

ORDINANCE NO. 3013-11

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR
THE CITY OF BALCH SPRING, TEXAS FOR FISCAL YEAR
OCTOBER 1, 2011 THROUGH SEPTEMBER 30, 2012.**

WHEREAS, notice of the hour, date, and place for a public hearing on the proposed budget for fiscal year 2011-2012 for the City of Balch Springs, Texas was filed with the City Secretary in accordance with Section 102.005 of the Texas Local Government Code; and

WHEREAS, following notice and public hearing on the proposed budget, the City Council of the City of Balch Springs has made changes in the budget that it considers to be in the best interest of the municipal taxpayers; and

WHEREAS, the City Council of the City of Balch Springs, Texas, has approved the final budget for Fiscal year 2011-2012 and to provide for the filing of the approved budget; and

WHEREAS, all requisites of the law were complied with in connection with the preparation, filing, and notice of said public hearing;

NOW, THEREFORE: BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BALCH SPRINGS, TEXAS:

Section 1: That the appropriations for the fiscal year beginning October 1, 2011 and ending September 30, 2012, for the support of the general government of the City of Balch Springs be fixed and determined for said terms in accordance with the expenditures shown in the City's Fiscal Year 2011-2012 Budget, a copy of which is appended hereto as Exhibit A;

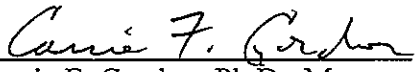
Section 2: That the said budget is hereby approved in all respects and adopted as the City's budget for the fiscal year beginning October 1, 2011 and ending September 30, 2012.

Section 3: That there is hereby appropriated the amount shown in said budget necessary to provide for a sinking fund for the repayment of the principal and interest and the retirement of the bonded debt requirement of Fiscal Year 2011-2012;

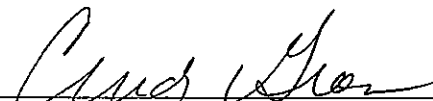
Section 4: That this ordinance shall become effective immediately after passage.

The proposed budget for fiscal year 2011-2012 for the City of Balch Springs, Texas is hereby approved and adopted as the budget for fiscal year 2011-2012 for the City of Balch Springs, Texas in the form in which it was filed in the office of the City Secretary.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF BALCH SPRINGS, TEXAS on this, the 26th day of September, 2011.


Carrie F. Gordon, Ph.D., Mayor

ATTEST:


Cindy Gross, City Secretary

MEMORANDUM

DATE: September 20, 2011

TO: Mayor and City Council Members

FROM: Ed Morris, City Manager/Chief of Police

SUBJECT: PROPOSED FISCAL YEAR 2011 - 2012 BUDGET

I am pleased to provide for your review the proposed FY2011-12 operating budget for the City of Balch Springs. This document represents the sources of revenue and the plan for expenditures by program area for fiscal year beginning October 1, 2011 and ending on September 30, 2012.

The proposed budget accomplishes the following objectives:

- Uses the effective tax rate of 0.78
- Increases the General Fund Balance
- Creates a City Council Unbudgeted Contingency Fund
- Recommends a 5% pay raise for civilian employees
- Unfreezes the position of Public Works Director in June 2012
- Absorbs operating cost increases in major medical insurance, retirement payments to TMRS, vehicle fuel and contractual services
- Provides a user friendly and enhanced website

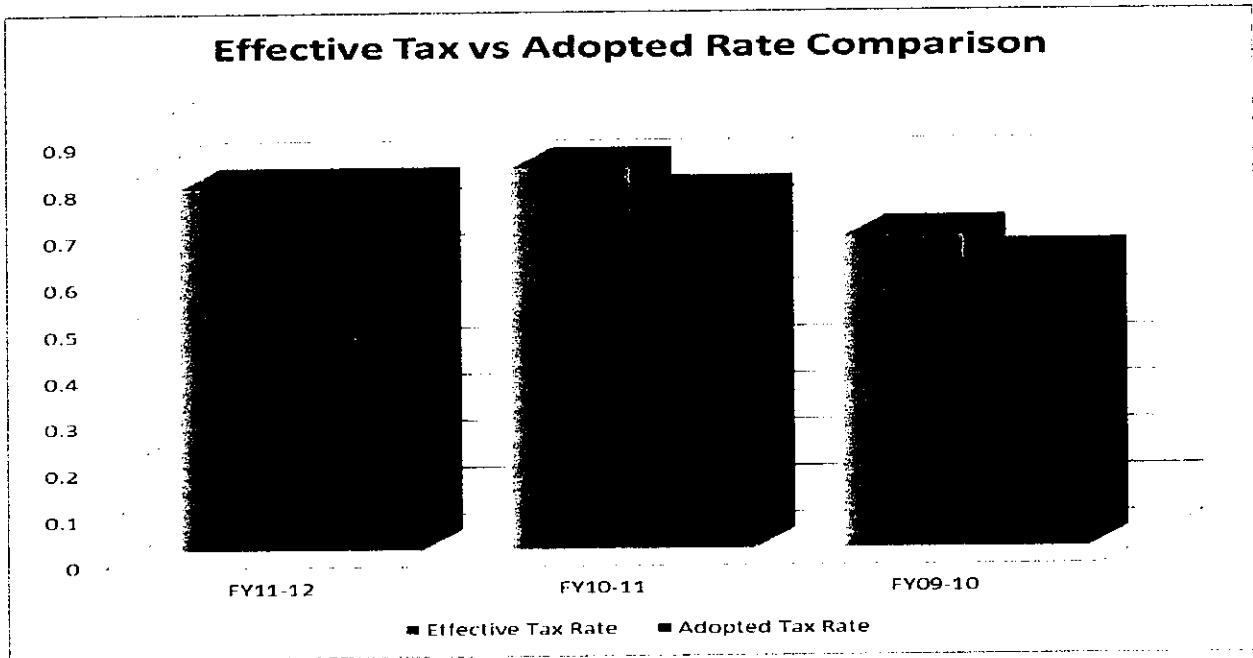
GENERAL FUND

Revenue

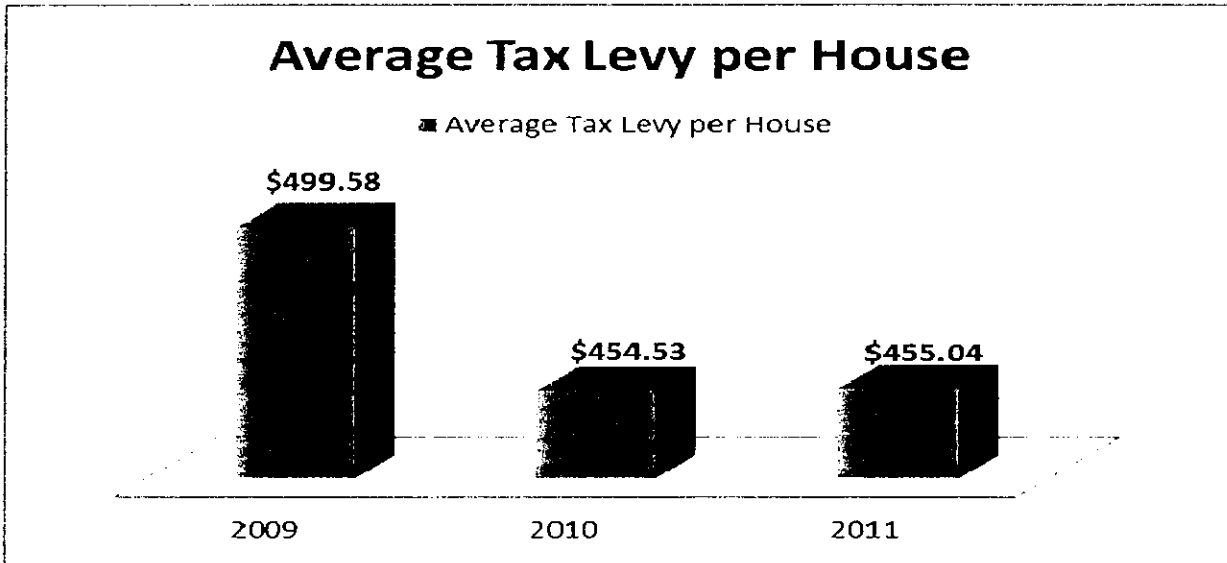
Ad valorem or property taxes are the largest revenue sources accounting for 38 percent of the total General Fund revenue. The amount of property tax the City expects to collect is based on the certified tax roll calculated by the Dallas County Appraisal District. Although the City recorded an increase of \$9,225,030 in new construction, assessed valuation of property continues to suffer slightly, like a number of cities in the Dallas Fort Worth Metroplex, from the ongoing uncertain economic climate. As a result the 2011 net taxable value of \$646,124,686 is a 1 percent decrease from the 2010 net taxable value of \$650,852,857.

The FY 2011-12 General Fund budget is based on a proposed Maintenance and operations (M&O) rate, from ad valorem taxes, of \$0.661888. An estimated collection rate of 96% is applied to the M&O rate and the appraised value which yields a property tax revenue amount of \$4,105,557. The total property tax rate includes debt service and is \$0.78, which is the effective

rate. The effective tax rate provides the City with approximately the same amount of revenue it had in the prior fiscal year (FY2010-11) on properties taxed in both years. The FY2011-12 rollback rate is \$0.84. The chart below provides a three-year comparison of the adopted text rate compared to the effective rate.

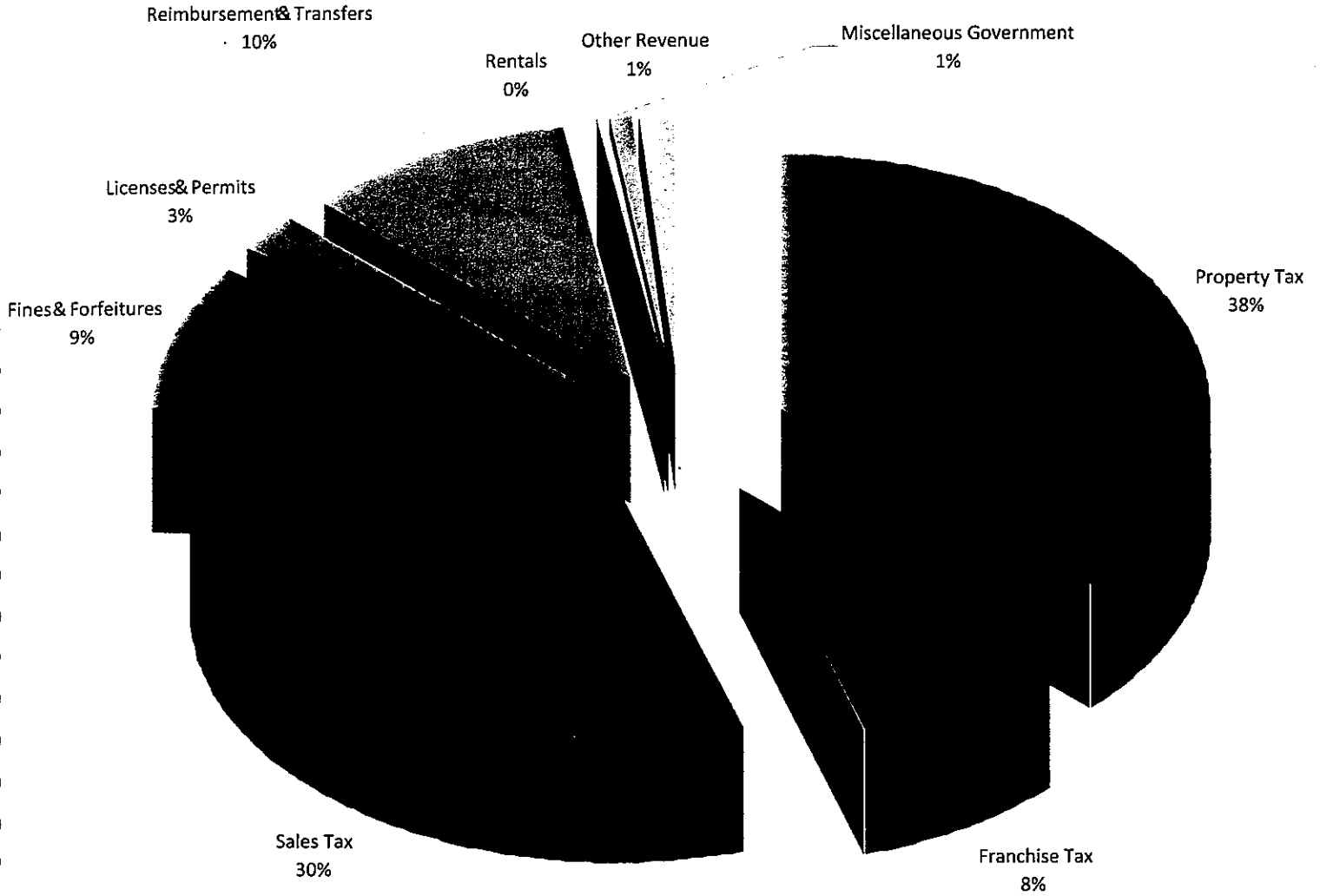


Because overall property tax rates in the City have decreased the property tax impact to the average homeowner in Balch Springs will remain virtually the same after the effective tax rate of \$0.78 is adopted. The average taxable rate for residential property has dropped from \$65,734 in 2009 to \$58,339 in 2011. The chart below indicates what the average taxpayer will pay under the proposed property tax rate.



It is anticipated that revenue from sales tax will remain the same as sales tax collected in FY2010-11. Sales Tax collections are the second largest revenue source for the City comprising about 30% of the City's General Fund budget. Reimbursements from grants such as CDBG and Section 8 Housing as well as Fines & Forfeitures are other major revenue sources for the General Fund.

GENERAL FUND REVENUES
TOTAL BUDGET \$11,186,260



REVENUES - City of Balch Springs 2011-2012 Budget with .78 Tax Rate

ACCT NUMBEF DESCRIPTION	2010-2011 BUDGET	REVENUE THRU SEP 13	2011-2012 Re-EST	2011-2012 BUDGET	LINE ITEM DESCRIPTIONS
4010 CURRENT YEAR TAX	\$ 3,973,948	\$ 3,843,086	\$ 3,848,729	\$ 4,105,557	Ad Valorem Taxes
4020 FRANCHISE TAX	900,000	937,529	937,529	900,000.00	
4030 CITY SALES TAX	3,250,000	3,378,743	3,378,743	3,345,746.00	Sales Tax Collections
4040 PRIOR YEAR TAX	85,000	142,650	142,650	100,000	Delinquent Tax Collections
4280 FINES	850,000	734,813	750,000	850,000	Citations for Traffic, Code, Fire Code Violations
4285 WARRANTS	100,000	147,128	150,000	100,000	Delinquent Citation Collections
4290 PENALTY & INTEREST - TAX	55,000	62,930	62,930	55,000	Fees Associated with Delinquent Taxes
4300 ALARM PERMITS & FEES	20,000	19,720	19,720	20,000	Annual Permit Fees and False Alarm Fees
4320 LICENSE & FEES	55,000	64,039	64,039	55,000	Garage Sale Permits, Contractor Registrations
4330 FIRE INSPECTION FEES	10,000	12,619	12,619	12,000	Fire Plan Reviews
4340 MECHANICAL PERMITS	9,000	16,693	16,693	10,000	HVAC Permits
4350 BUILDING PERMITS	50,000	229,985	229,985	75,000	Building, Fence, Carport, etc...
4360 PLUMBING PERMITS	9,000	20,980	20,980	10,000	Plumbing Permits
4370 ELECTRICAL PERMITS	9,000	14,725	14,725	10,000	Electrical Permits
4390 ZONING PERMITS	10,000	10,825	10,825	10,000	Zoning Permits
4400 SRO REIMBURSEMENT	30,000	35,144	35,144	30,000	MISD Reimbursement for A.C. New SRO
4410 CDBG REIMBURSEMENT	172,000	69,779	172,000	135,000	Dallas Co. Reimbursement for Code & Streets
4600 FILING FEES - ELECTION	200	150	150	200	Annual Election Fees
4610 HEALTH INSPECTION PERMITS	30,000	24,410	24,410	25,000	Annual Health Permit Fees
4615 BUILDING RE-INSPECTION FEES	2,000	-	-	1,000	Fees for Re-Inspections
4620 ANIMAL SHELTER FEES	10,000	11,535	11,535	10,000	Adoption, Redemption, Surrender, Impound Fees
4640 COLLECTION FEES	50,000	29,938	30,000	50,000	Discount for Timely Filed Court Cost —
4650 LIBRARY FEES	13,000	12,589	12,589	13,000	Fines and Fees for Library
4700 LIBRARY ROOM RENTALS	4,000	2,602	2,602	4,000	Auditorium and Office Space Rentals
4710 CIVIC CENTER RENTALS	8,000	7,225	8,000	8,000	Building and Conference Room Rentals
4720 BALL FIELD RESERVATIONS	4,000	-	4,000	4,000	Reservations Fees for all City Fields
4730 RECREATION ROOM RENTALS	2,000	16,385	17,000	2,000	Rentals for Recreation Room and Gym
4740 LIBRARY BOOK DONATIONS	7,000	5,490	5,500	-	Lone Star Grant
4750 BALCH SPRINGS YOUTH		225	225	200	Balch Springs Youth Theatre
4760 RECREATION PROGRAM	7,500	6,016	6,016	7,500	After School Program
4790 PD STEP PROGRAM	40,000	24,817	25,000	40,000	
4830 MISCELLANEOUS	25,000	71,109	71,109	25,000	Mowing Liens & Misc.
4855 BINGO	36,000	28,993	28,993	36,000	Quarterly Collections
4835 SALE OF EQUIPMENT	10,000	0	0	10,000	Surplus Equipment Sales
4845 SALE OF LAND	10,000	-	-	10,000	City Owned Land Sales
4900 INTEREST EARNED	12,000	9,533	12,000	12,000	Interest on Investments
4910 4B REIMBURSEMENT	430,000	293,407	293,407	430,000	Maintenance for Parks . IPADS
4920 4A REIMBURSEMENT	498,871	417,628	434,628	498,871	street repair, Dean St Reimb. 11/11
4930 STORM WATER PP FEE	2,500	6,900	6,800	4,500	Fees for Storm Water Ordinance
4935 INSURANCE EQUITY RETURN	31,756	31,756	31,756	30,000	Equity return from TML
4940 MEDTRANS FEES	1,000	1,087	1,087	1,000	Medtrans Fees
48XX REIMBURSEMENTS FROM EDC	-	-	-	140,686	Salary Administration
4925 TOTAL REVENUES	\$ 10,822,775	\$ 10,822,775	\$ 10,894,118	\$ 11,186,260	

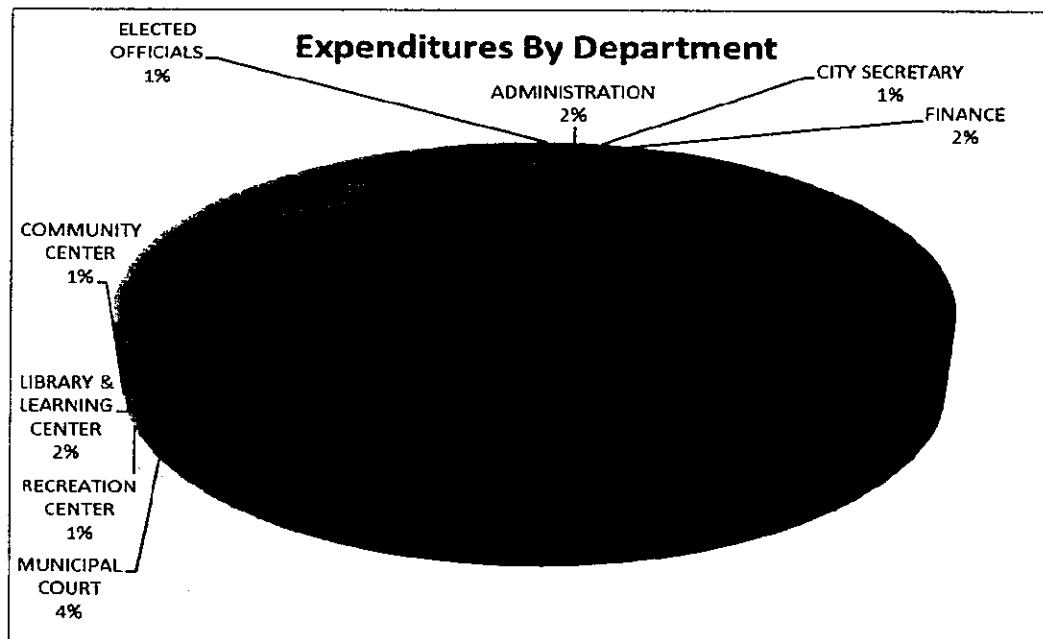


GENERAL FUND BUDGET SUMMARY

	2010-2011 BUDGET	2010-2011 YTD	2010-2011 Re-EST	2011-2012 BUDGET
CARRY OVER FROM FY2010-11				\$ 10,632
ESTIMATED REVENUES	10,822,775	-	10,894,118	11,186,260
TOTAL REVENUES	\$ 10,822,775	\$ -	\$ 10,894,118	\$ 11,196,892

ELECTED OFFICIALS	\$ 90,247	14,541	\$ 17,072	\$ 281,900 X
ADMINISTRATION	127,410	67,239	77,030	127,360 X
CITY SECRETARY	96,009	81,351	89,888	99,492 X
FINANCE	195,577	153,030	178,830	205,318 X
POLICE DEPARTMENT	3,049,210	2,561,994	2,963,478	3,043,706 X
FIRE DEPARTMENT	2,182,859	2,064,447	2,351,207	2,142,414 X
PUBLIC WORKS	1,293,063	1,072,439	1,334,330	1,363,523 X
MUNICIPAL COURT	440,125	419,235	434,992	488,994 X
RECREATION CENTER	154,414	133,708	151,853	114,659 X
LIBRARY & LEARNING CENTER	188,313	171,126	189,664	211,023 X
COMMUNITY CENTER	66,721	57,984	65,909	64,241 ✓
SPECIAL ITEMS - CIVIL SERVICE <i>per Ed</i>	3,500	0	0	3,500
LONGEVITY <i>6/15/12</i>	84,724	84,724	84,724	87,244
GENERAL GOVERNMENT	2,935,327	2,579,596	2,944,509	2,955,696 ✓
TOTAL EXPENDITURES	\$ 10,907,499	\$ 9,461,413	\$ 10,883,486	\$ 11,189,071

FUND BALANCE	\$ 10,632	\$ 7,822
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Expenditures

Personnel Services (salary, payroll taxes, FICA, retirement and health insurance) is the largest expenditure in the FY2011-12 budget at \$8,623,922 or 77.07 percent of the proposed General Fund expenditures of \$11,189,071. This figure includes a budgeted position for the City Manager and Assistant to the CM/ED Planner in the Administration Department. Additionally it unfreezes the Public Works Director's position in Public Works.

With the sale and relocation of Luedeke (Lew) Park, the Public Works department will be maintaining over 103 acres of parkland and medians. As a result of the completion of the Master Thoroughfare Plan the Public Works Department will prioritize the improvement and maintenance of the City's streets. Continuing with the initiative that began in FY2010-11, the code enforcement division of Public Works will increase patrolling neighborhoods for code compliance.

The following is an account for expenditures for the city departments.



MUNICIPAL COURT

DESCRIPTION	FY2010-11 BUDGET	FY2010-11 THRU AUG 31	FY2010-11 Re-Est	FY2011-12 Proposed	Comments
5010 SALARIES	\$ 292,025	\$ 293,544	\$ 294,832	\$ 340,894	Staff salaries
5020 OVERTIME	3,000	1,863	1,900	3,000	Overtime wages
5100 TRAVEL EXPENSES	1,500	224	500	1,500	Travel for training
5110 MEALS & LODGING	1,500	469	1,000	1,500	Expenses related to travel & training
5140 TRAINING	3,000	2,180	2,500	3,000	Seminars, courses and conferences
5200 CONTRACT SERVICES	5,000	6,794	7,000	5,000	Incode fees, Online pymt fees, shred
5210 LEGAL SERVICES	45,000	35,647	43,000	45,000	Prosecuting Attorney
5220 ATTORNEY JUDGE	45,000	39,992	44,000	45,000	Municipal Judge
5260 LEGAL NOTICES	0	0	0	0	Help wanted ads
5300 OFFICE SUPPLIES	4,000	5,877	5,877	4,000	Folders, pens, staples, etc...
5310 PROGRAM SUPPLIES	6,000	3,721	4,500	6,000	Cash bond books, envelopes, jackets
5500 EQUIPMENT REPAIR	1,500	107	250	1,500	Repair of equipment
5560 MINOR EQUIPMENT	2,000	530	750	2,000	Laptops, Imaging system
5590 LEASED EQUIPMENT	28,000	27,593	27,593	28,000	Payment for leased vehicles
5710 ORGANIZATIONAL DUES	500	290	290	500	TMCA, TCCA
5730 BOOKS	600	0	500	600	Law updates
5800 UNIFORMS	1,500	404	500	1,500	Marshal & clerk uniforms
TOTAL EXPENDITURES	\$ 440,125	\$ 419,235	\$ 434,992	\$ 488,994	

NOTES:

One (1) Marshal Salary is Paid from Security Fund

BUDGETED POSITIONS

POSITION CLASSIFICATION	CURRENT	PROPOSED
Director of Court Services	1	1
Court Clerk	2	2
Deputy Court Clerk	2	2
File Clerk	1	1
Marshal	3	3
Warrant Clerk	1	1
Total Positions	10	10



ADMINISTRATION DEPARTMENT

DESCRIPTION	FY2010-11	FY2010-11	FY2010-11	FY2011-12	Comments
	BUDGET	THRU AUG 31	Re-Est	Proposed	
5010 SALARIES	\$ 118,860	\$ 64,654	\$ 73,087	\$ 116,810	Staff salaries
5020 OVERTIME	200	250	250	200	Overtime wages
5120 AUTO ALLOWANCE	2,400	0	100	4,400	City Manager vehicle allowance
5140 TRAINING	1,500	1,643	1,643	1,500	Seminars, conferences
5200 CONTRACT SERVICES	1,500	0	0	1,500	Website maintenance
5300 OFFICE SUPPLIES	500	329	500	500	Misc. folders, pens, staples
5310 PROGRAM SUPPLIES	1,500	363	500	1,500	Mail machine, letterhead
5560 MINOR EQUIPMENT	500	0	500	500	Replace small equipment
5710 ORGANIZATIONAL DUES	200	0	200	200	Professional dues
5730 BOOKS	\$ 250	\$ 0	\$ 250	\$ 250	Manuals, updates, Local Govt. Code
TOTAL EXPENDITURES	\$ 127,410	\$ 67,239	\$ 77,030	\$ 127,360	

POSITION/CLASSIFICATION	FY10-11	FY11-12
City Manager	1	1
Grant Writer/Management Asst.	1	1
Receptionist/Adminstrative Asst.	1	1
Asst to CM/ED Planner	0	1
Total Positions	3	4

NOTES:

Funding for the position of Asst. to the City Manager will be shared equally by Type A EDC, Type B EDC and the General Fund Includes Police Chief stipend of \$15,000 for CM duties. (Balance of salary from Police Department).

Grant Writer position has been reclassified as Grant Writer/Management Assistant

Receptionist Position has been reclassified as Receptionist/Administrative Assistant

Car Allowance increase to \$3,600 for City Manager and \$800 for Assistant to CM



FIRE					
DESCRIPTION	FY2010-11 BUDGET	FY2010-11 THRU AUG 31	FY2010-11 YTD	FY2011-12 Proposed	Comments
5010 SALARIES	\$ 1,865,459	\$ 1,785,397	\$ 2,018,275	\$ 1,857,914	Staff salaries
5020 OVERTIME	50,000	91,543	99,000	60,000	Overtime wages
5140 TRAINING	10,000	5,843	6,100	10,000	Firefighter & officer development, swift warter, RIT
5200 CONTRACT SERVICES**	112,400	96,763	112,400	125,000	Ambulance subsidy, cell phones, SCBA testing, annual physicals
5300 OFFICE SUPPLIES	2,000	337	1,500	1,000	Misc. folders, pens, paper clips, computer supplies, ink cartridges
5310 PROGRAM SUPPLIES	11,000	3,926	5,000	7,000	Station supplies, Fire Prevention Materials
5500 EQUIPMENT REPAIR	5,000	4,649	5,000	5,000	Repair & maintain tools & equipment
*5510 FLEET MAINTENANCE	35,000	22,908	35,000	-	Maintenance of trucks and station vehicles pump rebuild
5520 RADIO REPAIR	11,000	1,152	11,000	5,000	Repair radios, new repeater
5560 MINOR EQUIPMENT	25,000	14,388	20,000	25,000	Tools, equipment for trucks
5590 LEASED EQUIPMENT	26,000	24,000	24,000	24,000	BC truck, station car, fire marshal vehicle
5710 ORGANIZATIONAL DUES	1,500	1,005	1,005	1,000	NFPA, IAFC, TFCA, DCFC membership
5720 LICENSE AND FEES	3,000	1,727	1,727	3,500	Annual license renewals for firefighters from 35 to 85 renewal
5730 BOOKS	500	693	700	1,000	Building, Fire Codes, Training and Penal Code
5800 UNIFORMS	6,000	3,284	3,500	5,000	New & replacement uniforms
5915 GRANT MATCHING FUNDS	4,000	0	0	4,000	AFG Matching fund (5%)
5930 COMPUTER MAINTENANCE	\$ 15,000	\$ 6,831	\$ 7,000	\$ 8,000	System IT maintenance
TOTAL EXPENDITURES	\$ 2,182,859	\$ 2,064,447	\$ 2,351,207	\$ 2,142,414	

BUDGETED POSITIONS		
POSITION/CLASSIFICATION	CURRENT	PROPOSED
Fire Chief	1	1
Fire Inspector	1	1
Battalion Chief	3	3
Captain	3	3
Firefighter	24	24
Administrative Secretary	1	1
Total Positions	33	33

NOTE:

*5510 FLEET MAINTENANCE MOVED TO PUBLIC WORKS

LIBRARY

DESCRIPTION	FY2010-11 BUDGET	FY2010-11 THRU AUG 31	FY2010-11 Re-Est	FY2011-12 Proposed	Comments
5010 SALARIES	\$ 153,590	\$ 133,680	\$ 151,117	\$ 179,673	Staff salaries
5015 EDUCATION	1,000	750	750	500	Tuition reimbursement
5020 OVERTIME	250	0	0	0	Overtime wages
5140 TRAINING	1,250	1,220	1,220	1,250	Seminars, conferences
5300 OFFICE SUPPLIES	3,000	2,372	2,500	2,500	Misc. pens, pencils, folders
5310 PROGRAM SUPPLIES	4,000	3,926	4,000	3,500	Story time, summer programs, movies
5560 MINOR EQUIPMENT	0	197	197		Shelving, carts
5700 PERIODICALS	500	500	500	500	Magazine subscriptions
5710 ORGANIZATIONAL DUES	400	312	312	400	
5730 BOOKS	10,000	9,278	9,278	10,000	Books for patrons
LONE STAR BOOKS	5,000	5,490	5,490	0	Books from grant money
5750 SOFTWARE / ONLINE RESOURCES	1,323	1,282	1,500	1,500	
5760 SECURITY MAINTENANCE	3,000	2,501	3,000	5,000	Security supplies
5930 COMPUTER MAINTENANCE	5,000	9,618	9,800	5,000	Maintenance on computers
FINE RECOVERY FIRM	\$ 0	\$ 0	\$ 0	\$ 1,200	Recover overdue fines
TOTAL EXPENDITURES	\$ 188,313	\$ 171,126	\$ 189,664	\$ 211,023	

BUDGETED POSITIONS

POSITION CLASSIFICATION	CURRENT	PROPOSED
Librarian	1	1
Librarian Assistant	2	2
Part Time Assistant	3	3
Seasonal Workers	1	1
Total Positions	7	7



RECREATION CENTER

DESCRIPTION	FY2010-11 BUDGET	FY2010-11 THRU AUG 24	FY2010-11 Re-Est	FY2011-12 Proposed	Comments
5010 SALARIES	\$ 126,914	\$ 118,408	\$ 133,853	\$ 94,159	Staff salaries
5020**** OVERTIME	500	6,784	7,000	500	Overtime wages
5140 TRAINING	0	0	0	0	
5200 CONTRACT SERVICES	5,000	1,180	1,500	3,000	Driver, helium, game vendors
5300 OFFICE SUPPLIES	1,000	1,145	1,000	1,000	Misc. folders, pens, pencils
5310 PROGRAM SUPPLIES	10,000	3,893	4,500	7,000	Supplies for programs
5560 MINOR EQUIPMENT	2,000	1,792	2,000	2,000	Tables, chairs, copy machine
5660 RECREATION PROGRAMS	\$ 9,000	\$ 506	\$ 2,000	\$ 7,000	Referees, fitness classes
TOTAL EXPENDITURES	\$ 154,414	\$ 133,708	\$ 151,853	\$ 114,659	

BUDGETED POSITIONS

POSITION/CLASSIFICATION	CURRENT	PROPOSED
Director	1	1
Recreation Coordinator	1	3
Recreation Attendant	2	0
Seasonal	3	2
Total Positions	7	5

NOTE:

*Director position duties will be performed by Community Liaison Officer/Asst To CM. and stipend of \$10,000. starting Jan. 1, 2012 to compensate for additional duties for one year.

**Remainder of Director salary to fund Temporary Workers for Public Works cleanup

5020**** OVERTIME will reflect as "Staffing Fees" and Overtime combined



ELECTED OFFICIALS

DESCRIPTION	FY2010-11	FY2010-11	FY2010-11	FY2011-12	Comments
	BUDGET	THRU AUG 24	Re-Est	Proposed	
5010 COMPENSATION	\$ 6,200	\$ 5,065	\$ 6,200	\$ 6,200	Council meetings compensation
5140 TRAINING	10,000	6,111	6,250	10,000	Seminars, conferences, TML
5210* LEGAL FEES	0	0	0	100,000	
5310 PROGRAM SUPPLIES	200	88	88	200	Business cards
5450 EMERGENCY MANAGEMENT	11,668	1,240	2,000	5,000	Supplies
5570 COUNCIL CONTINGENCY	57,679	34	34	85,000	Emergency funds
5960 COUNCIL EXPENSES	4,000	1,653	2,000	5,000	Council supplies
5965 MAYOR EXPENSE	\$ 500	\$ 350	\$ 500	\$ 500	Mayor supplies
5975* EMERGENCY LEGAL FUND	0	0	0	70,000	Reserved for Future Legal
TOTAL EXPENDITURES	\$ 90,247	\$ 14,541	\$ 17,072	\$ 281,900	

5210* Legal Fees Moved from General Government

5975* Reserved for future Legal Fee Expenditures

BUDGETED POSITIONS

POSITION CLASSIFICATION	CURRENT	PROPOSED
Mayor	1	1
Council Member Place 2	1	1
Council Member Place 3	1	1
Council Member Place 4	1	1
Council Member Place 5	1	1
Council Member Place 6	1	1
Council Member Place 7	1	1
Total Positions	7	7



CITY SECRETARY

DESCRIPTION	FY2010-11 BUDGET	FY2010-11 THRU AUG 31	FY2010-11 Re-Est	FY2011-12 Proposed	Comments
5010 SALARIES	\$ 65,609	\$ 60,532	\$ 68,247	\$ 67,092	Staff salaries
5140 TRAINING	1,500	1,577	1,577	1,500	Seminars, conferences
5260 LEGAL NOTICES	2,500	226	300	2,500	Ordinance and RFP publications
5300 OFFICE SUPPLIES	200	0	200	200	Misc. folders, pens, paper clips
5310 PROGRAM SUPPLIES	7,000	1,982	2,300	7,000	Packet supplies, blank CDs
5380 ELECTION EXPENSE	18,000	16,579	16,579	20,000	Cost of general election & training
5500 EQUIPMENT REPAIR	1,000	320	500	1,000	Repair of Council Chambers audio
5530 CAPITAL EQUIPMENT	0	0	0	0	AV Equipment & Screen
5710 ORGANIZATIONAL DUES	100	85	85	100	TMCA Dues
5730 BOOKS	\$ 100	\$ 50	\$ 100	\$ 100	Law updates, Local Govt. Code
TOTAL EXPENDITURES	\$ 96,009	\$ 81,351	\$ 89,888	\$ 99,492	

BUDGETED POSITIONS

POSITION/CLASSIFICATION	CURRENT	PROPOSED
City Secretary	1	1
Section 8 Coordinator	1	1
Total Positions	2	2

NOTES

Section 8 Coordinator position is funded 100% with HUD funds

Portion of City Secretary salary (10 hrs per month) to be funded with HUD funds

POLICE

DESCRIPTION	FY2010-11 BUDGET	FY2010-11 THRU AUG 31	FY2010-11 Re-Est	FY2011-12 Proposed	Comments
5010 SALARIES	\$ 2,732,110	\$ 2,310,953	\$ 2,612,382	\$ 2,733,106	Staff salaries
5020 OVERTIME	75,000	123,318	135,000	75,000	Overtime wages
5070 CRIME PREVENTION	2,000	656	2,000	2,000	Conferences, TCPA membership, printing
5100 TRAVEL EXPENSES	1,500	1,019	1,500	1,500	Mileage & gas to seminars & conferences
5110 MEALS & LODGING	1,000	628	1,000	1,000	Conferences & training expense
5140 TRAINING	5,000	2,264	4,000	5,000	Seminars, courses, supervisor schools
5200 CONTRACT SERVICES	35,900	27,802	31,000	59,000	Accurint, Court parking, cell phones, data cards
5300 OFFICE SUPPLIES	5,000	3,027	4,000	5,000	Misc. supplies, fax & printer cartridges
5310 PROGRAM SUPPLIES	12,100	3,420	8,000	10,000	Crime scene supplies, flares, gloves
5360 RESERVE SUPPLIES	1,000	0	0	1,000	Uniforms & misc. supplies
5460 AWARDS	200	120	200	200	Plaques for Officer & Civilian of the year
5500 EQUIPMENT REPAIR	3,500	1,971	3,500	3,500	Repair equipment
5520 RADIO REPAIR	3,500	205	3,000	3,500	Repair radios
5550 MAIN. FIRING RANGE	7,500	1,202	7,500	7,500	Range fees and ammunition
5560 MINOR EQUIPMENT	48,200	11,124	38,000	45,000	Vests, ticket writers, jail wands, laptops for cars
5580 MAINTENANCE AGREEMENT	42,900	31,825	42,900	46,100	TSM, IBM, Incode Maint. Fees
5590 LEASED EQUIPMENT	43,600	25,040	43,600	18,400	Payment on 2007 Crown Victorias
5700 PERIODICALS	600	313	600	600	Cole directories, law updates, Local Govt. Code
5800 UNIFORMS	11,000	6,015	11,000	11,000	Officers, PSO, Dispatch, Civilian
5920 JAIL EXPENSES	10,900	10,887	14,000	15,000	Mattresses, blankets, food, cleaning supplies
5990 SUNDRY	200	109	200	300	Keys and postage
5995 K-9 SUPPLIES	\$ 6,500	\$ 96	\$ 96	\$ 0	Gloves and misc. supplies
TOTAL EXPENDITURES	\$ 3,049,210	\$ 2,561,994	\$ 2,963,478	\$ 3,043,706	

BUDGETED POSITIONS

POSITION CLASSIFICATION	CURRENT	PROPOSED
Police Chief*	1	1*
Deputy Chief	0	1
Lieutenant	2	2
Sergeant	7	6
Officers	29	29
PSO	6	6
Dispatch Supervisor	1	1
Dispatcher	9	9
Administrative Secretary	1	1
CID Secretary	1	1
Records Clerk	1	1
PT School Crossing Guard	1	1
Total Positions	59	59

*Police Chief salary to fund City Manager/Chief of Police
 with additional stipend of \$15,000. from administration budget



FINANCE

DESCRIPTION	FY2010-11 BUDGET	FY2010-11 THRU AUG 31	FY2010-11 Re-Est	FY2011-12 Proposed	Comments
5010 SALARIES	\$ 122,977	\$ 107,438	\$ 121,452	\$ 127,618	Staff salaries
5020 OVERTIME	0	52	52	200	Overtime wages
5100 TRAVEL EXPENSES	0	152	152	500	Expenses related to training
5110 MEALS & LODGING	0	0	0	500	Expenses related to training
5140 TRAINING	1,000	514	514	1,500	GFOAT conference, TMRS annual mtg.
5200 CONTRACT SERVICES	37,000	18,631	30,000	40,000	Dallas Co. tax collections, appraisal dist.
5220 PROFESSIONAL SERVICES	31,000	24,600	24,600	31,000	Annual audit
5300 OFFICE SUPPLIES	500	212	400	500	Misc. pens, paper clips, folders
5310 PROGRAM SUPPLIES	2,000	776	850	2,000	Check stock, cashier tape, acctg. paper
5560 MINOR EQUIPMENT	1,000	596	750	1,000	Calculators, network printer
5710 ORGANIZATIONAL DUES	\$ 100	\$ 60	\$ 60	\$ 500	GFOAT Membership
TOTAL EXPENDITURES	\$ 195,577	\$ 153,030	\$ 178,830	\$ 205,318	

BUDGETED POSITIONS

POSITION/CLASSIFICATION	CURRENT	PROPOSED
Chief Financial Officer	1	1
Finance Assistant / Payroll	1	1
Finance Assistant / Purchasing	1	1
Total Positions	3	3

SENIOR CENTER

DESCRIPTION	FY2010-11 BUDGET	FY2010-11 THRU AUG 24	FY2010-11 Re-Est	FY2011-12 Proposed	Comments
5010 SALARIES	\$ 61,771	\$ 57,204	\$ 64,665	\$ 62,291	Staff salaries
5020 OVERTIME	400	0	0	400	Overtime wages
5110 MEALS	3,000	144	144	0	Meals for seniors
5140 TRAINING	100	0	100	100	Seminars, training classes
5200 CONTRACT SERVICES	1,000	511	600	1,000	ASCAP fee, internet service
5300 OFFICE SUPPLIES	200	0	200	200	Misc, pens, folders, paper clips
5310 PROGRAM SUPPLIES	200	125	200	200	Supplies for seniors
5700 PERIODICALS	25	0	0	25	
5730 BOOKS	\$ 25	\$ 0	\$ 0	\$ 25	
TOTAL EXPENDITURES	\$ 66,721	\$ 57,984	\$ 65,909	\$ 64,241	

BUDGETED POSITIONS

POSITION CLASSIFICATION	CURRENT	PROPOSED
Senior Center Director	1	1
Van Driver / Custodian	1	1
Total Positions	2	2

NOTES:

The Center receives enough donated food that will offset the loss of budget monies.

PUBLIC WORKS

DESCRIPTION	FY2010-11 BUDGET	FY2010-11 THRU AUG 31	FY2010-11 Re-Est	FY2011-12 Proposed	Comments
5010 SALARIES	\$ 677,063	\$ 595,341	\$ 672,994	\$ 694,460	Staff salaries
5020 OVERTIME	10,000	8,191	9,500	10,000	Overtime wages
5100 TRAVEL EXPENSES	1,000	294	750	1,000	Travel for training
5110 MEALS & LODGING	500	535	535	500	Meals & lodging for training
5130 GAS & OIL	160,000	159,238	175,000	160,000	Gas, oil, diesel for all City vehicles
5140 TRAINING	3,000	1,739	1,800	2,000	Seminars and conferences
5200 CONTRACT SERVICES	25,000	72,613	74,000	30,000	Dallas Co. Health, chemical spraying
5220 PROFESSIONAL SERVICES	0	50	50	0	
5260 LEGAL NOTICES	2,000	482	500	2,000	Zoning notices
5270 ENGINEERING SERVICES	30,000	36,571	37,000	40,000	Plan reviews, storm water inspections
5300 OFFICE SUPPLIES	2,000	2,479	2,500	2,000	Misc. pens, pencils, paper clips
5310 PROGRAM SUPPLIES	12,000	6,832	7,500	10,000	
5340 JANITORIAL SUPPLIES	13,000	17,260	17,750	13,000	Supplies for City buildings
5500 EQUIPMENT REPAIR	8,000	781	1,500	5,000	Repair of equipment
*5510 FLEET MAINT	60,000	76,426	78,000	120,000	Maintenance supplies for City fleet
5520 RADIO REPAIR	2,500	1,994	2,250	2,000	Repair & replace radios
5540 PARKS MAINTENANCE		(35,663)			
5550 BUILDING REPAIR	65,000	43,369	47,500	60,000	Repair of City buildings
5560 MINOR EQUIPMENT	10,000	(393)	10,000	10,000	Parks equip, computers
5590 LEASED EQUIPMENT	75,000	58,345	60,000	75,000	Trucks, backhoe, John Deere
5600 STREET REPAIR		(83,440)			
5610 TRAFFIC LIGHTS	10,000	2,470	10,000	5,000	Repair of City traffic lights
5620 STREET SIGNS	8,000	7,337	8,000	5,000	Replacement of City street signs
5630 PARKS PROJECTS	25,000	11,187	25,000	25,000	Repair and upgrade of parks
5670 ORDINANCE ENFORCEMENT	15,000	10,584	12,000	12,000	Title research, lien filings, supplies
5710 ORGANIZATIONAL DUES	300	0	300	300	
5720 LICENSE & FEES	200	0	200	200	
5730 BOOKS	500	638	638	500	
5800 UNIFORMS	10,000	13,305	13,500	10,000	Uniforms for employees
5910 ANIMAL CONTROL SUPPLIES	18,000	13,311	15,000	18,000	Bleach, cages, food
5935 4B PARKS MAINTENANCE	50,000	50,000	50,000	50,000	Maintenance for Guy Berry & Irwin Park
5990 OTHER EXPENSES (MISC)	\$ 0	\$ 563	\$ 563	\$ 563	
TOTAL EXPENDITURES	\$ 1,293,063	\$ 1,072,439	\$ 1,334,330	\$ 1,363,523	



BUDGETED POSITIONS FOR PUBLIC WORKS

POSITION CLASSIFICATION	CURRENT	PROPOSED
Public Works Director		1
Deputy Dir./Emergency Coord.	1	1
Planning & Zoning Coordinator	1	1
Operations Manager	1	1
Code Enforcement Officer	2	2
Code Enforcement Secretary	1	1
Lead Mechanic	1	1
Mechanic	1	1
Animal Control Supervisor	1	1
Animal Control Officer	3	3
Streets Team Leader	1	1
Street Helpers	5	5
Parks Team Leader	1	1
Parks Helpers	5	5
Part-time Driver	1	1
Maintenance Team Leader	1	1
Custodian	2	2
Maintenance Helper	1	1
Public Works Secretary	1	1
Temporary Seasonal Workers	0	2
Total Positions	30	33
Street Maintenance Positions		4
Total General Fund Positions		29

*5510 \$50,000. FLEET MAINTENANCE MOVED FROM FIRE TO PUBLIC WORKS

** *Public Works Director to start June 2012.*

*** Temporary position(s) includes vehicle and person for citywide cleanup



GENERAL GOVERNMENT

DESCRIPTION	FY2010-11 BUDGET	FY2010-11 THRU AUG 31	FY2010-11 Re-Est	FY2011-12 Proposed	Comments
✓ 5030 SOCIAL SECURITY	\$ 485,854	\$ 409,853	\$ 476,528	\$ 498,096	Payroll taxes for all employees
✓ 5040 TMRS - RETIREMENT	752,121	605,720	747,494	853,600	City's match for retirement benefits
✓ 5050 GROUP HEALTH INSURANCE	815,352	778,638	830,269	870,000	Employee health, dental & life ins.
② 5060 UNEMPLOYMENT INSURANCE	20,000	22,042	22,042	25,000	Premiums for terminated employees
○ 5200 CONTRACT SERVICES	27,000	4,295	27,000	27,000	Dallas Co. health services, computers
— *5210 LEGAL FEES (MOVED)	75,000	91,632	95,000	0	City attorney fees
○ 5240 LIABILITY INSURANCE	125,000	119,061	119,061	125,000	TML premiums for property & liability
③ 5250 WORKERS COMP INSURANCE	160,000	122,138	150,000	110,000	TML premiums for workers comp.
5370 POSTAGE	20,000	13,332	17,500	20,000	Postage for all departments
5400 TELEPHONE —	60,000	52,539	60,000	60,000	T-1 phone & internet for all departments
5410 ELECTRICITY —	300,000	259,782	285,000	250,000	Service for all City buildings & parks
5420 NATURAL GAS —	20,000	9,336	10,000	20,000	Service for all City buildings
5430 WATER —	28,000	45,196	50,196	50,000	Service for all City buildings & parks
5580 MAINTENANCE AGREEMENT	0	13,108	14,500	0	
— 5590 LEASED EQUIPMENT	25,000	7,160	10,000	25,000	Copy machines, postage machine
5710 ORGANIZATIONAL DUES	4,000	5,818	5,818	4,000	TML, NCTCOG — Council
5905 PRE-EMPLOYMENT TESTING	3,000	4,062	4,100	3,000	Testing for all potential employees Finance
5930 DATA PROCESSING	\$ 15,000	\$ 15,884	\$ 20,000	\$ 15,000	Computer maintenance, copy paper
TOTAL EXPENDITURES	\$ 2,935,327	\$ 2,579,596	\$ 2,944,509	\$ 2,955,696	

*5210 Moved to Elected Officials for FY2011-2012

The above budget for fiscal year FY 2011-2012 has been provided for final review and approval by the Balch Springs City Council prior to September 30, 2011.



City of Balch Springs Correspondence Memorandum

Date: September 26, 2011

To: Mayor and City Council Members

From: Ed Morris, City Manager/Chief of Police *EM*

Subject: Five-year Capital Improvement Plan

Mayor and City Council,

Certain items of the 2010-2011 five-year Capital Improvement Plan have been completed or are in the process of completion. Those items are listed below with an updated version of improvement projects.

2010-2011

Amount

- Pioneer Road Extension from Roundabout to Mesquite City Limits (are being funded by Type A & B ED Corporations) 600,000
The construction of an extension from the Roundabout to the Mesquite City limits has begun and should be completed within the next two years.
- IH-20 Ramps 1,142,000
(Total project cost \$5.7M)
The IH-20 ramps project is set for a "March 2012 Letting," meaning that construction projects should be going out for construction proposals sometime around August or shortly thereafter.
- Hickory Creek Flood Protection Planning Study 82,000
(Matching grant, 1/2 funded by Type A & B - Total 164K)

This study has been completed, forwarded to the Texas Water Development Board and is awaiting final approval from the state of Texas.

- Zero Radius Mower for Public Works 11,000
 (Street maintenance tax)
 Two (2) zero radius mowers have been purchased

- Repair Residential/Commercial Streets 800,000
 The City recently approved repair of eleven (11) total streets to be repaired and paid for through the Street Maintenance Tax (SMT). Construction has begun on the project with several streets having been completed to date. Numerous other streets have had and continue to have potholes repaired.

Below is a list of capital improvements that will continue to be beneficial for the citizens and community as a whole once they are completed.

<u>2011-2012</u>	<u>Amount</u>
• Street Maintenance Equipment for Public Works (Gradall Machine)	80,000
• Tree Limb Shredder	30,000
• Repair City Hall Roof	152,000
• Purchase 1-3 Yard Dump Truck	60,000
• Replace 3 - Public Works Pick-up Trucks	40,000
• Replace 1 - Police Emergency Vehicle	40,000
• Replace 1 - City Marshal Vehicle	40,000
• Emergency Radio Repeater	30,000
• Repair Residential Streets	400,000
• Fill Spring Oaks Pool, Replace w/ Water Park & Walking Trails (apply for matching grants)	100,000

• Install Sidewalks on Hickory Tree Rd	80,000
• Dredge Hickory Creek	100,000
• Improve Local Parks (Type B)/Sale of Lew Park -Irwin Park	100,000
-Replace Kidstown to Build New Walter E. Luedeke Park **Water Sports Facility & Detention Ponds	1,290,000

<u>2012-2013</u>	<u>Amount</u>
• Repair Residential Streets	350,000
• Repair City Hall Roof	152,000
• Replace 1 - Police Emergency Vehicle	40,000
• Replace 1 - City Marshal Vehicle	40,000
• Replace 3 - Public Works Pick-up Trucks	40,000
• Purchase 1-3 yard Dump trucks - Public Works	60,000
• Purchase Steel Wheel Roller - Public Works	60,000
• Replace 7 Computers/Office Furniture	30,000
• Replace Spring Oaks Pool w/ Water Park & Walking Trails (Apply for matching grants)	100,000

<u>2013-2014</u>	<u>Amount</u>
• Repair Residential Streets	400,000
• Replace Tiger Mower	80,000
• Repair Police/Fire Complex	750,000
• Replace 1 - Code Enforcement Vehicle	40,000
• Replace 1 - Police Emergency Vehicle	45,000
• Repair City Parks and Trails	75,000
• Hickory Tree Rd. Extension (South End) (funding provided by Type A & B Corp., Total project cost \$3.9 M)	1,900,000

<u>2014-2015</u>	<u>Amount</u>
• Purchase 1-3 yard Dump Trucks	60,000
• Replace Street Asphalt Repair Truck	150,000
• Repair Commercial/Residential Streets	700,000
• Repair 1 - Police Emergency Vehicle	80,000

- Replace or Repair Public Works Offices/Crew and Shop Area (In-House Labor) 1,000,000

2015-2016

	<u>Amount</u>
• Repair Residential/Commercial Streets	600,000
• Replace 1 - Battalion Chief Vehicle	45,000
• Replace 1 - Code Enforcement Vehicle	40,000
• Repair Potholes in Asphalt and Concrete Streets	50,000

EXHIBIT A
FY2011-12 Adopted Type A Budget

ITEM	FY2011-12 BUDGET
Fund Balance FY10-11 (est.)	1,349,038
Balance Forward	\$ 1,349,038
Sales Tax 35-00-4030	\$ 669,150
TxDOT Payments	116,557
Facade & Infrastructure	50,000
Interest Earned 35-00-4900	7,000
Grant Reimbursement 35-00-4430	\$ 0
TOTAL	\$ 842,707
Available for Projects	\$ 2,191,744
Salary 35-00-5010	\$ 114,460
Travel 35-00-5100	10,000
Meals & Lodging 35-00-5110	7,500
Mileage Reimbursement 35-00-5120	1,000
Training 35-00-5140	12,500
Contract Services	3,222
Legal Fees 35-00-5210	20,000
Professional Services	1,000
Liability Insurance 35-00-5240	2,000
Engineering Fees 35-00-5270	50,000
Office Supplies 35-00-5300	4,000
Postage 35-00-5370	600
Advertising/Marketing 35-00-5450	59,947
Audit Fees 35-00-5470	1,200
Capital Projects (See Detail) 35-00-5530	1,114,642
Beltline Road Widening 35-00-5530-	0
IH-20 Service Ramps 35-00-5530-40	0
Commercial Street 35-00-5530-	150,000
Pionner Road Project 35-00-5530-95	300,000
Facade Program 35-00-5535	50,000
Dues & Subscription 35-00-5700	3,700
Other Expense	1,000
TOTAL	\$ 1,906,770
BALANCE	\$ 284,975

FY2011-12 Adopted Budget – Type B

ITEM	FY2011-12 BUDGET
Fund Balance FY09-10	695,372
Fund Balance FY10-11 (est.)	695,372
Balance Forward	\$ 695,372
Sales Tax 45-00-4030	\$ 669,150
Miscellaneous	\$ 0
Grant Reimbursement \$5-00-4430	\$ 0
Interest Earned 45-00-4900	\$ 7,000
TOTAL	\$ 676,150
Available for Projects	\$ 1,371,522
Salary 45-00-5010	\$ 114,460
Travel 45-00-5100	10,000
Meals & Lodging 45-00-5110	7,500
Mileage Reimbursement 45-00-5120	1,000
Training 45-00-5140	12,500
Contract Services	21,472
Legal Fees 45-00-5210	20,000
Professional Services 45-00-5220	1,000
Liability Insurance 45-00-5240	2,000
Engineering Fees 45-00-5270	50,000
Office Supplies 45-00-5300	4,000
Postage 45-00-5370	500
Advertising/Marketing 45-00-5450	59,947
Audit Fees 45-00-5470	1,200
Capital Projects 45-00-5530	230,000
Incentive Projects 45-00-5530 16	0
Annual Park Maintenance 45-00-5530 17	75,000
Swimming Pool 45-00-5530 18	36,000
Traffic Light 45-00-5530 20	0
Commercial Streets 45-00-5530 22	150,000
Park Project 45-00-5530 23	0
Belt Line Widening	0
Pioneer Road Widening	200,000
Minor Equipment	4,000
Contingency 45-00-5570	5,000
Dues & Subscription 45-00-5700	3,700
Debt Service Admin 45-00-5960	4,000
Library Principal Payment 45-00-5965	145,000
Library Interest Payment 45-00-5970	32,985
Other Expense	\$ 0
TOTAL	\$ 1,191,264
BALANCE	\$ 180,258