,000
TOTAL OPERATING		2,029	1,845	2,357	6,330	4,660	8,000
CAPITAL OUTLAY							
100-5-12-5000	CAPITAL EXPENDITURE	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-
TOTAL CITY SECRETARY		\$ 158,368	\$ 138,113	\$ 120,619	\$ 152,596	\$ 149,429	\$ 196,658

Program Budget & Work Plan Fiscal Year 2015-16

13-Organizational Development



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget
Organizational Development

MISSION STATEMENT	
The Office of Organizational Development 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.	
SUMMARY OF SERVICES	
Compensation and Benefits	Policy Development
Employee Relations	Risk Management & Liability
HR Information Systems & Reporting	Task Forces & Special Projects
Organizational Development / Training	Workforce Planning
Performance Management	Information Technology
WORKPLAN OBJECTIVES	
Compensation Plan (Internal Review)	Enhance the Performance Management process
Expand quarterly training program	Review and revise Personnel Policies
Develop a wellness program with a 3-year phased implementation	Establish IT department including standard operating procedures and lifecycle and inventory systems

PERFORMANCE MEASURES				
PRODUCTIVITY INDICATORS				
INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Average time to fill vacancies	N/A	N/A	66 Days	60 Days
Average numbers of training hours per employee	New Measure	New Measure	New Measure	New Measure
Number of lost time accidents per year	9	13	8	10
Timely completion of performance evaluation	New Measure	New Measure	New Measure	New Measure
WORKLOAD MEASURES				
	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Pre-Screening interviews conducted	N/A	N/A	105	100
Number of open enrollment processed	N/A	N/A	68	72
Employee Training Session held	N/A	N/A	7	15
Number of new hires	10	20	23	17
Number of claims processed	15	30	31	26

CITY OF GLENN HEIGHTS
GENERAL FUND EXPENDITURE
ORGANIZATION DEVELOPMENT DEPARTMENT
DEPARTMENTAL SUMMARY

		2014-2015						
ORGANIZATIONAL DEVELOPMENT		2011-2012	2012-2013	2013-2014	CURRENT	PROJECTED	2015-2016	%
		ACTUAL	ACTUAL	ACTUAL	BUDGET	YEAR-END	PROPOSED	CHANGE
PERSONNEL		\$ 79,750	\$ 27,511	\$ 33,600	\$ 75,746	\$ 67,478	\$ 132,960	76%
SUPPLIES		384	110	322	500	500	-	-100%
CONTRACTED SERVICES		683	34,866	40,403	30,000	34,462	-	-100%
OPERATING		6,601	3,676	5,496	6,155	6,250	6,385	4%
DEPARTMENTAL		4,881	3,505	9,356	10,800	7,995	17,000	57%
DEBT PAYMENTS		-	-	-	-	-	-	-
CAPITAL OUTLAY		-	-	-	-	-	-	-
TOTAL HUMAN RESOURCES		\$ 92,299	\$ 69,668	\$ 89,177	\$ 123,201	\$ 116,685	\$ 156,345	27%

PERSONNEL SUMMARY							
FULL-TIME POSITIONS							
Administrator		1	1	1	1	1	1
Organizational Development Spec.		0	0	0	0	0	1
PART-TIME POSITIONS							
Total Positions		1	1	1	1	1	2

		2014-2015						
13-ORGANIZATIONAL DEVELOPMENT		2011-2012	2012-2013	2013-2014	CURRENT	PROJECTED	2015-2016	
		ACTUAL	ACTUAL	ACTUAL	BUDGET	YEAR-END	PROPOSED	
PERSONNEL								
100-5-13-1000	EXEMPT SALARY	\$ 64,716	\$ 16,985	\$ 26,500	\$ 59,772	\$ 60,663	\$ 65,056	
100-5-13-1005	ACCRUED WAGES (AUDIT)	1,240	-	1,535	-	-	-	
100-5-13-1010	REG SALARIES FULL-TIME	-	-	-	-	-	39,874	
100-5-13-1200	PAYROLL TAXES FICA	4,755	1,204	2,026	4,573	4,801	8,027	
100-5-13-1205	WORKERS COMP	1,293	181	160	47	81	273	
100-5-13-1210	INSURANCE	5,622	2,431	188	9,330	44	16,194	
100-5-13-1215	UNEMPLOYMENT COMPENSATION	-	6,160	2,303	-	-	-	
100-5-13-1220	T.M.R.S.	2,124	550	888	2,024	1,889	3,537	
TOTAL PERSONNEL		79,750	27,511	33,600	75,746	67,478	132,960	
SUPPLIES								
100-5-13-2000	OFFICE SUPPLIES	384	110	322	500	500	-	
TOTAL SUPPLIES		384	110	322	500	500	-	
CONTRACTED SERVICES								
100-5-13-3010	TECHNOLOGY	266	80	300	-	-	-	
100-5-13-3013	OTHER PROFESSIONAL SERVICES	417	34,786	40,103	30,000	34,462	-	
TOTAL CONTRACTED SERVICES		683	34,866	40,403	30,000	34,462	-	
OPERATING								
100-5-13-3300	CELL PHONES & WIRELESS	627	(10)	-	-	-	-	
100-5-13-3301	TELECOMMUNICATIONS	-	-	62	-	165	-	
100-5-13-3500	CONFERENCE, TRAINING & TRA	-	170	766	2,220	1,000	2,000	
100-5-13-3503	PRINTING, COPY & PHOTO	426	121	277	350	300	500	
100-5-13-3506	DUES, SUBSCRIPTIONS & PUB	4,930	3,395	3,970	3,585	4,785	3,885	
100-5-13-3509	ADVERTISING	618	-	421	-	-	-	
TOTAL OPERATING		6,601	3,676	5,496	6,155	6,250	6,385	
DEPARTMENTAL								
100-5-13-3510	EMPLOYEE IMMUNIZATIONS	210	-	-	500	-	-	
100-5-13-3513	EMPLOYEE RELATIONS	352	235	1,780	2,800	1,500	6,000	
100-5-13-3515	MEDICAL/PHYSICAL EXAMS	1,100	1,670	1,640	1,800	1,800	1,800	
100-5-13-3516	EMPLOYEE BACKGROUND CHECK	2,245	799	4,848	4,000	4,000	4,500	
100-5-13-3521	ACTIVITIES AND EVENTS	974	649	248	-	195	-	
100-5-13-3522	PERSONNEL TRAINING	-	-	840	1,500	500	4,500	
100-5-13-3525	CITY RISK MGT PROGRAM	-	152	-	200	-	200	
TOTAL DEPARTMENTAL		4,881	3,505	9,356	10,800	7,995	17,000	
TOTAL HUMAN RESOURCES		\$ 92,299	\$ 69,668	\$ 89,177	\$ 123,201	\$ 116,685	\$ 156,345	

Program Budget & Work Plan Fiscal Year 2015-16

20-Finance



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget

Finance

MISSION STATEMENT

The Office of Finance is committed to maintaining the city's overall financial stability through sound financial planning and management. Responsible for the management of all financial operations for the City, the finance office provides quality, flexibility and innovation of financial services that not only meet customer needs, but also exceed the expectations of those that depend on the services.

SUMMARY OF SERVICES

Payroll	Budget
Accounting	Customer Service
Purchasing	Accounts Payable
Long Range Financial Planning	Fiscal Operations Procedures and Policies

WORKPLAN OBJECTIVES

Develop FY 2016 Budget Book	Create and implement an inventory control and audit process with each department
Complete Utility Billing Audit	Coordinate 2015-2016 Budget Closeout and Reporting
Lead process for developing 5 Year Capital Budgeting process	Continue to develop and implement a centralized procurement process in support of city purchases
Review current INCODE system for effectiveness	Review Utility Policy Manual and develop customer education program

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 BUDGETED	2015-2016 PROPOSED
Unqualified opinion on financial audit	Received	Received	Received	Received
Distinguished Budget Award	Not Received	Not Received	Received	Received
Achievement in Financial Reporting	Received	Received	Awaiting Response	Received
Leadership Circle Award	Not Received	Not Received	In process of submitting	Received
Number of Reconciliations	12	12	12	12

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 BUDGETED	2015-2016 PROPOSED
Monthly Budget Reports Produced within 30 working days of the following months	New Measure	New Measure	12	12
Number of Payroll Processed	26	26	26	26
Number of Checks Processed	New Measure	New Measure	New Measure	New Measure

GENERAL FUND EXPENDITURE
FINANCE DEPARTMENT
DEPARTMENTAL SUMMARY

FINANCE		2011-2012	2012-2013	2013-2014	2014-2015		2015-2016	CHANGE %
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED	
	PERSONNEL	\$ 161,581	\$ 88,566	\$ 89,126	\$ 127,490	\$ 139,928	\$ 149,024	16.89%
	SUPPLIES	1,579	1,638	2,417	3,182	2,697	700	-78.00%
	CONTRACTED SERVICES	26,674	62,480	75,233	24,455	27,703	15,000	-38.66%
	OPERATING	5,197	3,738	4,662	4,600	4,875	9,500	106.52%
	DEPARTMENTAL	5,632	253	2,887	-	307	1,500	
	DEBT PAYMENTS	15,349	15,349	3,837	-	-	-	
	CAPITAL OUTLAY	8,035	4,849	-	-	-	-	
TOTAL FINANCE OFFICE		\$ 224,047	\$ 176,873	\$ 178,162	\$ 159,727	\$ 175,510	\$ 175,724	10.02%

PERSONNEL SUMMARY							
	FULL-TIME POSITIONS						
	Finance Director	1	1	1	1	1	1
	Financial Analyst	1	0	1	1	1	1
	PART-TIME POSITIONS						
	Accounts Payable/Payroll Clerk	0	1	0	0	0	0
	Total Positions	2	2	2	2	2	2

20-FINANCE OFFICE		2011-2012	2012-2013	2013-2014	2014-2015		2015-2016
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED
PERSONNEL							
100-5-20-1000	EXEMPT SALARY	\$ 85,252	\$ 59,317	\$ 49,456	\$ 67,876	\$ 67,105	\$ 119,360
100-5-20-1005	ACCRUED SALARIES (AUDIT)	869	-	1,756	-	-	-
100-5-20-1010	REG. SALARIES FULL TIME	32,631	-	20,093	32,032	37,443	-
100-5-20-1020	REG. SALARIES PART TIME	6,836	15,001	-	-	-	-
100-5-21-1025	OVERTIME	-	-	-	-	9,653	-
100-5-20-1200	PAYROLL TAXES FICA	7,964	4,781	4,588	7,643	7,404	9,131
100-5-20-1205	WORKERS COMP	2,034	348	282	200	313	316
100-5-20-1210	INSURANCE	16,070	6,689	10,805	17,151	14,294	16,194
100-5-20-1215	UNEMPLOYMENT COMPENSATION	5,774	-	-	-	395	-
100-5-20-1220	T.M.R.S.	4,151	2,430	2,146	2,588	3,321	4,023
TOTAL PERSONNEL		161,581	88,566	89,126	127,490	139,928	149,024
SUPPLIES							
100-5-20-2000	OFFICE SUPPLIES	1,257	1,132	1,571	2,500	2,000	-
100-5-20-2001	FORMS	271	256	268	382	382	400
100-5-20-2125	POSTAGE	25	-	-	-	-	-
100-5-20-2155	SMALL OFFICE EQUIPMENT	26	250	578	300	315	300
TOTAL SUPPLIES		1,579	1,638	2,417	3,182	2,697	700
CONTRACTED SERVICES							
100-5-20-3001	AUDITING	16,150	14,650	15,000	15,000	15,000	-
100-5-20-3006	CONSULTANT FEES	289	-	-	-	-	15,000
100-5-20-3010	TECHNOLOGY	1,251	-	-	-	-	-
100-5-20-3014	TEMP CONTRACT LABOR	-	38,375	50,306	-	-	-
100-5-20-3022	ANNUAL SOFTWARE MAINTENANCE	8,984	9,455	9,927	9,455	12,703	-
TOTAL CONTRACTED SERVICES		26,674	62,480	75,233	24,455	27,703	15,000
OPERATING							
100-5-20-3300	CELL PHONES & WIRELESS	183	-	-	-	-	-
100-5-20-3301	TELECOMMUNICATIONS	-	-	123	-	-	-
100-5-20-3500	CONFERENCE, TRAINING & TRA	2,931	1,910	2,183	2,500	2,556	4,500
100-5-20-3503	PRINTING, COPY & PHOTO	593	637	830	600	600	3,000
100-5-20-3505	OPERATING EXPENSES	-	-	-	-	229	-
100-5-20-3506	DUES, SUBSCRIPTIONS & PUB	1,490	1,191	1,526	1,500	1,490	2,000
TOTAL OPERATING		5,197	3,738	4,662	4,600	4,875	9,500
DEPARTMENTAL							
100-5-20-3520	BANK NSF CHARGES	-	-	140	-	-	-
100-5-10-3630	BOND ELECTION EXPENSE	-	-	-	-	-	1,500
100-5-20-3528	LATE PAYMENT PENALTIES	5,632	253	2,747	-	307	-
TOTAL DEPARTMENTAL		5,632	253	2,887	-	307	1,500
DEBT PAYMENTS							
100-5-20-4145	INCODE LEASE PAYMENTS	15,349	15,349	3,837	-	-	-
TOTAL DEBT PAYMENTS		15,349	15,349	3,837	-	-	-
CAPITAL OUTLAY							
100-5-20-5001	CAPITAL EXPENDITURES ¹	8,035	4,849	-	-	-	-
TOTAL CAPITAL OUTLAY		8,035	4,849	-	-	-	-
TOTAL FINANCE		\$ 224,047	\$ 176,873	\$ 178,162	\$ 159,727	\$ 175,510	\$ 175,724

**Program Budget
& Work Plan
Fiscal Year
2015-16**

21-Municipal Court



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget

Municipal Court

MISSION STATEMENT

The Office of Municipal Court is committed to adhering to the Code of Judicial Conduct along with the laws and guideline set forth by the City of Glenn Heights and the State of Texas. Municipal Court places great value on customer service. Providing service that is efficient, while treating citizens with respect as we diligently execute our administrative duties set forth by law. All citizens served by the Glenn Heights Municipal Court are treated fairly and equally.

SUMMARY OF SERVICES

Fines, costs, bonds and restitutions	Statute required dockets
Correspondence and notices	Trials, appearances and administrative hearings
Court proceedings minutes	Managerial and administrative functions
Monthly statistics and reports	Ministerial duties delegated by the judge
Retention and Destruction of records	Office procedures, standing orders and rules of the court
Arrest warrants and affidavits	Complaints, warrants, capiases, summons, subpoenas (in conjunction with law enforcement)

WORKPLAN OBJECTIVES

Hire third-party collection agency	Explore IVR for Incode Notification Systems
Explore Tyler Content Management for electronic records management	Establish first week of November as Appreciation week for judges, clerks, prosecutor, bailiffs and all court staff

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Percent of Cases Cleared	N/A	84%	81%	83%
Percent of Warrants Cleared	N/A	83%	70%	83%

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Number of New Cases Filed	1963	1824	1850	1800
Number of Cases Completed	3062	1515	1500	1500
Number of Warrants Issued	1587	1043	1150	1200
Number of Warrants Cleared	2543	879	800	1000
Number of Court Dockets Prepared	130	122	138	130
Completed Cases Other	1117	726	700	800
Completed Cases by Judge	337	334	400	400
Completed Cases by Jury	8	7	8	8
Cases Appealed	0	0	1	1

GENERAL FUND EXPENDITURE
MUNICIPAL COURT OFFICE
DEPARTMENTAL SUMMARY

		2014-2015						
		2011-2012	2012-2013	2013-2014	CURRENT	PROJECTED	2015-2016	%
MUNICIPAL COURT		ACTUAL	ACTUAL	ACTUAL	BUDGET	YEAR-END	PROPOSED	CHANGE
PERSONNEL		\$ 109,919	\$ 72,793	\$ 67,148	\$ 68,142	\$ 123,056	\$ 67,164	-1.43%
SUPPLIES		6,728	3,622	4,597	4,700	2,741	2,500	-46.81%
CONTRACTED SERVICES		56,270	54,016	57,122	62,700	47,754	55,500	-11.48%
OPERATING		1,581	1,614	456	1,876	1,632	2,076	10.66%
DEPARTMENTAL		-	-	-	-	-	-	
DEBT PAYMENTS		-	-	-	-	-	-	
CAPITAL OUTLAY		-	-	-	-	-	-	
TOTAL MUNICIPAL COURT		\$ 174,498	\$ 132,045	\$ 129,323	\$ 137,418	\$ 175,183	\$ 127,240	-7.41%

PERSONNEL SUMMARY							
FULL-TIME POSITIONS							
	Court Administrator	1	1	1	1	1	1
	Deputy Court Clerk	1	0	0	0	0	0
PART-TIME POSITIONS							
	Total Positions	2	2	2	1	1	1

		2014-2015						
		2011-2012	2012-2013	2013-2014	CURRENT	PROJECTED	2015-2016	
21-MUNICIPAL COURT		ACTUAL	ACTUAL	ACTUAL	BUDGET	YEAR-END	PROPOSED	
PERSONNEL								
100-5-21-1000	REG SALARIES FULL-TIME	\$ -	\$ -	\$ -	\$ -	\$ 4,084	\$ 53,889	
100-5-21-1005	ACCRUED WAGES (AUDIT)	615	-	334	-	49,877	-	
100-5-21-1010	REG SALARIES FULL-TIME	82,368	51,782	52,650	53,567	55,574	-	
100-5-21-1020	REG SALARIES PART-TIME	-	4,916	-	-	-	-	
100-5-21-1025	OVERTIME	975	345	495	1,028	1,037	-	
100-5-21-1200	PAYROLL TAXES FICA	5,857	4,364	4,014	4,177	4,370	4,122	
100-5-21-1205	WORKERS COMP	1,389	233	148	-	-	140	
100-5-21-1210	INSURANCE	15,770	7,819	7,736	7,521	6,231	7,197	
100-5-21-1215	UNEMPLOYMENT CLAIMS	-	1,452	-	-	-	-	
100-5-21-1220	T.M.R.S.	2,945	1,882	1,771	1,849	1,883	1,816	
TOTAL PERSONNEL		109,919	72,793	67,148	68,142	123,056	67,164	
SUPPLIES								
100-5-21-2000	OFFICE SUPPLIES	973	1,165	1,240	1,200	1,250	-	
100-5-21-2001	FORMS	2,372	1,436	2,305	2,000	1,491	2,000	
100-5-21-2125	POSTAGE	3,383	1,021	1,052	1,500	-	500	
TOTAL SUPPLIES		6,728	3,622	4,597	4,700	2,741	2,500	
CONTRACTED SERVICES								
100-5-21-3013	OTHER PROFESSIONAL SERV	-	527	-	700	-	500	
100-5-21-3014	MERCHANT (CC) FEES	-	-	-	-	-	-	
100-5-21-3017	MUNICIPAL JUDGE	18,000	18,000	19,500	18,000	11,000	19,500	
100-5-21-3019	COURT PROSECUTOR	18,000	18,000	19,500	18,000	18,000	20,500	
100-5-21-3021	ARRAIGNMENTS	20,270	16,810	11,110	21,000	13,754	15,000	
100-5-21-3022	COURT SOFTWARE	-	679	7,012	5,000	5,000	-	
TOTAL CONTRACTED SERVICES		56,270	54,016	57,122	62,700	47,754	55,500	
OPERATING								
100-5-21-3300	CELL PHONES & WIRELESS	140	-	-	-	-	-	
100-5-21-3400	CASH SHORT (OVER)	-	21	197	-	-	-	
100-5-21-3500	CONFERENCE, TRAINING & TRA	1,361	1,488	187	1,800	1,632	2,000	
100-5-21-3506	DUES, SUBSCRIPTIONS & PUB	80	105	72	76	-	76	
TOTAL OPERATING		1,581	1,614	456	1,876	1,632	2,076	
TOTAL MUNICIPAL COURT		\$ 174,498	\$ 132,045	\$ 129,323	\$ 137,418	\$ 175,183	\$ 127,240	

Program Budget & Work Plan Fiscal Year 2015-16

**60– Parks, Recreation &
Community Engagement**



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget
Parks & Community Engagement

MISSION STATEMENT

The Office of Parks and Community Engagement is committed to promoting a sense of community pride in citizens and city staff. This is accomplished through encouraging and managing open communication, organizing community events and increasing citizen volunteerism. All of these components are guided by strategic goals set in place by the Mayor and City Council.

SUMMARY OF SERVICES

Event Planning	Volunteerism
Homeowner's Associations	Web and Social Media
Branding and Image Perception	Fundraising
Park Board	Branding and Imaging

WORKPLAN OBJECTIVES

Launch Glenn Heights Youth League and adopt-a-street program	Implement 1 program/month to increase engagement
Establish contact and build relationships with HOA presidents	Review and oversee water bill inserts as a potential source of revenue
Develop Quarterly newsletters	Ensure Park Board meets regularly

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Percent event attendance increased	New Measure	New Measure	New Measure	15%
Number of updates to social media outlets	New Measure	New Measure	New Measure	3 times per week
Percent increase in Facebook Likes	New Measure	New Measure	New Measure	50%
Percent of increase in registered volunteers	New Measure	New Measure	New Measure	50%
Number of quarterly business mixers	New Measure	New Measure	New Measure	4
Response time to community inquiries	New Measure	New Measure	New Measure	24 Hrs.

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Number of event participants	New Measure	New Measure	New Measure	1,000
Number of events held	New Measure	New Measure	New Measure	12
Amount of sponsorship money raised	New Measure	New Measure	New Measure	\$5,000
Number of registered volunteers	New Measure	New Measure	New Measure	50
Number of social media posts	New Measure	New Measure	New Measure	26

GENERAL FUND EXPENDITURE
PARK, RECREATION COMMUNITY ENGAGEMENT
DEPARTMENTAL SUMMARY

PARKS, RECREATION AND COMM. ENGAGEMENT	2011-2012	2012-2013	2013-2014	2014-2015		2015-2016	% CHANGE
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED	
PERSONNEL	\$ 44,141	\$ 43,374	\$ 45,408	\$ 46,622	\$ 69,900	\$ 66,471	42.57%
SUPPLIES	23,081	25,412	20,239	23,500	10,030	11,500	-51.06%
CONTRACTED SERVICES	75,390	70,193	53,776	89,900	41,170	-	-100.00%
REPAIRS & MAINTENANCE	20,070	16,171	20,212	24,900	14,381	-	-100.00%
OPERATING	13,330	13,693	15,737	36,435	34,420	42,150	15.69%
DEPARTMENTAL	-	-	-	2,400	-	19,000	691.67%
DEBT PAYMENTS	6,382	6,382	6,382	6,382	6,382	-	-100.00%
CAPITAL OUTLAY	-	-	-	6,000	5,898	10,000	66.67%
TOTAL PARKS & REC,	\$ 182,394	\$ 175,225	\$ 161,754	\$ 236,139	\$ 182,181	\$ 149,121	-36.85%

PERSONNEL SUMMARY							
FULL-TIME POSITIONS							
Community Engagement Coordinator	0	0	0	0	1	1	
Technician	1	1	1	1	1	0	
PART-TIME POSITIONS							
	0	0	0	0	0	0	
Total Positions	1	1	1	1	2	1	

60-PARKS, RECREATION & COMM. ENGAGEMENT	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR-END	
PERSONNEL						
100-5-60-1000 EXEMPT SALARIES	\$ -	\$ -	\$ -	\$ -	\$ 22,989	\$ 53,289
100-5-60-1005 ACCRUED WAGES (AUDIT)	134	-	38	-	-	-
100-5-60-1010 REG. SALARIES FULL TIME	31,455	31,096	31,216	32,468	30,339	-
100-5-60-1025 OVERTIME	1,525	168	1,962	1,830	240	-
100-5-60-1200 PAYROLL TAXES	2,517	2,386	2,490	2,624	2,879	4,077
100-5-60-1205 WORKERS COMP	518	883	860	828	811	121
100-5-60-1210 INSURANCE	6,833	7,814	7,736	7,710	11,570	7,188
100-5-60-1220 T.M.R.S.	1,159	1,027	1,106	1,162	1,072	1,796
TOTAL PERSONNEL	44,141	43,374	45,408	46,622	69,900	66,471
SUPPLIES						
100-5-60-1300 UNIFORMS & CLOTHING	362	284	400	250	200	-
100-5-60-2000 OFFICE SUPPLIES	345	203	291	300	250	500
100-5-60-2003 OPERATING SUPPLIES	128	714	748	500	500	1,000
100-5-60-2004 PARK MOVIES	1,786	(94)	1,439	1,500	1,500	2,000
100-5-60-2008 CEREMONIAL SUPPLIES	395	459	700	600	600	-
100-5-60-2010 PRISONER EXPENSE	835	4,933	2,101	2,500	1,360	-
100-5-60-2012 JANITORIAL SUPPLIES	1,958	1,775	1,711	1,800	1,340	1,000
100-5-60-2100 GASOLINE & FUELS	2,319	2,727	3,907	4,000	2,000	-
100-5-60-2105 STRIPING	2,533	2,002	2,575	2,050	1,500	1,500
100-5-60-2110 KIDDIE CUSHION	7,058	3,463	186	5,000	-	5,000
100-5-60-2151 HAND TOOLS	977	750	854	1,000	150	-
100-5-60-2156 OTHER SMALL EQUIPMENT	4,385	8,196	5,327	4,000	630	500
TOTAL SUPPLIES	23,081	25,412	20,239	23,500	10,030	11,500
CONTRACTED SERVICES						
100-5-60-3010 TECHNOLOGY	(89)	-	200	200	170	-
100-5-60-3013 OTHER PROFESSIONAL SERV	-	-	-	4,000	-	-
100-5-60-3015 CONTRACT MOWING	49,900	47,149	30,653	62,000	41,000	-
100-5-60-3017 CONTRACT FIELD MAINTENANCE	24,917	22,400	22,200	23,000	-	23,000
100-5-60-3110 SAFETY EQUIPMENT	662	644	723	700	-	-
TOTAL CONTRACTED SERVICES	75,390	70,193	53,776	89,900	41,170	-

GENERAL FUND EXPENDITURE
PARK, RECREATION COMMUNITY ENGAGEMENT
DEPARTMENTAL SUMMARY

60-PARKS & RECREATION (Continued)	2011-2012	2012-2013	2013-2014	2014-2015		2015-2016
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED
REPAIRS & MAINTENANCE						
100-5-60-3201 R&M SMALL EQUIPMENT	1,432	1,538	2,267	2,000	2,000	-
100-5-60-3202 R&M AUTO/TRUCK	507	929	2,439	3,500	1,400	-
100-5-60-3205 R&M SIGNS & MARKINGS	211	448	50	400	581	-
100-5-60-3206 R&M HEAVY EQUIPMENT	-	-	-	500	100	-
100-5-60-3207 R&M HIGHWAY BEAUTIFICATION	-	-	-	2,500	-	-
100-5-60-3210 HERITAGE PARK MAINTENANCE	8,598	8,079	10,280	9,000	6,600	-
100-5-60-3215 COURTNEY LANE PARK MAINTENANCE	2,996	2,871	2,117	3,000	1,700	-
100-5-60-3220 GATEWAY PARK MAINTENANCE	6,326	2,306	3,059	4,000	2,000	-
TOTAL REPAIRS & MAINTENANCE	20,070	16,171	20,212	24,900	14,381	-
OPERATING						
100-5-60-3300 CELL PHONES & WIRELESS	378	1,378	1,388	1,400	1,400	-
100-5-60-3302 ELECTRICITY	12,640	12,040	14,150	14,000	12,300	-
100-5-60-3411 FAMILY FESTIVAL/JUNETEENTH	-	-	-	-	-	25,000
100-5-60-3412 HOLIDAY GIVING	-	-	-	-	-	600
100-5-60-3413 SPECIAL CELEBRATIONS	-	-	-	-	-	1,500
100-5-60-3500 CONFERENCE, TRAINING & TRA	-	40	-	500	600	2,000
100-5-60-3503 PRINTING, COPY & PHOTO	227	-	109	300	-	750
100-5-60-3506 DUES, SUBSCRIPTIONS & PUB	85	235	90	235	120	800
100-5-60-3507 SPECIAL EVENTS	-	-	-	20,000	20,000	5,000
100-5-60-3517 PARK EVENTS	-	-	-	-	-	5,000
100-5-60-3518 BUSINESS MIXERS	-	-	-	-	-	1,500
TOTAL OPERATING	13,330	13,693	15,737	36,435	34,420	42,150
DEBT PAYMENTS						
100-5-60-4011 2011 VEHICLE LEASE PRINCIPAL	6,382	6,382	6,382	6,382	6,382	-
TOTAL DEBT PAYMENTS	6,382	6,382	6,382	6,382	6,382	-
DEPARTMENTAL						
100-5-60-3531 RENTAL EQUIPMENT	-	-	-	2,400	-	15,000
100-5-60-3600 COMMUNITY BEAUTIFICATION	-	-	-	-	-	4,000
100-5-60-3610 CITIZEN LIBRARY PROGRAM	-	-	-	-	-	-
100-5-60-3620 NEWSLETTER	-	-	-	-	-	-
TOTAL DEPARTMENTAL	-	-	-	2,400	-	19,000
CAPITAL OUTLAY						
100-5-60-5000 CAPITAL ASSET PURCHASES	-	-	-	6,000	5,898	10,000
TOTAL CAPITAL OUTLAY	-	-	-	6,000	5,898	10,000
TOTAL PARKS & RECREATION	\$ 182,394	\$ 175,225	\$ 161,754	\$ 236,139	\$ 182,181	\$ 149,121



Public Safety Cluster



City of Glenn Heights, Texas

Program Budget & Work Plan Fiscal Year 2015-16

30-Fire



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget

Fire

MISSION STATEMENT

The Fire Department is dedicated to protecting and serving our entire community with a commitment to professionalism and performance excellence.

SUMMARY OF SERVICES

Emergency Medical Services	Fire Services
Fire Inspection	Emergency Management

WORKPLAN OBJECTIVES

Enhance Firehouse software service level with the addition of new modules	Partner with Regional CERT Program to enhance emergency preparedness
Continue the Citywide fire plug maintenance and rehabilitation program	Provide two educational presentations to children in conjunction with Fire Safety Week

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Call response time	4.42	7.35	4.40	5.0
Average number of inspections per month	5.25	2.41	2.40	2.5
Average fire response time (minutes)	6.44	6.16	6.00	5.5
Percent of reports prepared	100%	100%	100%	100%
Average EMS response time (minutes)	4.31	6.24	5.5	5.0

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Number of Fire Inspections	63	29	29	30
Number of Fire Calls	254	283	200	220
Number of EMS Calls	852	860	860	946
Number of Patient transports	348	444	442	490
Number of Suppression Responses	35	33	60	60

GENERAL FUND EXPENDITURE
FIRE DEPARTMENT
DEPARTMENTAL SUMMARY

FIRE		2014-2015							% CHANGE
		2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED		
	PERSONNEL	\$ 627,105	\$ 623,099	\$ 873,672	\$ 921,592	\$ 963,508	\$ 1,031,265	11.90%	
	SUPPLIES	58,537	52,481	98,367	71,550	74,081	87,300	22.01%	
	CONTRACTED SERVICES	2,572	40,716	20,687	28,550	26,857	25,520	-10.61%	
	REPAIRS & MAINTENANCE	9,467	33,756	28,412	33,200	30,988	40,000	20.48%	
	OPERATING	12,990	12,528	18,811	23,650	16,255	18,500	-21.78%	
	DEPARTMENTAL	3,905	1,030	2,057	5,000	2,065	4,000	-20.00%	
	DEBT PAYMENTS	30,020	30,020	30,020	30,020	30,020	-	-100.00%	
	CAPITAL OUTLAY	-	34,835	-	-	-	40,000	n/a	
TOTAL FIRE DEPARTMENT		\$ 744,596	\$ 828,465	\$ 1,072,026	\$ 1,113,562	\$ 1,143,773	\$ 1,246,585	11.95%	

PERSONNEL SUMMARY

FULL-TIME POSITIONS							
	Fire Chief	1	1	0	0.5	0.5	1
	Emergency Management Spec.	0	0	0	0	0	1
	Lieutenant	1	1	3	3	3	3
	Firefighter/Paramedic	8	9	6	6	6	6
	Firefighter/EMT	3	3	3	3	3	3
PART-TIME POSITIONS							
	Fire Chief	0	0	1	1	1	1
	Firefighter/Paramedic	5	6	6	6	6	6
	Firefighter/EMT	3	6	6	6	6	6
	Total Positions	21	26	25	25.5	25.5	27

30-FIRE DEPARTMENT		2014-2015					2015-2016 PROPOSED
		2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	
PERSONNEL							
100-5-30-1000	EXEMPT SALARY	\$ -	\$ -	\$ -	\$ -	\$ 19,000	\$ 88,987
100-5-30-1005	ACCRUED WAGES (AUDIT)	7,444	-	587	-	-	-
100-5-30-1010	REG. SALARIES FULL TIME	358,471	369,108	503,861	543,078	573,000	580,111
100-5-30-1020	REG. SALARIES PART TIME	59,204	41,871	74,130	91,385	87,579	50,544
100-5-30-1025	OVERTIME	60,227	68,440	92,719	83,567	91,146	71,841
100-5-30-1030	LONGEVITY PAY	3,002	3,423	3,866	3,888	4,287	4,380
100-5-30-1035	CERTIFICATION PAY	4,477	6,393	8,550	6,900	9,971	12,901
100-5-30-1040	ASSIGNMENT PAY	4,234	4,452	1,016	3,000	6,825	7,500
100-5-30-1200	PAYROLL TAXES FICA	35,091	35,771	50,017	55,984	57,550	62,444
100-5-30-1205	WORKERS COMP	10,539	6,023	20,415	13,155	11,067	15,227
100-5-30-1210	INSURANCE	64,823	72,735	98,185	97,563	80,849	111,518
100-5-30-1215	UNEMPLOYMENT CLAIMS	4,489	-	-	-	-	-
100-5-30-1220	T.M.R.S.	15,104	14,883	20,326	23,072	22,234	25,811
TOTAL PERSONNEL		627,105	623,099	873,672	921,592	963,508	1,031,265
SUPPLIES							
100-5-30-1300	UNIFORMS & CLOTHING	8,501	8,725	4,489	9,000	7,854	14,000
100-5-30-2000	OFFICE SUPPLIES	139	239	195	400	400	800
100-5-30-2001	FORMS	515	95	155	200	-	-
100-5-30-2006	CHEMICALS	351	375	343	350	-	-
100-5-30-2007	AMBULANCE SUPPLIES	20,321	20,549	20,762	24,000	26,155	33,000
100-5-30-2012	JANITORIAL SUPPLIES	1,561	1,542	2,022	2,300	2,404	-
100-5-30-2100	GAS & FUEL	14,863	14,871	15,910	15,000	12,352	18,000
100-5-30-2125	POSTAGE	-	27	93	300	100	500
100-5-30-2155	SMALL OFFICE EQUIPMENT	525	200	-	500	1,927	1,000
100-5-30-2156	OTHER SMALL EQUIPMENT	-	-	22,851	-	-	-
100-5-30-2159	FIRE EQUIPMENT & TOOLS	11,761	5,858	31,547	19,500	22,889	20,000
TOTAL SUPPLIES		58,537	52,481	98,367	71,550	74,081	87,300
CONTRACTED SERVICES							
100-5-30-3010	TECHNOLOGY	1,200	200	820	5,600	4,398	-
100-5-30-3018	DEBT COLLECTION SERVICE	122	39,016	18,367	18,000	17,801	20,520
100-5-30-3022	MEDICAL CONTROL	1,250	1,500	1,500	4,950	4,658	5,000
TOTAL CONTRACTED SERVICES		2,572	40,716	20,687	28,550	26,857	25,520

GENERAL FUND EXPENDITURE
FIRE DEPARTMENT
DEPARTMENTAL SUMMARY

30-FIRE DEPARTMENT (Continued)	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR-END	
REPAIRS & MAINTENANCE						
100-5-30-3200 R & M STRUCTURES	1,828	3,001	3,936	3,500	3,407	-
100-5-30-3201 R & M SMALL EQUIPMENT	4,463	5,150	5,281	10,200	8,481	15,000
100-5-30-3202 R & M AUTO/TRUCK	3,176	25,605	19,195	19,500	19,100	25,000
TOTAL REPAIRS & MAINTENANCE	9,467	33,756	28,412	33,200	30,988	40,000
OPERATING						
100-5-30-3300 CELL PHONES & WIRELESS	3,684	2,563	2,327	2,600	2,600	-
100-5-30-3302 ELECTRICITY	-	2,401	3,999	4,700	2,892	-
100-5-30-3500 CONFERENCE, TRAINING & TRA	2,327	2,068	4,795	6,550	4,363	8,000
100-5-30-3503 PRINTING, COPY & PHOTO	-	-	-	100	-	1,000
100-5-30-3505 OTHER OPERATING EXPENSES	1,925	1,297	2,884	3,200	3,000	3,000
100-5-30-3506 DUES, SUBSCRIPTIONS & PUB	5,054	4,199	4,806	6,500	3,400	6,500
TOTAL OPERATING	12,990	12,528	18,811	23,650	16,255	18,500
DEPARTMENTAL						
100-5-30-3516 YOUTH PROGRAM	199	49	500	-	65	1,000
100-5-30-3517 FIRE PREVENTION	3,706	981	1,557	2,000	2,000	3,000
100-5-30-3585 CERT INITIATIVE	-	-	-	3,000	-	-
100-5-30-3606 EMERGENCY MANAGEMENT	-	-	-	-	-	-
TOTAL DEPARTMENTAL	3,905	1,030	2,057	5,000	2,065	4,000
DEBT PAYMENTS						
100-5-30-4157 LEASE PRINCIPAL	30,020	30,020	30,020	30,020	30,020	-
TOTAL DEBT PAYMENTS	30,020	30,020	30,020	30,020	30,020	-
CAPITAL OUTLAY						
100-5-30-5000 CAPITAL EXPENDITURES ¹	-	34,835	-	-	-	40,000
TOTAL CAPITAL OUTLAY	-	34,835	-	-	-	40,000
TOTAL FIRE DEPARTMENT	\$ 744,596	\$ 828,465	\$ 1,072,026	\$ 1,113,562	\$ 1,143,773	\$ 1,246,585

Program Budget & Work Plan Fiscal Year 2015-16

32-Police



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget

Police

MISSION STATEMENT

The Police Department is committed to providing services with integrity and dedication, preserving life, enforcing the law and working in partnership with the community to enhance the quality of life in the City of Glenn Heights.

SUMMARY OF SERVICES

Traffic enforcement	Criminal investigation
Crime Prevention & Community Relations	Patrol
Animal Control	Administration
Communications	Records and Property Management

WORKPLAN OBJECTIVES

Increase the utilization Police specific social media accounts	Achieve Texas Police Chiefs Association Best Practices designation
Implement a Holiday Traffic Program to increase awareness of safety belt usage and hazardous traffic violations	Host or participate in four Animal Services educational meetings concerning pet vaccinations, pet registration and animal safety

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Part I rate per 1,000 population	27	24.6	27	27
Percent of Part I crimes cleared	31.7%	21.9%	33%	33%
Percent of assigned criminal investigation cleared/closed within 60 days	New Measure	New Measure	New Measure	
Percent of citizens rate neighborhood visibility as good or excellent in citizen survey	New Measure	New Measure	New Measure	70%
Percent of Crime Victim's Advocate making contact with all victims of persons crimes within 5 business days	New Measure	New Measure	New Measure	95%
Number of times social media updated	New Measure	New Measure	New Measure	3 times per week

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Number of Citizen Calls	22,914	21,667	21,750	22,000
Number of Arrests	554	443	380	400
Number of Neighborhood Contacts	522			
Number of Traffic Contacts	1,868	1,828	1,950	2,000
Number of Community Relations Programs	9	27	11	12
Number of Public Information Requests processed	702	705	725	725
Number of E911 calls received	3,289	4,398	4,600	4,700

City of Glenn Heights, TX
2015-2016 Proposed Budget

Police

Number of Officer Initiated Calls for Service	14,355	14,394	14,600	14,600
Number of House Watches/Close Patrols	193	155	200	200
Number of Community Presentations regarding Animal Services	New Measure	New Measure	New Measure	New Measure

GENERAL FUND EXPENDITURE
POLICE DEPARTMENT
DEPARTMENTAL SUMMARY

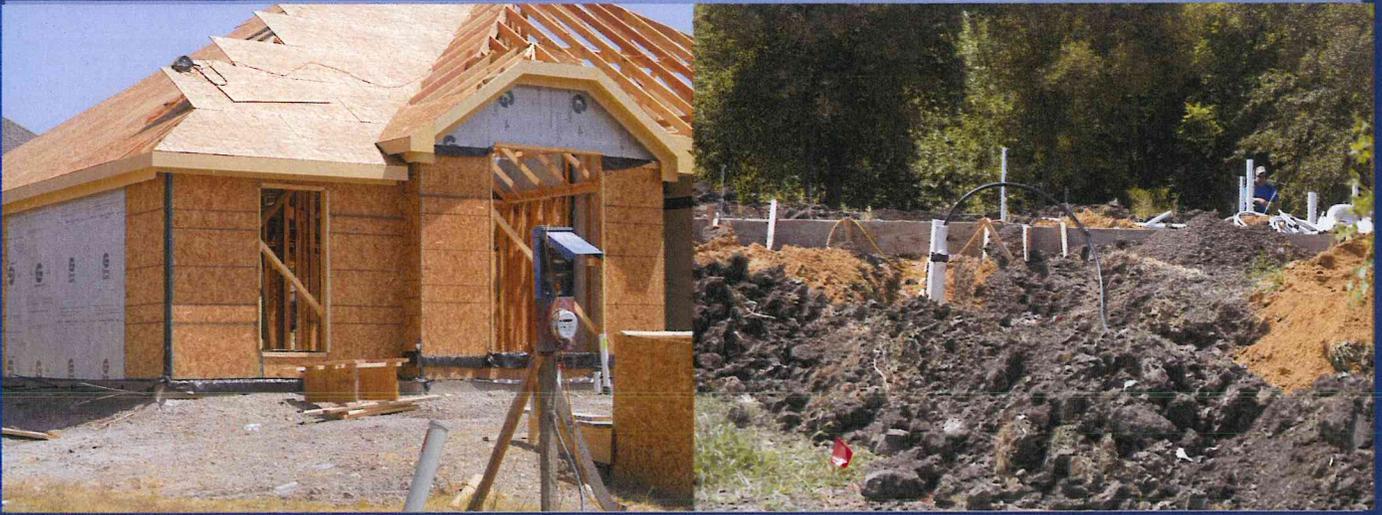
POLICE	2014-2015							% CHANGE
	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED		
PERSONNEL	\$ 1,472,894	\$ 1,370,331	\$ 1,447,752	\$ 1,618,249	\$ 1,493,625	\$ 1,636,963	1.16%	
SUPPLIES	97,115	75,104	85,472	114,050	80,850	91,900	-19.42%	
CONTRACTED SERVICES	28,357	30,501	34,380	71,300	68,200	8,000	-88.78%	
REPAIRS & MAINTENANCE	38,035	33,164	56,041	74,500	63,200	41,000	-44.97%	
OPERATING	70,141	76,143	84,409	91,100	83,850	54,500	-40.18%	
DEPARTMENTAL	18,280	15,817	32,409	44,900	32,400	28,400	-36.75%	
DEBT PAYMENTS	67,627	52,866	52,866	81,668	81,668	-	-100.00%	
CAPITAL OUTLAY	-	-	81,668	38,600	38,600	62,500	61.92%	
TOTAL POLICE DEPARTMENT	\$ 1,792,449	\$ 1,653,926	\$ 1,874,997	\$ 2,134,367	\$ 1,942,393	\$ 1,923,263	-9.89%	

PERSONNEL SUMMARY							
FULL-TIME POSITIONS							
Chief of Police	1	1	1	1	1	1	
Police Sergeant	3	3	3	3	3	3	
Police Corporal	3	3	3	3	3	3	
Police Officers	9	9	9	9	9	10	
Crime Victims Advocate	0	0	0	1	1	1	
Code Enforcement	1	1	1	1	1	0	
Animal Control	1	1	1	1	1	1	
Executive Assistant	1	1	1	1	1	1	
Emergency Dispatchers	5	5	5	5	5	5	
Records Manager	1	1	1	1	1	1	
Records Clerk	1	1	1	1	1	1	
Total Positions	26	26	26	27	27	27	

32-POLICE DEPARTMENT	2014-2015						
	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED	
PERSONNEL							
100-5-32-1000 EXEMPT SALARY	\$ 82,264	\$ 81,967	\$ 83,014	\$ 84,659	\$ 84,596	\$ 85,587	
100-5-32-1005 ACCRUED WAGES (AUDIT)	10,510	-	8,350	-	-	-	
100-5-32-1010 REG. SALARIES FULL TIME	905,266	802,266	904,352	1,005,770	874,535	1,028,480	
100-5-32-1020 REG. SALARIES PART TIME	21,115	21,169	13,798	-	25,929	-	
100-5-32-1025 OVERTIME	91,747	109,985	65,894	109,047	128,630	104,454	
100-5-32-1030 LONGEVITY PAY	6,144	6,076	6,059	5,904	6,245	6,816	
100-5-32-1035 CERTIFICATION PAY	7,396	9,634	9,738	9,900	11,361	12,000	
100-5-32-1040 ASSIGNMENT PAY	23,143	19,713	25,237	22,052	43,960	23,500	
100-5-32-1200 PAYROLL TAXES FICA	82,172	75,729	80,523	94,656	85,263	96,454	
100-5-32-1205 WORKERS COMP	18,703	23,980	22,791	22,151	20,225	22,841	
100-5-32-1210 INSURANCE	184,389	185,342	188,539	222,207	164,214	214,330	
100-5-32-1215 TEXAS EMP. COMM	-	-	2,659	-	12,070	-	
100-5-32-1220 T.M.R.S.	40,045	34,470	36,798	41,903	36,597	42,500	
TOTAL PERSONNEL	1,472,894	1,370,331	1,447,752	1,618,249	1,493,625	1,636,963	
SUPPLIES							
100-5-32-1300 UNIFORMS & CLOTHING	5,178	3,805	4,433	7,000	6,000	7,000	
100-5-32-2000 OFFICE SUPPLIES	3,447	2,761	2,729	3,150	2,650	-	
100-5-32-2001 FORMS	889	779	1,723	2,400	1,000	1,400	
100-5-32-2003 OTHER OPERATING SUPPLIES	1,707	513	2,837	2,000	2,000	2,000	
100-5-32-2004 PATROL SUPPLIES	4,582	1,521	6,235	20,000	19,500	8,000	
100-5-32-2010 PRISONER EXPENSES	5,780	6,851	5,402	7,500	6,000	7,500	
100-5-32-2011 CRIME SCENE SEARCH	6,311	3,678	3,127	5,000	3,000	5,000	
100-5-32-2012 JANITORIAL SUPPLIES	2,035	1,571	2,054	2,500	2,500	-	
100-5-32-2100 GASOLINE & FUELS	62,197	50,962	52,199	60,000	36,000	57,000	
100-5-32-2125 POSTAGE	2,139	1,973	2,274	1,500	200	1,000	
100-5-32-2155 MINOR OFFICE EQUIPMENT	2,164	690	2,097	2,000	2,000	1,500	
100-5-32-2156 OTHER SMALL EQUIPMENT	686	-	362	1,000	-	1,500	
TOTAL SUPPLIES	97,115	75,104	85,472	114,050	80,850	91,900	
CONTRACTED SERVICES							
100-5-32-3005 JANITORIAL SERVICES	4,200	4,200	4,200	15,000	15,000	-	
100-5-32-3010 TECHNOLOGY	1,668	1,368	1,355	26,500	27,500	-	
100-5-32-3013 OTHER PROFESSIONAL SERV	1,965	4,551	5,000	6,000	3,300	3,000	
100-5-32-3022 POLICE SOFTWARE	10,365	12,901	15,698	16,000	16,000	-	
100-5-32-3050 OPERATING LEASES-COPIERS	4,089	4,089	4,089	4,200	4,200	-	
100-5-32-3102 BALLISTIC VESTS	6,070	3,392	4,038	3,600	2,200	5,000	
TOTAL CONTRACTED SERVICES	28,357	30,501	34,380	71,300	68,200	8,000	

GENERAL FUND EXPENDITURE
POLICE DEPARTMENT
DEPARTMENTAL SUMMARY

32-POLICE DEPARTMENT (Continued)	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED
REPAIRS & MAINTENANCE						
100-5-32-3200 R & M STRUCTURES	9,898	4,279	5,472	28,500	20,000	-
100-5-32-3201 R & M SMALL EQUIPMENT	5,753	4,085	3,718	6,000	3,200	6,000
100-5-32-3202 R & M AUTO/TRUCK	22,384	24,800	46,851	40,000	40,000	35,000
TOTAL REPAIRS & MAINTENANCE	38,035	33,164	56,041	74,500	63,200	41,000
OPERATING						
100-5-32-3300 CELL PHONES & WIRELESS	11,465	9,277	9,826	12,600	12,600	-
100-5-32-3301 TELECOMMUNICATIONS	1,650	12,011	14,352	14,000	14,000	-
100-5-32-3302 ELECTRICITY	10,429	9,852	11,005	12,000	12,000	-
100-5-32-3303 NATURAL GAS	585	779	851	1,000	1,150	1,000
100-5-32-3400 LIABILITY INSURANCE	8,600	10,640	10,485	12,000	10,900	12,000
100-5-32-3410 E-911 SERVICES	24,768	24,653	24,678	26,000	20,000	26,000
100-5-32-3500 CONFERENCE, TRAINING & TRA	9,347	4,570	8,481	8,000	8,000	10,000
100-5-32-3503 PRINTING, COPY & PHOTO	661	768	1,112	1,000	1,000	1,000
100-5-32-3505 OPERATING EXPENSES	466	517	523	500	200	500
100-5-32-3506 DUES, SUBSCRIPTIONS & PUB	2,170	3,076	3,096	4,000	4,000	4,000
TOTAL OPERATING	70,141	76,143	84,409	91,100	83,850	54,500
DEPARTMENTAL						
100-5-32-3519 CITY CLEAN UP	3,439	-	-	-	-	-
100-5-32-3520 ANIMAL POUND	9,033	8,958	9,941	12,000	9,500	12,000
100-5-32-3522 DEMOLITIONS	-	-	12,775	20,000	10,000	-
100-5-32-3525 STRATEGIC RESPONSE TEAM	3,323	3,034	4,594	5,000	5,000	8,500
100-5-32-3530 CRIME PREVENTION	2,485	3,825	5,099	7,900	7,900	7,900
TOTAL DEPARTMENTAL	18,280	15,817	32,409	44,900	32,400	28,400
DEBT PAYMENTS						
100-5-32-4010 2010 VEHICLE LEASE PRINCIPAL	13,782	-	-	-	-	-
100-5-32-4011 2011 VEHICLES LEASE PRINCIPAL	52,866	52,866	49,874	-	-	-
100-5-32-4013 FY 2014 LEASE PAYMENTS	-	-	-	81,668	81,668	-
100-5-32-4499 INTEREST EXPENSE	979	-	2,992	-	-	-
TOTAL DEBT PAYMENTS	67,627	52,866	52,866	81,668	81,668	-
CAPITAL OUTLAY						
100-5-32-5000 CAPITAL EXPENDITURES ¹	-	-	81,668	38,600	38,600	62,500
TOTAL CAPITAL OUTLAY	-	-	81,668	38,600	38,600	62,500
TOTAL POLICE	\$ 1,792,449	\$ 1,653,926	\$ 1,874,997	\$ 2,134,367	\$ 1,942,393	\$ 1,923,263



Infrastructure & Development Cluster



City of Glenn Heights, Texas

Program Budget & Work Plan Fiscal Year 2015-16

52– Economic Development



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget

Infrastructure & Economic Development

MISSION STATEMENT	
The Office of Infrastructure and Economic Development is committed to encouraging and promoting desirable commercial and retail development in a manner that supports and enhances the City of Glenn Heights' community character and quality of life.	
SUMMARY OF SERVICES	
Land use and development services	Economic development and infrastructure services
WORKPLAN OBJECTIVES	
Facilitate local business roundtables	Reform the Glenn Heights Chamber of Commerce
Develop small business incubator in conjunction with local colleges and universities	Review and revise all development related processes and programs
Review and revise all infrastructure processes and programs	Develop standard operating procedures for development and infrastructure groups

PERFORMANCE MEASURES				
PRODUCTIVITY INDICATORS				
INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
WORKLOAD MEASURES				
	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Number of roundtable meetings	New Measure	New Measure	New Measure	4
Number of Chamber of Commerce Meetings	New Measure	New Measure	New Measure	6
Number of small business incubator meetings	New Measure	New Measure	New Measure	4

Program Budget & Work Plan Fiscal Year 2015-16

40-Streets



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget

Streets

MISSION STATEMENT	
The Streets Department is dedicated to the preservation and safe usage of the city's streets. Improving the quality of life and facilitating safe transportation.	
SUMMARY OF SERVICES	
Potholes and minor street damage repairs	Street Encroachments
Street signs and lights	Asphalt overlay coordination
WORKPLAN OBJECTIVES	
Coordinate with Dallas and Ellis county for future road improvements	Develop and implement road maintenance program

PERFORMANCE MEASURES				
PRODUCTIVITY INDICATORS				
INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Percent of potholes repaired within 72 hours	New Measure	New Measure	New Measure	New Measure
Percent of street signs repaired within 2 weeks of being reported	New Measure	New Measure	New Measure	New Measure
WORKLOAD MEASURES				
	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Number of potholes repaired	New Measure	New Measure	New Measure	New Measure
Number of street signs repaired/replaced	New Measure	New Measure	New Measure	New Measure

GENERAL FUND EXPENDITURE
STREETS MAINTENANCE
DEPARTMENTAL SUMMARY

STREETS	2014-2015							% CHANGE
	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED		
PERSONNEL	\$ 49,849	\$ 52,316	\$ 53,652	\$ 54,953	\$ 54,406	\$ 54,616	-0.61%	
SUPPLIES	22,682	14,208	8,572	14,250	5,452	14,000	-1.75%	
CONTRACTED SERVICES	2,307	1,387	2,059	3,000	1,750	26,840	794.67%	
REPAIRS & MAINTENANCE	36,515	53,760	60,469	142,000	105,955	145,500	2.46%	
OPERATING	63,290	83,721	91,876	85,600	81,620	121,200	41.59%	
DEPARTMENTAL	4,836	2,831	2,831	6,500	4,400	4,500	-30.77%	
DEBT PAYMENTS	-	-	-	-	-	-		
CAPITAL OUTLAY	38,954	-	-	-	-	20,000	n/a	
TOTAL STREETS	\$ 218,433	\$ 208,223	\$ 219,459	\$ 306,303	\$ 253,583	\$ 386,656	26.23%	

PERSONNEL SUMMARY							
FULL-TIME POSITIONS							
Superintendent	0	0	0	0	0	0	
Service Technician	1	1	1	1	1	1	
PART-TIME POSITIONS	0	0	0	0	0	0	
Total Positions	1	1	1	1	1	1	

40- STREETS	2014-2015					
	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED
PERSONNEL						
100-5-40-1005 ACCRUED WAGES (AUDIT)	\$ 425	\$ -	\$ 228	\$ -	\$ -	\$ -
100-5-40-1010 REG. SALARIES FULL TIME	37,538	37,502	38,397	39,002	38,974	39,016
100-5-40-1025 OVERTIME	76	352	460	1,434	1,119	1,463
100-5-40-1200 PAYROLL TAXES FICA	2,872	2,890	2,967	3,093	3,292	3,097
100-5-40-1205 WORKERS COMP	627	2,514	2,572	2,534	2,172	2,479
100-5-40-1210 INSURANCE	6,985	7,814	7,733	7,521	7,440	7,197
100-5-40-1220 T.M.R.S.	1,326	1,244	1,295	1,369	1,409	1,364
TOTAL PERSONNEL	49,849	52,316	53,652	54,953	54,406	54,616
SUPPLIES						
100-5-40-1300 UNIFORMS & CLOTHING	40	195	164	200	-	200
100-5-40-2000 OFFICE SUPPLIES	353	157	233	300	272	-
100-5-40-2010 PRISONER EXPENSE	5,896	-	-	-	-	-
100-5-40-2012 JANITORIAL SUPPLIES	75	129	153	150	80	7,000
100-5-40-2100 GASOLINE & FUELS	15,765	13,442	7,602	13,000	5,000	6,500
100-5-40-2101 LPG FUEL	-	-	-	-	-	-
100-5-40-2125 POSTAGE	80	1	-	100	-	-
100-5-40-2151 HAND TOOLS	473	284	420	500	100	300
TOTAL SUPPLIES	22,682	14,208	8,572	14,250	5,452	14,000
CONTRACTED SERVICES						
100-5-40-0012 JANITORIAL SERVICES	-	-	-	-	-	24,340
100-5-40-3012 TRAFFIC SIGNAL MAINT	1,253	297	674	1,500	550	1,000
100-5-40-3110 SAFETY EQUIPMENT	1,054	1,090	1,385	1,500	1,200	1,500
TOTAL CONTRACTED SERVICES	2,307	1,387	2,059	3,000	1,750	26,840
REPAIRS & MAINTENANCE						
100-5-40-3200 R & M STRUCTURES	821	517	512	600	600	30,000
100-5-40-3201 R & M SMALL EQUIPMENT	2,884	2,316	1,625	2,500	755	1,500
100-5-40-3202 R & M AUTO/TRUCK	4,110	7,458	2,533	5,000	1,100	2,500
100-5-60-3207 R&M HIGHWAY BEAUTIFICATION	-	-	-	2,500	-	1,000
100-5-60-3210 HERITAGE PK MAINTENANCE	-	-	-	-	-	9000
100-5-60-3215 COURTNEY LANE PK MAINTENANCE	-	-	-	-	-	2000
100-5-60-3220 GATEWAY PK MAINTENANCE	-	-	-	-	-	2000

GENERAL FUND EXPENDITURE
STREETS MAINTENANCE
DEPARTMENTAL SUMMARY

40- STREETS (Continued)	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 ADOPTED
				CURRENT BUDGET	PROJECTED YEAR-END	
100-5-40-3205 R & M STREETS	19,590	27,393	51,408	116,400	92,000	85,000
100-5-40-3206 R & M HEAVY EQUIPMENT	1,422	10,695	2,482	10,000	4,000	7,500
100-5-40-3210 R & M SIGNS & MARKINGS	7,681	5,381	1,909	7,500	7,500	5,000
100-5-40-3215 R & M GRAFFITI/VANDALISM	7	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE	36,515	53,760	60,469	142,000	105,955	145,500
OPERATING						
100-5-40-3300 CELL PHONES & WIRELESS	377	373	432	400	570	-
100-5-40-3302 ELECTRICITY	62,559	83,348	91,396	85,000	81,000	121,000
100-5-40-3500 CONFERENCE, TRAINING & TRA	36	-	48	200	50	200
100-5-40-3503 PRINTING COPYING & PHOTO	318	-	-	-	-	-
TOTAL OPERATING	63,290	83,721	91,876	85,600	81,620	121,200
DEPARTMENTAL						
100-5-40-3531 RENTAL EQUIPMENT	4,836	2,831	2,831	6,500	4,400	4,500
TOTAL DEPARTMENTAL	4,836	2,831	2,831	6,500	4,400	4,500
CAPITAL OUTLAY						
100-5-40-5000 CAPITAL EXPENDITURE	38,954	-	-	-	-	20,000
TOTAL CAPITAL OUTLAY	38,954	-	-	-	-	20,000
TOTAL STREETS	\$ 218,433	\$ 208,223	\$ 219,459	\$ 306,303	\$ 253,583	\$ 386,656

Program Budget & Work Plan Fiscal Year 2015-16

53-Planning



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget
Planning and Permitting

MISSION STATEMENT

The Office of Planning and Permitting is committed to promoting 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. Main focuses include community engagement, customer service, creativity, accountability and continuous improvement.

SUMMARY OF SERVICES

Planning and Permitting services	Variance Requests
Land use, construction and code compliance regulations	Plat Requests

WORKPLAN OBJECTIVES

Create Customer Feedback Program	Review and improve Code Compliance and Development Processes
Implement Rental Registration Program	Review Specific Use Permits and Planned Development Districts
Review Specific Use Permits and Planned Development Districts	

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Process 95% of Permit Applications Reviewed Internally within 5 business days	56	77	97	
Process 95% of Applications for S-F permits reviewed externally within 6 business days	259	290	358	
Complete 95% of SUP Applications within 90 days	N/A	0	6	
Percent of properties abated within 30 days of initial notification (if voluntary compliance not obtained)	N/A	N/A	12	12

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Number of New Residential Permits Issued	17	18	96	118
Number of Trade Permits Issued	145	157	441	454
Number of New Plats Processed	0	3	2	1
Number of New Lots Platted	N/A	408	200	200
Number of Code Compliance Violations Processed	N/A	N/A		
Number of Rental Unit Inspections	N/A	N/A	N/A	833

GENERAL FUND EXPENDITURE
PLANNING PERMITTING
DEPARTMENTAL SUMMARY

PLANNING & PERMITTING	2014-2015						% CHANGE
	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED	
PERSONNEL	\$ 223,215	\$ 86,088	\$ 93,933	\$ 109,356	\$ 122,977	\$ 154,170	40.98%
SUPPLIES	2,002	1,598	642	1,200	1,558	7,300	508.33%
CONTRACTED SERVICES	44,462	51,714	44,202	43,100	78,868	90,500	109.98%
REPAIRS & MAINTENANCE	243	814	-	500	-	1,000	100.00%
OPERATING	5,537	4,544	5,409	7,500	5,640	7,500	0.00%
DEPARTMENTAL	-	-	-	-	-	20,000	
DEBT PAYMENTS	-	-	-	-	-	-	
CAPITAL OUTLAY	-	-	-	-	-	25,000	n/a
TOTAL PLANNING & PERMITTING	\$ 275,459	\$ 144,758	\$ 144,186	\$ 161,656	\$ 209,044	\$ 305,470	88.96%

PERSONNEL SUMMARY						
FULL-TIME POSITIONS						
Assistant City Manager	1	0	0	0	0	0
Code Compliance	0	0	0	0	0	1
Planner	1	1	1	1	1	1
Permit Coordinator	1	1	1	1	1	1
Total Positions	3	2	2	2	2	3

53-PLANNING & PERMITTING	2014-2015					
	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED
PERSONNEL						
100-5-53-1000 EXEMPT SALARY	\$ 147,509	\$ 29,263	\$ 42,089	\$ 52,193	\$ 52,642	\$ 57,557
100-5-53-1005 ACCRUED WAGES (AUDIT)	336	-	1,030	-	-	-
100-5-53-1010 REG. SALARIES FULL TIME	27,932	27,369	24,668	30,665	43,168	73,272
100-5-53-1030 CAR ALLOWANCE	2,631	-	-	-	-	-
100-5-21-1025 OVERTIME	-	-	-	-	131	-
100-5-53-1200 PAYROLL TAXES FICA	12,969	4,327	5,105	6,339	6,800	5,605
100-5-53-1205 WORKERS COMP	2,987	422	144	211	327	882
100-5-53-1210 INSURANCE	22,575	11,774	14,261	17,142	17,150	14,384
100-5-53-1215 UNEMPLOYMENT CLAIMS	-	11,076	4,410	-	-	-
100-5-53-1220 T.M.R.S.	6,276	1,857	2,226	2,806	2,759	2,470
TOTAL PERSONNEL	223,215	86,088	93,933	109,356	122,977	154,170
SUPPLIES						
100-5-53-1300 UNIFORMS AND CLOTHING	20	-	-	-	200	300
100-5-53-2000 OFFICE SUPPLIES	1,659	603	235	350	808	1,000
100-5-53-2009 CODE BOOKS	208	-	-	250	250	1,200
100-5-53-2012 JANITORIAL SUPPLIES	70	25	50	100	-	-
100-5-53-2100 GASOLINE & FUEL	36	-	322	500	300	3,300
100-5-53-2125 POSTAGE	9	12	35	-	-	1,500
100-5-53-2315 NCTCOG AERIAL MAP	-	958	-	-	-	-
TOTAL SUPPLIES	2,002	1,598	642	1,200	1,558	7,300
CONTRACTED SERVICES						
100-5-53-3003 ENGINEERING SERVICES	1,003	-	-	-	-	-
100-5-53-3004 HEALTH DEPT FEES	2,374	2,449	526	2,600	5,000	5,000
100-5-53-3006 CONSULTANT FEES	62	7,190	-	-	-	-
100-5-53-3015 MERCHANT (CC) FEES	1,626	429	252	500	500	500
100-5-53-3047 INSPECTIONS	35,464	37,799	39,918	40,000	73,000	85,000
100-5-53-3050 OPERATING LEASE-PLOTTER	3,933	3,847	3,506	-	368	-
TOTAL CONTRACTED SERVICES	44,462	51,714	44,202	43,100	78,868	90,500

GENERAL FUND EXPENDITURE
PLANNING PERMITTING
DEPARTMENTAL SUMMARY

53-PLANNING & PERMITTING (Continued)	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR-END	
REPAIRS & MAINTENANCE						
100-5-53-3200 R & M STRUCTURES	160	814	-	-	-	-
100-5-53-3202 R & M AUTO/TRUCK	83	-	-	-	-	1,000
100-5-53-3210 R & M SIGNS & MARKINGS	-	-	-	500	-	-
TOTAL REPAIRS & MAINTENANCE	243	814	-	500	-	1,000
OPERATING						
100-5-53-3300 CELL PHONES & WIRELESS	1,290	(22)	-	-	-	-
100-5-53-3400 CASH SHORT (OVER)	-	-	78	-	-	-
100-5-53-3500 CONFERENCE, TRAINING & TRA	2,933	3,207	4,104	4,500	3,800	4,500
100-5-53-3503 PRINTING, COPY & PHOTO	1,074	661	516	1,500	840	1,500
100-5-53-3505 OPERATING EXPENSES	(612)	413	-	-	-	-
100-5-53-3506 DUES, SUBSCRIPTIONS & PUB	852	285	711	1,500	1,000	1,500
TOTAL OPERATING	5,537	4,544	5,409	7,500	5,640	7,500
DEPARTMENTAL						
100-5-53-3522 DEMOLITIONS	-	-	-	-	-	20,000
TOTAL DEPARTMENTAL	-	-	-	-	-	20,000
CAPITAL OUTLAY						
100-5-53-5000 CAPITAL EXPENDITURES	-	-	-	-	-	25,000
TOTAL CAPITAL OUTLAY	-	-	-	-	-	25,000
TOTAL PLANNING	\$ 275,459	\$ 144,758	\$ 144,186	\$ 161,656	\$ 209,044	\$ 305,470



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.



City of Glenn Heights, Texas

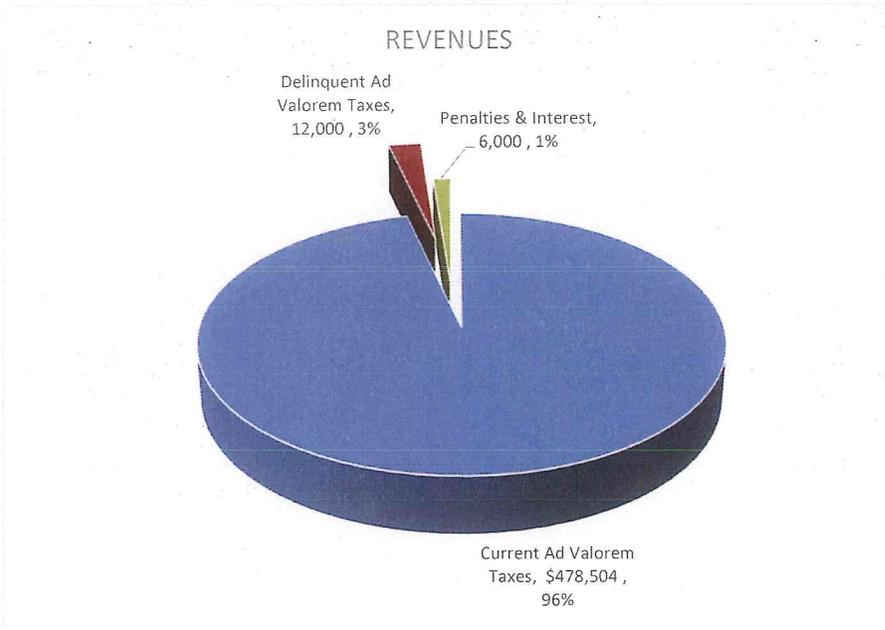
CITY OF GLENN HEIGHTS
DEBT SERVICE FUND
Revenue, expenditure, Other Financing Sources (Uses), and Change in Fund Balance

	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR END	
M&O Tax Rate/\$100 Valuation	0.163600	0.115935	0.116086	0.111610	0.111610	0.110926
Taxable Valuation	\$ 396,680,143	\$ 389,507,832	\$ 390,879,178	\$ 408,046,433	\$ 408,046,433	\$ 447,599,372
REVENUES						
PROPERTY TAXES						
Current Ad Valorem Taxes	\$ 630,984	\$ 442,558	\$ 445,953	\$ 455,419	\$ 452,811	\$ 478,504
Delinquent Ad Valorem Taxes	11,920	11,430	8,720	15,000	6,805	12,000
Penalties & Interest	10,001	6,313	5,323	6,000	3,630	6,000
TOTAL PROPERTY TAXES	652,905	460,301	459,996	476,419	463,246	496,504
INTEREST						
Interest Income	85	9	2	-	1	-
TOTAL REVENUES	\$ 652,990	\$ 460,310	\$ 459,998	\$ 476,419	\$ 463,247	\$ 496,504
EXPENDITURES						
BOND PRINCIPAL						
2003 CO Bonds	50,000	55,000	55,000	60,000	60,000	60,000
2006 CO Bonds	155,000	160,000	170,000	175,000	175,000	185,000
2008 CO Bonds	80,000	80,000	85,000	90,000	90,000	90,000
2015 CO Bonds	-	-	-	-	-	20,000
TOTAL BOND PRINCIPAL	285,000	295,000	310,000	325,000	325,000	355,000
BOND INTEREST						
2003 CO Bonds	19,304	16,973	14,429	11,858	11,858	9,068
2006 CO Bonds	76,125	69,510	62,580	55,335	55,335	47,775
2008 CO Bonds	73,281	70,087	66,723	63,226	63,226	59,590
2015 CO Bonds	-	-	-	-	-	25,075
TOTAL BOND INTEREST	168,710	156,570	143,732	130,419	130,419	141,508
CONTRACTED SERVICES						
Fiscal Agent Fees	3,000	3,000	3,251	3,000	3,000	3,000
TOTAL CONTRACTED SERVICES	3,000	3,000	3,251	3,000	3,000	3,000
TOTAL EXPENDITURES	\$ 456,710	\$ 454,570	\$ 456,983	\$ 458,419	\$ 458,419	\$ 499,508
REVENUES OVER (UNDER) EXPENDITURES	\$ 196,280	\$ 5,740	\$ 3,015	\$ 18,000	\$ 4,828	\$ (3,003)
OTHER FINANCING SOURCES (USES)						
Transfers In (Out)						
Transfer to Water & Sewer Fund	(195,950)	(277,100)	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ 330	\$ (271,360)	\$ 3,015	\$ 18,000	\$ 4,828	\$ (3,003)
RESTRICTED FUND BALANCE - OCTOBER	290,456	290,786	19,426	32,210	22,441	27,269
RESTRICTED FUND BALANCE - SEPTEMBER	\$ 290,786	\$ 19,426	\$ 22,441	\$ 50,210	\$ 27,269	\$ 24,266

CITY OF GLENN HEIGHTS

DEBT SERVICE FUND

Revenue, expenditure, Other Financing Sources (Uses), and Change in Fund Balance



**Revenue Certificates of Obligation
Series 2008 - 4.04%
Debt Service Schedule**

Date	Principal	Interest	Total P&I	Fiscal Total
02/15/2016	\$ 90,000.00	\$ 30,704.00	\$ 120,704.00	
08/15/2016	\$ -	\$ 28,886.00	\$ 28,886.00	\$ 149,590.00
02/15/2017	\$ 95,000.00	\$ 28,886.00	\$ 123,886.00	
08/15/2017	\$ -	\$ 26,967.00	\$ 26,967.00	\$ 150,853.00
02/15/2018	\$ 100,000.00	\$ 26,967.00	\$ 126,967.00	
08/15/2018	\$ -	\$ 24,947.00	\$ 24,947.00	\$ 151,914.00
02/15/2019	\$ 105,000.00	\$ 24,947.00	\$ 129,947.00	
08/15/2019	\$ -	\$ 22,826.00	\$ 22,826.00	\$ 152,773.00
02/15/2020	\$ 105,000.00	\$ 22,826.00	\$ 127,826.00	
08/15/2020	\$ -	\$ 20,705.00	\$ 20,705.00	\$ 148,531.00
02/15/2021	\$ 110,000.00	\$ 20,705.00	\$ 130,705.00	
08/15/2021	\$ -	\$ 18,483.00	\$ 18,483.00	\$ 149,188.00
02/15/2022	\$ 115,000.00	\$ 18,483.00	\$ 133,483.00	
08/15/2022	\$ -	\$ 16,160.00	\$ 16,160.00	\$ 149,643.00
02/15/2023	\$ 120,000.00	\$ 16,160.00	\$ 136,160.00	
08/15/2023	\$ -	\$ 13,736.00	\$ 13,736.00	\$ 149,896.00
02/15/2024	\$ 125,000.00	\$ 13,736.00	\$ 138,736.00	
08/15/2024	\$ -	\$ 11,211.00	\$ 11,211.00	\$ 149,947.00
02/15/2025	\$ 130,000.00	\$ 11,211.00	\$ 141,211.00	
08/15/2025	\$ -	\$ 8,585.00	\$ 8,585.00	\$ 149,796.00
02/15/2026	\$ 135,000.00	\$ 8,585.00	\$ 143,585.00	
08/15/2026	\$ -	\$ 5,858.00	\$ 5,858.00	\$ 149,443.00
02/15/2027	\$ 140,000.00	\$ 5,858.00	\$ 145,858.00	
08/15/2027	\$ -	\$ 3,030.00	\$ 3,030.00	\$ 148,888.00
02/15/2028	\$ 150,000.00	\$ 3,030.00	\$ 153,030.00	\$ 153,030.00
TOTALS	\$ 1,520,000.00	\$ 433,492.00	\$ 1,953,492.00	\$ 1,953,492.00

TOTAL Debt				
	Service	Principal	Interest	
FY16	\$ 149,590.00	\$ 90,000.00	\$ 59,590.00	
FY17	\$ 150,853.00	\$ 95,000.00	\$ 55,853.00	
FY18	\$ 151,914.00	\$ 100,000.00	\$ 51,914.00	
FY19	\$ 152,773.00	\$ 105,000.00	\$ 47,773.00	
FY20	\$ 148,531.00	\$ 105,000.00	\$ 43,531.00	
FY21	\$ 149,188.00	\$ 110,000.00	\$ 39,188.00	
FY22	\$ 149,643.00	\$ 115,000.00	\$ 34,643.00	
FY23	\$ 149,896.00	\$ 120,000.00	\$ 29,896.00	
FY24	\$ 149,947.00	\$ 125,000.00	\$ 24,947.00	
FY25	\$ 149,796.00	\$ 130,000.00	\$ 19,796.00	
FY26	\$ 149,443.00	\$ 135,000.00	\$ 14,443.00	
FY27	\$ 148,888.00	\$ 140,000.00	\$ 8,888.00	
FY28	\$ 153,030.00	\$ 150,000.00	\$ 3,030.00	
TOTAL	\$ 1,953,492.00			

**Combination Tax & Revenue Certificates of Obligation
Series 2003 - 4.65%
Debt Service Schedule**

Date	Principal	Interest	Total P&I	Fiscal Total
03/01/2016		\$ 4,533.75	\$ 4,533.75	
09/01/2016	\$ 60,000.00	\$ 4,533.75	\$ 64,533.75	\$ 69,067.50
03/01/2017		\$ 3,138.75	\$ 3,138.75	
09/01/2017	\$ 65,000.00	\$ 3,138.75	\$ 68,138.75	\$ 71,277.50
03/01/2018		\$ 1,627.50	\$ 1,627.50	
09/01/2018	\$ 70,000.00	\$ 1,627.50	\$ 71,627.50	\$ 73,255.00
TOTALS	\$ 195,000.00	\$ 18,600.00	\$ 213,600.00	\$ 213,600.00

TOTAL Debt				
	Service	Principal	Interest	
FY16	\$ 69,067.50	\$ 60,000.00	\$ 9,067.50	
FY17	\$ 71,277.50	\$ 65,000.00	\$ 6,277.50	
FY18	\$ 73,255.00	\$ 70,000.00	\$ 3,255.00	
TOTAL	\$ 213,600.00			

**Revenue Certificates of Obligation
Series 2006 - 4.20%
Debt Service Schedule**

Date	Principal	Interest	Total P&I	Fiscal Total
02/15/2016	\$ 185,000.00	\$ 25,830.00	\$ 210,830.00	
08/15/2016	\$ -	\$ 21,945.00	\$ 21,945.00	\$ 232,775.00
02/15/2017	\$ 190,000.00	\$ 21,945.00	\$ 211,945.00	
08/15/2017	\$ -	\$ 17,955.00	\$ 17,955.00	\$ 229,900.00
02/15/2018	\$ 200,000.00	\$ 17,955.00	\$ 217,955.00	
08/15/2018	\$ -	\$ 13,755.00	\$ 13,755.00	\$ 231,710.00
02/15/2019	\$ 210,000.00	\$ 13,755.00	\$ 223,755.00	
08/15/2019	\$ -	\$ 9,345.00	\$ 9,345.00	\$ 233,100.00
02/15/2020	\$ 220,000.00	\$ 9,345.00	\$ 229,345.00	
08/15/2020	\$ -	\$ 4,725.00	\$ 4,725.00	\$ 234,070.00
02/15/2021	\$ 225,000.00	\$ 4,725.00	\$ 229,725.00	\$ 229,725.00
TOTALS	\$ 1,230,000.00	\$ 161,280.00	\$ 1,391,280.00	\$ 1,391,280.00

TOTAL Debt				
	Service	Principal	Interest	
FY16	\$ 232,775.00	\$ 185,000.00	\$ 47,775.00	
FY17	\$ 229,900.00	\$ 190,000.00	\$ 39,900.00	
FY18	\$ 231,710.00	\$ 200,000.00	\$ 31,710.00	
FY19	\$ 233,100.00	\$ 210,000.00	\$ 23,100.00	
FY20	\$ 234,070.00	\$ 220,000.00	\$ 14,070.00	
FY21	\$ 229,725.00	\$ 225,000.00	\$ 4,725.00	
TOTAL	\$ 1,391,280.00			



SPECIAL REVENUE FUND

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



City of Glenn Heights, Texas

CITY OF GLENN HEIGHTS
COURT TECHNOLOGY FUND

Revenue, Expenditure, Other Financing Sources (Uses), and Change in Fund Balance

	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR END	
REVENUES						
COURT TECHNOLOGY FEES	\$ 8,321	\$ 5,703	\$ 4,480	\$ 4,000	\$ 5,378	\$ 5,300
CONVENIENCE FEES	1,253	1,264	1,173	1,000	1,325	1,300
INTEREST	18	11	2	-	-	-
TOTAL REVENUES	\$ 9,592	\$ 6,978	\$ 5,655	\$ 5,000	\$ 6,703	\$ 6,600
FUND EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	11,790	10,824	4,496	5,000	8,600	5,000
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS	6,642	6,642	1,663	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL FUND EXPENDITURES	\$ 18,432	\$ 17,466	\$ 6,159	\$ 5,000	\$ 8,600	\$ 5,000
REVENUES OVER (UNDER) EXPENDITURES	\$ (8,840)	\$ (10,488)	\$ (504)	\$ -	\$ (1,897)	\$ 1,600
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ (8,840)	\$ (10,488)	\$ (504)	\$ -	\$ (1,897)	\$ 1,600
RESTRICTED FUND BALANCE, OCT 1	19,902	11,062	574	\$ 11,062	\$ 574	(1,323)
RESTRICTED FUND BALANCE, SEP 30	\$ 11,062	\$ 574	\$ 70	\$ 11,062	\$ (1,323)	\$ 277

CITY OF GLENN HEIGHTS

COURT SECURITY FUND

Revenue, expenditure, Other Financing Sources (Uses), and Change in Fund Balance

	2010-2011 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR END	
REVENUES						
COURT SECURITY FEES	\$ 9,047	\$ 4,277	\$ 3,360	\$ 4,500	\$ 4,040	\$ 4,500
INTEREST	18	21	7	-	10	-
TOTAL REVENUES	\$ 9,065	\$ 4,298	\$ 3,367	\$ 4,500	\$ 4,050	\$ 4,500
FUND EXPENDITURES						
PERSONNEL	-	-	9,240	17,488	-	16,840
SUPPLIES	128	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL FUND EXPENDITURES	\$ 128	\$ -	\$ 9,240	\$ 17,488	\$ -	\$ 16,840
REVENUES OVER (UNDER) EXPENDITURES	\$ 8,937	\$ 4,298	\$ (5,873)	\$ (12,988)	\$ 4,050	\$ (12,340)
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ 8,937	\$ 4,298	\$ (5,873)	\$ (12,988)	\$ 4,050	\$ (12,340)
RESTRICTED FUND BALANCE, OCT 1	14,001	22,938	27,236	21,363	21,363	25,413
RESTRICTED FUND BALANCE, SEP 30	\$ 22,938	\$ 27,236	\$ 21,363	\$ 8,375	\$ 25,413	\$ 13,073

CITY OF GLENN HEIGHTS

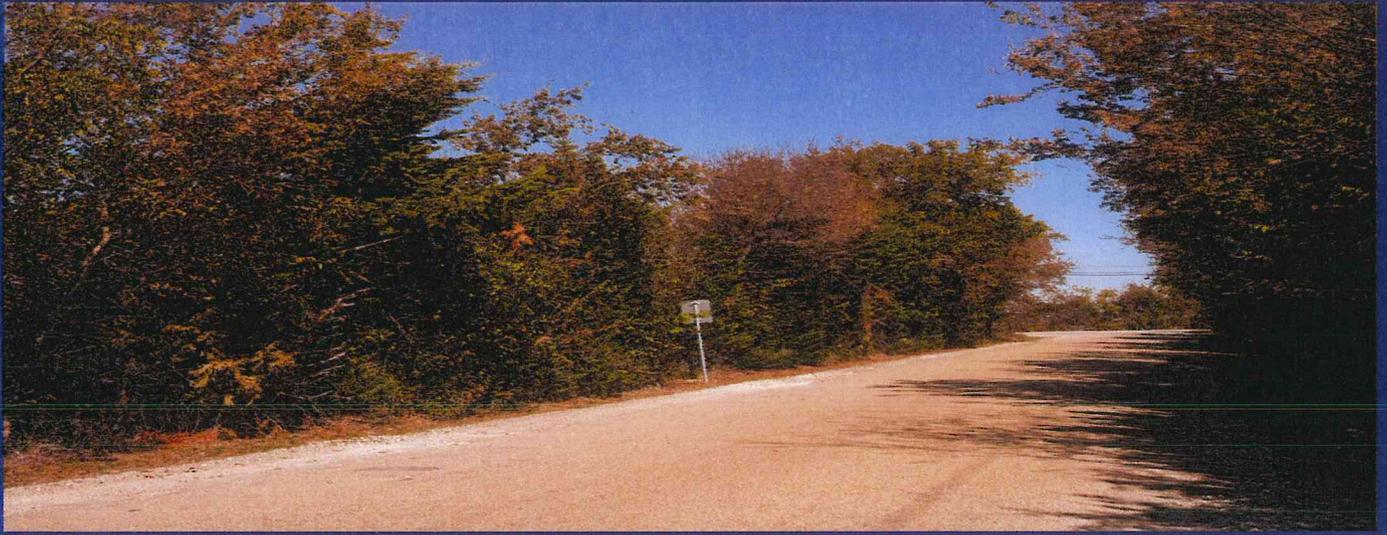
911 FEES

Revenue, Expenditure, Other Financing Sources (Uses), and Change in Fund Balance

	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR END	
REVENUES						
205-4-00-4535 911 WIRELESS FEES	\$ 52,329	\$ 54,841	\$ 56,004	\$ 53,000	\$ 56,834	\$ 55,000
205-4-00-4540 911 LANDLINE FEES	-	25,063	30,592	22,000	21,752	22,000
205-4-00-4700 INTEREST	124	212	84	200	200	200
TOTAL REVENUES	\$ 52,453	\$ 80,116	\$ 86,680	\$ 75,200	\$ 78,786	\$ 77,200
FUND EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ 52,453	\$ 80,116	\$ 86,680	\$ 75,200	\$ 78,786	\$ 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)
TOTAL OTHER FINANCING SOURCES (USES)	-	(31,653)	31,678	(33,000)	(33,000)	(33,000)
NET CHANGE IN FUND BALANCE	\$ 52,453	\$ 48,463	\$ 118,358	\$ 42,200	\$ 45,786	\$ 44,200
RESTRICTED FUND BALANCE, OCT 1	97,516	149,969	198,432	316,790	316,790	362,576
RESTRICTED² FUND BALANCE, SEP 30	\$ 149,969	\$ 198,432	\$ 316,790	\$ 358,990	\$ 362,576	\$ 406,776

¹911 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.

² Committed for capital acquisition of new E911 system.



CAPITAL IMPROVEMENT FUND



City of Glenn Heights, Texas

CITY OF GLENN HEIGHTS

PARK FEES

Revenue, expenditure, Other Financing Sources (Uses), and Change in Fund Balance

							2014-2015		
		2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	CURRENT	PROJECTED	2015-2016
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	YEAR END	PROPOSED
REVENUES									
230-4-00-4600	CITY-WIDE PARK FEES	\$ 23,618	\$ 16,686	\$ 12,978	\$ 10,506	\$ 9,270	\$ -	\$ 46,350	\$ 30,000
230-4-00-4700	INTEREST	2,808	1,001	574	481	474	-	375	-
TOTAL REVENUES		\$ 26,426	\$ 17,687	\$ 13,552	\$ 10,987	\$ 9,744	\$ -	\$ 46,725	\$ 30,000
FUND EXPENDITURES									
PERSONNEL		-	-	-	-	-	-	-	-
SUPPLIES		-	-	-	-	-	-	-	-
CONTRACTED SERVICES		-	-	-	-	-	-	-	-
REPAIRS & MAINTENANCE		-	-	-	-	-	-	-	-
OPERATING		-	-	-	-	-	-	-	-
DEPARTMENTAL		-	-	-	-	-	-	-	-
DEBT PAYMENTS		-	-	-	-	-	-	-	-
CAPITAL OUTLAY		52,523	11,991	4,500	21,537	-	125,000	47,395	88,000
TOTAL FUND EXPENDITURES		\$ 52,523	\$ 11,991	\$ 4,500	\$ 21,537	\$ -	\$ 125,000	\$ 47,395	\$ 88,000
REVENUES OVER (UNDER) EXPENDITURES		\$ (26,097)	\$ 5,696	\$ 9,052	\$ (10,550)	\$ 9,744	\$ (125,000)	\$ (670)	\$ (58,000)
OTHER FINANCING SOURCES (USES)									
TRANSFERS IN (OUT)									
Transfer from 2008 CO Bond Fund		-	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)		-	-	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE		\$ (26,097)	\$ 5,696	\$ 9,052	\$ (10,550)	\$ 9,744	\$ (125,000)	\$ (670)	\$ (58,000)
RESTRICTED FUND BALANCE, OCT 1		208,050	181,953	187,650	196,702	186,152	186,152	186,152	185,482
Committed for Neighborhood Area Parks		-	(51,335)	-	-	-	-	-	-
RESTRICTED FUND BALANCE, SEP 30		\$ 181,953	\$ 136,314	\$ 196,702	\$ 186,152	\$ 195,896	\$ 61,152	\$ 185,482	\$ 127,482

CITY OF GLENN HEIGHTS

STREET IMPACT FEES

Revenue, expenditure, Other Financing Sources (Uses), and Change in Fund Balance

	2011-2012	2012-2013	2013-2014	2014-2015		2015-2016
				CURRENT	PROJECTED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	YEAR END	PROPOSED
REVENUES						
215-4-00-4590 WATER IMPACT FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
215-4-00-4591 SEWER IMPACT FEES	-	-	-	-	-	-
215-4-00-4592 STREET IMPACT FEES	26,933	21,803	19,238	-	96,188	159,030
215-4-00-4700 INTEREST	1	3	132	-	650	-
TOTAL REVENUES	\$ 26,934	\$ 21,806	\$ 19,370	\$ -	\$ 96,838	\$ 159,030
FUND EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	1,490	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY	7,523	-	-	-	-	-
TOTAL FUND EXPENDITURES	\$ 9,013	\$ -				
REVENUES OVER (UNDER) EXPENDITURES	\$ 17,921	\$ 21,806	\$ 19,370	\$ -	\$ 96,838	\$ 159,030
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer to Water/Wastewater Impact Fund	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ 17,921	\$ 21,806	\$ 19,370	\$ -	\$ 96,838	\$ 159,030
RESTRICTED FUND BALANCE, OCT 1	876,044	216,106	237,912	237,912	237,912	334,750
Reclassify to W/WW Impact Fee Fund (new)	(677,859)	-	-	-	-	-
RESTRICTED FUND BALANCE, SEP 30	\$ 216,106	\$ 237,912	\$ 257,282	\$ 237,912	\$ 334,750	\$ 493,780

**CITY OF GLENN HEIGHTS
WATER SEWER IMPACT FEES
Revenue, expenditure, Other Financing Sources (Uses), and Change in Fund Balance**

	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR END	
REVENUES						
515-4-00-4590 WATER IMPACT FEES	\$ 12,184	\$ 14,926	\$ 10,595	\$ -	\$ 42,821	\$ 65,688
515-4-00-4591 SEWER IMPACT FEES	46,711	43,846	40,833	-	153,604	251,838
515-4-00-4700 INTEREST	2,005	1,501	1,346	-	613	-
TOTAL REVENUES	\$ 60,900	\$ 60,273	\$ 52,774	\$ -	\$ 197,038	\$ 317,526
FUND EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS*	177,701	150,958	161,387	195,360	195,360	163,608
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL FUND EXPENDITURES	\$ 177,701	\$ 150,958	\$ 161,387	\$ 195,360	\$ 195,360	\$ 163,608
REVENUES OVER (UNDER) EXPENDITURES	\$ (116,801)	\$ (90,685)	\$ (108,613)	\$ (195,360)	\$ 1,678	\$ (163,608)
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer from Street Impact Fee Fund	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ (116,801)	\$ (90,685)	\$ (108,613)	\$ (195,360)	\$ 1,678	\$ (163,608)
RESTRICTED FUND BALANCE, OCT 1	-	562,310	471,625	471,625	471,625	473,303
Reclassify from Street Impact Fee Fund	679,111	-	-	-	-	-
RESTRICTED FUND BALANCE, SEP 30	\$ 562,310	\$ 471,625	\$ 363,012	\$ 276,265	\$ 473,303	\$ 309,695

*This is a portion of the TRA debt service payment.

CITY OF GLENN HEIGHTS
2006 CO BOND FUND
Revenue, expenditure, Other Financing Sources (Uses), and Change in Fund Balance

	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR END	
REVENUES						
BOND REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTEREST INCOME	1,232	931	693	-	636	-
TOTAL REVENUES	\$ 1,232	\$ 931	\$ 693	\$ -	\$ 636	\$ -
FUND EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY	-	326,684	231,428	119,952	-	120,641
TOTAL FUND EXPENDITURES	\$ -	\$ 326,684	\$ 231,428	\$ 119,952	\$ -	\$ 120,641
REVENUES OVER (UNDER) EXPENDITURES	\$ 1,232	\$ (325,753)	\$ (230,735)	\$ (119,952)	\$ 636	\$ (120,641)
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer from 2008 CO Bond Fund	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ 1,232	\$ (325,753)	\$ (230,735)	\$ (119,952)	\$ 636	\$ (120,641)
RESTRICTED FUND BALANCE, OCT 1	675,261	676,493	350,740	120,005	120,005	120,641
RESTRICTED FUND BALANCE, SEP 30	\$ 676,493	\$ 350,740	\$ 120,005	\$ 53	\$ 120,641	\$ -

CITY OF GLENN HEIGHTS

2008 CO BOND FUND

Revenue, expenditure, Other Financing Sources (Uses), and Change in Fund Balance

				2014-2015		2015-2016 PROPOSED
	2011-2012	2012-2013	2013-2014	CURRENT	PROJECTED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	YEAR END	
REVENUES						
401-4-00-40C BOND REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-4-00-47C INTEREST INCOME	719	533	179	-	150	-
TOTAL REVENUES	\$ 719	\$ 533	\$ 179	\$ -	\$ 150	\$ -
FUND EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY				417,048	-	514,559
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ 417,048	\$ -	\$ 514,559
REVENUES OVER (UNDER) EXPENDIT	\$ 719	\$ 533	\$ 179	\$ (417,048)	\$ 150	\$ (514,559)
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer to 2006 CO Bond Fund		-	-	-	-	-
Transfer to Drainage Fund	(128,795)	-	-	-	-	-
Transfer to Park Fund	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES	(128,795)	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ (128,076)	\$ 533	\$ 179	\$ (417,048)	\$ 150	\$ (514,559)
RESTRICTED FUND BALANCE, OCT 1	749,129	621,053	621,586	621,765	621,586	621,736
RESTRICTED FUND BALANCE, SEP 30	\$ 621,053	\$ 621,586	\$ 621,765	\$ 204,717	\$ 621,736	\$ 107,177

**CITY OF GLENN HEIGHTS
VEHICLE REPLACEMENT FUND**

Revenue, expenditure, Other Financing Sources (Uses), and Change in Fund Balance

	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR END	
REVENUES						
401-4-00-4000 BOND REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-4-00-4700 INTEREST INCOME	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FUND EXPENDITURES						
PERSONNEL	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING	-	-	-	-	-	-
DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	164,000
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,000
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (164,000)
OTHER FINANCING SOURCES (USES)						
TRANSFERS IN (OUT)						
Transfer from General Fund	-	-	100,000	-	164,929	100,000
TOTAL OTHER FINANCING SOURCES (USES)	-	-	100,000	-	164,929	100,000
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ 100,000	\$ -	\$ 164,929	\$ (64,000)
RESTRICTED FUND BALANCE, OCT 1	-	-	-	100,000	100,000	264,929
RESTRICTED FUND BALANCE, SEP 30	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 264,929	\$ 200,929



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.



City of Glenn Heights, Texas

WATER SEWER FUND SUMMARY
Revenues, Expenditures, Other Financing Sources (Uses), and Change in Fund Balance

REVENUES	2011-2012	2012-2013	2013-2014	2014-2015		2015-2016
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED
Water Sales	\$ 2,009,100	\$ 1,916,330	\$ 1,924,860	\$ 1,895,500	\$ 1,894,576	\$ 1,925,000
Sewer Sales	2,261,444	2,372,526	2,339,673	2,375,000	2,400,465	2,380,000
Late Charges	276,003	272,768	266,921	275,000	266,314	270,000
Reconnect Fees	48,670	50,435	58,703	50,000	49,000	52,500
Water Meters	14,707	16,102	12,813	20,000	52,685	68,820
Tap Fees	4,795	1,600	875	3,000	-	-
Convenience Fees	26,265	38,640	40,483	37,000	41,000	39,000
Interest	1,881	2,862	1,359	2,000	1,300	1,500
Miscellaneous	9,386	363,559	17,836	7,000	10,581	10,000
TOTAL REVENUES	4,652,251	5,034,822	4,663,523	4,664,500	4,715,921	4,746,820
EXPENDITURES						
22-Utility Administration	\$ 238,428	\$ 253,558	\$ 238,980	\$ 245,187	\$ 244,195	\$ 254,559
23-Meter Services	165,181	138,230	215,744	209,290	225,083	191,336
41-Water Operations	1,228,055	1,218,860	1,340,390	1,513,437	1,403,606	1,706,181
42-Wastewater Operations	1,817,196	1,536,876	1,571,789	1,948,495	1,834,143	1,960,613
99-Capital Project - Hwy 664 Utility Relocation	-	-	-	350,000	102,375	100,000
TOTAL EXPENDITURES	3,448,860	3,147,524	3,366,903	4,266,409	3,809,402	4,212,690
REVENUE OVER (UNDER) EXPENDITURES	1,203,391	1,887,298	1,296,620	398,091	906,519	534,130
OTHER FINANCING SOURCES (USES)						
00-Lease Purchase Proceeds	-	99,679	-	-	-	-
00-Lease Expenditures	-	(99,679)	-	-	-	-
00-Debt Service Payments	(195,571)	(277,100)	(272,400)	(272,050)	(272,050)	(275,925)
00-Transfers In (Out):						
Transfer from Debt Service Fund	195,950	277,100	-	-	-	-
Transfer from GF for Loan repayment	-	-	-	81,668	81,668	-
Repayment to GF for taxes used to pay debt	(195,950)	(277,100)	-	-	-	-
Transfers to GF	(100,000)	(100,000)	(82,000)	-	-	-
G&A Reimbursement from Utility Funds	(364,945)	(185,593)	(214,532)	(279,133)	(236,000)	(257,317)
TOTAL OTHER FINANCING SOURCES (USES)	(660,516)	(562,693)	(568,932)	(469,515)	(426,382)	(533,242)
NET CHANGE IN FUND BALANCE	\$ 542,875	\$ 1,324,605	\$ 727,688	\$ (71,424)	\$ 480,137	\$ 888
Fund Balance Reserves - Intended Use	-	-	-	-	-	-
ANTICIPATED CHANGE IN FUND BALANCE	\$ 542,875	\$ 1,324,605	\$ 727,688	\$ (71,424)	\$ 480,137	\$ 888
TOTAL FUND BALANCE - OCTOBER 1	1,071,055	1,613,930	2,938,535	1,814,896	3,304,464	3,422,842
TOTAL FUND BALANCE - SEPTEMBER 30	\$ 1,613,930	\$ 2,938,535	\$ 3,666,223	\$ 1,743,472	\$ 3,784,601	\$ 3,423,731
Restrict for capital improvements *	(500,000)	(750,000)	(361,759)	(33,074)	(361,759)	-
Reserve for one-time incentive pay-out	-	(11,250)	-	-	-	-
Reserve for TRA overages	-	(75,000)	-	-	-	-
UNRESTRICTED FUND BALANCE - SEPT 30	\$ 1,113,930	\$ 2,102,285	\$ 3,304,464	\$ 1,710,398	\$ 3,422,842	\$ 3,423,731
Daily Operating Costs	10,985	9,891	10,558	13,199	11,829	13,003
Days in Reserve	101	213	313	130	289	263

* In FY 14/15, funds restricted for capital improvements was reduced by amount of Hwy 664 Utility Relocation Project.

Program Budget & Work Plan Fiscal Year 2015-16

Utility Administration



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget
Utility Administration

MISSION STATEMENT

The Utility Billing & Collection Department is dedicated to providing comprehensive, professional, effective and reliable service to our utility customers. The department is responsible for managing service requests, concerns and inquires. Utility Billing & 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.

SUMMARY OF SERVICES

Customer Service	Billing
Water, Sewer and Trash service requests	Utility Services
Records Management	Accounts monitoring

WORKPLAN OBJECTIVES

Evaluate kiosk purchase	Analyze opportunity to advertise in Utility Bill
Explore survey options	Develop Bill Resolution Policy
Implement Senior/Disability/Veteran Program	Create In-House Customer Service Response Box

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Percent increase in customers	New Measure	New Measure	New Measure	New Measure
Percent decrease in customer complaints	New Measure	New Measure	1%	2%
Number of customer service compliments per month	New Measure	New Measure	5	7

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Average customers served/billing per month	New Measure	New Measure	4,400	4,500
Average late notices/cutoffs per month	New Measure	New Measure	104	105
Average applications per month	New Measure	New Measure	100	100
Average calls taken per day	New Measure	New Measure	100	100
Average daily service ticket orders	New Measure	New Measure	5-8	5-8

**UTILITY FUND EXPENDITURE
UTILITY ADMINISTRATION
DEPARTMENTAL SUMMARY**

UTILITY ADMINISTRATION	2014-2015							% CHANGE
	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED		
PERSONNEL	\$ 133,282	\$ 133,268	\$ 134,893	\$ 141,393	\$ 132,207	\$ 137,594	-2.69%	
SUPPLIES	4,355	1,955	2,269	1,650	1,958	2,450	48.48%	
CONTRACTED SERVICES	84,083	87,992	98,265	97,185	104,676	103,600	6.60%	
REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	
OPERATING	14,676	6,794	2,709	4,959	5,354	10,915	120.10%	
DEPARTMENTAL	-	-	-	-	-	-	-	
DEBT PAYMENTS	2,033	12,986	844	-	-	-	-	
CAPITAL OUTLAY	-	10,564	-	-	-	-	-	
TOTAL UTILITY ADMIN	\$ 238,428	\$ 253,558	\$ 238,980	\$ 245,187	\$ 244,195	\$ 254,559	3.82%	

PERSONNEL SUMMARY							
FULL-TIME POSITIONS							
Utilities Billing Supervisor	1	1	1	1	1	1	
Utilities Billing Representative	2	2	2	2	2	2	
Total Positions	3	3	3	3	3	3	

UTILITY ADMINISTRATION	2014-2015						
	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED	
PERSONNEL							
500-5-22-1005 ACCRUED WAGES (AUDIT)	\$ 1,004	\$ (2,135)	\$ (4,606)	\$ -	\$ -	\$ -	
500-5-22-1010 REG. SALARIES FULL TIME	98,077	100,308	104,447	102,962	95,592	101,318	
500-5-22-1020 REG. SALARIES PART TIME	-	-	-	-	-	-	
500-5-22-1025 OVERTIME	144	636	419	3,777	1,929	2,923	
500-5-22-1200 PAYROLL TAXES FICA	7,734	7,438	7,803	8,166	7,161	7,974	
500-5-22-1205 WORKERS COMP	1,669	275	308	282	475	274	
500-5-22-1210 INSURANCE	20,942	23,428	23,101	22,591	23,695	21,590	
500-5-22-1215 UNEMPLOYMENT CLAIMS	-	-	-	-	-	-	
500-5-22-1220 T.M.R.S.	3,712	3,317	3,421	3,615	3,355	3,514	
TOTAL PERSONNEL	133,282	133,268	134,893	141,393	132,207	137,594	
SUPPLIES							
500-5-22-2000 OFFICE SUPPLIES	672	873	1,215	1,000	1,358	1,850	
500-5-22-2012 JANITORIAL SUPPLIES	-	-	-	-	-	-	
500-5-22-2125 POSTAGE	315	166	148	150	-	-	
500-5-22-2156 OTHER SMALL EQUIPMENT	3,368	916	906	500	600	600	
TOTAL SUPPLIES	4,355	1,955	2,269	1,650	1,958	2,450	
CONTRACTED SERVICES							
500-5-22-3001 AUDITING	12,000	13,500	13,500	13,500	13,500	14,000	
500-5-22-3002 LEGAL SERVICES	-	-	-	-	-	-	
500-5-22-3006 CONSULTANT FEES	-	-	-	-	-	-	
500-5-22-3010 TECHNOLOGY	-	-	-	-	-	-	
500-5-22-3014 TEMP CONTRACT LABOR	-	-	-	-	-	-	
500-5-22-3015 MERCHANT (CC) FEES	25,944	25,701	31,317	28,000	32,573	30,000	
500-5-22-3020 INTERNET SERVICES	-	-	-	-	-	-	
500-5-22-3022 ANNUAL SOFTWARE MAINTENANCE	9,419	10,984	11,959	13,000	16,423	17,000	
500-5-22-3024 WEBSITE HOSTING FEES	-	-	-	-	-	-	
500-5-22-3025 WATER BILL PROCESSING/POSTAGE	36,183	37,269	40,951	42,085	41,643	42,000	
500-5-22-3050 OPERATING LEASES-COPIERS	538	538	538	600	537	600	
TOTAL CONTRACTED SERVICES	84,083	87,992	98,265	97,185	104,676	103,600	

**UTILITY FUND EXPENDITURE
UTILITY ADMINISTRATION
DEPARTMENTAL SUMMARY**

UTILITY ADMINISTRATION	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR-END	
REPAIRS & MAINTENANCE						
500-5-22-3201 R & M SMALL EQUIPMENT	-	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE	-	-	-	-	-	-
OPERATING						
500-5-22-3300 CELL PHONES & WIRELESS CARDS	377	373	373	384	603	-
500-5-22-3301 TELECOMMUNICATIONS	6,317	4,367	207	275	457	5,615
500-5-22-3302 ELECTRICITY	6,989	1,647	138	1,700	1,379	1,500
500-5-22-3303 NATURAL GAS	611	363	1,389	1,600	1,984	1,900
500-5-22-3400 TRAINING	350	-	341	1,000	924	1,000
500-5-22-3410 BLANKET BOND EXPENSES	-	-	-	-	-	-
500-5-22-3500 CASH (OVER) SHORT	31	43	261	-	7	-
500-5-22-3503 PRINTING, COPY & PHOTO	-	-	-	-	-	900
TOTAL OPERATING	14,676	6,794	2,709	4,959	5,354	10,915
DEPARTMENTAL						
500-5-22-3625 CONTINGENCY RESERVE	-	-	-	-	-	-
TOTAL DEPARTMENTAL	-	-	-	-	-	-
DEBT PAYMENTS						
500-5-22-4145 INCODE LEASE PAYMENTS	2,033	12,986	844	-	-	-
TOTAL DEBT PAYMENTS	2,033	12,986	844	-	-	-
CAPITAL OUTLAY						
500-5-22-5000 CAPITAL EXPENDITURES	-	10,564	-	-	-	-
TOTAL CAPITAL OUTLAY	-	10,564	-	-	-	-
TOTAL UTILITY ADMINISTRATION	\$ 238,428	\$ 253,558	\$ 238,980	\$ 245,187	\$ 244,195	\$ 254,559

Program Budget & Work Plan Fiscal Year 2015-16

Meter Services



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget

Meter Services

MISSION STATEMENT

The Meter Services Department is dedicated to for efficient meter reading, rereading meters to ensure reading accuracy, accurately transmitting read data to the customer billing system, performing service disconnections and reconnections, meter repair and replacement, replacement of meter boxes and lids, assisting in internal review of customer account and assisting in the resolution of billing disputes.

SUMMARY OF SERVICES

Water meter reading	Angle stop repairs
Water service connections and disconnections	Meter replacement

WORKPLAN OBJECTIVES

Continue water meter replacement program	
--	--

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Water disconnections within 4 hours of notice	New Measure	New Measure	New Measure	98
Water connections within 4 hours of notice	New Measure	New Measure	New Measure	99
Percent of water meters read within 5 days	New Measure	New Measure	New Measure	98

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Meters Read	New Measure	New Measure	New Measure	New Measure
Water service connections	New Measure	New Measure	New Measure	New Measure
Water service disconnections	New Measure	New Measure	New Measure	New Measure
Meters replaced	New Measure	New Measure	New Measure	New Measure
Angle stop leaks repaired	New Measure	New Measure	New Measure	New Measure

**UTILITY FUND EXPENDITURE
METER SERVICES
DEPARTMENTAL SUMMARY**

METER SERVICES	2011-2012	2012-2013	2013-2014	2014-2015		2015-2016	% CHANGE
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED	
PERSONNEL	\$ 119,889	\$ 113,980	\$ 107,567	\$ 110,680	\$ 103,808	\$ 110,586	-0.08%
SUPPLIES	28,369	25,026	65,455	63,700	91,439	72,000	13.03%
CONTRACTED SERVICES	12,948	2,390	36,926	4,500	1,515	3,000	-33.33%
REPAIRS & MAINTENANCE	1,821	927	1,902	2,500	3,260	3,500	40.00%
OPERATING	1,283	1,222	2,949	27,910	25,061	2,250	-91.94%
DEPARTMENTAL	-	-	-	-	-	-	-
DEBT PAYMENTS	871	(5,315)	945	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
TOTAL METER SERVICES	\$ 165,181	\$ 138,230	\$ 215,744	\$ 209,290	\$ 225,083	\$ 191,336	-8.58%

PERSONNEL SUMMARY						
FULL-TIME POSITIONS						
Meter Technician	3	3	3	3	3	3
Total Positions	3	3	3	3	3	3

METER SERVICES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR-END	
PERSONNEL						
500-5-23-1005 ACCRUED WAGES (AUDIT)	\$ 3,471	\$ 2,009	\$ 914	\$ -	\$ -	\$ -
500-5-23-1010 REG. SALARIES FULL TIME	77,782	76,663	72,237	74,624	74,600	75,571
500-5-23-1025 OVERTIME	1,159	2,745	1,795	2,770	1,677	2,834
500-5-23-1200 PAYROLL TAXES FICA	6,024	6,187	5,647	5,921	5,400	5,998
500-5-23-1205 WORKERS COMP	1,371	2,183	2,466	2,153	2,016	1,968
500-5-23-1210 INSURANCE	18,340	21,522	16,247	22,591	16,033	21,572
500-5-23-1215 UNEMPLOYMENT CLAIMS	9,014	-	5,796	-	1,782	-
500-5-23-1220 T.M.R.S.	2,728	2,671	2,465	2,621	2,300	2,643
TOTAL PERSONNEL	119,889	113,980	107,567	110,680	103,808	110,586
SUPPLIES						
500-5-23-1300 UNIFORMS & CLOTHING	1,161	508	599	700	811	500
500-5-23-2000 OFFICE SUPPLIES	240	72	338	500	526	-
500-5-23-2012 JANITORIAL SUPPLIES	146	465	128	500	120	-
500-5-23-2100 GASOLINE & FUEL	8,430	11,503	7,116	11,500	4,947	6,500
500-5-23-2125 REPLACEMENT METER PURCHASES	18,021	11,880	56,819	50,000	85,000	40,000
500-5-23-2126 NEW WATER METER PURCHASES	-	-	-	-	-	24,800
500-5-23-2151 HAND TOOLS	371	598	455	500	35	200
TOTAL SUPPLIES	28,369	25,026	65,455	63,700	91,439	72,000
CONTRACTED SERVICES						
500-5-23-3013 OTHER PROFESSIONAL SERVICES	-	-	34,650	-	-	-
500-5-23-3014 TEMP CONTRACT LABOR	10,484	-	-	-	-	-
500-5-23-3023 ANNUAL HARDWARE MAINTENANCE	1,951	1,397	1,453	1,500	-	1,000
500-5-23-3030 METER TESTING	70	140	18	2,000	399	1,000
500-5-23-3110 SAFETY EQUIPMENT	443	853	805	1,000	1,116	1,000
TOTAL CONTRACTED SERVICES	12,948	2,390	36,926	4,500	1,515	3,000
REPAIRS & MAINTENANCE						
500-5-23-3202 R & M AUTO	1,821	927	1,902	2,500	3,260	3,500
TOTAL REPAIRS & MAINTENANCE	1,821	927	1,902	2,500	3,260	3,500
OPERATING						
500-5-23-3300 CELL PHONES & WIRELESS CARDS	1,112	1,174	1,589	1,560	1,914	-
500-5-23-3401 AUTO LIABILITY	-	-	1,360	-	-	-
500-5-23-3500 CONFERENCE TRAINING & TRAVEL	171	48	-	1,350	141	750
500-5-23-3508 SOFTWARE	-	-	-	25,000	23,006	1,500
TOTAL OPERATING	1,283	1,222	2,949	27,910	25,061	2,250
DEBT PAYMENTS						
500-5-23-4499 INTEREST EXPENSE	871	(5,315)	945	-	-	-
TOTAL DEBT PAYMENTS	871	(5,315)	945	-	-	-
TOTAL METER SERVICES	\$ 165,181	\$ 138,230	\$ 215,744	\$ 209,290	\$ 225,083	\$ 191,336

Program Budget & Work Plan Fiscal Year 2015-16

Water Operations



City of Glenn Heights, Texas

**UTILITY FUND EXPENDITURE
WATER OPERATIONS
DEPARTMENTAL SUMMARY**

WATER OPERATIONS	2014-2015						
	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED	% CHANGE
PERSONNEL	\$ 373,136	\$ 379,900	\$ 433,145	\$ 419,092	\$ 418,766	\$ 571,985	36.48%
SUPPLIES	31,209	24,055	27,171	30,500	25,651	29,600	-2.95%
CONTRACTED SERVICES	637,220	645,145	605,914	710,027	687,941	779,344	9.76%
REPAIRS & MAINTENANCE	62,542	78,027	69,270	96,000	58,000	99,000	3.13%
OPERATING	122,657	90,201	203,402	228,767	184,197	205,534	-10.16%
DEPARTMENTAL	-	-	-	-	-	-	
DEBT PAYMENTS	1,291	1,532	1,488	29,051	29,051	20,718	-28.68%
CAPITAL OUTLAY	-	-	-	-	-	-	
TOTAL WATER OPERATIONS	\$ 1,228,055	\$ 1,218,860	\$ 1,340,390	\$ 1,513,437	\$ 1,403,606	\$ 1,706,181	12.74%

PERSONNEL SUMMARY						
FULL-TIME POSITIONS						
Managing Director of Infrastructure	0	0	0	0	1	1
Public Works Director	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	0	0	1
Executive Assistant	1	1	1	1	1	1
Utilities Worker	3	3	3	3	2	4
Backflow Operator	1	1	1	1	1	1
Total Positions	8	8	8	8	8	11

WATER OPERATIONS	2014-2015					
	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	2015-2016 PROPOSED
PERSONNEL						
500-5-41-1000 EXEMPT SALARY	\$ 73,375	\$ 76,644	\$ 138,652	\$ 141,394	\$ 136,027	\$ 182,763
500-5-41-1005 ACCRUED WAGES (AUDIT)	5,315	7,684	1,822	-	-	-
500-5-41-1010 REG. SALARIES FULL TIME	191,711	195,890	175,270	166,859	170,158	241,482
500-5-41-1025 OVERTIME	8,820	4,425	7,755	8,036	8,213	8,025
500-5-41-1035 CERTIFICATION PAY	3,335	4,316	5,101	3,600	5,115	5,101
500-5-41-1200 PAYROLL TAXES FICA	19,441	20,037	23,267	24,471	23,350	33,459
500-5-41-1205 WORKERS COMP	4,830	7,441	7,644	7,776	6,675	8,371
500-5-41-1210 INSURANCE	47,106	54,024	62,747	56,123	58,323	78,462
500-5-41-1215 UNEMPLOYMENT CLAIMS	9,461	-	-	-	-	-
500-5-41-1220 T.M.R.S.	9,742	9,439	10,887	10,833	10,905	14,322
TOTAL PERSONNEL	373,136	379,900	433,145	419,092	418,766	571,985
SUPPLIES						
500-5-41-1300 UNIFORMS & CLOTHING	1,294	1,053	1,304	1,500	729	750
500-5-41-2000 OFFICE SUPPLIES	1,637	1,061	985	1,800	900	1,800
500-5-41-2006 CHEMICALS	7,367	3,753	5,432	7,000	7,200	7,000
500-5-41-2012 JANITORIAL SUPPLIES	755	536	382	700	650	-
500-5-41-2100 GASOLINE & FUEL	14,847	14,333	15,312	15,000	8,902	10,000
500-5-41-2125 POSTAGE	1,559	1,570	1,538	2,000	1,119	1,200
500-5-41-2130 LANDSCAPING	840	100	-	500	500	500
500-5-41-2151 HAND TOOLS	981	796	988	1,000	351	350
500-5-41-2155 SMALL OFFICE EQUIPMENT	345	-	-	-	-	-
500-5-41-2156 OTHER SMALL EQUIPMENT	690	-	-	-	-	3,000
500-5-41-2170 SAFETY EQUIPMENT	894	853	1,230	1,000	5,300	5,000
TOTAL SUPPLIES	31,209	24,055	27,171	30,500	25,651	29,600

**UTILITY FUND EXPENDITURE
WATER OPERATIONS
DEPARTMENTAL SUMMARY**

WATER OPERATIONS	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR-END	
CONTRACTED SERVICES						
500-5-41-3003	934	-	-	-	-	-
500-5-41-3005	3,900	3,900	3,900	4,560	4,477	5,000
500-5-41-3013	-	-	-	30,000	-	-
500-5-41-3014	14,841	-	-	-	-	-
500-5-41-3015	612,566	635,947	597,035	670,488	678,507	769,844
500-5-41-3030	-	-	-	-	-	-
500-5-41-3050	4,979	5,298	4,979	4,979	4,957	4,500
TOTAL CONTRACTED SERVICES	637,220	645,145	605,914	710,027	687,941	779,344
REPAIRS & MAINTENANCE						
500-5-41-3200	2,788	2,014	1,997	2,500	2,361	4,500
500-5-41-3201	186	190	231	1,000	120	2,500
500-5-41-3202	3,504	5,744	7,921	6,000	3,363	5,500
500-5-41-3204	52,334	67,208	56,492	80,000	47,843	80,000
500-5-41-3206	2,694	1,775	1,533	5,000	2,772	4,000
500-5-41-3215	1,036	1,096	1,096	1,500	1,541	2,500
TOTAL REPAIRS & MAINTENANCE	62,542	78,027	69,270	96,000	58,000	99,000
OPERATING						
500-5-41-3300	3,946	2,762	2,835	3,540	4,652	9,000
500-5-41-3301	4,395	4,654	4,915	5,340	7,126	13,034
500-5-41-3302	103,794	73,418	83,384	90,000	75,313	76,000
500-5-41-3303	-	-	-	-	-	-
500-5-41-3400	-	-	89,885	117,387	90,695	96,250
500-5-41-3401	-	-	5,946	-	-	-
500-5-41-3402	-	-	8,038	-	-	-
500-5-41-3500	6,828	5,713	4,642	5,500	2,127	5,500
500-5-41-3502	-	-	448	500	-	-
500-5-41-3503	680	750	378	750	711	750
500-5-41-3505	490	500	117	500	107	500
500-5-41-3506	450	671	1,096	2,250	1,584	2,500
500-5-41-3507	2,074	1,733	1,718	3,000	1,882	2,000
TOTAL OPERATING	122,657	90,201	203,402	228,767	184,197	205,534
DEPARTMENTAL						
500-5-41-3513	254	-	-	-	-	-
500-5-41-3531	2,052	794	1,394	2,500	500	1,000
500-5-41-3550	18,868	16,838	18,415	37,000	28,304	30,000
TOTAL DEPARTMENTAL	21,174	17,632	19,809	39,500	28,804	31,000
DEBT PAYMENTS						
500-5-41-4011	-	-	-	8,333	8,333	-
500-5-41-4012	1,291	1,532	1,488	20,718	20,718	20,718
TOTAL DEBT PAYMENTS	1,291	1,532	1,488	29,051	29,051	20,718
CAPITAL OUTLAY						
500-5-41-5000	-	-	(18,110)	133,658	133,323	25,000
TOTAL CAPITAL OUTLAY	-	-	(18,110)	133,658	133,323	25,000

Program Budget & Work Plan Fiscal Year 2015-16

Wastewater Operations



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget
Waste Water Operations

MISSION STATEMENT

The Wastewater Department is committed to maintaining the health, well-being and quality of life for all customers. The department is dedicated to providing safe, high-quality wastewater treatment and quality control services and products for all citizens.

SUMMARY OF SERVICES

Wastewater systems

WORKPLAN OBJECTIVES

Inspect manholes for grease build-up in lines

Develop preventative maintenance program

Repair lift station pumps

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Percent of lateral stoppage cleared within 24 hours of reporting	New Measure	New Measure	New Measure	New Measure
Percent of repairs completed within 48 hours of reporting	New Measure	New Measure	New Measure	New Measure

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Wastewater line replacement (in lin. ft.)	New Measure	New Measure	New Measure	New Measure
Wastewater line repairs (in lin. ft.)	New Measure	New Measure	New Measure	New Measure
Number of manholes repaired/replaced	New Measure	New Measure	New Measure	New Measure

**UTILITY FUND EXPENDITURE
WASTEWATER OPERATIONS
DEPARTMENTAL SUMMARY**

WASTEWATER OPERATIONS	2011-2012	2012-2013	2013-2014	2014-2015		2015-2016	% CHANGE
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED	
PERSONNEL	\$ 118,524	\$ 109,752	\$ 74,949	\$ 119,475	\$ 91,427	\$ 121,977	2.09%
SUPPLIES	20,879	17,076	23,114	21,700	9,399	11,650	-46.31%
CONTRACTED SERVICES	662,306	578,038	524,732	643,322	581,467	601,570	-6.49%
REPAIRS & MAINTENANCE	18,268	12,505	10,546	16,500	6,397	10,500	-36.36%
OPERATING	19,364	2,708	115,943	121,858	119,813	120,000	-1.52%
DEPARTMENTAL	-	-	-	-	-	-	
DEBT PAYMENTS	977,855	816,797	822,505	1,025,640	1,025,640	1,094,916	6.75%
CAPITAL OUTLAY	-	-	-	-	-	-	
TOTAL WASTEWATER OPERATIONS	\$ 1,817,196	\$ 1,536,876	\$ 1,571,789	\$ 1,948,495	\$ 1,834,143	\$ 1,960,613	0.62%

PERSONNEL SUMMARY						
FULL-TIME POSITIONS						
Utility Workers	3	3	3	3	3	3
Total Positions	3	3	3	3	3	3

WASTEWATER OPERATIONS	2011-2012	2012-2013	2013-2014	2014-2015		2015-2016
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED
PERSONNEL						
500-5-42-1000 EXEMPT SALARY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500-5-42-1005 ACCRUED WAGES (AUDIT)	\$ 3,636	\$ (3,659)	\$ 265	\$ -	\$ -	\$ -
500-5-42-1010 REG. SALARIES FULL TIME	82,493	78,551	52,136	80,470	58,819	85,257
500-5-42-1025 OVERTIME	796	414	1,126	2,847	1,072	3,152
500-5-42-1035 CERTIFICATION PAY	-	-	-	-	-	-
500-5-42-1200 PAYROLL TAXES FICA	6,292	6,093	-	6,374	4,072	6,763
500-5-42-1205 WORKERS COMP	1,435	2,286	2,376	2,290	2,144	2,244
500-5-42-1210 INSURANCE	20,928	23,415	17,272	24,672	23,441	21,581
500-5-42-1215 UNEMPLOYMENT CLAIMS	-	-	-	-	-	-
500-5-42-1220 T.M.R.S.	2,944	2,652	1,774	2,822	1,879	2,980
TOTAL PERSONNEL	118,524	109,752	74,949	119,475	91,427	121,977
SUPPLIES						
500-5-42-1300 UNIFORMS & CLOTHING	637	873	600	1,000	551	500
500-5-42-2000 OFFICE SUPPLIES	423	491	301	600	611	-
500-5-42-2006 CHEMICALS	14,936	11,811	13,827	15,000	6,551	8,000
500-5-42-2012 JANITORIAL SUPPLIES	326	467	565	500	370	-
500-5-42-2100 GASOLINE & FUEL	3,199	3,123	2,258	3,500	1,281	2,000
500-5-42-2125 POSTAGE	-	-	-	-	-	-
500-5-42-2130 LANDSCAPING	-	-	-	-	-	-
500-5-42-2151 HAND TOOLS	171	87	229	300	35	150
500-5-42-2155 SMALL OFFICE EQUIPMENT	-	-	-	-	-	-
500-5-42-2156 OTHER SMALL EQUIPMENT	-	-	4,970	-	-	-
500-5-42-2170 SAFETY EQUIPMENT	1,187	224	364	800	-	1,000
TOTAL SUPPLIES	20,879	17,076	23,114	21,700	9,399	11,650
CONTRACTED SERVICES						
500-5-42-3003 ENGINEERING SERVICES	-	-	-	-	-	-
500-5-42-3005 JANITORIAL SERVICE	-	-	-	-	-	-
500-5-42-3013 OTHER PROFESSIONAL SERV	-	-	-	-	-	-
500-5-42-3014 TEMP CONTRACT LABOR	-	-	-	-	-	-
500-5-42-3015 TRA SEWAGE SYSTEM	662,306	578,038	524,732	643,322	581,467	601,570
500-5-42-3023 ANNUAL HARDWARE MAINTEN.	-	-	-	-	-	-
500-5-42-3030 METER TESTING	-	-	-	-	-	-
500-5-42-3050 OPERATING LEASE - COPIERS	-	-	-	-	-	-
TOTAL CONTRACTED SERVICES	662,306	578,038	524,732	643,322	581,467	601,570
REPAIRS & MAINTENANCE						
500-5-42-3200 R & M STRUCTURES	514	1,852	1,337	2,000	1,534	2,000
500-5-42-3201 R & M SMALL EQUIPMENT	653	43	670	1,000	132	500
500-5-42-3202 R & M AUTO/TRUCK	674	833	979	2,000	408	1,500
500-5-42-3205 R & M SEWER SYSTEM	14,909	9,003	7,273	10,000	3,061	5,000
500-5-42-3206 R & M HEAVY EQUIPMENT	1,518	774	287	1,500	1,262	1,500
500-5-42-3215 R & M STORAGE TANK	-	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE	18,268	12,505	10,546	16,500	6,397	10,500

**UTILITY FUND EXPENDITURE
WASTEWATER OPERATIONS
DEPARTMENTAL SUMMARY**

OPERATING							
500-5-42-3300	CELL PHONES & WIRELESS CARDS	1,038	1,156	1,357	1,620	2,110	-
500-5-42-3301	TELECOMMUNICATIONS	-	-	-	-	-	-
500-5-42-3302	ELECTRICITY	17,882	1,325	-	1,500	-	-
500-5-42-3303	NATURAL GAS	-	-	-	-	-	-
500-5-42-3400	FRANCHISE FEES	-	-	113,428	117,388	117,141	119,000
500-5-42-3401	AUTO LIABILITY	-	-	309	500	562	500
500-5-42-3402	PROPERTY INSURANCE	-	-	-	-	-	-
500-5-42-3500	CONFERENCE TRAINING & TRAVEL	310	227	846	700	-	500
500-5-42-3502	COMMUNITY DAY	-	-	-	-	-	-
500-5-42-3503	PRINTING, COPY & PHOTO	134	-	3	150	-	-
500-5-42-3505	OPERATING EXPENSES	-	-	-	-	-	-
500-5-42-3506	DUES, SUBSCRIPTIONS & PUB	-	-	-	-	-	-
500-5-42-3507	TRA LAB EXPENSE	-	-	-	-	-	-
TOTAL OPERATING		19,364	2,708	115,943	121,858	119,813	120,000
DEPARTMENTAL							
500-5-42-3513	EMPLOYEE RELATIONS	-	-	-	-	-	-
500-5-42-3531	RENTAL EQUIPMENT	316	-	-	1,200	356	750
500-5-42-3550	TCEQ FEES	-	-	-	-	-	-
TOTAL DEPARTMENTAL		316	-	-	1,200	356	750
DEBT PAYMENTS							
500-5-42-4155	TRA DEBT SERVICE PAYMENTS	977,855	816,797	822,505	1,025,640	1,025,640	1,094,916
TOTAL DEBT PAYMENTS		977,855	816,797	822,505	1,025,640	1,025,640	1,094,916
CAPITAL OUTLAY							
500-5-42-5000	CAPITAL EXPENDITURES	-	-	-	29,311	35,555	-
TOTAL CAPITAL OUTLAY		-	-	-	29,311	35,555	-
TOTAL WASTEWATER OPERATIONS		\$ 1,817,512	\$ 1,536,876	\$ 1,571,789	\$ 1,979,006	\$ 1,870,054	\$ 1,961,363



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.



City of Glenn Heights, Texas

**CITY OF GLENN HEIGHTS
DRAINAGE FUND SUMMARY**

Revenue, expenditure, Other Financing Sources (Uses), and Change in Fund Balance

REVENUES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR END	
Drainage Fees - Residential	\$ 218,755	\$ 221,798	\$ 225,260	\$ 211,275	\$ 234,867	\$ 239,564
Drainage Fees - Commercial	30,035	30,495	30,480	30,000	30,500	30,000
Interest	2	2	-	-	-	-
TOTAL REVENUES	248,792	252,295	255,740	241,275	265,367	269,564
EXPENDITURES						
46-Stormwater Operations	109,045	128,272	142,777	211,037	166,967	221,908
TOTAL EXPENDITURES	109,045	128,272	142,777	211,037	166,967	221,908
REVENUE OVER (UNDER) EXPENDITURES	139,747	124,023	112,963	30,238	98,400	47,656
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)	(12,500)
TOTAL OTHER FINANCING SOURCES (USES)	86,844	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
NET CHANGE IN FUND BALANCE	226,591	111,523	100,463	17,738	85,900	35,156
Fund Balance Reserve - Intended Use	-	-	-	-	-	-
ANTICIPATED CHANGE IN FUND BALANCE	\$ 226,591	\$ 111,523	\$ 100,463	\$ 17,738	\$ 85,900	\$ 35,156
BEGINNING UNASSIGNED FUND BALANCE - OCT 1	8,075	234,666	346,189	100,168	260,264	346,164
ENDING UNASSIGNED FUND BALANCE - SEPT 30	\$ 234,666	\$ 346,189	\$ 446,652	\$ 117,906	\$ 346,164	\$ 381,320
Daily Operations Cost	299	351	391	578	457	608
Days in Reserve	785	985	1142	204	757	627

Program Budget & Work Plan Fiscal Year 2015-16

Stormwater



City of Glenn Heights, Texas

City of Glenn Heights, TX
2015-2016 Proposed Budget

STORMWATER

MISSION STATEMENT

The Stormwater Department is dedicated to preventing Stormwater runoff from washing harmful pollutants into local surface waters including streams, rivers, lakes, or coastal waters. The department monitors construction, marks drains, provides cleanup activities and participates in education programs.

SUMMARY OF SERVICES

MS4 testing of storm drains	Household hazardous waste event
Drainage system	City-wide resident clean up
Stormwater management program	Large-item disposal service

WORKPLAN OBJECTIVES

Decrease illicit Stormwater discharge	Install larger culverts in flood areas
Develop drainage maintenance program	Continue manhole inspection program
Develop and implement Stormwater system contaminate sampling program	

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Percent of drains cleaned within 24 hours of detection	New Measure	New Measure	New Measure	New Measure
Percent of R.O.W. moved within 14 days	New Measure	New Measure	New Measure	New Measure
Percent of Stormwater sample test containment free	New Measure	New Measure	New Measure	New Measure

WORKLOAD MEASURES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 PROJECTED	2015-2016 PROPOSED
Amount of debris (in lbs) removed from curbs and gutters	New Measure	New Measure	New Measure	New Measure
Large-item disposal (in yards) at convenience station	New Measure	New Measure	New Measure	New Measure
Amount of hazardous waste disposed (in total items)	New Measure	New Measure	New Measure	New Measure

**DRAINAGE FUND EXPENDITURE
STORM WATER
DEPARTMENTAL SUMMARY**

STORM WATER	2011-2012	2012-2013	2013-2014	2014-2015		2015-2016	% CHANGE
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	PROJECTED YEAR-END	PROPOSED	
PERSONNEL	\$ 45,379	\$ 41,946	\$ 44,106	\$ 67,732	\$ 62,235	\$ 104,959	55%
SUPPLIES	5,718	4,709	5,709	6,700	5,351	11,400	70%
CONTRACTED SERVICES	35,084	35,054	66,861	43,500	42,062	650	-99%
REPAIRS & MAINTENANCE	14,089	35,588	10,244	44,500	20,899	40,017	-10%
OPERATING	2,946	1,351	4,570	7,803	6,580	7,080	-9%
DEPARTMENTAL	297	5,210	4,494	15,500	2,450	14,500	-6%
DEBT PAYMENTS	5,532	4,414	6,793	25,302	27,390	20,302	-20%
CAPITAL OUTLAY	-	-	-	-	-	23,000	n/a
TOTAL STORM WATER	\$ 109,045	\$ 128,272	\$ 142,777	\$ 211,037	\$ 166,967	\$ 221,908	5%

PERSONNEL SUMMARY							
FULL-TIME POSITIONS							
Wastewater Technician	1	1	1	1	1	2	
PART-TIME POSITIONS							
Litter Crew	0	0	0	2	2	2	
Total Positions	1	1	1	3	3	4	

STORM WATER	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015		2015-2016 PROPOSED
				CURRENT BUDGET	PROJECTED YEAR-END	
PERSONNEL						
550-5-46-1005 ACCRUED WAGES (AUDIT)	2,254	656	(39)	-	-	-
550-5-46-1010 REG. SALARIES FULL TIME	31,996	30,461	31,249	34,144	34,123	58,194
550-5-46-1020 REG. SALARIES PART TIME	-	-	-	19,968	12,271	19,968
550-5-46-1025 OVERTIME	94	110	759	-	716	-
550-5-46-1200 PAYROLL TAXES FICA	2,455	2,394	2,449	4,140	3,485	5,979
550-5-46-1205 WORKERS COMP	493	924	889	803	750	1,999
550-5-46-1210 INSURANCE	6,962	6,373	7,732	7,521	9,818	16,184
550-5-46-1220 T.M.R.S.	1,125	1,028	1,067	1,156	1,072	2,635
TOTAL PERSONNEL	45,379	41,946	44,106	67,732	62,235	104,959
SUPPLIES						
550-5-46-1300 UNIFORMS & CLOTHING	116	97	70	150	40	150
550-5-46-2000 OFFICE SUPPLIES	185	136	25	200	125	150
550-5-46-2003 WATER TESTING KITS	145	-	-	150	-	150
550-5-46-2008 CLEAN UP DAY EXPENSE	117	282	121	500	-	500
550-5-46-2012 JANITORIAL SUPPLIES	-	105	28	100	-	500
550-5-46-2100 GASOLINE & FUEL	4,405	2,949	4,992	3,200	3,888	8,500
550-5-46-2125 POSTAGE	242	123	56	300	67	100
550-5-46-2151 HAND TOOLS	72	-	37	100	52	100
550-5-46-2170 SAFETY EQUIPMENT	436	964	380	1,000	1,179	1,000
550-5-46-2330 EDUCATIONAL MATERIALS	-	53	-	1,000	-	250
TOTAL SUPPLIES	5,718	4,709	5,709	6,700	5,351	11,400
CONTRACTED SERVICES						
550-5-46-3013 OTHER PROFESSIONAL SERV	-	-	24,810	-	-	-
550-5-46-3051 HOUSEHOLD HAZARDOUS WASTE	423	1,034	1,551	1,000	62	150
550-5-46-3052 ROW MAINTENANCE	34,661	34,020	40,500	42,000	42,000	-
550-5-46-3054 TRA	-	-	-	500	-	500
TOTAL CONTRACTED SERVICES	35,084	35,054	66,861	43,500	42,062	650
REPAIRS & MAINTENANCE						
550-5-46-3201 R & M SMALL EQUIPMENT	-	-	272	500	320	500
550-5-46-3202 R & M AUTO/TRUCK	312	257	330	2,500	1,692	2,500
550-5-46-3206 R & M HEAVY EQUIPMENT	1,745	3,322	3,788	2,500	6,987	2,400
550-5-46-3210 R & M SIGNS & MARKINGS	693	22	-	1,000	1,900	1,750
550-5-46-3245 R & M STORM WATER SYSTEM	11,339	31,987	5,854	38,000	10,000	32,867
TOTAL REPAIRS & MAINTENANCE	14,089	35,588	10,244	44,500	20,899	40,017
OPERATING						
550-5-46-3300 CELL PHONES & WIRELESS CARDS	381	384	432	350	635	530
550-5-46-3500 CONFERENCE TRAINING & TRAVEL	614	682	308	700	-	-
550-5-46-3503 PRINTING, COPY & PHOTO	100	285	-	200	55	50
550-5-46-3506 DUES, SUBSCRIPTIONS & PUB	-	-	3,553	5,353	4,272	5,000
550-5-46-3508 CITY NEWSLETTER	1,851	-	277	1,200	1,618	1,500
TOTAL OPERATING	2,946	1,351	4,570	7,803	6,580	7,080
DEPARTMENTAL						
550-5-46-3516 CITY CLEAN UP	-	3,110	2,600	3,500	2,450	4,000
550-5-46-3580 TIRE BATTERY FLUID DISPOSAL	297	-	924	2,000	-	500
550-5-46-3590 MANHOLE REHABILITATION	-	2,100	970	10,000	-	10,000
TOTAL DEPARTMENTAL	297	5,210	4,494	15,500	2,450	14,500
DEBT PAYMENTS						
550-5-46-4005 NOTE PAYABLE - GRADALL	-	3,589	4,452	20,302	22,390	20,302
550-5-46-4011 2011 VEHICLES LEASE PAYMENTS	5,532	825	2,341	5,000	5,000	-
TOTAL DEBT PAYMENTS	5,532	4,414	6,793	25,302	27,390	20,302
CAPITAL OUTLAY						
550-5-46-5000 CAPITAL EXPENDITURES	-	-	-	-	-	23,000
TOTAL CAPITAL OUTLAY	-	-	-	-	-	23,000
TOTAL STORM WATER	\$ 109,045	\$ 128,272	\$ 142,777	\$ 211,037	\$ 166,967	\$ 221,908