

Town of Horizon City Annual Operating Budget Fiscal Year 2012-2013

AS SUBMITTED TO:

The Honorable Walter Miller, Mayor

Ruben Mendoza, Mayor Pro Tem

CITY COUNCIL MEMBERS:

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AS PROPOSED AND SUBMITTED FOR APPROVAL BY:

Andres Sanchez, CPA

Finance Director

Approved and Passed on September 11, 2012

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August 21, 2012

The Honorable Mayor Walter Miller and the City Council
Town of Horizon City, TX

Dear Mayor and City Council Members,

Submitted herewith is the revised Fiscal Year 2012-2013 operating budget for the Town of Horizon City. This budget was prepared with two primary goals in mind. Goal 1 is providing undiminished public services without increasing spending or targeting spending to ensure customer service is increased to levels defined by City Council direction. Goal 2 is retaining or improving the quality of life for the citizens of Horizon City. This budget includes efficient fiscal, personnel, and capital management, as is City Council's stated priority.

This balanced budget results from a property tax rate of \$0.322791 per \$100 assessed valuation, which is a \$0.01 increase. This tax rate was determined by the central appraisal district as our effective tax rate. Because costs for utility services, other maintenance and operating expenses, and adjustments to various departmental operating budgets were accomplished, overall revenues were increased in order to meet expected operational costs. Revenue growth results from increases in Property Tax, Sales Tax, Citations and Fees, Licenses and Permits. Limited revenue sources are Interest Income and Franchise Fees. Our philosophy remains resolute; we continue no spending down of our working capital reserve. This budget reflects ensuring that the current rates of spending and remaining working capital continue supporting our basic operational needs beyond FY2012 - 2013, thereby maximizing our options and opportunities. Summarized, the total expected revenues equal \$4,372,123; expected operating expenditures equal \$3,894,299; debt service equals \$250,078; and capital expenditures are anticipated to be \$225,347.

The FY2012 - 2013 operating budget is balanced and is provided in accordance with the Horizon City Charter. The budget represents a series of balances between revenues and expenditures and between prioritized operational needs and long-term community investment strategies; all based in goals determined by City Council and reinforced by each operating department. This is a performance-based budget that challenges departments to meet certain performance criteria, achieving at high levels, and ensuring public trust through transparency. Performance will be judged by achieving measurement indicators and reporting success to the community and its leaders.

The budget is a management guide, an executive planning document, and a financial report. It helps to identify future needs, sets objectives for the coming fiscal year, and defines the purposes and resources to achieve those objectives. This budget document represents the continuing evolution from a simple financial report with proposals for expenditures and estimates of revenue, into what is a comprehensive annual financial document discussing programs, operations, and budgetary policies that influence the fiscal state of the city, the function of city government, and the city's preparation for the current and future needs. The budget is the single most important working and planning tool used by the City Council and staff.

Staff prepared this budget document encompassing the concurrent development of: 1) market based pay plans; 2) operations and maintenance line-item costs sufficient to provide desired service levels; and 3) a capital and infrastructure maintenance program to achieve department stated goals. Attached hereto is the FY2012 - 2013 Town of Horizon City Operating Budget for your continuing reference.

Sincerely,

Andres Sanchez, CPA
Finance Director

Town of Horizon City FY2012 - 2013 Budget

Section One, Budget Summary.

Town of Horizon City FY2012 - 2013 Budget

Budget Summary

This Budget, with proposed operating and maintenance expenditures and transfers, totals \$3,281,179; representing a five percent, (5%) decrease in certain line items. Also represented in this proposed O&M budget is a 2% increase in most employee salaries and contracted services increases, utility rate increases, and anticipated increases for employee health and other insurance benefits. Other projected expenses include debt service, \$250,078, and capital expenditures of \$225,347. Projected revenues are expected to be \$4,372,123, which represents an increase of \$791,923 over FY2011 - 2012 fiscal year projected revenues. This figure represents a budget that is less than fully funded using currently estimated revenues. Of significance is the proposed change to the tax rate from the FY2011 – 2012 rate of 0.301250/\$100 assessed valuation to 0.312791/\$100 assessed valuation for FY2012 – 2013. The structured use of Sales Tax revenue for the funding of street maintenance (1/4 of 1%) and economic development (1/4 of 1%) and the balance (1-1/2%) is unchanged from the voter-approved redirection implemented in November 2010.

The following table provides estimated beginning fund balances, projected revenues, proposed expenses, proposed inter-fund transfers, proposed capital outlay, and estimated ending fund balances for all funds:

Combined Budget Summary

Item	FY2011/2012 Amount	FY2012/2013 Proposed Amount
Revenues	\$3,580,200	\$4,439,168
Expenditures	(\$3,281,179)	(3,792,050)
Debt Service	(\$88,653)	(250,078)
Capital Expenditures	(\$239,347)	(225,347)
Excess (Deficit)	(\$28,978)	171,693

The departmental summaries that follow roll up into this combined budget summary and represent units of the organization arranged within the Funds of the City. Continuing prior practice, the proposed budget for each department is broken into categories of expenditures. Individual line items roll into categories and staff uses a line item budget for day-to-day financial management. The primary categories are:

1. Personnel – accounts for the full cost of salaries and all city-paid benefits for city-employed individuals.

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2. Legal & Professional – accounts for operating expenses associated with external consultation, including attorneys, engineers, service providers, and consultants.
3. Materials & Supplies – accounts for consumable operating supplies.
4. Maintenance – includes operating expenses for goods and services necessary for the operation and maintenance of city facilities, equipment, and tools including such items as fuel, vehicle repair/maintenance, hardware and software maintenance agreements, park and facilities maintenance, et cetera.
5. Utility Expenses – accounts for the purchase of utilities inclusive of electricity, telephone, natural gas, water (other than park watering) and wastewater services.
6. Other Operational Expenses – accounts for the variety of other expenses that occur on a day-to-day basis, including things like training, advertising, uniforms, registration fees, subscriptions, non-classified equipment, et cetera.

The following discussion is intended to enhance the reader's understanding of the city's financial structure and process used to develop this budget. Line items roll into categories, which in turn roll into the department budgets, which in turn roll into the funds. The budget ordinance anticipates that City Council appropriate resources at the departmental level. These different appropriation levels carry different levels of authorization and necessary approval for spending in accordance with the City Charter and recognized purchasing policy. In the event that a department appears that it will exceed the amount that the City Council has enacted by ordinance, requested changes and authorizations are accomplished through adopting a budget amendment ordinance. In other words, staff will notify the City Council and request appropriate action should such action be warranted. Any budget adjustments below the department level will be managed at the staff level and reported to City Council.

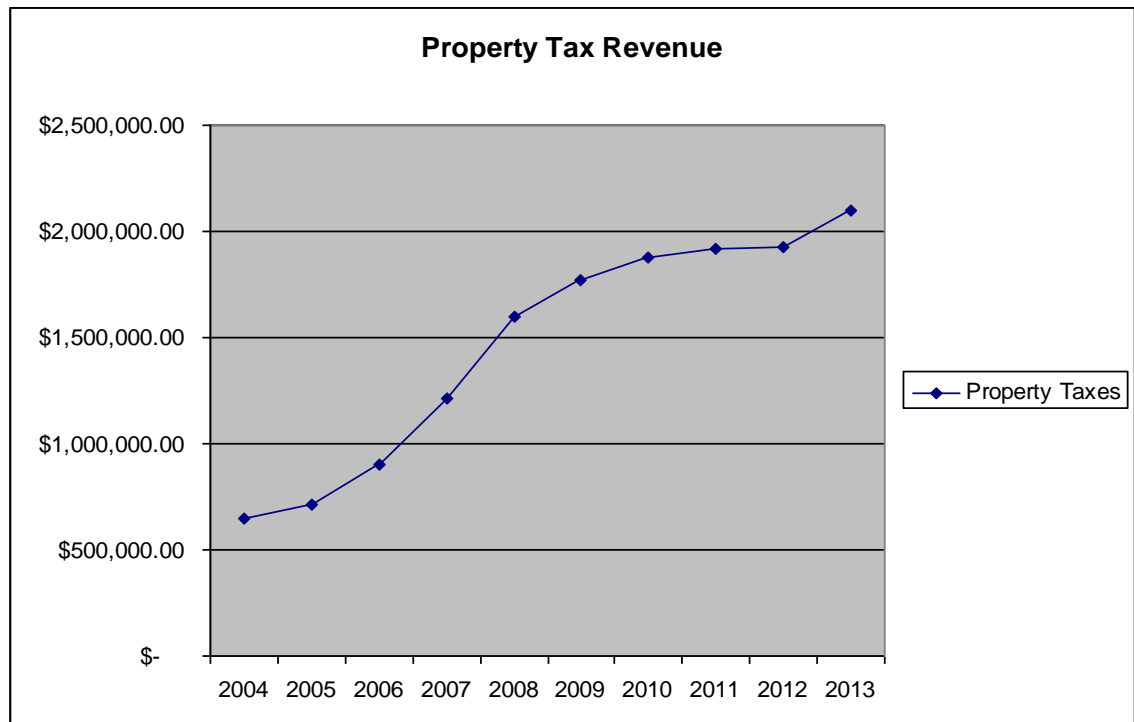
Property Tax Rate History (10 Years + Proposed) Ad Valorem Tax Summary

The tax year contributing revenue to the current budget (Tax Year 2011, Fiscal Year 2011-2012) included an adopted tax rate of \$0.301250 per \$100 of valuation. This FY2012 – 2013 Budget increases the tax rate to the Effective Rate or \$0.312791 per \$100 of valuation. This tax rate includes components for Maintenance and Operation Rate equal to \$0.298107 per \$100 of valuation and Debt Service equal to \$0.014684 per \$100 of valuation. Existing property values flattened according to the information provided by the Central Appraisal District; also, there was a small amount of growth in new construction, allowing for

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more, approximately \$172,316, property tax revenue at the revised tax rate. A review of the historical property tax rates follows:

Year	Total Tax Rate ¢/\$100	Total Taxable Property	Property Taxes	% Increase From Prior Year
2003	25.8900	\$207,813,167	\$538,028	18.00%
2004	28.7500	\$225,537,105	\$648,419	20.52%
2005	28.7500	\$247,526,761	\$711,639	9.75%
2006	28.7500	\$314,668,620	\$904,672	27.13%
2007	31.0000	\$391,509,048	\$1,213,678	34.16%
2008	30.4941	\$523,585,778	\$1,596,628	31.66%
2009	29.4019	\$603,074,769	\$1,773,154	11.06%
2010	29.4019	\$637,580,951	\$1,874,609	5.52%
2011	30.4420	\$631,331,707	\$1,921,900	2.52%
2012	30.1250	\$638,940,025	\$1,924,807	.15%
2113	31.2791	\$670,454,885	\$2,097,123	8.95%



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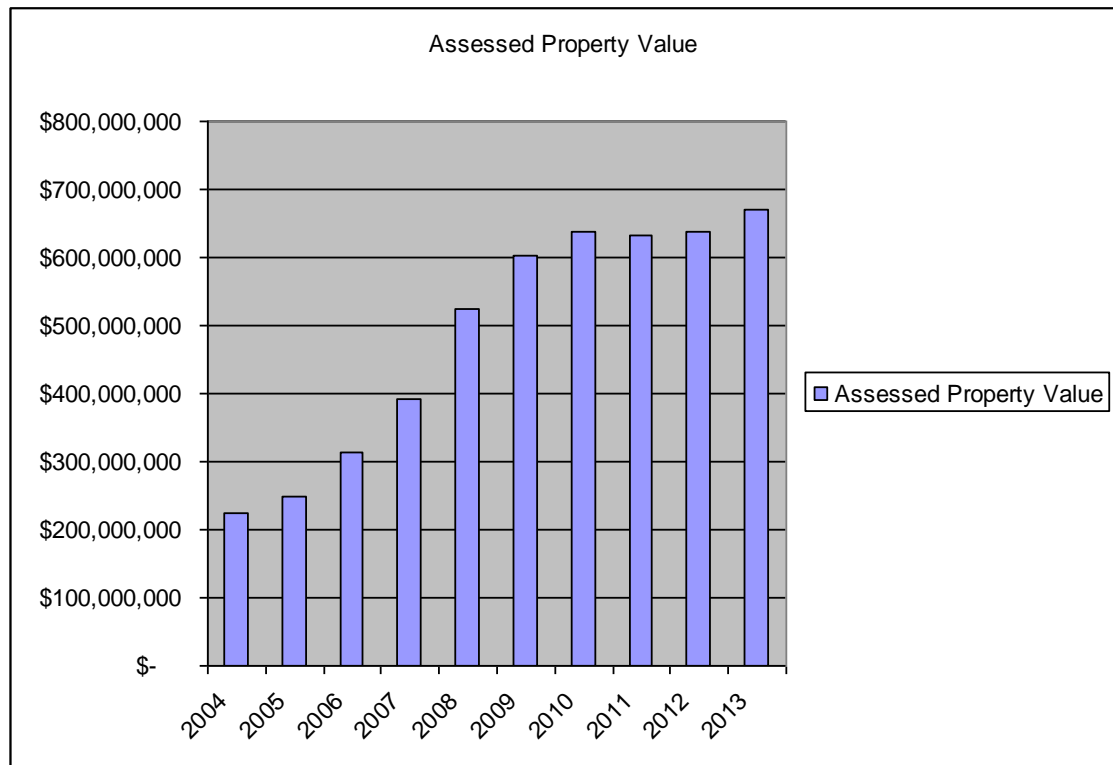
The Effective Tax Rate calculation is intended to reflect the tax rate required to generate the same amount of tax revenue over the previous year on the same properties that were taxed in the previous year. The Rollback Tax Rate is essentially the tax rate required to generate an additional 1.87% in tax revenue overall – it is not based upon the same properties. Because the proposed rate is less than the Rollback Rate, the rate will not be subject to a rollback election. However, because the adopted tax rate will be greater than the 2012 - 2013 tax rates, the City’s administration published the adopted rate and City Council will hold public hearings regarding the matter.

2012 Tax Year Certified Assessed Value

During July 2012, the El Paso Central Appraisal District issued a certified assessed value for the Town of Horizon City at \$670,454,885. This value represents a \$31,514,860, increase in total assessed value from FY2011 - 2012.

Breakdown of FY2012 - 2013 Assessed Value

Total Assessed Value	Increase/ (Decrease)	% Change +/-	New Improvements	Annexations	Existing Properties
\$691,863,056	\$31,514,860	4.93%	\$21,408,171	\$0	\$670,454,885



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Table of Typical Tax Bill Impact

FY2011 - 2012 Value	FY2011 – 2012 Tax Rate	FY2011 – 2012 Average Tax Bill
\$115,738	\$0.301250	\$360.23
FY2012 – 2013 Value	FY2012-- 2013 Tax Rate	FY2012 – 2013 Average Tax Bill
\$116,100	\$0.322791	\$374.76
Increase/(Decrease)	Increase/(Decrease)	Annual Increase/(Decrease)
\$362	\$0.021541	\$14.43

Summary of Significant Proposed Personnel Actions:

Market-Based Compensation Scale Policy

It is the intent of this budget to compensate city employees in respect to what the market is demanding for such services. This budget includes a 2% cost of living adjustment or increase over FY2011 - 2012 salaries for the majority of city employees. No merit-based pay adjustments are included in this propose budget; however, certain adjustments are included for persons whose responsibilities and required tasks change and police officer adjustments include modifications proposed by the officers under arrangement with CLEAT. The city's Administration Department accomplished a market review of all present and expected City positions and implemented limited changes to salaries resulting from the study.

New Proposed Positions

Two entry level positions are budgeted for Police Dispatch, one entry level position in the Courts department and one entry level position in Code Enforcement department.

Significant Changes in Existing Positions

The Town of Horizon City is currently seeking Director of Development Services & Planning, which is vacant.

Summary of Significant Changes in Fund Balances

Summary of Significant Changes in General Fund Revenues

Funding of FY2012 – 2013 General Fund Budget remains through means of current revenue sources, which are projected using existing rates and trends with the notable changes:

Town of Horizon City FY2012 - 2013 Budget

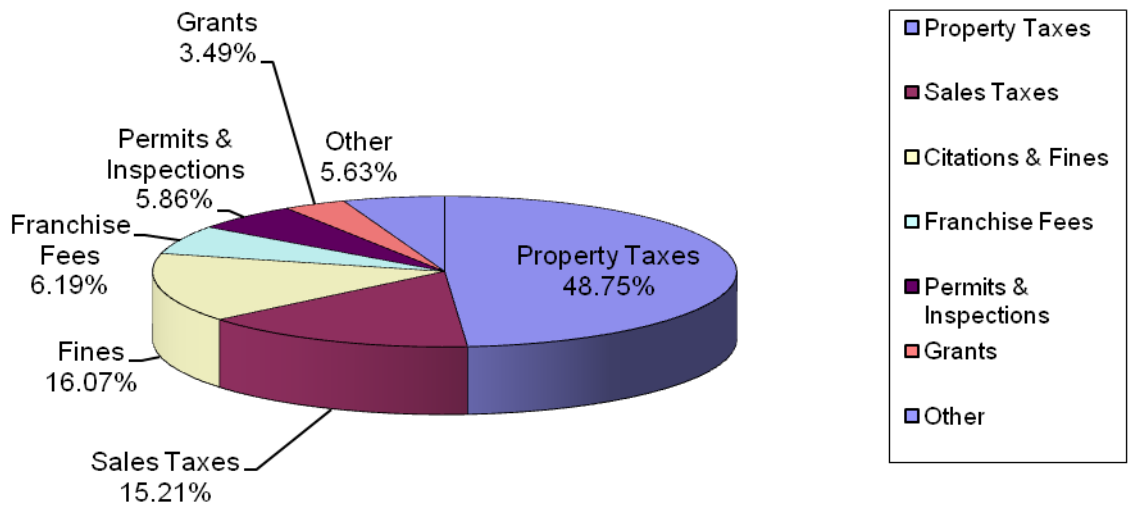
- In all, we estimate General Fund revenue of \$4,372,123 for FY2012 – 2013. This is a \$791,923 or 22.11% increase from the FY2011 – 2012 approved budget.
- Property Tax Revenues increase \$108,423 or 5.45% more than the approved FY2011 - 2012 Budget.
- Other revenue lines and categories are estimated conservatively for the proposed budget. This proposed budget is recognizing limited revenue increases are expected in Property Tax, Sales Tax, Franchise Fees, Citations and Fees, and Licenses and Permits.
- Interest income is projected to remain at last fiscal year's return from the current year due to the maturity of certain investments and the reinvestment of such funds in lower interest bearing instruments. This is a direct result of the overall flattening in interest rates during the current fiscal year and no upward trend is anticipated.

Revenue sources for the General Fund include:

Item	Amount	% to Total Receipts
Property Taxes	\$2,164,168	48.75%
Sales Tax	\$675,000	15.20%
Franchise Fees	\$275,000	6.19%
Citations & Fees	\$660,000	14.86%
Building & Inspection Fees	\$260,000	5.85%
Grants	\$155,000	3.49%
Other Income	\$250,000	5.66%
Total Revenues	\$4,439,168	100%

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Budget Revenues Fiscal Year 2012-2013



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Summary of Significant Changes in General Fund Expenditures

Readers will find a Departmental Summary with the expected categorical expenses later in this document, with a few minor exceptions, the expenditures for FY2012 - 2013 are designated to ensure maintaining the current level of operational and maintenance services while maintaining level expenses:

- Planning & Parks – The proposed budget continues the full-year funding of the Parks maintenance contract, limited CIP expenditures.
- Administration – The overall Administration budget is modified to include market-based salary changes implemented in the FY2011 – 2012 budget and continues the inclusion of many direct expenses that were previously shown as departmental costs.
- Public Works– The proposed budget tracks expenditures for drainage/storm water management, streets, and building maintenance and limited capital improvements. Funding for contracted services to ensure adherence to the TECQ approved Storm Water Program remains and the focused street maintenance capital program begun in FY2010 - 2011.
- Police Department – The primary focus of Police Department programs is providing upgraded service levels through directed patrol, equipment upgrades (fleet and technical), and administrative support (enhanced 911 and dispatch programs).
- Courts – Continuing customer service upgrading, taking advantage of software improvements, basic equipment improvements and systems enhancements. Further, a change to the operations of Courts includes one-day court and four evening court sessions.
- Planning Department – Emphasis on customer service, annexation, and large area rezoning actions, producing the unified code supporting the Vision 2020 Strategic Plan, administering and coordinating economic development programs, improvements in two primary parks, leading the budget and finance programs, purchasing/bidding/contract management functions, and overseeing contracted services and revised Public Works functional areas.

Summary of Budget Changes Resulting From Budget Workshops

- Continuous improvement in Courts operations (software, on-line bill pay, and credit card payment) and aggressive warrant and collections operations.
- Refined financial operations as directed by City Council.
- Intensified Public Safety and Code Enforcement operations.

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- Added a targeted streets capital improvements and management program.
- Performance based budget system implementation to ensure understanding by taxpayers and other City customers.
- Implementing the voter-mandated Economic Development Corporation operations.

How a Tax Dollar is spent

Item	Salary & Benefits	Contracted Positions	Operations	Totals
Administrative	\$230,398	\$231,000	\$482,640	\$944,038
Public Service	\$0	\$153,615	\$0	\$153,615
Public Works	\$233,921	\$12,000	\$27,975	\$273,896
Streets	\$74,398	\$82,500	\$69,480	\$226,378
Parks	\$0	\$216,500	\$65,600	\$282,100
Public Safety	\$1,159,569	\$0	\$180,600	\$1,340,169
Code Enforcement	\$83,236	\$30,000	\$19,150	\$132,386
Courts	\$161,533	\$40,500	\$14,800	\$216,833
Planning	\$95,357	\$120,000	\$7,279	\$222,636
Debt Service	\$0	\$0	\$250,078	\$250,078
Capital Projects	\$0	\$0	\$225,347	\$225,347
TOTALS	\$2,038,410	\$844,500	\$1,486,814	4,369,724
Percentages	47%	19%	34%	100%

Attachments:

Proposed financial budget detail.

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Section Two, Department Goals and Budget Narrative.

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Budget Process:

This is the second fiscal year the city's Administration continues a Performance Based Budgeting program. Department heads will refine the details of their budgets into statements that compliment the City's overall goals and objectives, and include meaningful measurement indicators that guide the analysis of success. We can effectively define, in financial terms, how we expect to achieve our objectives and compliment the goals of our individual Departments and the City Council expressed goals for the community.

Budgeting for Performance

Highlights of this form of budgeting:

- Ask the key questions and develop a strategic plan that is right for the organization.
- Convert a general ledger-based budget into a more meaningful management tool.
- Links dollars to outputs and outcomes.

Performance-based budgets put the money where the goals are and local governments including Horizon City are turning to this results-based approach to allocating limited resources (financial and human).

Performance metrics convey to citizens that their government is working hard on their behalf and using tax dollars wisely. As an aside, both the Governmental Accounting Standards Board and the Government Finance Officers Association are encouraging city governments to use performance measures in their budgeting and annual reports.

Budgeting for performance is reinforced from a vision for the City that describes and defines a working financial framework.

- Vision Statement - What sort of city is preferred for the future?
- Guiding Principles - Broad principles add details to the Vision Statement.
- Preferred Future - An illustration of this preferred future considers physical development patterns and investment framework.

Vision Statement

Our ongoing commitment to the citizens and businesses in the Town of Horizon City is to be responsible and accountable for our actions; providing the best

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customer service; be fair and honest in all that we do; and move the City forward, progressing development in an orderly and thoughtful manner. This we will accomplish with integrity, professionalism, and these will be the guiding principles for our success into the future.

Mission Statement

Our mission is to provide excellence in public service to meet the needs of our diverse community through quality customer services while exercising cost effective management and maintaining fiscal responsibility.

Goals Statement

1. Improve customer relations including all of the broader-base of community constituents.
2. Support the community image program.
3. Retain and attract extraordinary employees.
4. Strive for efficiency and effectiveness.
5. Ensure continuous improvement through implementation of best business and management practices.
6. Ensure continued quality public safety.
7. Promote economic development activities and opportunities.
8. Improve and expand public works infrastructure.
9. Expand parks, preserve open space, and improve recreation programs.
10. Facilitate and exercise fiscal responsibility, principally by maintaining or reducing property tax rates without reducing services and service levels.

Vision:

Town of Horizon City - the Community of choice for living, working, and leisure.

The Comprehensive Plan guides the physical growth and development of the City. It details objectives, policies, and strategies as they relate to land use, neighborhoods, transportation, community infrastructure and services, the natural environment, and community character and appearance. The City prepares an annual report to monitor and evaluate the implementation of the Plan.

The Five-Year Capital Improvements Program and Needs Assessment is a compiled vision of current capital improvements in the City and an assessment of needs in the future. The plan contains four components: the current year's capital improvements program (CIP) budget, a long-range plan for

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funded CIP projects, a prioritized list of unfunded projects needed over the next five years, and a financing plan. The five-year capital improvements plan is reevaluated each year and adopted by City Council during annual budget hearings.

The Strategic Prioritized Goals specifically address the major issues or challenges confronting the City in the next five years. Organizations are strategic when they think, act and influence in ways that effectively promote the organization's enduring success.¹ (1 Center for Creative Leadership)

The Comprehensive Plan is defined as "A statement in words, maps, illustrations or other media of communication setting forth assumptions, objectives, definitions, policies, and recommendations to guide public and private development of land within the jurisdiction of the City and consideration of other issues which enhance community character and improve the quality of life of its citizens."

The purpose of the Comprehensive Plan is primarily "to set forth the desired sequence, patterns, and characteristics of future land development and its probable environmental, economic, and social consequences. The Comprehensive Plan includes a variety of Land Use Master Plans and City-wide System Plans, such as the Intermodal Transportation Plan, the Parks, Recreation, Trails Master Plan and the overall architecture statement.

Five Year Capital Improvements Program and Needs Assessment

The Five-Year Capital Improvements Program and Needs Assessment are intended to compile a vision of current capital improvements in the Town of Horizon City, and an assessment of future needs. The plan includes four components: the current year's budget, a multi-year forecast of current funding sources, the prioritization of the high priority unfunded capital improvement needs facing the City and a financing plan. City staff utilizes criteria specified in the Comprehensive Plan to build a foundation for prioritizing the unfunded projects, and each project falls within the Strategic Prioritized Goals established by City Council.

The Five-Year Capital Improvements Program and Needs Assessment consist of *four* basic components:

1. The Annual Capital Improvements Program (CIP) Budget
 - Unrestricted funds typically go toward financial commitments; mandates; infrastructure maintenance; and local grant match funds.

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- Restricted funds generally go toward public safety projects; parks development and maintenance; transportation improvements, and bicycle and trail improvements.
2. Long range plan for funded CIP projects
 - Includes a five-year financial forecast using the current year's CIP Budget as its base and estimates funding into future years.
 - Long range funding plans for specific funding sources involving CIP projects are included, such as the Public Safety Sales Tax (PSST) and the Storm water Enterprise.
 3. A prioritized list of unfunded projects needed over the next five years
 - Each year, City staff identifies and establish a prioritized list of outstanding unfunded needs.
 - When funding becomes available through other means, the projects are removed from the list.
 4. A financing plan
 - The financing plan includes a number of funding options for City Council to consider.
 - The plan includes consideration of certificates of participation, various tax increases, fee increases, and bonded debt options.

Strategic Prioritized Goals

City Council identified *five* Strategic Prioritized Goals for FY2012 – 2013. These goals address the challenges confronting the community and recognize the valuable community and City assets that can be utilized to meet those challenges. For a consistent understanding, following are definitions of terms used in the plan.

Elements:

Prioritized Goals identify what the City strives to achieve to realize Council's vision.

Assumptions state fact and predictions based upon institutional knowledge and analysis that affect the development of strategies.

Strategies describe broadly how the City plans to achieve its strategic goals over the term of the plan.

Priority Projects/Initiatives describe more specifically how the City plans to achieve its goals in the near term.

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Key Indicators are outcome measurement tools. At the end of FY2010 - 2011, the City's staff will measure and determine baselines for key indicators for FY2012 – 2013.

Other terms:

Core Services are public safety, construction, and maintenance of infrastructure and land use development.

City Infrastructure is the physical system of roads, bridges, sidewalks, and drainage facilities.

Internal Infrastructure is infrastructure used by the City in the provision of municipal services, for example, fleet management, information technology, facilities, office services, IT, telecommunications et cetera.

Quality of Life is an all-inclusive term that includes economic prosperity, an affordable home, gainful employment, clean air and water, quality healthcare, safe and attractive neighborhoods and working environments, ample educational and recreational opportunities, convenient transportation systems, and an active and diverse community that is rich in art and cultural amenities.

Strategic Prioritized Goals

1. CITY SERVICES

Develop and implement fiscal sustainability policies to support core services that proactively ensure the health, safety and welfare of our citizens; attract, develop, and retain a high performing municipal workforce; and fund internal infrastructure needs.

Assumptions

- The City faces significant fiscal challenges with its continued dependence on property tax revenue, sales tax revenue, policies affecting future tax revenue, revenue limitations due to economic and other limiting factors outside the City's control, and increasing labor, benefit, and operating costs.
- The City has significant unfunded internal infrastructure liabilities.
- Combined revenue streams from the City's General Fund are not sufficient to address all City infrastructure and operating funding needs at their highest level.
- During the City's annual budget processing funding of core services will remain the priority.
- Federal grants will remain stable or decline.
- The community will continue to demand and the City will strive to provide exceptional municipal services.

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Strategies

- To address long-term fiscal sustainability, the City will form a Sustainable Funding Committee consisting of citizens and business leaders who will work with the senior management of the City to help develop a long-range *Sustainable Funding Plan*. The committee will consider long-term revenue streams, financial liabilities, and service models.
- In the near-term, the City will refine and clarify its financial management policies, debt management policies, and budget policies.
- Through the City's annual budget process, the City will address budgetary constraints by reevaluating the level and mix of services and proposing strategic solutions that may include revenue enhancements, privatization of services, and asset shedding.
- The City will implement employment policies and practices that will enhance its ability to attract, reward, and retain top talent.

Priority Project/Initiative

- The Sustainable Funding Committee and senior management of the City will develop a *Sustainable Funding Plan* for the long-term sustainable financing of the City's infrastructure, facilities, and services.

Key Indicators

- Annual Issues Survey results – Department job performance, meeting expectations, trust in City government.
- Departmental annual reviews – including satisfaction with City services measured annually by a number of individual Departments.
- Establishment of a Sustainable Funding Committee and commencement of work on the *Sustainable Funding Plan*.
- Measure City's ability to achieve and maintain the median level of employee compensation and benefits based on comparable size cities.

2. SUSTAINABLE GROWTH

Encourage and make effective use of infill, mixed use, traditional neighborhood development and redevelopment as well as employment centers to take advantage of infrastructure and transportation systems, maximize efficiencies in providing City services, and retain retail services within City limits.

Assumptions

- Land use and density mix in new and existing neighborhoods helps sustainability.
- Increased densities and growth within the City will positively affect retail sales and revenue required to support City services.

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- There are real and perceived incentives to develop on the perimeter of the City and outside the City limits.
- The City can provide incentives to encourage development in targeted areas of the City that could positively affect citizen quality of life, public safety, and the City budget.

Strategies

- The City will identify and proactively support redevelopment of areas of the City that are at risk.
- The City will promote innovative forms of development, including mixed use, traditional neighborhood development, and planned unit development.
- The City will develop strategies and implement a program to encourage, retain, and revitalize retail development within the City.

Priority Projects/Initiatives

- In conjunction with Horizon Regional Municipal Utilities District, the City will research, develop, and propose incentives for in-fill and redevelopment.
- The City will develop strategies to identify the long-term maintenance costs associated with annexations and new development.
- In conjunction with El Paso County, the City will commence a revision and update of the Cooperative Planning Agreement, including an assessment of the fiscal impact to both City and County resulting public policies that affect the location of growth.

Key Indicators

- Percent increase in new in-fill development and redevelopment approvals and building permits.
- Track utilization of mixed-use and traditional neighborhood design zoning tools that encourage density mix, mix of residential and commercial uses, and a pedestrian-oriented development pattern.
- Development of strategies to encourage in-fill and promote mixed use developments.
- Track growth patterns inside and outside the City, and in cooperation with El Paso County and the Rio Grande Area Council of Governments.

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3. ECONOMIC VITALITY

Through collaboration and partnership with City enterprises, other public entities, private entities, and the military, support economic development efforts that attract, retain and create quality jobs to ensure a diverse economic base, a resilient and growing City tax base, and thriving neighborhoods.

Assumptions

- Other public and private entities should lead primary employer attraction and retention efforts.
- Horizon City will be more resilient to economic downturns if it has a diverse economic base.
- Community arts, culture, and recreational opportunities are valued by current citizens, are important criteria considered by prospective employers, and attract tourists to the region.
- Tourism is vital to the area's economic health.
- Geographic disbursement of employment centers throughout the City will improve citizens' quality of life.

Strategies

- The City will take a leadership role in identifying target areas of the City for economic development efforts including retail revitalization.
- City Council and City leadership will increase involvement with community groups like the Chamber of Commerce and other chambers, Greater El Paso Economic Development Corporation and the Housing and Building Association.
- In conjunction with Horizon Regional Municipal Utilities District, the City will research, develop, and propose an Economic Development incentives plan.
- The City will work closely with military leadership to serve the military community and to incorporate military members and their families into the local community.

Priority Project/Initiative

- Develop City Economic Development Strategies that identify community economic development efforts, clarify the City's partnerships, and establish baselines against which the City can measure success.

Key Indicators

- Number of new primary employers because of recruitment activities
- Employment and retail growth in targeted areas of the City
- Housing Indicators, for example:
 - a) Median housing cost comparisons to median income
 - b) Percent of households able to purchase median priced home

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- c) Track military housing needs and ability of the City to provide for those needs.
- Establishment of an Economic Development Committee with representatives from Horizon Regional Municipal Utilities District and EDC and commencement of work on the development of an incentive plan and broader Economic Development Strategies.

4. QUALITY OF LIFE

Maximize resources that provide quality of life City services and programs, including adherence to the aforementioned City Services, Sustainable Growth and

Economic Vitality Goals; enhancing conveniences for our citizens; preserving environmental resources including our natural landscape; and providing the art, cultural and recreational amenities befitting the size and geographic location of Horizon City.

Assumptions

Quality of Life is an all-inclusive term that includes economic prosperity, an affordable home, gainful employment, clean air and water, quality healthcare, safe and attractive neighborhoods and working environments, ample educational and recreational opportunities, convenient transportation systems, and an active and diverse community that is rich in art and cultural amenities. As such, *Quality of Life* crosses over all Strategic Plan goals and strategies, but in particular, those unique characteristics which make Horizon City a desirable place to live and work. Support of the arts not only enhances quality of life, it is an investment in the community's economic well-being. The arts foster vibrant neighborhoods, and urban revitalization. The arts bridge ethnic and cultural divides and build community identity, inclusion, and pride. The community has the resources, talent, and desire to sustain and in some areas, improve the well-being of its citizens.

Strategies

- The City will collaborate with other local organizations to support local arts and culture, provide a full range of recreational opportunities, provide opportunities for intergenerational activities, and provide for full employment opportunities.
- The City will promote sustainable environmental policies and practices.
- The City will foster a community that recognizes the value of ethnic and cultural diversity.
- The City will collaborate with the El Paso Housing Authority and other non-profit housing agencies to develop funding strategies and incentives for affordable housing.

Town of Horizon City FY2012 - 2013 Budget

- City Council and City leadership will increase involvement with local school districts to promote cooperation and synergies that will benefit community-wide K-12 education.

Priority Projects/Initiatives

- In cooperation with Fort Bliss, the Rio Grande Council of Governments and Horizon Regional Municipal Utilities District, the City will identify and promote sustainable environmental and energy policies and practices.
- The City will provide support to the MPO, an ongoing regional effort to prepare a long-term visioning plan for the improvement, public education and enjoyment of the lower Rio Grande Valley, improved transportation facilities, and connectivity between nearby communities.
- The City will provide support and resources to the arts community with the intention of developing a self-supporting arts and cultural environment.

Key Indicators

- Miles of bicycle paths, pedestrian trails, transit facilities and routes, and other alternative transportation amenities constructed over the preceding years.
- *Improved* parkland per 1,000 residents and number of recreation programs including senior programs.
- Development of sustainable environmental policies and measure their success against other cities of comparable size.
- Number of community events held in public spaces.
- Participation in the United Way Quality of Life Indicator Initiative and incorporation of measures in annual progress reports

5. CIVIC ENGAGEMENT

Fully realize the talents and positive contributions of non-profits, private and public entities, the military, civic leaders, political leaders, and engaged citizens to develop a shared sense of community and help achieve Council's vision.

Assumptions

- There is an active element of the community that is engaged in local governance issues and an element that through outreach efforts can be engaged.
- Greater engagement of the military community would benefit military members and the community at large.
- A shared community vision will promote a greater sense of community.
- Citizens in the community are willing to give both financial resources and time to enhance the social and physical attractiveness of Horizon City.

Town of Horizon City FY2012 - 2013 Budget

- As a growing and diverse City, the “Community” of Horizon City is comprised of a network of smaller communities. The City can act as a hub in the networking of these communities.

Strategies

- The City will promote community events and activities that foster civic engagement and inclusion.
- The City will provide a leadership role in defining the smaller communities within the greater “City Community.”
- The City will provide encouragement and leadership to coalitions in the community.
- The City will provide opportunities for and will proactively work to engage citizens to volunteer time assisting government in meeting the social needs of the community.
- The City will provide community project opportunities where citizens can engage in activities that enhance the use and attractiveness of the entire Horizon City region.
- The City will continue to provide open government access for its citizens with the continuation of newsletters; cable television, Citizens Academy, Community Action Teams, and other citizen out-reach programs.
- The City will develop effective tools to communicate with citizens on progress made toward achieving City Council’s strategic goals.
- The City will link partnership interests and will develop messages and appropriate tools to develop and communicate a shared sense of community.

Key Indicators

- Biennial Citizen Survey Results – measure participation in community events.
- Number of community events held in public spaces.
- Number of volunteer opportunities and volunteer hours.
- Monetary value of citizen volunteer hours.
- Percent of registered voters voting.
- Number of “hits” on the City web site.
- Participation at citizen out-reach programs.

Policies and Procedures

The Town of Horizon City is committed to clear and ongoing communications with the City’s citizens we serve. We recognize that strong relationships are critical to our ability to serve City citizens and that these relationships are built upon ethical and responsible business conduct and reliable disclosure of information. In this section, you can learn about the policies and principles that govern City practices.

Town of Horizon City FY2012 - 2013 Budget

Business Conduct: Our mission is to serve the City's citizens and dramatically improve people's lives. Our values define us and form the foundation of our behavior.

Quality: The City adheres to sound quality principles and ensures that these principles are reflected in our operations.

Protection of Personal Information: The City is committed to the lawful stewardship of personal information that is collected, stored, and used by the City.

Conflicts of Interest: The City's staff members and elected and appointed officials are responsible for avoiding situations in which personal interests, outside activities, financial interests, or relationships conflict or even appear to conflict with the City's interests.

Governance: The City's system of governance emphasizes the City Council's independence and strengthens its ability to evaluation and elevate corporate and management performance.

Governance Documents: The City has numerous policies and guidelines intended to ensure ethical and conscientious governance.

Environmental Sustainability:

Environmental Commitment Statement: The City is committed to excellence in environmental, health, and safety performance.

Environmental Compliance: The City is committed to ensuring compliance with environmental regulations. Audits are performed to ensure conformity.

Work Environment:

Environment, Health, and Safety: The City is committed to achieving high standards of environmental quality and to providing a safe and healthy workplace for all of its staff members, contractors, and temporary staff.

Professional Conduct: Ethical business conduct, professional behavior, adherence to business principles, personal integrity, and compliance with applicable laws and regulations are expected to be consistently demonstrated by City staff, appointees, and elected officials.

Town of Horizon City FY2012 - 2013 Budget

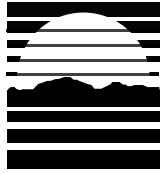
Safety: Safety is a priority at all worksites in the community. Staff members are expected to participate in safety training follow safety standards and promptly report any safety concerns.

Diversity: The City's commitment to diversity is articulated in our core values and reflected in every part of our organization.

Equal Employment Opportunity: The City has policies and programs designed to provide a work environment that is free from unlawful discrimination.

Non-Discrimination and Harassment-Free Work Workplace: The City does not tolerate unlawful harassment by or toward employees, or non-employees with whom the City has a business, service, or professional relationship.

Compliance Reporting and Non-Retaliation Policy: The City provides an effective process for City's staff to express concerns and report potential violations regarding City business conduct without retaliation or intimidation.



HORIZON CITY

Incorporated 1988

DATE: July 31, 2012
TO: Mayor Walter Miller
CC: City Council Members
FROM: Elvia Schuller, Administrative Services Director
SUBJECT: 2012/2013 Administrative Budget

SUMMARY

In this budget proposal the largest increases will be found in the 2% annual employee increases and 20% anticipated medical insurance increase by BC/BS. There are some slight increases and slight decreases in some of the line items but bulk of the increase is found in the annual and Medical Insurance increase.

FY 2012/13 PROPOSED GENERAL OPERATING BUDGET \$1,089,653.00
FY 2012/13 PROPOSED CAPITAL IMPROVEMENT \$ 0.00
FY 2012/13 PROPOSED PERSONNEL COSTS \$ 230,398.00

Below is the detail behind each of the Administrative Budget line items

PERSONNEL SERVICES - \$242,425.00

501506 – Uniforms, Safety Equip, Supply – This year I added back the \$500.00 that was allocated in previous years to our Housekeeper for uniforms. In previous years this was funded from the Public Works uniform fund.

501507 – Training – This amount remains unchanged from the current fiscal year.

501508 – Travel – This amount remains unchanged from the current fiscal year.

501513 – Finance – Contracted Services – This amount was increased by \$3,000.00 to reflect new contract.

501517 – Network Support – Contracted Services – This year’s budgeted amount was increased by \$5,000 as last year’s budget amount did not account for IT special projects such as installation of new servers etc. that are not part of the regular contract monthly service fee.

501520 Legal – Contracted Services – This amount will be increased by \$40,000.00 to reflect a more realistic number being billed by our City Attorney over the years.

501581 – MHMR – Contracted Services – This amount remains unchanged from the current fiscal year.

501160 Appraisal Fees – Contracted Services - This year’s budgeted amount was increased by \$5,000 as to reflect the actual amounts currently being billed by the Central Appraisal District.

SUPPLIES - \$28,000.00

501521 Janitorial Supplies – This year’s budgeted amount was decreased by \$484.00 as costs for janitorial supplies have remained consistently under budget.

501522 Material & Supplies - This year’s budgeted amount was decreased by \$250.00 as costs for janitorial supplies have remained consistently under budget.

501524 Postage - This year’s budgeted amount was increased by \$500.00 as postage in Courts and PD Department have increased due to an increase in work cases.

501525 – Office Supplies – This amount remains unchanged from the current fiscal year.

ADVERTISING, DUES & PUBLIC NOTICES - \$28,000.00

501531 – Advertising & Public Notices – This amount remains unchanged from the current fiscal year.

501532 – Dues – This amount remains unchanged from the current fiscal year.

501533 – Publications & Subscriptions – This amount remains unchanged from the current fiscal year.

INSURANCE - \$32,500.00

501534 Property – This amount remains unchanged from the current fiscal year.

501542 Liability - This amount remains unchanged from the current fiscal year.

501543 Bonds - This amount remains unchanged from the current fiscal year.

PROFESSIONAL FEES - \$18,500.00

501603 Contract Labor – This amount remains unchanged from the current fiscal year.

501612 Audit Fees - This amount remains unchanged from the current fiscal year.

501616 Tax Collection Fees - This amount remains unchanged from the current fiscal year.

MAINTENANCE EXPENSE - \$135,500.00

501551 Electricity – This amount decreased by \$7,000.00 to closer reflect current billing rates.

501552 Gas – Natural - This amount decreased by \$2,000.00 to closer reflect current billing rates.

501553 Gasoline, Oil - This amount was increased by \$1,000.00 due to the increasing price of oil.

501554 Maintenance Bldg – This amount was decreased by \$5,000 as it has been consistently under budget.

501555 Maintenance Equipment - This amount was increased by \$4,000.00 to reflect actual costs for maintaining our computer equipment and software.

501557 Waste Disposal, Water - This amount decreased by \$1,500.00 to closer reflect current billing rates.

501561 Rents, Equipment - This amount decreased by \$1,000.00 to reflect current billing rates.

501562 Rents, Building - This amount remains unchanged from the current fiscal year.

501558 Maintenance Computers/Copiers - This amount was increased by \$5,000.00 to reflect current contract rates.

OTHER EXPENSES - \$374,330.00

501571 Miscellaneous – This amount remains unchanged from the current fiscal year.

501572 Public Relations - This amount remains unchanged from the current fiscal year.

501563 Storage Rental – Amount increased by \$2,675 reflect current storage rates.

501573 Economic Development – This amount is the revised balance/sales tax based.

501571 Election Expense - This amount is our best estimate on what the elections may cost us this year.

501559 Telephone & Communications – Increased by \$1,000 to reflect current billing amounts.

City & County Health – Contract Increase (\$106,000.00)

Animal & Vector Control – New Contract being proposed by City of El Paso
(\$42,415.00)

Air Quality Monitoring - New Contract being proposed by City of El Paso
(\$5,200.00)

Drug Test – New Account (\$750.00)

PERSONNEL BUDGET

Administration Salaries will be increased by \$3,320.00 to reflect a 2% annual increase across the board. I am also requesting an additional \$2,000/yr increase for our Housekeeper currently making \$17,782 (\$8.58/hr). She has been working for the City since 2003 (P/T) before being hired (F/T) in 2009 and is now responsible for cleaning & maintaining 2 buildings instead of 1.

**TOWN OF HORIZON CITY
MEMORANDUM
Development Services and Planning Department**

Date: June 27, 2012
To: Honorable Mayor and Members of the City Council
From: Robert Coleman, Director
Subject: **BUDGET DISCUSSION – PUBLIC WORKS DIVISION**

The Public Works Division is primarily engaged in issuing building permits, building inspections, code and storm water management and supervision. Division staff works directly with each of the city's department and division senior officials, Board of Adjustment, Planning and Zoning Commission, City Council, and is liaison to other community and region-based planning and services organizations to assist in accomplishing the city's overall goals, objectives, and vision project/program implementation.

The budget for the Division includes:

Proposed General Operating	\$ 33,975
Proposed Salaries/Benefits	230,504
Proposed Capital Cost	
Total	\$258,945

Each operating budget line item is discussed herein and these discussions reference to the Public Works Budget Worksheet attached hereto.

SALARIES & BENEFITS – Proposed General Operating Budget, \$230,504. The salaries and benefits for the Public Works staff, 5-persons, include comparable benefits changes to those proposed for other civilian city employees. The base salaries are modified to reflect an increase for the Secretary to the Boards comparable to that of the prior incumbent. \$500 of overtime has been added to Public Works Division to accommodate any overages. The cumulative change from the present fiscal year and as proposed is \$227,608 to \$230,504.

PERSONNEL SERVICES – Proposed General Operating Budget, \$8,500.

503506 – Uniforms, Safety Equipment and Supplies, The current fiscal year budget amount, \$1,000 is unchanged in the proposed budget. The current fiscal year's allocated funding is exhausted and two complete uniform sets are required; hence the increasing of the item for anticipated need.

503507 – Training, from \$4,465 to \$3,500: This item provides the required, specialized training needed by staff; however, anticipated training is reduced and the proposed budget reflects a \$965 decrease.

503508 – Travel, from \$4,987 to \$4,000: This item provides the per diem costs associated with training; however, anticipated training is reduced and the proposed budget reflects a \$987 decrease.

SUPPLIES – Proposed General Operating Budget, \$3,975.

503522 – Materials and Supplies, the current fiscal year budget amount, \$475 is unchanged in the proposed budget. This is the supply account for specialized/specific use items.

503525 – Office Supplies, the current fiscal year budget amount, \$3,500 is reduced to reflect current actual and forecast of anticipated cost for the proposed budget.

ADVERTISING, DUES AND PUBLICATIONS – General Operating Budget, \$1,250.

503532 – Dues, the current fiscal year budget amount, \$750 are unchanged in the proposed budget.

503533 – Publications and Subscriptions, the current fiscal year budget amount, \$500 is unchanged in the proposed budget.

INSURANCE – General Operating Budget, \$0.

Costs for previous fiscal year's budgets depicted in this section are now included under Salaries and Benefits, 510535 – Workmen's Compensation.

PROFESSIONAL FEES – Proposed General Operating Budget, \$12,000.

503541 – Contract Labor, the current fiscal year budget amount, \$12,000 is unchanged in the proposed budget.

MAINTENANCE EXPENSE – General Operating Budget, \$13,000.

503553 – Gasoline, Oil, the current fiscal year budget amount, \$11,000 is unchanged in the proposed budget.

503561 – Rents – Equipment, are a new item for the proposed budget and include the cost of renting and maintaining the Public Works Department's specifically assigned copier/printer (total M&O cost).

OTHER EXPENSES – General Operating Budget, \$1,750.

503571 – Miscellaneous Expense, the current fiscal year budget amount, \$250 is unchanged in the proposed budget.

503559 – Telephone & Communications, from \$2,375 to \$1,000: The current fiscal year budget amount is reduced by \$1,375 in the proposed budget reflecting anticipated expenses based on the prior fiscal year's experience.

CAPITAL IMPROVEMENT/EQUIPMENT.

No capital expenses are anticipated for the upcoming fiscal year.

MEMORANDUM
Development Services and Planning Department

Date: June 27, 2012
To: Honorable Mayor and Members of the City Council
From: Robert Coleman, Director
Subject: **BUDGET DISCUSSION – STREETS DIVISION**

During the previous fiscal year, the Street/Drainage maintenance budget was reviewed and proceeds from the special Street Maintenance sales tax were incorporated into the line item budget. Work includes maintaining drainage facilities, striping and repainting, sign changes/change-outs, pavement repair, concrete repair, shoulder stabilization, signal maintenance, street/easement/drainage facilities cleaning, and building maintenance. Also, the Streets budget includes electricity cost for street lighting and maintenance.

The budget for the Division includes:

Proposed General Operating	\$154,980
Proposed Salaries/Benefits	78,398
Proposed Capital Cost	185,000
Total	\$422,245

Each operating budget line item is discussed herein and these discussions reference to the Street Division Budget Worksheet attached hereto.

SALARIES & BENEFITS – Proposed General Operating Budget, \$78,398. The salaries and benefits for the Street Division staff include comparable changes to those proposed for other civilian city employees. The cumulative change from the present fiscal year and as proposed is \$80,151 to \$78,398 (2% base salary and the balance in anticipated benefit cost increases).

PERSONNEL SERVICES – Proposed General Operating Budget, \$85,300. 504506 – Uniforms, Safety Equipment and Supplies, from \$760 to \$800: This item provides necessary city uniforms for the two employees and associated safety equipment (high-visibility vests, proper protective shoes, and personal items). The current fiscal year's allocated funding is exhausted and two complete uniform sets are required; hence the increasing of the item for anticipated need.

504514 – Street Maintenance Contract, from \$66,360 to \$80,000: This item provides the required street and drainage facilities maintenance expense account. The current fiscal year budget was amended to incorporate Street Maintenance sale tax revenues and the proposed amount increases for additional expected income.

SUPPLIES – Proposed General Operating Budget, \$19,750.

504522 – Materials and Supplies, the current FY budget amount, \$4,750 is unchanged in the proposed budget. This is the supply account for specialized/specific use items.

504523 – Street Signs, the current FY budget amount, \$15,000 is changed in the proposed budget to allow for an equal level of service from prior years; however, the cost of signs and associated materials has increased approximately 73% (aluminum and high-visibility materials as mandated by FHWA). The installation of signs and markings continues on the multi-year program established in 2009.

INSURANCE – General Operating Budget, \$0.

Costs for previous fiscal year's budgets depicted in this section are now included under Salaries and Benefits, 510535 – Workmen's Compensation.

MAINTENANCE EXPENSE – General Operating Budget, \$50,000.

504551 – Electricity, from \$17,500 to \$28,000: The increase for this item reflects the increases accumulated from electric service increases and growth of lighted streets and roadways. The increase is anticipated based on present fiscal year experience – presently \$25,403 or exceeding the budget approximately \$8,000 year-to-date.

504553 – Gasoline, Oil, the current FY budget amount, \$7,000 is unchanged in the proposed budget.

504555 – Maintenance – Equipment, the current fiscal year budget amount, \$3,000 is unchanged in the proposed budget.

504556 – Maintenance – Vehicles, the current fiscal year budget amount, \$5,000 is unchanged in the proposed budget.

504557 – Waste Disposal, Water, the current fiscal year budget amount, \$6,000 is unchanged in the proposed budget.

504561 – Rents – Equipment, the current fiscal year budget amount, \$1,000 is unchanged in the proposed budget.

OTHER EXPENSES – General Operating Budget, \$1,930.

504571 – Miscellaneous Expense, the current fiscal year budget amount, \$715 is unchanged in the proposed budget. This item carries cost coverage for atypical expenses not anticipated in other expense line items.

504559 – Telephone & Communications, the current fiscal year budget amount, \$715 is unchanged in the proposed budget.

CAPITAL IMPROVEMENT/EQUIPMENT.

Proposed budget \$185,000: The Street related capital cost items are detailed on the attached worksheet.

MEMORANDUM

TO: Mayor Walter Miller
CC: City Council Members
FROM: Police Chief Mike McConnell
DATE: June 4, 2012
RE: 2012-2013 Budget Memo



Executive Summary

In this budget proposal, I am requesting two additional police dispatchers. This will bring the total number of dispatchers to four. Once in place, this will allow us to provide 24 hour service 5 days a week, plus day coverage on Saturdays and Sundays. We are not requesting any capital improvement funds this year and our fleet of vehicles is adequate at this time. We are on schedule to receive two squad cars via federal grants.

FY/12/13 Proposed General Operating	\$ 192,051.27
FY/12/13 Proposed Capital Improvement	\$ 0.00
FY/12/13 Proposed Personnel Costs	<u>\$ 930,513.10</u>
	FY/12/13 – TOTAL
	\$1,122,564.37¹

The following is a description of all of the line items in the general operating budget. If there are any changes (+/-) from the current fiscal year, I have highlighted the item. In this memo, I have provided an explanation of every line item in the operations budget. Along with that, I have also provided some details concerning police department personnel. At the end of this document, I have also included two spreadsheets describing the police department budget.

PROPOSED GENERAL OPERATING BUDGET

505506 – Uniforms, Safety Equipment, supplies \$17,000.00

I have decreased this line item \$2,000. This line item funds mainly uniforms, however, we also fund ammunition and a variety of other safety equipment. As an example, we have also purchased 4 Tasers from this fund and along with several rifles. Beginning in the current budget year, I have committed to increasing the firearms training and qualifications program to twice a year instead of once per year.

¹ This figure does not include health insurance, payroll taxes, and retirement benefits as I do not have that data.

505507 – Training \$12,000.00

The amount requested has not changed from this current fiscal year. I have retained last year's asking as I believe it is very adequate for our department. Much of the training we receive is provided at no cost, however, there are specialized trainings that require us to send officers to other locales for that training. We are attempting to provide a more diversified and higher trained officer. Some examples of recent training included becoming certified in the proper operation of an evidence property room. This includes properly handling collecting evidence while maintaining its integrity. Another example is sending a detective to a forensics course specifically for investigators.

505508 – Travel \$2,000.00

This line item funds the cost of actual travel plus per diem to and from a training venue outside of El Paso. We do not typically send too many officers out of town for training; therefore, this amount is sufficient for our operation.

505522 – Materials and Supplies \$11,600

I am proposing to keep this line item the same as the current fiscal year. Examples of items purchased are; Sexual assault kits, evidence bags, fingerprints pads, miscellaneous materials for investigations, business cards, and marijuana & cocaine tests. We also have purchased file cabinets through this account.

505525 – Office Supplies \$5,000.00

This amount remains unchanged from the current fiscal year.

505532 – Dues \$9,000.00

This amount remains unchanged from the current fiscal year. Annual service contracts, maintenance contracts are funded from this account. Examples are the maintenance cost for the license plate reader, software/hardware agreements to keep the video system operational, annual costs for Brazos to host our e-ticket citations.

505533 – Publications and Subscriptions \$1,000.00

This amount remains unchanged from the current fiscal year. Examples are newspaper announcements, signs, renewal of subscriptions, certifications and memberships.

505535 – Workman's Compensation 30,451.27

As of the writing of this memo, we do not know the real number that TML will assess for us. I have simply placed the exact number from the previous fiscal year. This number will change and the finance department will update this number when it becomes known.

505533 – Gasoline, Oil \$65,000.00

With the increase in gasoline costs, we are forced to increase this line item considerable, increasing \$35,000.00.

505554 – Maintenance Building \$1,000.00

This amount remains unchanged from the current fiscal year. Changing locks or minor modifications are taken out of the line item.

505555 – Maintenance Equipment \$1,500

This line item is decreased by 50%. This is based on previous history.

505556 – Maintenance Vehicles \$17,000.00

This line item is increased \$2,000.00. We have found that using the City of El Paso vehicle maintenance services has kept our vehicles in excellent operational condition. We are very satisfied with the high level of service that has been received since the implementation of this MOU.

Our MOU includes the following costs:

Labor: \$60 per hour

Parts on hand: Cost + 20%

Outsourced work: Cost + 5%

505563 – Storage rental \$0.00

We no longer use this line item since the construction of our own storage shed.

505559 – Telephone and Communications \$10,000.00

This is our share of the cost of our phone service. We also take telephone hardware out of this line item.

PERSONNEL BUDGET

There are some significant changes in the personnel budget. Most of the changes are corrections to more accurately reflect what is actually transpiring. These changes are as follows:

Calculation for Holiday overtime pay 3 shifts, 3 officers per shift average OT per day = 23.00 per hr.	16,560.00
Calculation for Holiday straight time pay for officers not working the actual holiday. \$15.38 * 8 hours * 10 officers* 10 holidays.	12,304.00
Differential Pay 6 officers *.50*8 hours*365 days	8,760.00
Regular overtime 505-503	12,000.00
TOTAL	49,624.00

We currently have a staff of 20 sworn officers, including the police chief. In addition, there are 2 dispatchers and one administrative assistant. In this budget, I am requesting to add an additional 2 dispatcher positions. The following are schedules depicting how we would utilize the staff.

4 Dispatchers (Proposed)							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7a-3p		A	A	A	A	A	
8a-4p	D*	D	D	D			D
3p -11p		B	B	B	B	B	
11p - 7a		C	C	C	C	C	
*Employee "D" will have days their off during the week							
3 Dispatchers							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7a-3p		A	A	A	A	A	
3p -11p		B	B	B	B	B	
11p - 7a		C	C	C	C	C	
2 Dispatchers (Current)							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7a-3p		A	A	A	A	A	
2p-10p		B	B	B	B	B	

The cost associated with adding the staff is as follows:

1 dispatcher = \$29,112 plus benefits

2 dispatchers = \$58,224 plus benefits

These figures do not include health insurance, payroll taxes, and retirement benefits.

Assessing the Need

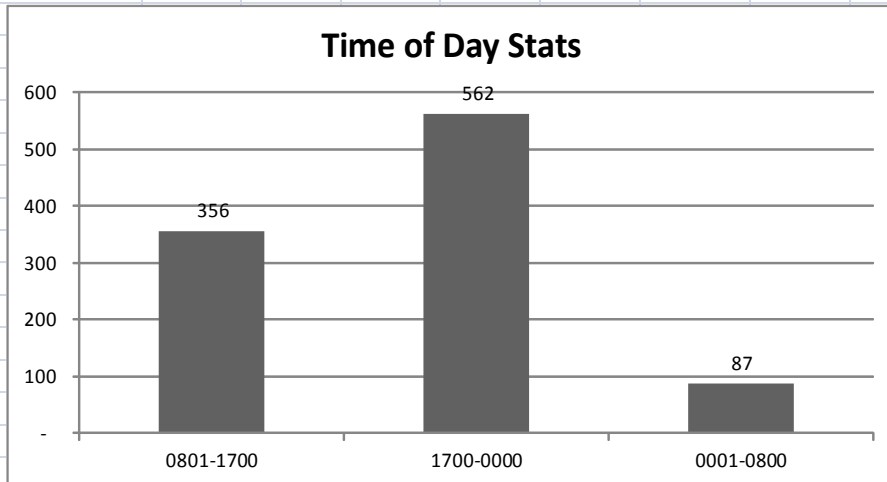
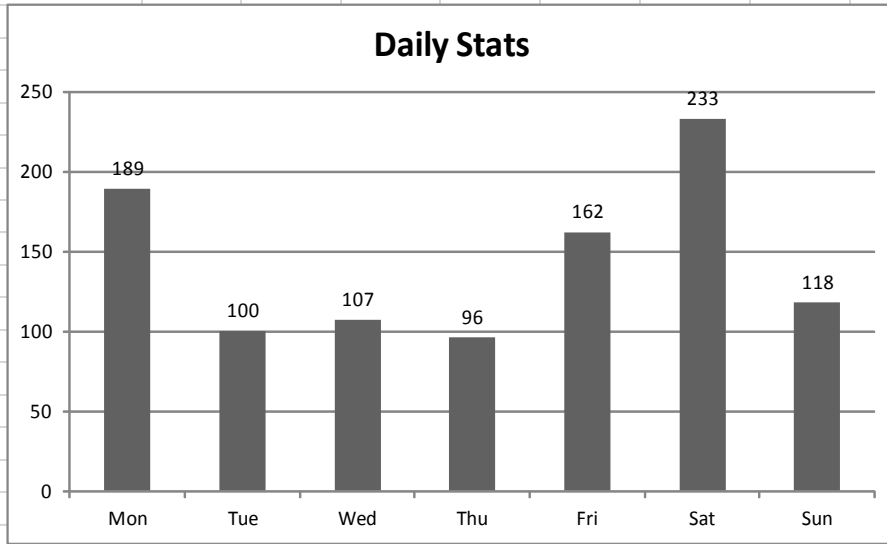
Whether or not we increase the staffing level for dispatching depends on how much coverage the City Council desires at the front window. Of course I would like to have as much coverage as possible, but that has to be balanced with the funds available to be used for other city purposes.

The following is a list of the most common duties our dispatchers perform:

- Dispatches patrol cars to calls for service.
- Is the single point of contact for all matters related to city business while City Hall is closed.
- Enter administrative messages.
- Support the warrant officers in obtaining any information on locating wanted persons.
- Providing notary services to walk-ins.
- Maintain Vehicle impound records.
- Fulfill copy requests for insurance, incident, and accident reports.
- Take Initial complaints from citizens.
- Track vacation house watches.
- Perform record checks.
- Provide directions to businesses, residences from people out of town.
- Answer weather related questions.
- Give out information about driver's license, community events.
- Inquiries concerning the sex offender registry.
- Assist people with lost and found items.
- Calls for service entry.
- Daily calls for service briefings.
- Radio messages.
- Animal pickups.
- Entering Business contacts.
- Towed vehicles inquiries.
- Retrieve information on previous calls for officers.
- Run DL's, plates, and wanted checks for officers.
- Contact public works during off hours for emergencies.

The following is a chart indicating how many people come to the front window after regular work hours:

6/01/2011 to 05/31/2012								Time of Day Stats
Daily Stats	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
0801-1700	76	0	0	2	41	162	75	356
1700-0000	109	84	92	77	104	62	34	562
0001-0800	4	16	15	17	17	9	9	87
Total Contacts	189	100	107	96	162	233	118	1,005



General Operating Budget

**Town of Horizon City
Public Safety Budget Worksheet
For the Year Ending September 30, 2013**

	FY 09-10 Budget	FY 10-11 Budget	FY 11-12 Budget	FY 12-13 Budget
PERSONNEL SERVICES				
505506 Uniforms, Safety Equip, Supl	18,000.00	12,000.00	19,000.00	\$ 17,000.00
505507 Training	3,000.00	9,000.00	12,000.00	\$ 12,000.00
505508 Travel	3,500.00	3,500.00	3,000.00	\$ 2,000.00
TOTAL PERSONNEL SERVICES	24,500.00	24,500.00	34,000.00	\$ 31,000.00
SUPPLIES				
505522 Materials & Supplies	8,600.00	8,600.00	11,600.00	\$ 11,600.00
505525 Office Supplies	4,000.00	4,000.00	5,000.00	\$ 5,000.00
TOTAL SUPPLIES	12,600.00	12,600.00	16,600.00	\$ 16,600.00
ADVERTISING, DUES & PUB.				
505532 Dues	8,000.00	9,000.00	9,000.00	\$ 9,000.00
505533 Publications & Subscriptions	500.00	1,000.00	1,000.00	\$ 1,000.00
TOTAL ADVERTISING, DUES & PUB.	8,500.00	10,000.00	10,000.00	\$ 10,000.00
MAINTENANCE EXPENSE				
505533 Gasoline, Oil	25,000.00	30,000.00	40,000.00	\$ 65,000.00
505554 Maintenance - Bldg	-	1,000.00	1,000.00	\$ 1,000.00
505555 Maintenance - Equipment	2,000.00	5,000.00	3,000.00	\$ 1,500.00
505556 Maintenance - Vehicles	15,000.00	15,000.00	15,000.00	\$ 17,000.00
505561 Rents-Equipment	-	2,000.00		\$ -
505558 Maintenance - Computers	-		2,000.00	\$ 500.00
TOTAL MAINTENANCE EXPENSE	42,000.00	53,000.00	61,000.00	\$ 85,000.00
OTHER EXPENSES				
505571 Miscellaneous Expense	7,500.00	8,500.00	6,000.00	\$ 6,000.00
505572 Public Relations	-	1,500.00	3,000.00	\$ 3,000.00
505563 Storage Rental	-	2,000.00		\$ -
505559 Telephone & Communications	4,500.00	7,500.00	10,000.00	\$ 10,000.00
TOTAL OTHER EXPENSES	12,000.00	19,500.00	19,000.00	\$ 19,000.00
TOTAL PUBLIC SAFETY	99,600.00	119,600.00	140,600.00	161,600.00

DATE: July 31, 2012
TO: Mayor Walter Miller
CC: City Council Members
FROM: Elvia Schuller, Administrative Services Director
SUBJECT: 2012/2013 Courts Budget

COURTS BUDGET

SUMMARY

In this budget proposal the largest increases will be found in the 2% annual employee increases, a new position to be added to our Court's Staff. The only other increases were in the Worker's Comp and Office Supplies line items.

FY 2012/2013 PROPOSED GENERAL OPERATING BUDGET	\$216,833.00
FY 2012/2013 PROPOSED CAPITAL IMPROVEMENT	\$ 5,347.00
FY 2012/2013 PROPOSED PERSONNEL COSTS	\$161,533.00

Below is the detail behind each of the Courts Budget line items

PERSONNEL SERVICES - \$ 46,500.00

506506 – Uniforms, Safety Equip, Supply – This amount remains unchanged from the current fiscal year.

506507 – Training – This amount remains unchanged from the current fiscal year.

506508 – Travel – This amount remains unchanged from the current fiscal year.

506511 – Judge – Contracted – This amount remains unchanged from the current fiscal year.

506519 – Translator – This amount was decreased by \$2,100 to reflect actual costs.

SUPPLIES - \$4,000.00

506522 Material & Supplies - This amount decreased to reflect actual costs.

506525 – Office Supplies – Amount increased by \$1,000 due to increase in Court & PD Cases.

ADVERTISING, DUES & PUBLIC NOTICES - \$1,300.00

506531 – Advertising & Public Notices – This amount remains unchanged from the current fiscal year.

506532 – Dues – This amount decreased by \$200.00 to reflect actual .

506533 – Publications & Subscriptions – This amount decreased by \$200.00 to reflect actual.

OTHER EXPENSES - \$3,500.00

506571 Miscellaneous – This amount remains unchanged from the current fiscal year.

506559 Telephone & Communications - This amount remains unchanged from the current fiscal year.

Drug Test – This is a new account.

PERSONNEL BUDGET

Courts Salaries will be increased by \$28,794.00 to reflect the 2% annual increase & an additional \$27,000.00 for the new Deputy Court Clerk position that we are requesting approval for. The primary job duties for this individual will be as follows:

- Back up for Court Clerk, Ana Gonzalez
- Citations Data Entry
- Collections Calls
- Assist with Court Docket preparation and close outs
- Assist with Warrants Sweeps
- Sets up Witnesses, Officers & Judges for Court Sessions
- Prepares summons for Parents and/or Witnesses
- Warrants Follow-up
- Administers Oath to Witnesses, Complainant and Affiant
- Filing & closes & prepares cases for destruction

Added benefits by having an additional Court Clerk:

- Decreased Comp Time Accruals for all Court Staff
- Help with Collection Calls which could result in Increased Collections Revenue
- As our need for additional court cases increases, this position will be vital in ensuring appropriate coverage is obtained.

- Add'l position may allow for greater flexibility in keeping our customer service window open up to 11 hours a day from (7:00 am to 6:00 pm) which could result in additional revenue coming in and many happy citizens.

CAPITAL EXPENDITURES

I am requesting \$5,347.00 be added to this year's Court Budget for the following expenses:

Computer and Software for new Court Position -	\$2,500.00
3 each, 64 GB Apple iPads -	\$2,487.00
Credit Card Reader for 2 iPads - warrants officers	\$ 360.00 (\$180.00 ea) for 2

The funding for this item will be taken from the Technology Fund.

**TOWN OF HORIZON CITY
MEMORANDUM
Development Services and Planning Department**

Date: June 27, 2012
To: Honorable Mayor and Members of the City Council
From: Robert Coleman, Director
Subject: **BUDGET DISCUSSION – DEVELOPMENT SERVICES AND PLANNING DEPARTMENT**

The Development Services and Planning Department oversees the land development, code compliance, strategic planning, budgeting, economic development, parks, streets, and building services operating units. The Department includes the Director function that works directly with each of the city's department and division senior officials, Planning and Zoning Commission, City Council, and is liaison to the MPO, RGCOG, ELP County, and other community and region-based planning and services organizations to assist in accomplishing the city's overall goals, objectives, and vision project/program implementation.

The budget for the Division includes:

Proposed General Operating	\$125,279
Proposed Salaries/Benefits	93,376
Proposed Capital Cost	
Total	\$218,655

Each operating budget line item is discussed herein and these discussions reference to the Development Services and Planning Budget Worksheet attached hereto.

SALARIES & BENEFITS – Proposed General Operating Budget, \$93,376. The salaries and benefits for the Director include comparable benefits changes to those proposed for other civilian city employees. No increase in base salary is forecast. The cumulative change from the present fiscal year and as proposed is \$93,195 to \$93,376 (the balance in anticipated benefit cost increases).

PERSONNEL SERVICES – Proposed General Operating Budget, \$121,250.

509507 – Training, from \$1,500 to \$750: This item provides the required, specialized training needed by the Director; however, anticipated training is reduced and the proposed budget reflects a \$750 decrease.

509508 – Travel, the current fiscal year budget amount, \$1,500 is reduced to \$500 or a \$1,000 decrease in the proposed budget. This item supports the travel to training sites, per diem for out-of-town venues.

509516 – City Engineer, Contracted Service: The current fiscal year budget amount, \$120,000 is unchanged in the proposed budget. Anticipated expenses include overseeing SRTS, engineering the Hike/Bike Trail, civil review of Walmart project, drainage planning in the golf course watershed, updating the Master Thoroughfare Plan, and assisting with TRIZ planning and estimating).

SUPPLIES – Proposed General Operating Budget, \$1,000.

509522 – Materials and Supplies, from \$1,250 to \$1,000: The current fiscal year budget amount, \$1,250 is reduced to accurately reflect expenses anticipated in the proposed budget. This is the supply account for specialized/specific use items.

INSURANCE – General Operating Budget, \$0.

Costs for previous fiscal year's budgets depicted in this section are now included under Salaries and Benefits, 509535 – Workmen's Compensation.

ADVERTISING, DUES, AND PUBLICATIONS – General Operating Budget, \$529.

509532 – Dues, from \$300 to \$450 to reflect actual expected expenses. The present overspending is due to one-time special charges relating to the establishing of the city's dues with Texas Economic Development Council.

509533 – Publications and Subscriptions, from \$500 to \$79: The decrease reflects anticipated actual expenses as determined in the present fiscal year.

OTHER EXPENSES – General Operating Budget, \$3,000.

509553 – Gasoline, Oil, Prior year expenses were included in the Administration budget and our objective is to maintain focus on carrying costs under appropriate departments/divisions unless the cost is general in nature.

509559 – Telephone & Communications, from \$375 to \$500: The current fiscal year budget amount is overspent and the proposed budget reflects anticipated expenses based on the prior fiscal year's experience.

CAPITAL IMPROVEMENT/EQUIPMENT.

No capital expenses are anticipated for the upcoming fiscal year.

**TOWN OF HORIZON CITY
MEMORANDUM
Development Services and Planning Department**

Date: June 27, 2012
To: Honorable Mayor and Members of the City Council
From: Robert Coleman, Director
Subject: **BUDGET DISCUSSION – CODE ENFORCEMENT DIVISION**

Code enforcement matters continue to be a significant quality of life concern in Horizon City. Therefore, the Division was transferred to the Development Services Department, retooled, staffed to full compliment, and Division personnel vigorously pursue the required action of public outreach, citing violations, educating citizens, following protocol with regard to Municipal Court action, and setting a higher standard of protecting value. Officers stagger work time to improve coverage and allowing for enhanced public contact and Saturday work time is also provided. This is the second fiscal year for stand-alone budgeting for Code Enforcement.

The budget for the Division includes:

Proposed General Operating	\$ 44,900
Proposed Salaries/Benefits	82,867
Proposed Capital Cost (Ticket Writers X 2, Camera)	15,000
Total	\$142,767

Each operating budget line item is discussed herein and these discussions reference to the Code Enforcement Division Budget Worksheet attached hereto.

SALARIES & BENEFITS – Proposed General Operating Budget, \$83,236
The salaries and benefits for the Code Enforcement Officers include comparable changes to those proposed for other civilian city employees. The cumulative change from the present fiscal year and as proposed is \$92,517 to \$83,236 (2% base salary and the balance in anticipated benefit cost increases for incumbents).

PERSONAL SERVICES – Proposed General Operating Budget, \$5,500.
510506 – Uniforms, Safety Equipment and Supplies, from \$750 to \$1,500:
This item provides necessary city uniforms for the two officers and associated safety equipment (high-visibility vests, proper protective shoes, and personal

items). The current fiscal year's allocated funding is exhausted and two complete uniform sets are required; hence the increasing of the item for anticipated need.

510507 – Training, from \$500 to \$1,500: This item provides the required, specialized training needed by the Officers to remain current with State Certification requirements, Storm Water Certification, and individualized training for other Public Works personnel directly involved in day-to-day code enforcement oversight/supervision, land development, and storm water management supervision.

510508 – Travel, from \$1,000 to \$2,500: This item supports the travel to training sites, per diem for out-of-town venues.

SUPPLIES – Proposed General Operating Budget, \$1,000.

501522 – Materials and Supplies, the current FY budget amount, \$500 is unchanged in the proposed budget. This is the supply account for specialized/specific use items (citations, business cards, violation notices, all directly related to detailing case information and identification).

501525 – Office Supplies, the current FY budget amount, \$500 is unchanged in the proposed budget. Each division and department budgets for its specific office supply needs (special paper, purpose-specific files, and camera media); office-wide supply costs for cross-utilization are budgeted under Administration.

ADVERTISING, DUES, AND PUBLICATIONS – General Operating Budget, \$1,300.

510532 – Dues, the present fiscal year budget does not include funds for Dues. The city, in support of the Officers, will provide for professional dues, estimated to cost \$500 based on presently available membership organization information.

510533 – Publications and Subscriptions, from \$500 to \$800: The increase for this item reflects the cost for subscriptions and published materials provided by TCEQ and EPA as pertain to year-5 Storm Water management program requirements.

INSURANCE – General Operating Budget, \$0.

Costs for previous fiscal year's budgets depicted in this section are now included under Salaries and Benefits, 510535 – Workmen's Compensation.

PROFESSIONAL FEES – General Operating Budget, \$30,000.

510541 – Contract Labor, from \$24,000 to \$30,000: The increase for this item reflects the amount incurred to date being at a final expense near \$30,000 at present spending levels and this cost is 79% since the date of hiring two Officers.

MAINTENANCE EXPENSE – General Operating Budget, \$4,500.

510553 – Gasoline, Oil, from \$3,500 to \$4,500: The increase for this item ties directly to the increasing cost of fuel for division vehicles. Current expenses indicate the anticipated level of cost is justified based on the cost experience since the date of hiring two Officers.

510555 – Maintenance – Equipment, the current fiscal year budget amount, \$750 is unchanged in the proposed budget.

510556 – Maintenance – Vehicles, the present fiscal year budget does not include funds for vehicle maintenance. Therefore, \$3,000 is the anticipated cost to maintain two vehicles; this based in PD and other department experience.

OTHER EXPENSES – General Operating Budget, \$3,100.

510571 – Miscellaneous Expense, the current fiscal year budget amount, \$500 is unchanged in the proposed budget. This item carries cost coverage for atypical expenses not anticipated in other expense line items.

510559 – Telephone & Communications, the current fiscal year budget amount, \$500 is unchanged in the proposed budget.

510572 – Public Relations, from \$500 to \$1,500: The increase for this item reflects the production of public relations materials needed for community outreach/ communications tied to notifications, rules information, and public involvement opportunities.

CAPITAL IMPROVEMENT/EQUIPMENT.

Proposed budget \$15,000: Two specific items will benefit and ensure service level attainment. Two ticket writer instruments (including software, licensing, and maintenance) are required. Presently the Police Department provides (lends) one unit to Code Enforcement but this cannot continue without sacrificing either organization's work. One camera is needed to equip the second Officer, presently unequipped.

Town of Horizon City FY2012 - 2013 Budget

Section Three, Budget Ordinance and Publication Media

Town of Horizon City FY2012 - 2013 Budget

ORDINANCE NO. 0198

BUDGET FOR FISCAL YEAR 2012-2013

AN ORDINANCE OF THE TOWN OF HORIZON CITY, TEXAS ENACTING THE MUNICIPAL BUDGET FOR 2012-2013 FISCAL YEAR BUDGET; FUNDING MUNICIPAL PURPOSES; AUTHORIZING EXPENDITURES; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the Town of Horizon City (“City Council”) seeks to enact and otherwise approve the City’s budget for Fiscal Year 2012-2013; and

WHEREAS, the new fiscal year commences September 1, 2012; and

WHEREAS, the City Council finds that the proposed Budget is for legitimate municipal purposes, and thus is statutorily authorized by Texas Local Government Code Section 102.010; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Section 101.00, the City Council may manage and control the finances of the municipality; and

WHEREAS, the City Council finds that it is necessary and proper for the good government, peace or order of the Town of Horizon City to adopt an ordinance establishing a budget for the upcoming fiscal year; and

WHEREAS, the City has satisfied all statutory requirements for public notices and public hearings regarding the attached budget.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF HORIZON CITY:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. ENACTMENT

The Town of Horizon City’s budget for Fiscal Year 2012-2013 shall read in accordance with *Attachment “A”*, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

3. REPEALER

Town of Horizon City FY2012 - 2013 Budget

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

5. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication as provided for by law.

6. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED & APPROVED this, the ____ day of September 2012, by a vote of ____ (ayes) to ____ (nays) to ____ (abstentions) of the City Council of Horizon City, Texas.

TOWN OF HORIZON CITY:

by: _____
Walter L. Miller, Mayor

ATTEST:

Karen Ellefson, City Clerk

APPROVED AS TO FORM:

Elaine S. Hengen, Assistant City Attorney

Town of Horizon City FY2012 - 2013 Budget

Attachment "A"

WHEREAS, the proposed City Budget prepared and filed with the City Clerk on _____ and submitted to the Horizon City Council

WHEREAS, proper notice was given to the taxpayers by publication of the proposed City Budget and consideration of adopting said budget by Ordinance was only after a public hearing was held on the ___ day of September, 2012 at Horizon City Town Hall, 14999 Darrington Road, Horizon City, Texas; and

WHEREAS,

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF HORIZON CITY, TEXAS, THAT:

Town of Horizon City FY2012 - 2013 Budget

Section Four, Budget and Accounting Detail.

Town of Horizon City Administrative Services FY2012 - 2013 Budget

Town of Horizon City
Administrative Budget
For the Fiscal Year Ending September 30, 2013

	08-09	09-10	FY 10-11	FY 10-11	FY 11-12	FY 11-12	FY 12-13
	Budget	Budget	Budget	Actual	Budget	YTD	Budget
SALARIES & BENEFITS							
501501 Salaries			177,282	179,337	166,982	124,038	172,119
501505 Health Insurance			37,938	39,163	26,775	30,458	26,609
501505 Vision/Dental			2,220	2,220	2,220	2,220	2,220
501504 Retirement			5,318	5,380	5,009	3,721	5,164
501503 FICA			23,933	24,210	22,543	16,745	23,236
501535 Workmen's Compensation			1,081	1,094	1,019	757	1,050
TOTAL SALARIES & BENEFITS			247,773	251,405	224,548	177,939	230,398
PERSONNEL SERVICES							
501506 Uniforms, Safety Equip, Supply	4,000	-	-		-		500
501507 Training	4,000	5,000	5,000	3,434	4,750	1,200	4,750
501508 Travel	5,000	6,500	6,500	1,273	6,175	1,058	6,175
501513 Finance - Contracted Services	-	35,000	35,000	32,500	42,000	21,395	45,000
501517 Network Support - Contracted Services		35,000	35,000	47,250	35,000	38,400	40,000
501520 Legal - Contracted Services		79,000	79,000	92,359	79,200	62,709	120,000
501581 MHMR - Contracted Services					6,000		6,000
501160 Appraisal Fees - Contracted Services	15,146	15,000	15,000	24,446	15,000	20,675	20,000
TOTAL PERSONNEL SERVICES	24,146	175,500	175,500	201,262	188,125	145,437	242,425

Town of Horizon City Administrative Services FY2012 - 2013 Budget

	08-09 Budget	09-10 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
501521 Janitorial Supplies	\$ 2,000	\$ 4,000	\$ 4,360	\$ 1,360	\$ 4,484	\$ 1,485	\$ 4,000
501522 Materials & Supplies	\$ 2,000	\$ 4,000	\$ 4,000	\$ 4,036	\$ 11,250	\$ 3,611	\$ 11,000
501524 Postage	\$ 2,200	\$ 4,500	\$ 4,500	\$ 5,661	\$ 4,500	\$ 3,991	\$ 5,000
501525 Office Supplies	\$ 8,000	\$ 12,000	\$ 12,000	\$ 10,350	\$ 8,000	\$ 5,395	\$ 8,000
TOTAL SUPPLIES	\$ 14,200	\$ 24,500	\$ 24,860	\$ 21,407	\$ 28,234	\$ 14,482	\$ 28,000
ADVERTISING, DUES & PUBLIC NOTICES							
501531 Advertising & Public Notices	\$ 11,500	\$ 15,000	\$ 15,000	\$ 16,184	\$ 15,000	\$ 2,988	\$ 15,000
501532 Dues	\$ 9,500	\$ -	\$ -	\$ 453	\$ 10,000	\$ 4,845	\$ 10,000
501533 Publications & Subscriptions	\$ 5,000	\$ 3,000	\$ 3,000	\$ 4,778	\$ 3,000	\$ 2,771	\$ 3,000
TOTAL ADVERTISING, DUES AND P/N	\$ 26,000	\$ 18,000	\$ 18,000	\$ 21,415	\$ 28,000	\$ 10,604	\$ 28,000
INSURANCE							
501534 Property			\$ 15,000	\$ 13,860	\$ 15,000	\$ 11,545	\$ 15,000
501536 Liability			\$ 17,500	\$ 15,302	\$ 16,500	\$ 8,418	\$ 16,500
501537 Bonds			\$ 1,000	\$ 772	\$ 1,000	\$ 577	\$ 1,000
TOTAL INSURANCE			\$ 33,500	\$ 29,934	\$ 32,500	\$ 20,540	\$ 32,500
PROFESSIONAL FEES							
501603 Contract Labor	\$ -	\$ -	\$ -		\$ -		
501542 Audit Fees	\$ 15,000	\$ 15,000	\$ 15,000	\$ 46,120	\$ 15,000	\$ 65,758	\$ 15,000
501543 Tax Collection Fees	\$ 3,500	\$ 3,500	\$ 3,500	\$ 4,298	\$ 3,500	\$ 6,382	\$ 3,500
TOTAL PROFESSIONAL FEES	\$ 18,500	\$ 18,500	\$ 18,500	\$ 50,418	\$ 18,500	\$ 72,140	\$ 18,500

Town of Horizon City Administrative Services FY2012 - 2013 Budget

	08-09	09-10	FY 10-11	FY 10-11	FY 11-12	FY 11-12	FY 12-13
	Budget	Budget	Budget	Actual	Budget	YTD	Budget
MAINTENANCE EXPENSE							
501551 Electricity	11,500	25,000	25,000	14,825	25,000	10,607	18,000
501552 Gas - Natural	2,500	5,000	5,000	1,450	5,000	1,708	3,000
501553 Gasoline, Oil	5,400	3,000	3,000	6,253	3,000	3,177	4,000
501554 Maintenance - Bldg	15,500	5,000	20,000	20,210	30,000	5,233	25,000
501555 Maintenance - Equipment	-	1,000	1,000	2,472	1,000	9,275	5,000
501557 Waste Disposal, Water	10,500	9,000	9,000	6,225	9,000	4,761	7,500
501561 Rents - Equipment	4,500	9,000	9,000	5,214	9,000	4,396	8,000
501562 Rents - Building	50,000	45,600	50,000	49,889	50,000	34,200	50,000
501558 Maintenance - Computers/Copiers	41,000	10,000	10,000	21,512	10,000	10,954	15,000
TOTAL MAINTENANCE EXPENSE	140,900	112,600	132,000	128,050	142,000	84,311	135,500
OTHER EXPENSES							
501571 Miscellaneous Expense	2,500	7,500	7,500	62,705	7,125	2,316	7,125
501572 Public Relations	7,800	5,700	5,700	1,589	6,840	3,236	6,840
501563 Storage Rental	3,420	3,500	3,500	5,808	3,325	4,014	6,000
501573 Economic Development	1,000	5,000	5,000		4,750		160,000
501571 Election Expense	7,500	7,500	7,500	18,348	7,500		20,000
501559 Telephone & Communications	7,500	15,000	15,000	37,097	19,000	28,745	20,000
501575 Bank Fees							8,000
501571 Drug Test	-	19,326	-	-	-		750
TOTAL OTHER EXPENSE	29,720	63,526	44,200	125,547	48,540	38,311	228,715
TOTAL ADMINISTRATION EXPENSE	253,466	412,626	694,333	829,438	710,447	563,764	944,038

Town of Horizon City Public Service FY2012 - 2013 Budget

	08-09 Budget	09-10 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
502510 Health Services Contract	\$ -	\$ -	\$ -	\$ -	\$ 156,000	\$ 138,000	\$ 153,615

Town of Horizon City Public Works FY2012 - 2013 Budget

Town of Horizon City
Public Works Budget Worksheet
For the Year Ending September 30, 2013

	FY 08-09 Budget	FY 09-10 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
SALARIES & BENEFITS							
503501 Salaries			147,136	148,737	171,454	114,135	174,700
503502 Overtime						-	500
503505 Health Insurance			36,245	27,683	26,775	24,484	26,609
503505 Vison/Dental			43	43	43	47	2,220
503504 Retirement			4,414	4,462	5,144	3,424	5,241
503503 FICA			19,863	20,079	23,146	15,408	23,585
503535 Workmen's Compensation			898	907	1,046	696	1,066
TOTAL SALARIES & BENEFITS			208,599	201,912	227,608	158,194	233,921
PERSONNEL SERVICES							
503506 Uniforms, Safety Equip, Supl	1,000	1,000			1,000	953	1,000
503507 Training	5,200	4,700	4,700	2,119	4,465	2,417	3,500
503508 Travel	4,750	5,250	5,250	4,559	4,987	4,627	4,000
TOTAL PERSONNEL SERVICES	10,950	10,950	9,950	6,678	10,452	7,997	8,500

Town of Horizon City Public Works FY2012 - 2013 Budget

	FY 08-09 Budget	FY 09-10 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
SUPPLIES							
503522 Materials & Supplies	500	500	500	119	475	115	475
503525 Office Supplies	5,750	5,750	5,750	3,080	5,463	4,642	3,500
TOTAL SUPPLIES	6,250	6,250	6,250	3,199	5,938	4,757	3,975
ADVERTISING, DUES & PUB.							
503532 Dues	750	750	750	110	750	100	750
503533 Publications & Subscriptions	500	500	500	190	500	353	500
TOTAL ADVERTISING, DUES & PUBS	1,250	1,250	1,250	300	1,250	453	1,250
PROFESSIONAL FEES							
503541 Contract Labor	6,000	3,000	6,000	11,675	6,000	3,015	12,000
TOTAL PROFESSIONAL FEES	6,000	3,000	6,000	11,675	6,000	3,015	12,000
MAINTENANCE EXPENSE							
503553 Gasoline, Oil	11,000	9,500	9,500	6,686	11,000	6,158	11,000
503561 Rents - Equipment	504,561						2,000
TOTAL MAINTENANCE EXPENSE	11,000	9,500	9,500	6,686	11,000	6,158	13,000
OTHER EXPENSES							
503571 Miscellaneous Expense	250	250	250	100	250	42	250
503559 Telephone & Communications	2,500	2,500	2,500	1,483	2,375	825	1,000
TOTAL OTHER EXPENSES	2,750	2,750	2,750	1,583	2,625	867	1,250
TOTAL PUBLIC WORKS EXPENSES	38,200	33,700	244,299	232,033	264,872	181,441	273,896

Town of Horizon City Streets FY2012 - 2013 Budget

Town of Horizon City
Streets Budget Worksheet
For the Year Ending September 30, 2013

	08-09 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
SALARIES & BENEFITS						
504501 Salaries		53,177	53,675	51,792	29,766	52,828
504502 Overtime			87	5,000	144	1,000
504505 Health Insurance		12,646	11,849	10,710	8,415	10,643
504505 Vision/Dental		17	17	17	19	888
504504 Retirement		1,595	1,610	1,554	893	1,585
504503 FICA, Social Security, Medicare		7,179	7,246	6,992	4,018	7,132
504535 Workmen's Compensation		324	327	316	182	322
TOTAL SALARIES & BENEFITS		74,939	74,812	76,381	43,437	74,398
PERSONNEL SERVICES						
504506 Uniforms, Safety Equip, Supl	400	800	869	760	735	800
504514 Street Maintenance Contract	30,000	20,000	8,988	65,600	6,253	80,000
TOTAL PERSONNEL SERVICES	30,400	20,800	9,857	66,360	8,473	80,800

Town of Horizon City Streets FY2012 - 2013 Budget

	08-09 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
SUPPLIES						
504522 Materials & Supplies	15,000	5,000	4,530	4,750	3,158	4,750
504523 Street Signs	10,000	10,000	9,959	10,000	10,010	15,000
TOTAL SUPPLIES	25,000	15,000	14,489	14,750	13,168	19,750
MAINTENANCE EXPENSE						
504551 Electricity	17,500	17,500	31,296	17,500	25,403	28,000
504553 Gasoline, Oil	7,500	5,500	4,139	7,000	3,609	7,000
504555 Maintenance - Equipment	3,000	3,000	1,626	3,000	1,194	5,500
504556 Maintenance - Vehicles	7,500	5,000	4,583	5,000	3,264	5,000
504557 Waste Disposal, Water	5,000	6,000	2,338	6,000	523	6,000
504561 Rents - Equipment	1,000	1,000		1,000		1,000
TOTAL MAINTENANCE EXPENSE	41,500	38,000	43,982	39,500	33,993	52,500
OTHER EXPENSES						
504571 Miscellaneous Expense	750	750	246	713	86	715
504559 Telephone & Communications	750	750		713	180	715
504541 Contract Labor						2,500
TOTAL OTHER EXPENSES	1,500	1,500	246	1,425	266	3,930
TOTAL STREETS	98,400	150,239	143,386	198,416	99,337	226,378

Town of Horizon City Public Safety FY2012 - 2013 Budget

TOWN OF HORIZON CITY
PUBLIC SAFETY

	09-10 Budget	10-11 Budget	11-12 Budget	12-13 Budget
SALARIES & BENEFITS				
505501 Salaries				843,928
505502 Overtime				12,000
505502 OT-Warrant Drives				12,000
505502 OT-Holiday Overtime				16,560
505502 Holiday Straight time				12,304
505505 Health Insurance				133,043
505505 Vision/Dental				10,656
505504 Retirement				
505503 FICA, Social Security, Medicare				113,930
505535 Workmen's Compensation				5,148
TOTAL SALARIES & BENEFITS			1,061,114	1,159,569
PERSONNEL SERVICES				
505506 Uniforms, Safety Equip, Supl	18,000	12,000	19,000	17,000
505507 Training/Certifications/Shift Differential	3,000	9,000	12,000	12,000
505508 Travel	3,500	3,500	3,000	2,000
TOTAL PERSONNEL SERVICES	24,500	24,500	34,000	31,000

Town of Horizon City Public Safety FY2012 - 2013 Budget

	09-10 Budget	10-11 Budget	11-12 Budget	12-13 Budget
SUPPLIES				
505522 Materials & Supplies	8,600	8,600	11,600	11,600
505525 Office Supplies	4,000	4,000	5,000	5,000
TOTAL SUPPLIES	12,600	12,600	16,600	16,600
ADVERTISING, DUES & PUB.				
505532 Dues	8,000	9,000	9,000	9,000
505533 Publications & Subscriptions	500	1,000	1,000	1,000
TOTAL ADVERTISING, DUES & PUB	8,500	10,000	10,000	10,000
MAINTENANCE EXPENSE				
505553 Gasoline, Oil	25,000	30,000	40,000	65,000
505554 Maintenance - Bldg	-	1,000	1,000	1,000
505555 Maintenance - Equipment	2,000	5,000	3,000	1,500
505556 Maintenance - Vehicles	15,000	15,000	15,000	17,000
505561 Rents-Equipment	-	2,000	-	-
505558 Maintenance - Computers	-	-	2,000	500
TOTAL MAINTENANCE EXPENSE	42,000	53,000	61,000	85,000
OTHER EXPENSES				
505571 Miscellaneous Expense	7,500	8,500	6,000	6,000
505572 Public Relations	-	1,500	3,000	3,000
505563 Storage Rental	-	2,000	-	10,000
505559 Telephone & Communications	4,500	7,500	10,000	19,000
TOTAL OTHER EXPENSES	12,000	19,500	19,000	38,000
TOTAL PUBLIC SAFETY	99,600	119,600	1,232,165	1,340,169

Town of Horizon City Courts FY2012 - 2013 Budget

Town of Horizon
Courts Budget Worksheet
For the Year Ending September 30, 2013

	08-09 Budget	FY 09-10 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
SALARIES & BENEFITS							
506501 Salaries			95,736	94,494	89,446	62,274	118,240
506505 Health Insurance			25,292	15,633	28,995	17,080	21,287
506505 Vision/Dental			1,776	1,776	1,776	1,776	1,776
506504 Retirement			2,872	2,835	2,683	1,868	3,547
506503 FICA, Social Security, Medicare			12,924	12,757	12,075	8,407	15,962
506535 Workmen's Compensation			584	576	546	380	721
TOTAL SALARIES & BENEFITS			139,184	128,071	135,521	91,785	161,533
PERSONNEL SERVICES							
506506 Uniforms, Safety Equip, Supl	450	-					
506507 Training	1,500	2,000	2,000	893	2,000	405	2,000
506508 Travel	2,000	4,000	4,000	1,894	4,000	896	4,000
506511 Judge - Contracted	36,000	36,000	36,000	37,369	36,000	26,378	36,000
506512 Visiting Judge - Contracted	3,000	3,000	3,000		3,000		3,000
506519 Translator - Contracted	-	3,600	3,600	170	3,600		1,500
TOTAL PERSONNEL SERVICES	6,950	12,600	48,600	40,326	48,600	27,679	46,500

Town of Horizon City Courts FY2012 - 2013 Budget

	08-09 Budget	FY 09-10 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
SUPPLIES							
506522 Materials & Supplies	2,100	1,200	1,200	986	1,200	493	1,000
506525 Office Supplies	2,500	2,000	2,000	1,486	2,000	2,686	3,000
TOTAL SUPPLIES	4,600	3,200	3,200	2,472	3,200	3,179	4,000
ADVERTISING, DUES & PUBLICITY							
506531 Advertising & Public Notices	500	500	500		500	400	500
506522 Dues	450	450	450	102	450		200
506533 Publications & Subscriptions	800	800	800	472	800	357	600
TOTAL ADVERTISING, DUES & PUB.	1,750	1,750	1,750	574	1,750	757	1,300
OTHER EXPENSES							
506571 Miscellaneous Expense	500	500	500	2,884	500	1,274	500
506559 Telephone & Communications	400	2,400	2,400	1,851	3,000	1,751	3,000
TOTAL OTHER EXPENSES	900	2,900	2,900	4,735	3,500	3,025	3,500
TOTAL MUNICIPAL COURT	14,200	20,450	195,634	176,178	192,571	126,425	216,833

Town of Horizon City

Capital Improvements and Debt FY2012 - 2013 Budget

Town of Horizon City
 Capital Improvements and Debt Budget Worksheet
 For the Year Ending September 30, 2013

	08-09	FY 10-11	FY 10-11	FY 11-12	FY 11-12	FY 12-13
	Budget	Budget	Actual	Budget	YTD	Budget
General Structures and Improvements						
507601 Improvements				38,142		
TOTAL STRUCTURES AND IMPROVEMENTS				38,142		
General Equipment						
507602 Equipment				46,655		
TOTAL Transportation				46,655		
General Transportation Equipment						
507603 Vehicles				109,599		
TOTAL Transportation				109,599		
General Debt Service						
507620 Bond Interest				25,873		
507621 Bond Principal				25,000		
507622 Loan Interest				3,901		
507623 Loan Principal				33,879		
507624 Capital Lease Interest				4,705		
507625 Capital Lease Principal				34,501		
507626 Interest on loan for Property				-		
507627 Principal on loan for Property				-		
TOTAL DEBT SERVICE				127,859		
Special Funds						
507630 Street Improvements				50,000		
507631 Economic Development Projects				25,000		
TOTAL GENERAL SPECIAL FUNDS				75,000		
TOTAL DEBT AND CAPITAL IMPROVEMENTS				397,255		

Town of Horizon City Parks FY2012 - 2013 Budget

Town of Horizon City
Parks Budget Worksheet
For the Year Ending September 30, 2013

	08-09 Budget	FY 09-10 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
PERSONNEL SERVICES							
508515 Park Maintenance - Contract	100,000	125,000	178,000	179,650	150,000	126,380	150,000
Park Recreation - Contract							60,000
Park Equipment Analysis - Contract							2,500
Park Construction & Additions							-
Equipment Maintenance							4,000
508534 Equipment Insurance							500
TOTAL PERSONNEL SERVICES	100,000	125,000	178,000	179,650	150,000	126,380	217,000
SUPPLIES							
508522 Materials & Supplies	15,000	5,000	5,000	6,015	4,000	179	1,200
TOTAL SUPPLIES	15,000	5,000	5,000	6,015	4,000	179	1,200
MAINTENANCE EXPENSE							
508551 Electricity	8,500	8,500	8,500	11,538	8,500	6,536	8,500
508557 Waste Disposal, Water	45,000	42,227	45,000	61,706	45,000	29,783	45,000
508561 Rents - Equipment	1,200	8,500	10,500	14,155	4,500	11,300	10,900
TOTAL MAINTENANCE EXPENSE	54,700	59,227	64,000	87,399	58,000	47,619	64,400
OTHER EXPENSES							
508559 Telephone & Communications	1,000	750	750	-	713	-	-
TOTAL OTHER EXPENSES	1,000	750	750	-	713	-	-
TOTAL PARKS	170,700	189,977	247,750	273,064	212,713	174,178	282,600

Town of Horizon City

Development Services and Planning FY2012 - 2013 Budget

Town of Horizon City
 Planning Budget Worksheet
 For the Year Ending September 30, 2013

	08-09 Budget	FY 09-10 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
SALARIES & BENEFITS							
509501 Salaries			68,000	71,396	75,000	51,924	70,000
509505 Health Insurance			6,323	6,286	5,355	5,105	5,322
509505 Vision/Dental			7	7	7	9	444
509504 Retirement			2,040	2,142	2,250	1,558	2,295
509503 FICA, Social Security, Medicare			9,180	9,638	10,125	7,010	10,328
509535 Workmen's Compensation			415	436	458	317	467
TOTAL SALARIES & BENEFITS			85,965	89,905	93,195	65,922	95,357
PERSONNEL SERVICES							
509507 Training	-	500	500	136	1,500	79	750
509508 Travel	-	2,500	2,500	3,948	1,500	2,575	500
509516 City Engineer - Contracted	70,000	75,000	75,000	72,045	120,000	32,118	120,000
TOTAL PERSONNEL SERVICES	70,000	78,000	78,000	76,129	123,000	34,772	121,250

Town of Horizon City Development Services and Planning FY2012 - 2013 Budget

	08-09 Budget	FY 09-10 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
SUPPLIES							
509522 Materials and Supplies	1,500	2,500	2,500		1,250	170	1,000
TOTAL SUPPLIES	1,500	2,500	2,500	-	1,250	170	1,000
ADVERTISING, DUES & PUBLICATIONS							
509532 Dues	300	300	300	557	300	1,552	450
509533 Publications & Subscriptions	1,000	1,000	1,000		500	263	79
TOTAL ADVERTISING, DUES & PUE	1,300	1,300	1,300	557	800	1,815	529
OTHER EXPENSES							
Gasoline, Oil							2,000
509559 Telephone & Communications	240	750	750	663	375	436	500
TOTAL OTHER EXPENSES	240	750	750	663	375	436	2,500
TOTAL PLANNING	73,040	82,550	168,515	167,254	218,620	103,115	220,636

Town of Horizon City

CODE ENFORCEMENT FY2012 - 2013 Budget

Town of Horizon City

Code Enforcement Budget Worksheet

For the Year Ending September 30, 2013

Note: The Code Enforcement Division was budgeted under Public Safety and no expense budget was prepared specifically for the division in fiscal year 2010-11

	FY 08-09 Budget	FY 09-10 Budget	FY 10-11 Budget	FY 10-12 Actual	FY 11-12 Budget	FY 11-12 YTD	FY 12-13 Budget
SALARIES & BENEFITS							
510501 Salaries					69,840	29,515	61,229
510502 Overtime							500
510505 Health Insurance					10,710	3,890	10,643
510505 Vision/Dental					17	11	888
510504 Retirement					2,095	885	1,837
510503 FICA, Social Security, Medicare					9,428	3,985	8,266
510535 Workmen's Compensation					426	180	373
TOTAL SALARIES & BENEFITS			-	-	92,517	38,466	83,736
PERSONNEL SERVICES							
510506 Uniforms, Safety Equip, Supl	1,000				750	793	1,500
510507 Training	5,200				500	815	2,250
510508 Travel	4,750				1,000	1,526	3,250
TOTAL PERSONNEL SERVICES	10,950	-	-	-	2,250	3,134	7,000

Town of Horizon City CODE ENFORCEMENT FY2012 - 2013 Budget

	08-09	09-10	10-11	10-12	11-12	11-12	12-13
	Budget	Budget	Budget	Actual	Budget	YTD	Budget
SUPPLIES							
510522 Materials & Supplies	500				500	414	500
510525 Office Supplies	5,750				500	402	500
TOTAL SUPPLIES	6,250	-	-	-	1,000	816	1,000
ADVERTISING, DUES & PUB.							
510532 Dues	750						500
510533 Publications & Subscriptions	500				500		800
TOTAL ADVERTISING, DUES & PUBS	1,250	-	-	-	500	-	1,300
PROFESSIONAL FEES							
510541 Contract Labor	6,000				24,000	14,115	30,000
TOTAL PROFESSIONAL FEES	6,000	-	-	-	24,000	14,115	30,000
MAINTENANCE EXPENSE							
510553 Gasoline, Oil	11,000				3,500	1,847	4,500
510555 Maintenance - Equipment					750	191	750
510556 Maintenance - Vehicles						126	2,000
TOTAL MAINTENANCE EXPENSE	11,000	-	-	-	3,500	1,847	7,250
OTHER EXPENSES							
510571 Miscellaneous Expense	250				500	282	500
510559 Telephone & Communications	2,500				500	132	600
510572 Public Relations					500		1,500
TOTAL OTHER EXPENSES	2,750	-	-	-	1,500	414	2,600
TOTAL CODE ENFORCEMENT EXPENSES	38,200	-	-	-	125,267	58,792	132,886

Town of Horizon City Summary of Expenses by Department FY2012 - 2013

Account number	Admin	Public Service	Public works	Streets	Public Safety	Courts	Parks	Planning	Code Enforcement	CIP Debt	TOTALS
SALARIES & BENEFITS											
501 Salaries	172,119	-	174,700	52,828	843,928	118,240		76,501	61,229	-	1,499,544
502 Overtime	-	-	500	1,000	52,864	-		-	-	-	54,364
505 Health Insurance	26,609	-	26,609	10,643	133,043	21,287		5,322	10,643	-	234,156
505 Vision/Dental	2,220	-	2,220	888	10,656	1,776		444	888	-	19,092
504 Retirement	5,164	-	5,241	1,585		3,547		2,295	1,837	-	19,668
503 FICA	23,236	-	23,585	7,132	113,930	15,962		10,328	8,266	-	202,439
535 Workmen's Compensation	1,050	-	1,066	322	5,148	721		467	373	-	9,147
TOTAL SALARIES & BENEFITS	230,398	-	233,921	74,398	1,159,569	161,533	-	95,357	83,236	-	2,038,411
PERSONNEL SERVICES											
506 Uniforms, Safety Equip, Supply	500	-	1,000	800	17,000	-	-	-	1,500	-	20,800
507 Training	4,750	-	3,500	-	12,000	2,000	-	750	2,250	-	25,250
508 Travel	6,175	-	4,000	-	2,000	4,000	-	500	3,250	-	19,925
512 Visiting Judge - Contracted	-	-	-	-	-	3,000	-	-	-	-	3,000
513 Finance - Contracted Services	45,000	-	-	-	31,000	-	-	-	-	-	76,000
514 Street Maintenance Contract	-	-	-	80,000	-	-	-	-	-	-	80,000
515 Park Maintenance - Contract	-	-	-	-	-	-	210,000	-	-	-	210,000
516 City Engineer - Contracted	-	-	-	-	-	-	-	120,000	-	-	120,000
517 Network Support - Contracted Services	40,000	-	-	-	-	-	-	-	-	-	40,000
520 Legal - Contracted Services	120,000	-	-	-	-	-	-	-	-	-	120,000
511 Judge - Contracted	-	-	-	-	-	36,000	-	-	-	-	36,000
581 MHMR - Contracted Services	6,000	-	-	-	-	-	-	-	-	-	6,000
518 Appraisal Fees - Contracted Services	20,000	-	-	-	-	-	-	-	-	-	20,000
519 Translator - Contracted	-	-	-	-	-	1,500	-	-	-	-	1,500
TOTAL PERSONNEL SERVICES	242,425	-	8,500	80,800	62,000	46,500	210,000	121,250	7,000	-	778,475

Town of Horizon City Summary of Expenses by Department FY2012 - 2013

Account number	Admin	Public Service	Public works	Streets	Public Safety	Courts	Parks	Planning	Code Enforcement	CIP Debt	TOTALS
SUPPLIES											
521 Janitorial Supplies	4,000	-	-	-	-	-	-	-	-	-	4,000
522 Materials & Supplies	11,000	-	475	4,750	11,600	1,000	1,200	1,000	500	-	31,525
523 Street Signs	-	-	-	15,000	-	-	-	-	-	-	15,000
524 Postage	5,000	-	-	-	-	-	-	-	-	-	5,000
525 Office Supplies	8,000	-	3,500	-	5,000	3,000	-	-	500	-	20,000
TOTAL SUPPLIES	28,000	-	3,975	19,750	16,600	4,000	1,200	1,000	1,000	-	75,525
ADVERTISING, DUES & PUBLIC NOTICES											
531 Advertising & Public Notices	15,000	-	-	-	-	500	-	-	-	-	15,500
532 Dues	10,000	-	750	-	9,000	200	-	450	500	-	20,900
533 Publications & Subscriptions	3,000	-	500	-	1,000	600	-	79	800	-	5,979
TOTAL ADVERTISING, DUES AND P/N	28,000	-	1,250	-	10,000	1,300	-	529	1,300	-	42,379
INSURANCE											
534 Property	15,000	-	-	-	-	-	500	-	-	-	15,500
542 Liability	16,500	-	-	-	-	-	-	-	-	-	16,500
543 Bonds	1,000	-	-	-	-	-	-	-	-	-	1,000
TOTAL INSURANCE	32,500	-	-	-	-	-	500	-	-	-	33,000
PROFESSIONAL FEES											
541 Contract Labor	-	-	12,000	2,500	-	-	-	-	30,000	-	44,500
603 Contract Labor	-	-	-	-	-	-	-	-	-	-	-
510 City County Health	-	106,000	-	-	-	-	-	-	-	-	106,000
510 Animal & Vector Control	-	42,415	-	-	-	-	-	-	-	-	42,415
510 Air Quality Monitoring	-	5,200	-	-	-	-	-	-	-	-	5,200
612 Audit Fees	15,000	-	-	-	-	-	-	-	-	-	15,000
616 Tax Collection Fees	3,500	-	-	-	-	-	-	-	-	-	3,500
TOTAL PROFESSIONAL FEES	18,500	153,615	12,000	2,500	-	-	-	-	30,000	-	216,615

Town of Horizon City Summary of Expenses by Department FY2012 - 2013

Account number	Admin	Public Service	Public works	Streets	Public Safety	Courts	Parks	Planning	Code Enforcement	CIP Debt	TOTALS
MAINTENANCE EXPENSE											
551 Electricity	18,000	-	-	28,000	-	-	8,500	-	-	-	54,500
552 Gas - Natural	3,000	-	-	-	-	-	-	-	-	-	3,000
553 Gasoline, Oil	4,000	-	11,000	7,000	65,000	-	-	2,000	4,500	-	93,500
554 Maintenance - Bldg	25,000	-	-	-	1,000	-	-	-	-	-	26,000
555 Maintenance - Equipment	5,000	-	-	3,000	1,500	-	6,500	-	750	-	16,750
556 Maintenance - Vehicles		-	-	5,000	17,000	-	-	-	2,000	-	24,000
557 Waste Disposal, Water	7,500	-	-	6,000	-	-	45,000	-	-	-	58,500
561 Rents - Equipment	8,000	-	2,000	1,000	-	-	10,900	-	-	-	21,900
562 Rents - Building	50,000	-	-	-	-	-	-	-	-	-	50,000
558 Maintenance - Computers/Copiers	15,000	-	-	-	500	-	-	-	-	-	15,500
TOTAL MAINTENANCE EXPENSE	135,500	-	13,000	50,000	85,000	-	70,900	2,000	7,250	-	363,650
OTHER EXPENSES											
571 Miscellaneous Expense	7,125	-	250	715	6,000	500	-	-	500	-	15,090
572 Public Relations	6,840	-	-	-	3,000	-	-	-	-	-	9,840
563 Storage Rental	6,000	-	-	-	10,000	-	-	-	-	-	16,000
573 Economic Development	160,000	-	-	-	-	-	-	-	-	-	160,000
571 Election Expense	20,000	-	-	-	-	-	-	-	-	-	20,000
559 Telephone & Communications	20,000	-	1,000	715	19,000	3,000	-	500	600	-	44,815
571 Drug Test	750	-	-	-	-	-	-	-	-	-	750
572 Public Relations		-	-	-	-	-	-	-	1,500	-	1,500
575 Bank Fees	8,000	-	-	-	-	-	-	4,500	-	-	12,500
TOTAL OTHER EXPENSE	228,715	-	1,250	1,430	38,000	3,500	-	5,000	2,600	-	280,495

Town of Horizon City Summary of Expenses by Department FY2012 - 2013

Account number	Admin	Public Service	Public works	Streets	Public Safety	Courts	Parks	Planning	Code Enforcement	CIP Debt	TOTALS
STRUCTURES AND IMPROVEMENTS											
601 Improvements	-	-	-	-	-	-	-	-	-	95,346	95,346
630 Construction-Contracted	-	-	-	-	-	-	-	-	-	40,000	40,000
TOTAL STRUCTURES AND IMPROVEMENTS	-	-	-	-	-	-	-	-	-	135,346	135,346
General Equipment											
602 Equipment	-	-	-	-	-	-	-	-	-	-	-
TOTAL Transportation	-	-	-	-	-	-	-	-	-	-	-
General Transportation Equipment											
603 Vehicles	-	-	-	-	-	-	-	-	-	-	-
TOTAL Transportation	-	-	-	-	-	-	-	-	-	-	-
General Debt Service											
620 Bond Interest	-	-	-	-	-	-	-	-	-	-	-
621 Bond Principal	-	-	-	-	-	-	-	-	-	25,000	25,000
622 Loan Interest	-	-	-	-	-	-	-	-	-	-	-
623 Loan Principal	-	-	-	-	-	-	-	-	-	-	-
624 Capital Lease Interest	-	-	-	-	-	-	-	-	-	-	-
625 Capital Lease Principal	-	-	-	-	-	-	-	-	-	39,206	39,206
626 Interest on loan for Property	-	-	-	-	-	-	-	-	-	-	-
627 Principal on loan for Property	-	-	-	-	-	-	-	-	-	148,092	148,092
628 Principal on loan for Highway project	-	-	-	-	-	-	-	-	-	37,781	37,781
TOTAL DEBT SERVICE	-	-	-	-	-	-	-	-	-	250,079	250,079
Special Funds											
630 Street Improvements	-	-	-	-	-	-	-	-	-	90,000	90,000
603 Vehicles	-	-	-	-	-	-	-	-	-	-	-
631 Economic Development Projects	-	-	-	-	-	-	-	-	-	-	-
TOTAL GENERAL SPECIAL FUNDS	-	-	-	-	-	-	-	-	-	90,000	90,000
TOTAL EXPENSE	944,038	153,615	273,896	226,378	1,340,169	216,833	282,100	222,636	132,386	475,425	4,267,475