



ANNUAL BUDGET 2012-2013

City of Balch Springs, Texas
 Annual Budget
 Fiscal Year 2012-2013
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MEMORANDUM

DATE: November 13, 2012

TO: Hon. Mayor Carrie Gordon & Members of the Balch Springs City Council

FROM: Ed Morris, City Manager

SUBJECT: FY 2012-2013 GENERAL FUND BUDGET

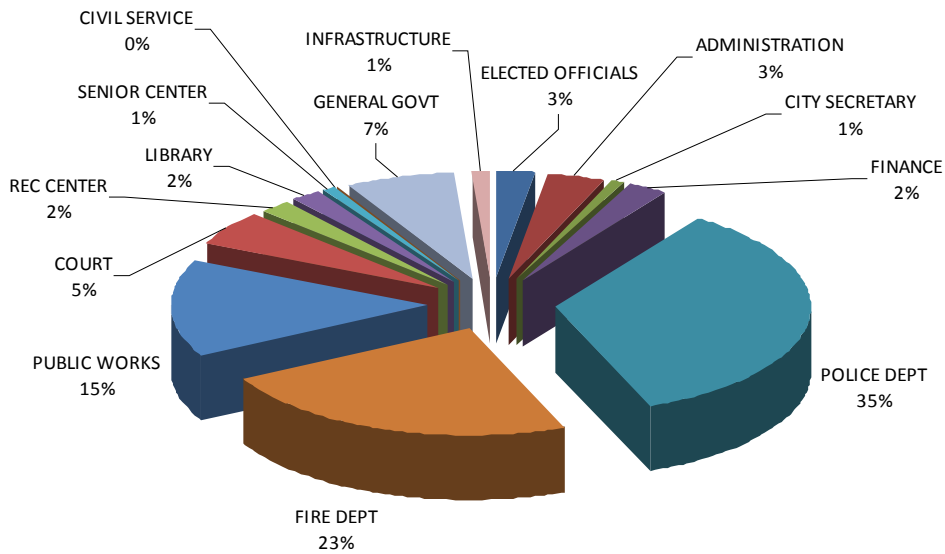
I am pleased to provide you the General Fund Budget for the 2012-2013 Fiscal Year. The budget is balanced and totals **\$11,824,663** in revenue and expenditures. This budget is based on property tax rate of **\$0.803**, the prior year rate was \$.780. Sales tax collections are budgeted at \$3,449,114, which is up slightly from the \$3,345,746 budgeted last year.

No cost of living adjustment was budgeted. The budget does include the Blue Cross/Blue Shield Health Insurance plan for employees which was approved by City Council

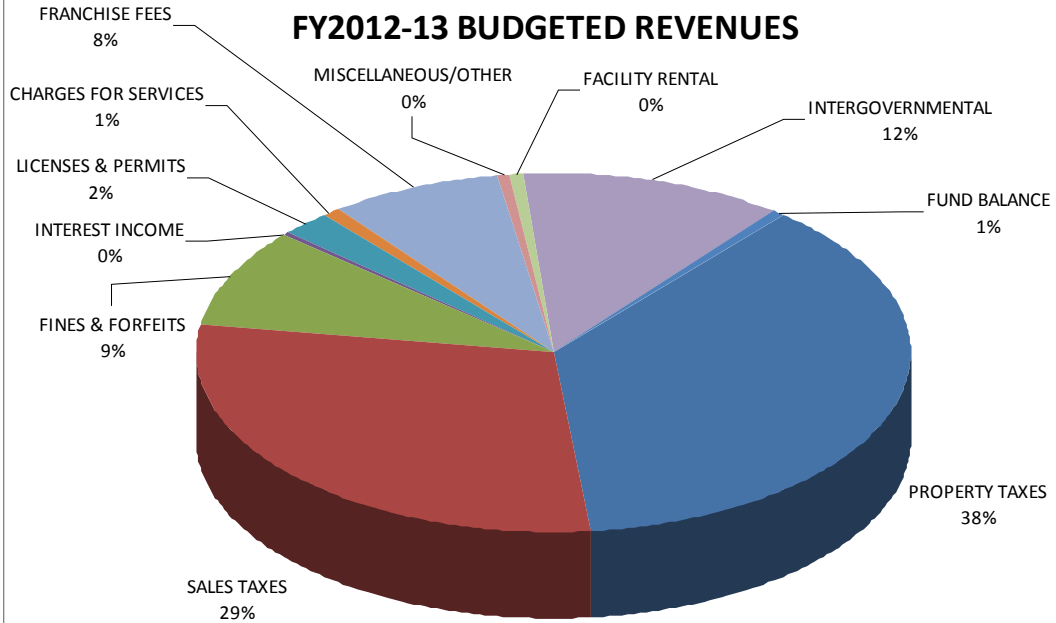
A breakdown of approved expenditures by department is listed below:

FY 2012-13 EXPENDITURES BY DEPARTMENT	
ELECTED OFFICIALS	307,700
ADMINISTRATION	401,224
CITY SECRETARY	126,532
FINANCE	269,353
POLICE DEPARTMENT	4,078,163
FIRE DEPARTMENT	2,760,827
PUBLIC WORKS	1,743,198
MUNICIPAL COURT	639,607
RECREATION CENTER	208,130
LIBRARY & LEARNING CENTER	241,746
COMMUNITY CENTER	99,136
SPECIAL ITEMS	3,500
GENERAL GOVERNMENT	810,547
INFRASTRUCTURE PROJECTS FROM BOND RE-FINANCE	135,000
<i>Total Expenditures by Department</i>	11,824,663

FY2012-13 BUDGETED EXPENDITURES BY DEPT



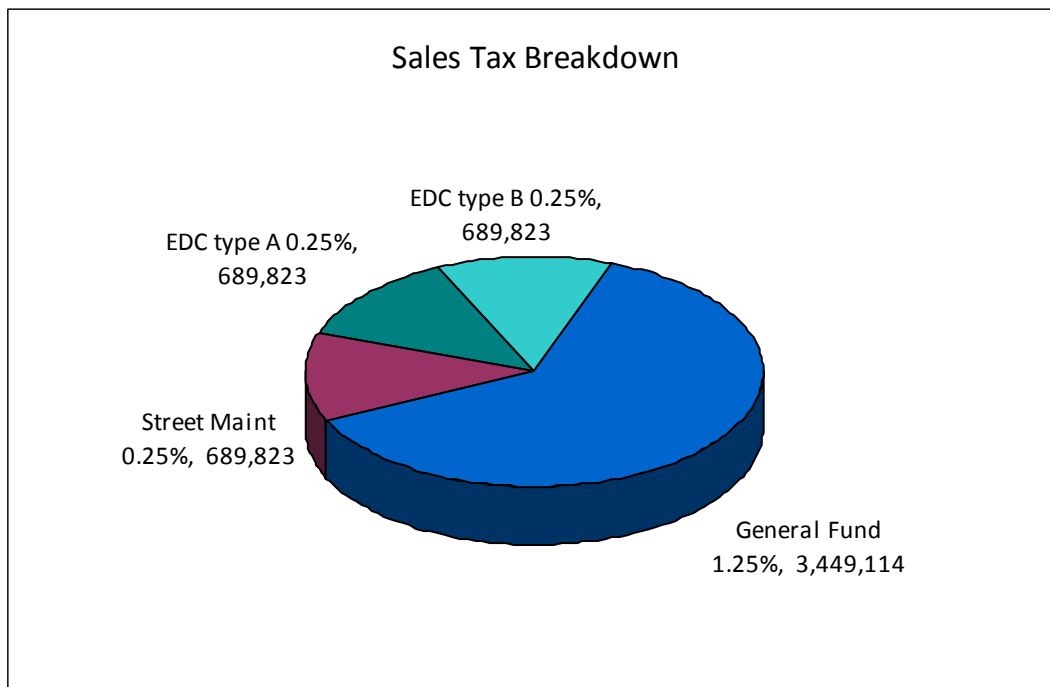
FY2012-13 BUDGETED REVENUES



REVENUE

Total General Fund revenue budgeted for FY2012-13 is \$11,824,663. Property Tax continues to make up the largest portion of general fund revenue. Because of new construction, about \$30,000 in new property taxes will be collected. The average homeowner's property tax assessment is virtually the same as the prior year. Currently that amount is \$455.02 – compared to \$455.04 last year.

Sales tax for Balch Springs totals 2%. The General Fund portion of that is 1.25% and 0.25% each to the Type A EDC, Type B EDC and the Street Maintenance Fund.



EXPENDITURES

At 74.1%, Salaries & Benefits remain the City's biggest expenditures. One change that was made this year is - FICA and health insurance premiums have been moved from the General Government Department to the department in which the expense occurred. As a result, the General Government line item has been reduced substantially.

Please let me know if you have any questions concerning the FY2012-13 budget

A handwritten signature in blue ink that reads "Ed Morris". The signature is cursive and fluid.

City Manager/Chief of Police

GENERAL FUND OVERVIEW

	2011-2012 BUDGET	2011-12 ESTIMATED	2012-2013 APPROVED
REVENUE SOURCE			
PROPERTY TAXES			4,416,297
SALES TAXES			3,449,114
FINES & FORFEITS			1,050,000
INTEREST INCOME			6,000
LICENSES & PERMITS			259,200
CHARGES FOR SERVICES			112,300
FRANCHISE FEES			935,500
MISCELLANEOUS/OTHER			54,000
FACILITY RENTAL			51,500
INTERGOVERNMENTAL			1,421,915
FUND BALANCE			68,837
GEN. FUND REVENUE	\$ 11,185,260	\$ 11,335,867	
APPROVED FY2012-13 REVENUE	\$ 11,185,260	\$ 11,335,867	\$ 11,824,663

Dept#	TOTAL EXPENDITURES			
10-15	ELECTED OFFICIALS	\$ 281,900	\$ 183,836	\$ 307,700
10-20	ADMINISTRATION	127,360	122,007	401,224
10-30	CITY SECRETARY	99,492	75,135	126,532
10-40	FINANCE	205,318	180,251	269,353
10-50	POLICE DEPARTMENT	3,043,706	2,922,557	4,078,163
10-60	FIRE DEPARTMENT	2,142,414	2,160,362	2,760,827
10-90	PUBLIC WORKS	1,363,523	1,507,379	1,743,198
10-11	MUNICIPAL COURT	488,994	498,928	639,607
10-14	RECREATION CENTER	114,659	126,291	208,130
10-70	LIBRARY & LEARNING CENTER	211,023	176,968	241,746
10-80	SENIOR CENTER	66,721	68,237	99,136
10-91	CIVIL SERVICE COMMISSION	3,500	3,500	3,500
N/A	LONGEVITY	87,244	80,364	0
10-95	GENERAL GOVERNMENT	\$ 2,955,696	\$ 3,022,628	\$ 810,547
N/A	INFRASTRUCTURE PROJECT			\$ 135,000
	TOTAL EXPENDITURES	\$ 11,191,549	\$ 11,128,443	\$ 11,824,663

REVENUES - City of Balch Springs 2012-2013 Budget with .803 Tax Rate

ACCT #	DESCRIPTION	2011-2012 BUDGET	2011-2012 ESTIMATED	2012-2013 APPROVED	LINE ITEM DESCRIPTIONS
4010	CURRENT YEAR TAX	\$ 4,105,557	\$ 4,077,000	\$ 4,316,297	Ad Valorem Taxes
4040	PRIOR YEAR TAX	100,000	103,000	100,000	Delinquent Tax Collections
	PROPERTY TAXES			4,416,297	
4030	CITY SALES TAX	3,345,746	3,334,541	3,449,114	Sales Tax Collections
	SALES TAXES			3,449,114	
4280	FINES	850,000	825,000	800,000	Citations for Traffic, Code, Fire Code Violations
4285	WARRANTS	100,000	160,000	150,000	Delinquent Citation Collections
4290	PENALTY & INTEREST - TAX	55,000	73,000	60,000	Fees Associated with Delinquent Taxes
4790	PD STEP PROGRAM	40,000	46,233	40,000	
	FINES & FORFEITS			1,050,000	
4900	INTEREST EARNED	12,000	7,000	6,000	Interest on Investments
	INTEREST INCOME			6,000	
4300	ALARM PERMITS & FEES	20,000	25,271	18,000	Annual Permit Fees and False Alarm Fees
4320	LICENSE & FEES	55,000	49,000	45,000	Garage Sale Permits, Contractor Registrations
4340	MECHANICAL PERMITS	10,000	9,779	10,000	HVAC Permits
4350	BUILDING PERMITS	75,000	192,000	125,000	Building, Fence, Carport, etc...
4360	PLUMBING PERMITS	10,000	16,803	15,000	Plumbing Permits
4370	ELECTRICAL PERMITS	10,000	11,000	10,000	Electrical Permits
4390	ZONING PERMITS	10,000	11,375	11,000	Zoning Permits
4600	FILING FEES - ELECTION	200	100	200	Annual Election Fees
4610	HEALTH INSPECTION PERMITS	25,000	23,900	25,000	Annual Health Permit Fees
	LICENSES & PERMITS			259,200	
4330	FIRE INSPECTION FEES	12,000	10,760	12,000	Fire Plan Reviews
4615	BUILDING RE-INSPECTION FEES	1,000	0	500	Fees for Re-Inspections
4620	ANIMAL SHELTER FEES	10,000	13,037	10,000	Adoption, Redemption, Surrender, Impound Fees
4640	COLLECTION FEES	50,000	33,000	50,000	Discount for Timely Filed Court Cost
4650	LIBRARY FEES	13,000	13,484	10,000	Fines and Fees for Library
4760	RECREATION PROGRAM	7,500	25,332	25,000	After School Program/Summer Camp
4930	STORM WATER PP FEE	4,500	6,650	4,800	Fees for Storm Water Ordinance
	CHARGES FOR SERVICES			112,300	
4020	FRANCHISE TAX	900,000	1,008,240	935,500	Electric, Gas, Phone, Garbage Franchise
	FRANCHISE FEES			935,500	
4400	SRO REIMBURSEMENT	30,000	37,004	0	MISD Reimbursement for A.C. New SRO
4410	CDBG REIMBURSEMENT	135,000	135,000	0	Dallas Co. Reimbursement for Code & Streets
4740	LIBRARY BOOK DONATIONS	0	0	0	Lone Star Grant
4750	BALCH SPRINGS YOUTH	200	0	0	Balch Springs Youth Theatre
4810	REVENUE FROM LIENS	0	0	5,000	Mowing Liens
4830	MISCELLANEOUS	25,000	23,330	3,000	
4855	BINGO	36,000	42,496	36,000	Quarterly Collections
4835	SALE OF EQUIPMENT	10,000	0	10,000	Surplus Equipment Sales
4845	SALE OF LAND	10,000	0	0	City Owned Land Sales
4935	INSURANCE EQUITY RETURN	30,000	0	0	Equity return from TML
	MISCELLANEOUS/OTHER			54,000	

REVENUES - City of Balch Springs 2012-2013 Budget with .803 Tax Rate

ACCT #	DESCRIPTION	2011-2012 BUDGET	2011-2012 ESTIMATED	2012-2013 APPROVED	LINE ITEM DESCRIPTIONS
4700	LIBRARY ROOM RENTALS	4,000	3,450	2,500	Auditorium and Office Space Rentals
4710	CIVIC CENTER RENTALS	8,000	16,505	25,000	Building and Conference Room Rentals
4720	BALL FIELD RESERVATIONS	4,000	4,250	4,000	Reservations Fees for all City Fields
4730	RECREATION ROOM RENTALS	2,000	19,455	20,000	Rentals for Recreation Room and Gym
	FACILITY RENTAL			51,500	
4910	4B INFRASTRUCTURE GRANT	430,000	430,000	0	Maintenance for Parks
4920	4A INFRASTRUCTURE GRANT	498,871	498,871	0	ED Programs
4910	4B Administrative Services			9,750	Administrative Services
4920	4A Administrative Services	140,686	50,000	9,750	Administrative Services
	From EDC for EDC Salaries - Administration			216,666	Transfer from other Funds
	From Redflex for Salaries - Court			69,643	Transfer from other Funds
	From Security fund for Salaries - Court			25,057	Transfer from other Funds
	From MISD for Salaries (SRO Program)			38,215	Transfer from other Funds
	From Redflex for Patrol Salaries			152,118	Transfer from other Funds
	From CDBG for Demolition Program			130,000	Transfer from other Funds
	From 4A EDC for Infrastructure Projects			250,000	Transfer from other Funds
	From 4B EDC for Infrastructure Projects			300,000	Transfer from other Funds
	From 4B EDC for Parks Projects			50,000	Transfer from other Funds
	From Street Maintenance Fund for Salaries			170,716	Transfer from other Funds
	INTERGOVERNMENTAL			1,421,915	
	From Fund Balance			68,837	From prior year surplus
	FUND BALANCE			68,837	
	TOTAL REVENUES	\$ 11,185,260	\$ 11,335,867	\$ 11,824,663	

ELECTED OFFICIALS

10-15	DESCRIPTION	FY2011-12 BUDGET	FY2011-12 ESTIMATED	FY2012-13 APPROVED	Comments
5010	COMPENSATION	\$ 6,200	\$ 6,200	\$ 6,200	Council meetings compensation
5140	TRAINING	10,000	7,500	10,000	Seminars, conferences, TML
5210*	LEGAL FEES	100,000	140,000	100,000	Akers, Boulware-Wells, Herrera & Boyle
5310	PROGRAM SUPPLIES	200	516	1,000	Business cards
5450	EMERGENCY MANAGEMENT	5,000	2,500	30,000	Supplies & Code Red (\$16k)
5570	COUNCIL CONTINGENCY	85,000	6,000	100,000	Emergency funds
5960	COUNCIL EXPENSES	5,000	3,800	5,000	Council supplies
5965	MAYOR EXPENSE	500	320	500	Mayor supplies
5975*	EMERGENCY LEGAL FUND	70,000	17,000	55,000	Reserved for Future Legal
TOTAL EXPENDITURES		\$ 281,900	\$ 183,836	\$ 307,700	

5210* Legal Fees Moved from General Government

5975* Reserved for future Legal Fee Expenditures

BUDGETED POSITIONS

POSITION CLASSIFICATION	FY2011-12 CURRENT	FY2012-13 APPROVED
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

ADMINISTRATION DEPARTMENT

10-20	DESCRIPTION	FY2011-12 BUDGET	FY2011-12 ESTIMATED	FY2012-13 APPROVED	Comments
Salary & Wages					
5010	SALARIES	\$ 116,810	\$ 109,845	292,665	Staff salaries
5020	OVERTIME	200	0	200	Overtime wages
5120	AUTO ALLOWANCE	4,400	3,000	7,200	Vehicle allowance includes EDC staff
	LONGEVITY			336	
5030	SOCIAL SECURITY	-	-	22,981	Payroll taxes
5040	TMRS - RETIREMENT	-	-	40,779	City's match for retirement benefits
5050	GROUP HEALTH INSURANCE	-	-	30,000	Employee health, dental & life ins.
	Total Salary and Wages	\$ 121,410	\$ 112,845	\$ 394,161	
Operations & Maintenance					
5100	TRAVEL EXPENSES	0	963	0	
5110	MEALS & LODGING	0	2,649	1,000	Per diem, hotel
5140	TRAINING	1,500	2,700	1,500	Seminars, conferences
5200	CONTRACT SERVICES	1,500	500	1,500	Website maintenance
5300	OFFICE SUPPLIES	500	725	500	Misc. folders, pens, staples
5310	PROGRAM SUPPLIES	1,500	1,500	1,500	Mail machine, letterhead
5560	MINOR EQUIPMENT	500	1,088	500	Replace small equipment
5710	ORGANIZATIONAL DUES	200	0	200	Professional dues
5730	BOOKS	250	0	\$ 363	Manuals, updates, Local Govt. Code
	Total Operations & Maintenance	5,950	9,162	\$ 7,063	
Capital Outlay					
	None Budgeted			0	
	Total Capital Outlay			\$ 0	
TOTAL ADMINISTRATION		\$ 127,360	\$ 122,007	\$ 401,224	
Reimbursements					
	EDC Salaries & Benefits			\$ 0	
	Total Reimbursements			0	
TOTAL GF EXPENDITURES		\$ 127,360	\$ 122,007	\$ 401,224	

BUDGETED POSITIONS

POSITION/CLASSIFICATION	FY2011-12 CURRENT	FY2012-13 APPROVED	
City Manager	1	0	Under Police
EDC Director	0	1	
EDC Specialist	0	1	
Grant Writer/Govt. Services Admin.	1	1	
Receptionist/Administrative Asst.	1	1	
Asst to CM/ED Planner	0	1	
Total Positions	3	5	

NOTES:

Funding for the position of Asst. to the City Manager will shared equally by Type A EDC, Type B EDC and the General I Includes Police Chief stipend of \$15,000 for CM duties. (Balance of salary from Police Department).
 Grant Writer position has been reclassified as Government Services Administrator
 Receptionist Position has been reclassified as Administrative Assistant
 Car Allowance increase to \$3,600 for City Manager and \$800 for Assistant to CM

CITY SECRETARY

10-30	DESCRIPTION	FY2011-12 BUDGET	FY 2011-12 ESTIMATED	FY2012-13 APPROVED	Comments
Salary & Wages					
5010	SALARIES *	\$ 67,092	\$ 81,511	\$ 67,092	Staff Salaries
	LONGEVITY			1,790	
5030	SOCIAL SECURITY	-	-	5,269	Payroll taxes
5040	TMRS - RETIREMENT	-	-	9,361	City's match for retirement benefits
5050	GROUP HEALTH INSURANCE	-	-	5,420	Employee health, dental & life ins.
	Total Salary and Wages	\$ 67,092	\$ 81,511	\$ 88,932	
Operations & Maintenance					
5260	LEGAL NOTICES	2,500	1,300	1,500	Ordinance and RFP publications
5140	TRAINING	1,500	1,400	2,000	Seminars, conferences
5300	OFFICE SUPPLIES	200	200	200	Misc. folders, pens, paper clips
5310	PROGRAM SUPPLIES	7,000	7,900	7,500	Packet supplies, blank CDs
5380	ELECTION EXPENSE	20,000	13,645	25,000	Cost of general election & training
5500	EQUIPMENT REPAIR	1,000	900	1,000	Repair of Council Chambers audio
5710	ORGANIZATIONAL DUES	100	85	150	TMCA Dues
5730	BOOKS	100	195	\$ 250	Law updates, Local Govt. Code
	Total Operations & Maintenance	\$ 32,400	\$ 25,625	\$ 37,600	
Capital Outlay					
	None Budgeted			0	
	Total Capital Outlay			\$ 0	
Reimbursements					
			(32,000)	\$ 0	Section 8 reimbursement
TOTAL EXPENDITURES		\$ 99,492	\$ 75,135	\$ 126,532	

NOTES

- * Section 8 Coordinator salary is reimbursed using HUD funding.

BUDGETED POSITIONS

POSITION/CLASSIFICATION	FY 2011-12 CURRENT	FY2012-13 APPROVED
City Secretary	1	1
Section 8 Coordinator	1	0
Total Positions	2	1

Section 8 Coordinator move to HUD Fund

FINANCE

10-40	DESCRIPTION	FY2011-12 BUDGET	FY 2011-12 ESTIMATED	FY2012-13 APPROVED	Comments
Salary & Wages					
5010	SALARIES	\$ 127,618	\$ 121,471	144,934	Staff salaries includes Ed. Increase
5020	OVERTIME	200	0	200	Overtime wages
	LONGEVITY			1,588	
5030	SOCIAL SECURITY	-	-	11,224	Payroll taxes
5040	TMRS - RETIREMENT	-	-	19,940	City's match for retirement benefits
5050	GROUP HEALTH INSURANCE	-	-	16,260	Employee health, dental & life ins.
	Total Salary and Wages	\$ 127,818	\$ 121,471	\$ 194,146	
Operations & Maintenance					
5100	TRAVEL EXPENSES	500	40	500	Expenses related to training
5110	MEALS & LODGING	500	300	500	Expenses related to training
5140	TRAINING	1,500	660	1,500	GFOAT conference, TMRS annual mtg.
5200	CONTRACT SERVICES	40,000	25,000	37,707	Dallas Co. tax collections, appraisal dist.
5220	PROFESSIONAL SERVICES	31,000	30,000	31,000	Annual audit
5300	OFFICE SUPPLIES	500	450	500	Misc. pens, paper clips, folders
5310	PROGRAM SUPPLIES	2,000	1,750	2,000	Check stock, cashier tape, acct. paper
5560	MINOR EQUIPMENT	1,000	500	1,000	Calculators, network printer
5710	ORGANIZATIONAL DUES	500	80	500	GFOAT Membership
	Total Operations & Maintenance	\$ 77,500	\$ 58,780	\$ 75,207	
Capital Outlay					
	None Budgeted			0	
	Total Capital Outlay			\$ 0	
Reimbursements					
				\$ 0	
	TOTAL EXPENDITURES	\$ 205,318	\$ 180,251	\$ 269,353	

BUDGETED POSITIONS

POSITION/CLASSIFICATION	FY 2011-12 CURRENT	FY2012-13 APPROVED
Chief Financial Officer	1	0
Dir of Fiscal & Human Resources	0	1
Finance Assistant / Payroll	1	1
Finance Assistant / Purchasing	1	1
Total Positions	3	3

POLICE

10-50	DESCRIPTION	FY2011-12 BUDGET	FY2011-12 ESTIMATED	FY2012-13 APPROVED	Comments
Salary & Wages					
5010	SALARIES	\$ 2,733,106	\$ 2,781,909	\$ 2,697,941	Staff salaries
	SALARIES - PART TIME			\$ 60,000	
5020	OVERTIME	75,000	163,115	125,000	Overtime wages
	LONGEVITY			33,886	
5030	SOCIAL SECURITY	-	-	223,137	Payroll taxes
5040	TMRS - RETIREMENT	-	-	388,243	City's match for retirement benefits
5050	GROUP HEALTH INSURANCE	-	-	314,355	Employee health & life ins.
	Total Salary and Wages	\$ 2,808,106	\$ 2,945,025	\$ 3,842,563	
Operations & Maintenance					
5070	CRIME PREVENTION	2,000	2,100	2,000	Conferences, TCPA membership, printing
5100	TRAVEL EXPENSES	1,500	1,000	1,500	Mileage & gas to seminars & conferences
5110	MEALS & LODGING	1,000	800	1,000	Conferences & training expense
5140	TRAINING	5,000	2,800	5,000	Seminars, courses, supervisor schools
5200	CONTRACT SERVICES	59,000	52,000	59,000	Accurint, Court parking, cell phones, data cards
5300	OFFICE SUPPLIES	5,000	4,200	5,000	Misc. supplies, fax & printer cartridges
5310	PROGRAM SUPPLIES	10,000	5,500	10,000	Crime scene supplies, flares, gloves
5360	RESERVE SUPPLIES	1,000	0	1,000	Uniforms & misc. supplies
5460	AWARDS	200	166	200	Plaques for Officer & Civilian of the year
5500	EQUIPMENT REPAIR	3,500	2,000	3,500	Repair equipment
5520	RADIO REPAIR	3,500	3,000	3,500	Repair radios
5550	MAIN. FIRING RANGE	7,500	5,000	7,500	Range fees and ammunition
5560	MINOR EQUIPMENT	45,000	25,000	45,000	Vests, ticket writers, jail wands, laptops for cars
5580	MAINTENANCE AGREEMENT	46,100	25,000	46,100	TSM, IBM, Incode Maint. Fees
5590	LEASED EQUIPMENT	18,400	18,400	18,400	Initial Payment - leased squad car.
5700	PERIODICALS	600	200	600	Cole directories, law updates, Local Govt. Code
5800	UNIFORMS	11,000	5,500	11,000	Officers, PSO, Dispatch, Civilian
5920	JAIL EXPENSES	15,000	15,000	15,000	Mattresses, blankets, food, cleaning supplies
5990	SUNDRY	300	200	300	Keys and postage
5930	DATA PROCESSING	-	-		Computer maintenance, copy paper
	Total Operations & Maintenance	\$ 235,600	\$ 167,866	\$ 235,600	
Capital Improvements					
	Impound Lot			0	
	Total Capital Outlay			\$ 0	
TOTAL POLICE		3,043,706	3,112,891	\$ 4,078,163	
Reimbursements					
	MISD (SRO)		(38,215)	0	
	Red Flex		(152,118)	0	
	Total Reimbursements		\$ (190,334)	\$ 0	
TOTAL EXPENDITURES		\$ 3,043,706	\$ 2,922,557	\$ 4,078,163	

BUDGETED POSITIONS

<u>POSITION CLASSIFICATION</u>	<u>FY2011-12 CURRENT</u>	<u>FY2012-13 APPROVED</u>
Police Chief	1	1
Deputy Chief	1	1
Lieutenant	2	2
Sergeant	6	6
Officers	29	29
PSO	6	4
Community Liaison	0	1
Property Custodian/Evidence Ck	0	1
Dispatch Supervisor	1	1
Dispatchers	9	9
Administrative Secretary	1	1
CID Secretary	1	1
Records Clerk	1	1
Full Time	58	58
Special Investigator	1	1
PT School Crossing Guard	1	1
Part Time	2	2
TOTAL POSITIONS	60	60

FIRE

10-60	DESCRIPTION	FY2011-12 BUDGET	FY2011-12 ESTIMATED	FY2012-13 APPROVED	Comments
Salary & Wages					
5010	SALARIES	\$ 1,857,914	\$ 1,882,313	\$ 1,848,969	Staff salaries
5020	OVERTIME	60,000	90,381	75,000	Overtime wages
	LONGEVITY			29,686	
5030	SOCIAL SECURITY	-	-	149,455	Payroll taxes
5040	TMRS - RETIREMENT	-	-	266,717	City's match for retirement benefits
5050	GROUP HEALTH INSURANCE	-	-	198,000	Employee health, dental & life ins.
	Total Salary and Wages	\$ 1,917,914	\$ 1,972,694	\$ 2,567,827	
Operations & Maintenance					
5140	TRAINING	10,000	10,071	10,000	Firefighter & officer development, swift water, RIT
5200	CONTRACT SERVICES	125,000	125,000	125,000	Ambulance subsidy, cell phones, SCBA testing, annual physicals
5300	OFFICE SUPPLIES	1,000	900	1,000	Misc. folders, pens, paper clips, computer supplies, ink cartridges
5310	PROGRAM SUPPLIES	7,000	4,500	7,000	Station supplies, Fire Prevention Materials
5500	EQUIPMENT REPAIR	5,000	1,700	5,000	Repair & maintain tools & equipment
5510	FLEET MAINTENANCE			0	Maintain emergency apparatus
5520	RADIO REPAIR	5,000	4,000	5,000	Repair radios, new repeater
5560	MINOR EQUIPMENT	25,000	25,000	25,000	Tools, equipment for trucks
5710	ORGANIZATIONAL DUES	1,000	750	1,000	NFPA, IAFC, TFCA, DCFCA membership
5720	LICENSE AND FEES	3,500	3,600	4,000	Annual license renewals for firefighters from 35 to 85 renewal
5730	BOOKS	1,000	100	1,000	Building, Fire Codes, Training and Penal Code
5800	UNIFORMS	5,000	3,347	5,000	New & replacement uniforms
5915	GRANT MATCHING FUNDS	4,000	0	4,000	AFG Matching fund (5%)
5930	COMPUTER MAINTENANCE	8,000	8,700	\$ 0	System IT maintenance
	Total Operations & Maintenance	\$ 200,500	\$ 187,668	\$ 193,000	
Capital Outlay					
5590	LEASED EQUIPMENT	24,000	23,085	24,000	New Chase vehicle - 2 year lease.
	Total Capital Outlay			\$ 0	
Reimbursements					
				\$ 0	
TOTAL FIRE		\$ 2,118,414	\$ 2,160,362	\$ 2,760,827	

BUDGETED POSITIONS

POSITION CLASSIFICATION	FY2011-12 CURRENT	FY2012-13 APPROVED
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

PUBLIC WORKS

10-90	DESCRIPTION	FY2011-12 BUDGET	FY2011-12 ESTIMATED	FY2012-13 APPROVED	Comments
5010	SALARIES	\$ 694,460	\$ 758,787	\$ 888,994	Staff salaries
	PART - TIME			0	
5020	OVERTIME	10,000	12,000	10,000	Overtime wages
	LONGEVITY			12,836	
5030	SOCIAL SECURITY	-	-	1,747	Payroll taxes
5040	TMRS - RETIREMENT	-	-	3,103	City's match for retirement benefits
5050	GROUP HEALTH INSURANCE	-	-	168,018	Employee health, dental & life ins.
	Total Salary and Wages	\$ 704,460	\$ 770,787	\$ 1,084,698	

Operations & Maintenance

5100	TRAVEL EXPENSES	1,000	500	1,000	Travel for training
5110	MEALS & LODGING	500	500	500	Meals & lodging for training
5130	GAS & OIL	160,000	200,000	160,000	Gas, oil, diesel for all City vehicles
5140	TRAINING	2,000	1,630	2,000	Seminars and conferences
5200	CONTRACT SERVICES	30,000	33,000	30,000	Dallas Co. Health, chemical spraying
5220	PROFESSIONAL SERVICES	-	0	-	
5260	LEGAL NOTICES	2,000	886	2,000	Zoning notices
5270	ENGINEERING SERVICES	40,000	1,000	40,000	Plan reviews, storm water inspections
5300	OFFICE SUPPLIES	2,000	2,700	2,000	Misc. pens, pencils, paper clips
5310	PROGRAM SUPPLIES	10,000	11,000	10,000	
5340	JANITORIAL SUPPLIES	13,000	23,000	13,000	Supplies for City buildings
5500	EQUIPMENT REPAIR	5,000	100	5,000	Repair of equipment
5510	FLEET MAINT	120,000	120,000	120,000	Maintenance supplies for City fleet
5520	RADIO REPAIR	2,000	1,250	2,000	Repair & replace radios to low band
5550	BUILDING REPAIR	60,000	133,000	60,000	Repair of City Bldg./Replace roofs on Bldgs.
5560	MINOR EQUIPMENT	10,000	4,000	10,000	Parks equip, computers
5590	LEASED EQUIPMENT	75,000	40,000	75,000	Trucks, backhoe, John Deere, dump truck
5610	TRAFFIC LIGHTS	5,000	2,000	5,000	Repair of City traffic lights
5620	STREET SIGNS	5,000	5,000	5,000	Replacement of City street signs
5630	PARKS PROJECTS	25,000	38,337	25,000	Repair and upgrade of parks
5670	ORDINANCE ENFORCEMENT	12,000	18,000	12,000	Title research, lien filings, supplies
5710	ORGANIZATIONAL DUES	300	0	300	
5720	LICENSE & FEES	200	100	200	
5730	BOOKS	500	0	500	
5800	UNIFORMS	10,000	19,565	10,000	Uniforms for employees
5910	ANIMAL CONTROL SUPPLIES	18,000	15,000	18,000	Bleach, cages, food
5930	4A MAINTENANCE	0	16,024	0	
5932	4B MAINTENANCE	0	0		
5935	4B PARKS MAINTENANCE	50,000	50,000	50,000	Maintenance for Guy Berry & Irwin Park
5990	OTHER EXPENSES (MISC)	563	0	0	
	Total Operations & Maintenance	\$ 659,063	\$ 736,592	\$ 658,500	

Capital Outlay

None Budgeted				0
Total Capital Outlay	\$	0	\$	0

TOTAL PUBLIC WORKS \$ 1,363,523 \$ 1,507,379 \$ 1,743,198

Reimbursements

Community Dev. Block Grant	0	CDBG Reimbursement
4A Reimbursement	0	Thru General Fund
4B Reimbursement	0	Thru General Fund
4B Park Maintenance	0	4B Reimbursement
Street Maintenance	0	Salaries from SMT
Total Reimbursements	-	0

TOTAL GF EXPENDITURES \$ 1,363,523 \$ 1,507,379 \$ 1,743,198

BUDGETED POSITIONS

POSITION CLASSIFICATION	FY2011-12 CURRENT	FY2012-13 APPROVED
Public Works Director	0	1
Deputy Dir./Emergency Coord.	1	1
Planning & Zoning Coordinator	1	1
Operations Manager	1	1
Code Enforcement Officer	3	3
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
Maintenance Team Leader	1	1
Custodian	2	2
Maintenance Helper	1	1
Public Works Secretary	1	1
Total Full Time Positions	30	31
Part-time Driver	1	1
Special Investigator	0	0
Temporary Seasonal Workers	0	2
Total Part-time	1	3
<i>Total</i>	31	34

MUNICIPAL COURT

10-11	DESCRIPTION	FY2011-12 BUDGET	FY2011-12 ESTIMATED	FY2012-13 APPROVED	Comments
Salary & Wages					
5010	SALARIES	\$ 340,894	\$ 330,083	\$ 351,662	Staff salaries
	SALARIES - PART TIME		4,762	0	
5020	OVERTIME	3,000	2,400	3,000	Overtime wages
	LONGEVITY			4,038	
5030	SOCIAL SECURITY	-	-	27,441	Payroll taxes
5040	TMRS - RETIREMENT	-	-	48,747	City's match for retirement benefits
5050	GROUP HEALTH INSURANCE	-	-	59,619	Employee health, dental & life ins.
	Total Salary and Wages	\$ 343,894	\$ 337,245	\$ 494,507	
Operations & Maintenance					
5100	TRAVEL EXPENSES	1,500	750	1,500	Travel for training
5110	MEALS & LODGING	1,500	500	1,500	Expenses related to travel & training
5140	TRAINING	3,000	2,250	3,000	Seminars, courses and conferences
5200	CONTRACT SERVICES	5,000	7,294	5,000	Incode fees, Online pmt fees, shred
5210	LEGAL SERVICES	45,000	48,062	45,000	Prosecuting Attorney
5220	ATTORNEY JUDGE	45,000	45,250	45,000	Municipal Judge
5300	OFFICE SUPPLIES	4,000	7,500	4,000	Folders, pens, staples, etc...
5310	PROGRAM SUPPLIES	6,000	2,600	6,000	Cash bond books, envelopes, jackets
5500	EQUIPMENT REPAIR	1,500	2,532	1,500	Repair of equipment
5560	MINOR EQUIPMENT	2,000	550	2,000	Laptops, Imaging system
5590	LEASED EQUIPMENT	28,000	11,165	28,000	Payment for leased vehicles
5710	ORGANIZATIONAL DUES	500	330	500	TMCA, TCCA
5730	BOOKS	600	400	600	Law updates
5800	UNIFORMS	1,500	2,500	1,500	Marshal & clerk uniforms, safety vests
	Total Operations & Maintenance	\$ 145,100	\$ 131,683	\$ 145,100	
Capital Outlay					
	Software and equipment		\$ 30,000	0	
	Total Capital Outlay		\$ 30,000	\$ 0	
	TOTAL EXPENDITURES	\$ 488,994	\$ 498,928	\$ 639,607	
	TOTAL GF EXPENDITURES	\$ 488,994	\$ 498,928	\$ 639,607	

BUDGETED POSITIONS

POSITION CLASSIFICATION	FY2011-12	FY2012-13	Comments
	CURRENT	APPROVED	
Director of Court Services	1	1	
Court Clerk	2	2	
Deputy Court Clerk	3	3	
Deputy File Clerk (full-time)	0	1	Funded by Redflex
Field Supervisor Marshal	0	0	
Marshal	1	1	1/2 fund by Security Fund
Deputy Marshals	2	2	
Juvenile Case Manager	0	0	
Warrant Clerk	1	1	
Total Full Time Positions	10	11	
Deputy File Clerk (part-time)	1	0	Funded by Redflex
Total Part Time Positions	1	0	
TOTAL POSITIONS	11	11	

RECREATION CENTER

10-14	DESCRIPTION	FY2011-12 BUDGET	FY2011-12 ESTIMATED	FY2012-13 APPROVED	Comments
Salary & Wages					
5010	SALARIES	\$ 94,159	\$ 101,691	\$ 120,618	Staff salaries
5020	OVERTIME	500	6,700	0	Overtime wages
	LONGEVITY			522	
5030	SOCIAL SECURITY	-	-	9,267	Payroll taxes
5040	TMRS - RETIREMENT	-	-	16,463	City's match for retirement benefits
5050	GROUP HEALTH INSURANCE	-	-	16,260	Employee health, dental & life ins.
	Total Salary and Wages	\$ 94,659	\$ 108,391	\$ 163,130	
Operations & Maintenance					
5200	CONTRACT SERVICES	3,000	1,500	9,000	Driver, helium, vendors, open/close
5300	OFFICE SUPPLIES	1,000	1,600	1,000	Misc. folders, pens, pencils
5310	PROGRAM SUPPLIES	7,000	8,200	7,000	Supplies for programs
5560	MINOR EQUIPMENT	2,000	3,200	6,000	Tables, chairs, copy machine
5660	RECREATION PROGRAMS	7,000	3,400	7,000	Referees, fitness classes
5060	UNEMPLOYMENT INSURANCE	-	-		Premiums for terminated employees
5240	LIABILITY INSURANCE	-	-		TML premiums for property & liability
5250	WORKERS COMP INSURANCE	-	-		TML premiums for workers comp.
5370	POSTAGE	-	-		Postage
5400	TELEPHONE	-	-		T-1 phone and internet
5410	ELECTRICITY	-	-		Electric Service
5420	NATURAL GAS	-	-		Gas Service
5430	WATER	-	-		Water Service
5580	MAINTENANCE AGREEMENT	-	-		Copiers
5905	PRE-EMPLOYMENT TESTING	-	-		Testing for potential employees
5930	DATA PROCESSING	-	-		Computer maintenance, copy paper
	Total Operations & Maintenance	\$ 20,000	\$ 17,900	\$ 30,000	
Capital Outlay					
	Lease Pmt on Van			15,000	1st of 2 lease payments
	Total Capital Outlay			\$ 15,000	
Reimbursements					
				\$ 0	
TOTAL GF EXPENDITURES		\$ 114,659	\$ 126,291	\$ 208,130	

NOTE:

Director position duties will be performed by Community Liaison Officer/Asst To CM.

BUDGETED POSITIONS

POSITION/CLASSIFICATION	FY2011-12 CURRENT	FY2012-13 APPROVED
Director	0	0
Recreation Coordinator	3	3
Total Full Time Positions	3	3
Recreation Attendant	1	1
Seasonal	1	2
Total Part Time Positions	2	3
TOTAL POSITIONS	5	6

LIBRARY

10-60	DESCRIPTION	FY2011-12 BUDGET	FY 2011-12 ESTIMATED	FY2012-13 APPROVED	Comments
Salary & Wages					
5010	SALARIES - FULL TIME	\$ 179,673	\$ 148,195	107,486	
	SALARIES - PART TIME			51,187	
5020	OVERTIME	0	0	0	Overtime wages
	LONGEVITY			1,040	
5030	SOCIAL SECURITY	-	0	12,218	Payroll taxes
5040	TMRS - RETIREMENT	-	-	21,705	City's match for retirement benefits
5050	GROUP HEALTH INSURANCE	-	-	16,260	Employee health & life ins.
	Total Salary and Wages	\$ 179,673	\$ 148,195	\$ 209,896	

Operations & Maintenance					
5015	EDUCATION	500	600	500	
5140	TRAINING	1,250	1,045	1,250	Seminars, conferences
5300	OFFICE SUPPLIES	2,500	1,900	2,500	Misc. pens, pencils, folders
5310	PROGRAM SUPPLIES	3,500	3,875	3,500	Story time, summer programs, movies
5560	MINOR EQUIPMENT	0	0	500	Shelving, carts
5700	PERIODICALS	500	500	500	Magazine subscriptions
5710	ORGANIZATIONAL DUES	400	425	400	
5730	BOOKS	10,000	10,300	12,000	Books for patrons
5750	SOFTWARE / ONLINE RESOURCES	1,500	1,528	1,500	
5760	SECURITY MAINTENANCE	5,000	2,600	5,000	Security supplies
5930	COMPUTER MAINTENANCE	5,000	4,000	3,000	Maintenance on computers
	FINE RECOVERY FIRM	1,200	0	1,200	Recover overdue fines
	Total Operations & Maintenance	\$ 31,350	\$ 26,773	\$ 31,850	

Capital Outlay					
	Automation System	0	2,000	0	
	Total Capital Outlay	0	2,000	0	

Reimbursements				\$ 0	
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TOTAL EXPENDITURES \$ 211,023 \$ 176,968 \$ 241,746

BUDGETED POSITIONS

POSITION CLASSIFICATION	FY 2011-12 CURRENT	FY2012-13 APPROVED
Librarian	1	1
Librarian Assistant	2	2
Full time Positions	3	3
Part Time Assistant	3	3
Seasonal Workers	1	1
Part Time Positions	4	4
TOTAL positions	7	7

SENIOR CENTER

10-80	DESCRIPTION	FY2011-12 BUDGET	FY 2011-12 ESTIMATED	FY2012-13 APPROVED	Comments
Salary & Wages					
5010	SALARIES	\$ 62,291	\$ 64,937	\$ 62,291	Staff salaries
5020	OVERTIME	400	0	400	Overtime wages
	LONGEVITY			2,878	
5030	SOCIAL SECURITY	-	-	5,016	Payroll taxes
5040	TMRS - RETIREMENT	-	-	8,911	City's match for retirement benefits
5050	GROUP HEALTH INSURANCE	-	-	10,840	Employee health, dental & life ins.
	Total Salary and Wages	\$ 62,691	\$ 64,937	\$ 90,336	
Operations & Maintenance					
5110	MEALS	3,000	2,400	3,000	Meals for seniors
5140	TRAINING	100	0	350	Seminars, training classes
5200	CONTRACT SERVICES	1,000	800	1,000	ASCAP fee, internet service
5300	OFFICE SUPPLIES	200	100	200	Misc, pens, folders, paper clips
5310	PROGRAM SUPPLIES	200	0	4,200	Supplies for seniors
5700	PERIODICALS	25	0	25	
5730	BOOKS	25	0	25	
5060	UNEMPLOYMENT INSURANCE	-	-		Premiums for terminated employees
5240	LIABILITY INSURANCE	-	-		TML premiums for property & liability
5250	WORKERS COMP INSURANCE	-	-		TML premiums for workers comp.
5370	POSTAGE	-	-		Postage
5400	TELEPHONE	-	-		T-1 phone and internet
5410	ELECTRICITY	-	-		Electric Service
5420	NATURAL GAS	-	-		Gas Service
5430	WATER	-	-		Water Service
5580	MAINTENANCE AGREEMENT	-	-		Copiers
5905	PRE-EMPLOYMENT TESTING	-	-		Testing for potential employees
5930	DATA PROCESSING	-	-		Computer maintenance, copy paper
	Total Operations & Maintenance	\$ 4,550	\$ 3,300	\$ 8,800	
Capital Outlay					
	None Budgeted			0	
	Total Capital Outlay			\$ 0	
Reimbursements					
				\$ 0	
TOTAL SENIOR CENTER		\$ 67,241	\$ 68,237	\$ 99,136	

BUDGETED POSITIONS

POSITION CLASSIFICATION	FY 2011-12 CURRENT	FY2012-13 APPROVED
Senior Center Director	1	1
Van Driver / Custodian	1	1
Total Positions	2	2

GENERAL GOVERNMENT

10-95	DESCRIPTION	FY2011-12 BUDGET	FY2011-12 09/24/2012	FY2011-12 ESTIMATED	FY2012-13 APPROVED
5030	SOCIAL SECURITY	\$ 498,096	\$ 472,982	500,706	\$ 0
5040	TMRS - RETIREMENT	853,600	843,222	858,073	0
5050	GROUP HEALTH INSURANCE	870,000	706,355	848,355	0
5060	UNEMPLOYMENT INSURANCE	25,000	19,803	21,000	25,000
5200	CONTRACT SERVICES	27,000	21,919	27,000	25,000
5210	LEGAL FEES	75,000	0	0	0
5240	LIABILITY INSURANCE	125,000	105,955	139,955	120,000
5250	WORKERS COMP INSURANCE	110,000	117,025	120,000	110,000
5370	POSTAGE	20,000	13,622	15,000	18,000
5400	TELEPHONE	60,000	55,140	60,000	60,000
5410	ELECTRICITY	250,000	299,660	299,660	260,000
5420	NATURAL GAS	20,000	8,982	9,250	15,000
5430	WATER	50,000	39,668	39,668	42,500
5530	CAPITAL OUTLAY	0	0	0	82,647
5580	MAINTENANCE AGREEMENT	0	0	0	0
5590	LEASED EQUIPMENT	25,000	20,115	23,000	11,900
5710	ORGANIZATIONAL DUES	4,000	5,902	5,902	4,000
5905	PRE-EMPLOYMENT TESTING	3,000	5,060	5,060	3,500
5930	DATA PROCESSING	\$ 15,000	\$ 15,751	\$ 50,000	\$ 33,000
	TOTAL EXPENDITURES	\$ 3,030,696	\$ 2,751,161	\$ 3,022,628	\$ 810,547

To: Mayor and City Council Members
From: Ed Morris, City Manager/Chief of Police
Subject: Proposed Five-year Capital Improvement Plan

Through solid planning and management oversight, many of the Capital Improvement Plan Items from previous years were completed and accomplished during the 2010-2011 and 2011-2012 Improvement Plan. 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. Also additional improvement projects for up coming years have been added.

<u>2012 - 2013</u>	<u>Amount</u>
<ul style="list-style-type: none"> ● Pioneer Road Extension \$600,000 From Roundabout to Mesquite City Limits Approximately 85% complete as of this new fiscal year (funded by Type A & B ED Corporations) Should be completed in 2013 	
<ul style="list-style-type: none"> ● IH-20 Ramps (local match) 1,142,000 The total project cost to TxDOT is \$5.7 million and construction is underway. Construction should be complete sometime around the middle of 2013. 	
<ul style="list-style-type: none"> ● Repair Residential/Commercial Streets 800,000 In 2010-2011, the City repaired eleven (11) total streets paid for utilizing the Street Maintenance Tax (SMT). We also repaired an additional three (3) streets using CDBG funds. This year 2012-2013, there will be an additional nine (9) streets constructed using SMT funds. Four of those streets have been completed at the time of this report. There will also be two (2) streets repaired with CDBG funds. Numerous other streets have had and continue to have potholes as well as some concrete repairs done to them. 	

**THIS IS A DRAFT OF THE CAPITAL IMPROVEMENT PLAN AND
WILL BE CONSIDERED BY COUNCIL IN DECEMBER OF 2012**

• Repair Residential Streets	350,000
• Repair City Hall/Police-Fire Complex Roofs (To be funded using Bond Refinance savings)	125,000
• Replace 2- Police Emergency Vehicles	80,000
• Replace 3 - Public Works Pick up Trucks	40,000
• Purchase 1 - 3 yard Dump truck Public Works	60,000
• Replace 7 Computers/Office Furniture	30,000
• Demolish Old Library on Pioneer Rd. (Prior Cost estimate) (Possible funds from Bond Refinance Savings)	35,000
• Completion of FCC Mandate for Radio Narrow Banding	10,000
• Computer, phone cabling for city hall and out buildings	50,000
• New Voip Phone system (Will save \$30,000./yr)	30,000
• Fill and cover Spring Oaks Pool	Completed
• Begin Construction of new Luedeke Park (Underway) (Completion of Park scheduled in 2013)	950,000
• Improvement of City Parks, Guy Berry, Irwin, etc.	100,000
• Creation of separate Parks Department	130,000
• Creation of New Police Impound Lot	50,000

2013 – 2014

Amount

New Street Maintenance Bond Package for Voters May 2013:

• Repair Residential Streets	350,000
• Replace Tiger Mower	80,000
• Replace 1 - Code Enforcement Vehicle	25,000
• Replace 1 - Police Emergency Vehicle	45,000
• Replace 1 - City Marshal 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 \$2.5 Mil)	1,250,000
• Purchase Steel Wheel Roller - Public Works	60,000
• Create Water Feature at Luedeke Park	100,000
• Detention/Retention Ponds near Guy Berry Park and other locations	

**THIS IS A DRAFT OF THE CAPITAL IMPROVEMENT PLAN AND
WILL BE CONSIDERED BY COUNCIL IN DECEMBER OF 2012**

<u>2014 - 2015</u>	<u>Amount</u>
• Purchase 1 - 3 yard Dump truck	60,000
• Replace Street Asphalt Repair truck	150,000
• Repair Commercial/Residential Streets	350,000
• Replace 3 - Public Works Pick up Trucks	40,000
• Replace 2 - Police Emergency Vehicles	80,000
• Replace 1 - City Marshal Vehicle	45,000
• Replace 2 - Code Enforcement Vehicles	50,000
• Replace or Repair Public Works Offices/ (Crew and Shop Area with In House Labor)	1,000,000
• TXDOT Letting of Haymarket Ramps	(Local Match tbd)

<u>2015 - 2016</u>	<u>Amount</u>
• Repair Residential/Commercial Streets	350,000
• Replace 1 - Battalion Chief Vehicle	45,000
• Replace 1 - Code Enforcement Vehicle	40,000
• Repair Potholes in asphalt and concrete streets	50,000

<u>2016 - 2017</u>	<u>Amount</u>
• Repair Residential/Commercial Streets	350,000
• Replace 1 - Emergency Management Vehicle	30,000

THIS IS A DRAFT OF THE CAPITAL IMPROVEMENT PLAN AND
WILL BE CONSIDERED BY COUNCIL IN DECEMBER OF 2012