

Town of Horizon City Annual Operating Budget Fiscal Year 2013-2014

AS SUBMITTED TO:

The Honorable Walter Miller, Mayor

Ruben Mendoza, Mayor Pro Tem

CITY COUNCIL MEMBERS:

Juan “Jerry” Garcia

Luis Najera

Katherine Masters

Johnny “Doc” Duran

Carole Zimmerman

William Armas

SUBMITTED BY:

Andres Sanchez, CPA

Finance Director

APPROVED SEPTEMBER 12, 2013

Town of Horizon City
Adopted Budget for Fiscal Year 2013-2014

This budget will raise more revenue from property taxes than last year's budget by an amount of \$44,939.00, which is a 2 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$45,961.00.

The record vote of each member of the City Council voting on the budget is: Ruben Mendoza: Aye

Jerry Garcia: Aye

Luis Najera: Aye

Kathy Masters: Aye

Johnny Duran: Absent

Carole Zimmerman: Aye

Bill Armas: Aye

Mayor Walter Miller: Present and not
voting

The property tax rates for the preceding year were:
\$0.322791

The property tax rates for the current fiscal year are:

Property tax rate: \$0.317286

Effective tax rate: \$0.317286

Effective maintenance and operations tax rate:
\$0.283968

The rollback tax rate: \$0.335654

The debt rate: \$0.033318

The total amount of municipal debt obligations are:
\$240,499

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August 22, 2013

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

Dear Mayor and City Council Members,

Submitted herewith is the Fiscal Year 2013-2014 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 \$0.317286 per \$100 assessed valuation. 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 FY2013-2014, thereby maximizing our options and opportunities. Summarized, the total expected revenues equal \$4,106,184; expected operating expenditures equal \$4,105,777; debt service equals \$240,499.

The FY2013-2014 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, market based pay plans, operations and maintenance line-item costs sufficient to provide desired service levels to achieve department stated goals. Attached hereto is the FY2013-2014 Town of Horizon City Operating Budget for your continuing reference.

Sincerely,

Andres Sanchez, CPA
Finance Director

Town of Horizon City FY2013 - 2014 Budget

Section One, Budget Summary.

Town of Horizon City FY2013 - 2014 Budget

Budget Summary

This Budget, with proposed operating and maintenance expenditures and transfers, totals \$4,105,777; representing a 10.6% increase 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, \$240,499. Projected revenues are expected to be \$4,106,184, which represents a decrease of \$299,697 over FY2012 - 2013 fiscal year projected revenues. This figure represents a budget that is less than fully funded using currently estimated revenues. 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	FY2012/2013 Amount	FY2013/2014 Proposed Amount
Revenues	4,439,168	4,106,184
Expenditures	(3,792,050)	(4,105,777)
Debt Service	(250,078)	(240,499)
Special Revenue	-	448,334
Capital Expenditures	(225,347)	-
Excess (Deficit)	171,693	208,242

Town of Horizon City FY2013 - 2014 Budget

Fund	Special Revenue Funds	Estimated Revenues	Estimated Expenditures	Net
05	Safe Routes to School	1,894,701	1,894,701	-
04	Walk and Bike Path Program	1,468,260	1,468,260	-
06	Street Fund	224,167	544,219	(320,052)
	Transportation Reinvest Zone	-	-	-
07	Parks Development Projects	94,500	94,500	-
02	Solid Waste Grant (COG)	1,500	1,500	-
08	Economic Development Fund	224,167	544,219	(320,052)
02	Operation Stone garden	53,512	53,512	-
02	Traffic Safety	64,587	64,587	-
01	Debt Service	240,199	240,199	-
		4,265,593	4,869,902	(640,104)

Special Revenue Funds

	Sept. 30, 2012	2012-13	2013-14	Total
<u>06 Street Fund</u>				
Revenues	208,292	111,760	224,167	544,219
Transfer to Walk and Bike Path Project				(65,795)
Street Maintenance Projects for FY 2013-14				<u>(478,424)</u>
Balance				<u>-</u>
<u>08 Economic Development Fund</u>	<u>Sept. 30, 2012</u>	<u>2012-13</u>	<u>2013-14</u>	<u>Total</u>
Revenue	208,292	111,760	224,167	544,219
Economic Development FY 2013-14				(224,167)
Transfer to Walk and Bike Path				<u>(320,052)</u>
Balance				<u>-</u>

Town of Horizon City FY2013 - 2014 Budget

Special Revenue Funds

<u>05 Safe Routes to Schools</u>	FY 13-14
Federal Grant	<u>1,894,701</u>
Construction Costs	1,885,536
Engineered Supervision	-
Total Costs	<u>1,885,536</u>
Expenditure an excess of	
Revenue	9,165
Transfer from General Funds	9,165
Balance	<u>-</u>
<u>04 Walk and Bike Path Project</u>	
Federal Grant	<u>1,112,413</u>
Construction Costs	1,285,227
Engineered Supervision	183,033
Testing Services	30,000
Total Costs	<u>1,498,260</u>
Expenditure an excess of	
Revenue	(385,847)
Transfer from Economic Development Fund	320,052
Transfer from Streets Funded	65,795
Balance	<u>-</u>
<u>02 Solid Waste Grant (COG)</u>	
Revenue State Grant	<u>1,500</u>
Cost	
Disposal Fees	(1,500)
Total Cost	<u>(1,500)</u>
Balance	<u>-</u>

Town of Horizon City FY2013 - 2014 Budget

Special Revenue Funds

<u>02 Operation Stone garden</u>	
Revenue State Grant	<u>53,512</u>
Costs	
Personnel Cost	(22,161)
Equipment	(30,118)
Fuel Reimbursement	<u>(968)</u>
Total Cost	<u>(53,512)</u>
Balance	<u><u>-</u></u>
<u>02 Traffic Safety</u>	
Revenue-State Grant	64,587
Costs Equipment Purchases	<u>(64,587)</u>
Balance	<u><u>-</u></u>
<u>01 Debt Service</u>	
Principal and Interest	(240,499)
Transfer from General	<u>240,499</u>
Balance	<u><u>-</u></u>

Town of Horizon City FY2013 - 2014 Budget

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.
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 accordance with charter. 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.

Town of Horizon City FY2013 - 2014 Budget

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

The tax year contributing revenue to the current budget (Tax Year 2013, Fiscal Year 2012-2013) included an adopted tax rate of \$0.312791 per \$100 of valuation. This FY2013 – 2014 Budget increases the tax rate to the Effective Rate of \$0.317286 per \$100 of valuation. This tax rate includes components for Maintenance and Operation Rate equal to \$0.279941 per \$100 of valuation and Debt Service equal to \$0.033318 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 more, approximately \$147,165, property tax revenue. A review of the historical property tax rates follows:

Year	Total Tax Rate ¢/\$100	Total Taxable Property	Property Taxes	% Increase From Prior Year
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%
2013	31.2791	\$670,454,885	\$2,097,123	8.95%
2014	31.7286	\$707,339,189	\$2,244,288	7.01%

Town of Horizon City FY2013 - 2014 Budget



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.

2013 Tax Year Certified Assessed Value

During July 2013, the El Paso Central Appraisal District issued a certified assessed value for the Town of Horizon City at \$707,339,189. This value represents a \$36,884,304, increase in total assessed value from FY2012- 2013.

Town of Horizon City FY2013 - 2014 Budget

Breakdown of FY2013- 2014 Assessed Value

2013 Total Taxable Value	2013 New Improvements	Annexations	Taxable Value
\$721,824,937	\$14,485,784	\$0	\$707,339,189



Table of Typical Tax Bill Impact

FY2012 – 2013 Value	FY2012-- 2013 Tax Rate	FY2012 – 2013 Average Tax Bill
\$116,100	\$0.322791	\$374.76
FY2013 - 2014 Value	FY2013 – 2014 Tax Rate	FY2013 – 2014 Average Tax Bill
\$114,680	\$0.317286	\$363.86
Increase/(Decrease)	Increase/(Decrease)	Annual Increase/(Decrease)
(1,420)	(0.005505)	(10.90)

Town of Horizon City FY2013 - 2014 Budget

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 increase over FY2012-2013 salaries for the majority of city employees. No merit-based pay adjustments are included in this proposed 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.

New Proposed Positions

Two entry level positions are budgeted for Police Dispatch and one police officer position to begin halfway through fiscal year.

Summary of Significant Changes in Fund Balances

Summary of Significant Changes in General Fund Revenues

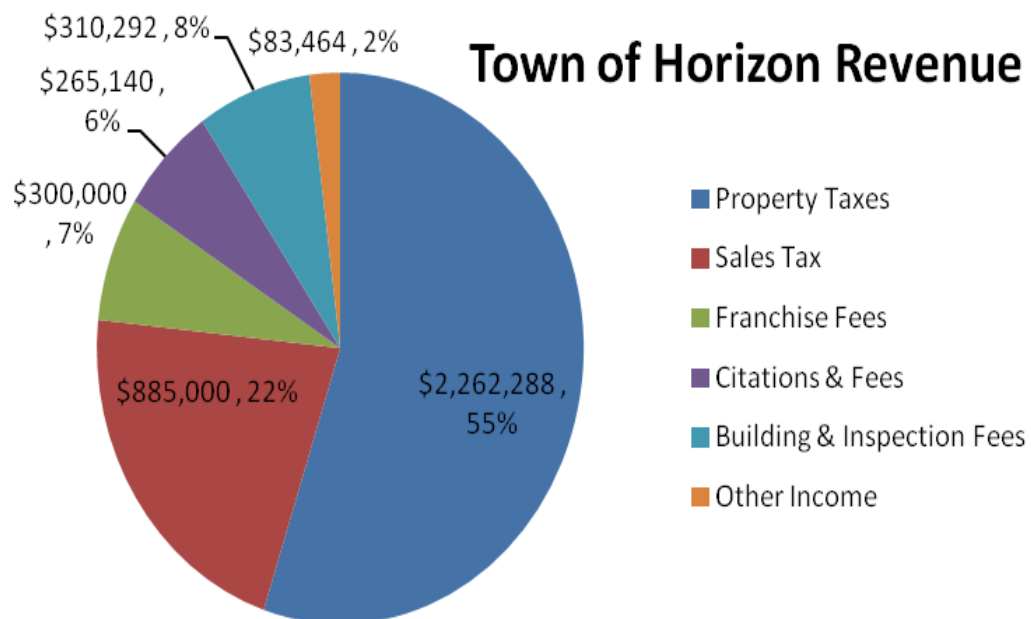
Funding of FY2013– 2014 General Fund Budget remains through means of current revenue sources, which are projected using existing rates and trends with the notable changes:

- In all, we estimate General Fund revenue of \$4,106,184 for FY2013– 2014. This is a \$332,984 or 7.50% decrease from the FY2012 – 2013 approved budget.
- Property Tax Revenues increase \$98,120 or 4.53% more than the approved FY2012- 2013 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.

Town of Horizon City FY2013 - 2014 Budget

Revenue sources for the General Fund include:

Item	Amount	% to Total Receipts
Property Taxes	\$2,262,288	55.09 %
Sales Tax	\$885,000	21.73 %
Franchise Fees	\$300,000	7.31 %
Citations & Fees	\$265,140	6.46 %
Building & Inspection Fees	\$310,292	7.56 %
Other Income	\$83,464	2.03 %
Total Revenues	\$4,106,184	100 %



Town of Horizon City FY2013 - 2014 Budget

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 FY2013-2014 are designated to ensure maintaining the current level of operational and maintenance services while maintaining level expenses:

- Administration – The Administration budget is modified to include the cost of the InCode software that will assist in achieving the recommendations provided in the annual audit.
- Public Works– The proposed budget tracks expenditures for the Building Permits and Inspections functions.
- 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.
- Streets - The proposed budget provides for the routine street maintenance function and will have oversight of the major maintenance projects to be funded by the special street maintenance fund.
- Planning Department – The Planning budget includes the creation of the Planning Specialist position. The department will continue to oversee the Public Works, Streets, Parks, Code Enforcement and Stormwater functions while continuing to place an emphasis on customer service.
- Stormwater - This is a newly created budget that will allow for the proper accounting of funds used to comply with requirements set forth by the Texas Commission on Environmental Quality (TCEQ).

Town of Horizon City FY2013 - 2014 Budget

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.
- Implementing the voter-mandated Economic Development Corporation operations.

How a Tax Dollar is spent

Department	Salary	Contracted Positions	Operations	Totals
Administrative	287,057	255,000	451,840	993,897
Public Service	-	-	175,000	175,000
Public Works	230,550	8,000	22,975	261,525
Streets	87,620	2,500	82,200	172,320
Public Safety	1,326,579	-	172,300	1,498,879
Courts	179,931	45,000	11,300	236,231
Parks	-	181,300	106,200	287,500
Planning	126,752	170,000	10,365	307,117
Code Enforcement	115,358	20,000	16,700	152,058
Debt Service	-	-	240,499	240,499
Storm Water	-	-	21,250	21,250
TOTALS	2,353,847	681,800	1,310,629	4,346,276
Percentages	54.158%	15.687%	30.155%	

Attachments:

Proposed financial budget detail.

Town of Horizon City FY2013 - 2014 Budget

Section Two, Budget Narrative.



HORIZON CITY

Incorporated 1988

DATE: August 27, 2013
TO: Mayor Walter Miller
CC: City Council Members
FROM: Elvia Schuller, Administrative Services Director
SUBJECT: 2013/2014 Administration and Courts Budgets

**ADMINISTRATION
FY 2013/2014 BUDGET PROPOSAL**

The Administration Department oversees the day to day activities of the following departments: City Clerk, Courts and Finance. In addition, the Administrative Services Director serves as Human Resource Director for the entire city as well as oversees the administrative and scheduling functions of the Public Works, Code Enforcement, Receptionist and Housekeeping Staff.

SUMMARY

In this budget proposal the largest increases will be found in the 2% annual employee increases, a 20% anticipated medical insurance increase by BC/BS, a \$40,000 City Council Member Annual Stipend/Mayor's Salary and \$120,000 capital improvement request for upgrading our current software. Other than a few increases and decreases in some areas, the remainder of the Administrative Budget remains close if not at last year's budgeted amounts.

FY 2013/2014 PROPOSED GENERAL OPERATING BUDGET \$ 993,897.00

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

SALARIES AND BENEFITS - \$287,057

This item is being increased by \$56,659.00 (from \$230,398 to \$277,752) to reflect a 2% annual wage increase for Administration Personnel and \$18,000 for the Mayor's Annual Salary. The Health Insurance Cost was increased by 20%. Retirement was also increased by 14% to reflect the costs of the City's Contribution.

PERSONNEL SERVICES - \$267,500.00

501506 – Uniforms, Safety Equip, Supply – \$500.00

This year's allocation will be the same as last years - Housekeeper uniforms

501507 – Training – \$5,000.00

This was increased by \$250.00 for anticipated travel needs.

501508 – Travel – \$7,000

This was increased by \$825.00 for to reflect actual costs.

501513 – Finance – Contracted Services – \$45,000

This amount remains unchanged from last year.

501517 – Network Support – Contracted Services – \$40,000

We do not anticipate any changes to Net-Tech's contract. Number remains the same as last years.

501520 Legal – Contracted Services – \$150,000

This amount will be decreased by \$20,000 from last year's budget.

501581 – MHMR – Contracted Services – \$0.00

This amount of \$6,000 (same as last year) is included in the Total General Personnel Services Number.

501160 Appraisal Fees – Contracted Services – \$20,000

This amount remains unchanged from last year's number.

SUPPLIES - \$23,500.00

501521 Janitorial Supplies – \$3,000

This amount was decreased by \$1,000 to reflect actual costs.

501522 Material & Supplies – \$7,500

This amount was decreased by \$3,500.00 to better reflect actual costs and amount reallocated to postage, training & travel.

501524 Postage – \$6,000

This year's budgeted amount was increased by \$1000.00 as postage in the Code Enforcement Department has increased due to an increase in certified mailings as well as increase in notices sent out by Courts.

501525 – Office Supplies – \$7,000

This amount was decreased by \$1,000 to reflect actual costs.

ADVERTISING, DUES & PUBLIC NOTICES - \$16,000.00

501531 – Advertising & Public Notices – \$10,000

This amount was decreased by \$5,000 to reflect actual annual costs.

501532 – Dues – \$2,000

This was decreased to reflect actual expenses in this area.

501533 – Publications & Subscriptions – \$4,000

This amount was increased by \$1,000 to account for Clockspot software.

INSURANCE - \$32,500.00

501534 Property – \$15,000

This amount remains unchanged from last year's number.

501542 Liability – \$16,500

This amount remains unchanged from last year's number.

501543 Bonds – \$1,000

This amount remains unchanged from last year's number.

PROFESSIONAL FEES - \$0

501603 Contract Labor – \$0

This amount was removed for this budget year as we do not anticipate using temp labor this year.

501616 Tax Collection Fees – \$0

This item was given a new account # & moved under “Other Expenses”.

MAINTENANCE EXPENSE - \$245,000.00

501551 Electricity – \$15,000

This amount was decreased by \$3,000 to reflect actual annual costs.

501552 Gas – Natural – \$3,000

This amount remains unchanged from last year’s number.

501553 Gasoline, Oil – \$1,500

This amount was reduced by \$2,500 to reflect actual expenditure.

501444 Accounting Software – \$120,000

This amount is being budgeted for the purchase of Tyler Technologies Software, Training and Support.

501554 Maintenance Bldg – \$25,000

This amount was decreased by \$5,000 to reflect actual annual costs.

501555 Maintenance Equipment – \$5,000

This account is used for costs associated with general office equipment maintenance upkeep & repairs.

501557 Waste Disposal, Water – \$7,500

This amount remains unchanged from last year’s number.

501561 Rents, Equipment – \$8,000

Copier Leases, Postage Meter Machine, etc.. This amount remains unchanged from last year’s number.

501562 Rents, Building – \$50,000

This covers the PD/Courts Bldg Lease. This amount remains unchanged from last year's number.

501558 Maintenance Computers/Copiers – \$10,000

This account has been set up specifically for costs associated with Computers/Copiers Maintenance & Yearly Leases. It's also used to cover Tyler Technology Fees, USTI Fees, Credit Card Machine Leases. This amount was reduced by \$5,000.

OTHER EXPENSES - \$122,340.00

501542 Audit Fees – \$15,000

This amount remains unchanged from last year's number.

501528 Codification Fees – \$15,000

This is a new account and budgeted to electronically scan all of our City Ordinances & have them placed on our City website making them easily updateable & accessible to the public and staff.

501543 Tax Collection Fees – \$3,500

501544 Property Taxes – \$0

This was originally budgeted when it was believed the City was liable for certain property taxes. After we clarified that none were due, the amount was removed. This line item to be removed completely.

501571 Miscellaneous – \$3,000

This amount was decreased by \$4,000 to reflect actual annual costs.

501572 Public Relations – \$6,840

This amount is budgeted to cover costs associated with the City Volunteers Appreciated Holiday Dinner, occasional City Council celebratory dinners, luncheons, etc..This amount remains unchanged from last year's number.

501580 Other Contracted Services – \$0

This amount was originally budgeted for covering Temps and associated costs. The City has not used the Temp service for about 2 yrs so the amount has been temporarily removed.

501563 Storage Rental – \$6,000

This amount covers National Self Storage Fees. This amount remains unchanged from last year.

501571 Election Expense – \$20,000

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

501559 Telephone & Communications – \$23,000

This amount has been increased by \$3,000 to reflect actual costs. It covers the City Long Distance Service, Telephone remains unchanged from last year's number..

501527 Drug Test – \$3,000

Increased to \$3,000.00 as all drug testing related charges fall into this category such as psychological testing, reserve officer testing etc..

501576 Council Member Stipend – \$22,000

This is a new account and the amount allocated is in anticipation that voters approve the charter amendment.

501575 Bank Charges – \$5,000

This amount remains unchanged from last year's number.

COURTS
FY 2013/2014 BUDGET PROPOSAL

The Administrative Services director oversees the day-to-day function of the Courts Staff. Courts is responsible for maintaining complete and accurate records of the court; collecting, accounting for and disbursing all monies paid into the court; and performing other duties, as necessary.

SUMMARY

In this budget proposal the largest increases will be found in the 2% annual employee increases. Other increases include Group Health which is increased by 20%.

FY 2012/2013 PROPOSED GENERAL OPERATING BUDGET
\$236,231.00

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

SALARIES AND BENEFITS – \$179,931

01-506-501 – Salaries & Benefits – \$179,931

Includes 2% Annual Wage Increase & 20% Health Costs Increase

PERSONNEL SERVICES - \$ 48,500.00

506111 – Uniforms, Safety Equip, Supply – \$0

This amount was removed for this budget year.

506113 – Training – \$1,500

This amount was decreased by \$500

506115 – Travel – \$2000

This amount was decreased by \$2000

506125 – Judge – Contracted – \$36,000

This amount is what was negotiated in the Judges contract.

506512 – Visiting Judge – Contracted – \$3,000

This is the anticipated amount – remains the same as last year.

506170 – Translator – \$6,000

This amount was increased by \$4,500 – law requires us to use a certified interpreter.

SUPPLIES - \$3,000.00

506303 Material & Supplies – \$1,000

This amount remains the same as last year.

506309 – Office Supplies – \$2,000

Amount decreased by \$1,000.

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

506401 – Advertising & Public Notices – \$500

This amount remains unchanged from the current fiscal year.

506405 – Dues – \$300

This amount increased by \$100.00 to reflect actual.

506407 – Publications & Subscriptions – \$500

This amount decreased by \$100.00 to reflect actual.

OTHER EXPENSES - \$3,500.00

506803 Miscellaneous – \$500

This amount remains unchanged from the current fiscal year.

506816 Telephone & Communications – \$3,000

This amount remains unchanged from the current fiscal year.

MEMORANDUM

TO: Mayor Walter Miller
CC: City Council Members
FROM: Police Chief Mike McConnell
DATE: August 12, 2013
RE: 2013-2014 Public Safety Budget Memo



Executive Summary

In this budget proposal, we request two additional police dispatchers which will allow Horizon City to provide the community with local onsite emergency communications services 24/7. This will bring the total number of dispatchers to six. Additionally, we are requesting one additional police officer (for the last half of the budget year) which will bring our sworn staffing to 21 officers after April 1, 2014. We also propose to adopt a vehicle replacement program which will schedule replacement of two vehicles per budget year through the use of a lease purchase program through Ford or other funding mechanisms.

FY/13/14 Proposed General Operating Budget	\$171,300.00
CIP Two police vehicles removed from this proposal	\$0.00
FY/13/14 Proposed Personnel Costs	<u>\$ 1,286,032.42</u>
FY/13/14 – TOTAL	\$ 1,457,332.42
Comparison FY 12/13	\$1,340,168.67
This budget request is an increase of	\$117,163.75

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 **bolded** the item.

In this memo, I have provided an explanation of every line item in the operations budget. This budget estimate includes all costs including health insurance, benefits and payroll taxes.

SALARIES AND BENEFITS

505501 – Salaries **\$959,889.42**

For budgeting purposes, the salary calculations here assume a 2% salary increase, though that will be reviewed and ultimately decided upon by the City Council. To complete the 24/7 dispatching function, we are requesting two (2) additional dispatchers who upon hiring, will constitute a fully staffed communications program. We are also requesting a 21st sworn police officer, however, I am asking for only 6 months of funding for this position. I intend on adding this position on April 1, 2014 in consideration of the fact we are already asking for a significant increase this year due to the additional dispatchers.

505502 – Overtime not grant related **\$45,000.00**

Within this line item, we pay for all forms of overtime which includes holiday overtime, holiday straight time, regular overtime, warrant drive overtime and Bailiff related duties overtime.

505503 – Payroll taxes **\$64,415.00**

505504 – Retirement Benefits **\$38,050.00**

This is an estimated figure for the cost of the retirement program.

505505 – Group Health **\$178,678.00**

This is an estimated figure for the cost of health insurance.

PROPOSED GENERAL OPERATING BUDGET

505506 – Uniforms, Safety Equipment, supplies **\$19,000.00**

I have increased this line item \$2,000. This line item funds mainly uniforms, however, we also fund ammunition and a variety of other safety equipment and supplies. Currently, we have \$10,500 in contractual fixed costs for uniforms for officers. The balance, \$8,500 is used for ammunition, replacement ballistic vests and a variety of other safety related equipment.

505507 – Training **\$12,000.00**

While we are able to obtain a great deal of training locally, there are some classes that are not available in the El Paso area. As we continue to grow as a city, it is important that we keep focused on providing the best trained officers we can within our budget constraints.

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. While we do not typically send too many officers out of town for training, we have found that the cost of the travel often exceeds the cost of the training.

505522 – Materials and Supplies **\$12,500.00**

I am proposing a slight increase to purchase 1 Taser at \$900 which cannot be purchased through the CIP program or grants. Other items that come from this line item include all sorts of investigative evidence kits, sexual assault kits, evidence bags, fingerprint pads, miscellaneous materials for investigations and general supplies for the department. We also use this account to purchase larger ticket supplies such as file cabinets, cameras, Tasers and all other supplies.

505525 – Office Supplies **\$5,000.00**

This amount remains unchanged from the current fiscal year.

505532 – Dues and Software Agreements **\$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 and the CLEAR system.

505533 – Publications and Subscriptions **\$700.00**

This amount has been reduced by 300.00 dollars to reflect the actual need. Examples are newspaper announcements, signs, renewal of subscriptions, certifications and memberships. We rely on advertising via the Internet web site.

505553 – Gasoline, Oil **\$50,000.00**

With the fluctuating gas prices, we have had some trouble arriving at an accurate estimate for fuel costs. We are comfortable with estimating a reduction in the budgeted fuel cost based on actual FY12/13 usage. I have reduced the estimated fuel costs downward \$15,000.

505554 – Maintenance Building **\$6,100.00**

I have slightly increased this amount since the new building lease requires most maintenance items to be paid by Horizon City. Our biggest expense we have is the heating and cooling systems. We see failures in all three heat pumps at least one to twice per year. Fortunately, we are not responsible for fixing the roof which has a propensity to leak.

505555 – Maintenance Equipment **\$1,500.00**

This line item remains unchanged from the current year.

505556 – Maintenance Vehicles **\$30,000.00**

This line item is increased by \$13,000.00. We have found that using the City of El Paso vehicle maintenance services has kept our vehicles in excellent operational condition. This does come with a cost. We are now maintaining 20 vehicles including the mobile

command trailer and the ATV. 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: \$75 per hour

Parts on hand: Cost + 15%

Outsourced work: Cost + 5%

505558 – Computer Maintenance \$1,000.00

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

505559 – Telephone and Communications \$12,000.00

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

505561 – Rents Equipment \$1,500.00

This is our share of the cost of renting specialized equipment. As an example, National Night Out requires the renting of some inflatable jumping toys. We normally receive a great deal of donations for this; however, not all costs are covered by donations.

505571 – Miscellaneous Expense \$6,000.00

This item is unchanged from last year. This line item funds expenses that are not normally planned for. Vehicle accident deductibles, light bars, sirens, and other miscellaneous items are paid from this account when there is no other account that would specifically fit a given purchase.

505572 – Public Relations \$3,000.00

I intend on placing even more emphasis on community outreach. This includes neighborhood watches, National Night Out, Citizens Police Academies. All of these activities come with costs.

PERSONNEL BUDGET

We currently have a sworn staff of 20 sworn officers, including the police chief. In addition, there are 4 dispatchers and one administrative assistant. In this budget, I am requesting to add an additional 2 dispatcher positions and one additional police officer. The added dispatcher will allow us to complete the dispatch center resulting in a 24 hour 7 days a week operation. The additional police officer is proposed to be hired on April 1,

2014 to allow time for the additional retail growth to become apparent and the added sales tax revenue to be received.

We currently offer 24/5 days-a-week coverage for our dispatch function. During the times when our dispatch is operational, I have 100% confidence that the level of personalized customer service provided by our own dispatch center provides our officers and the public the quickest dispatch-response times possible because we are focused on our calls alone. Additionally, the dispatch function provided locally is directly overseen by the police chief and any improvements or changes that need to be made can be implemented immediately.

We have been able to leverage other funding sources for the necessary hardware to equip the dispatch center. We have received the following equipment at no cost to Horizon City:

- One (1) Split duct heating air conditioner system \$4,000.00
- Two (2) Computer aided dispatch (CAD) computers with six monitors \$4,000.00
- Two (2) Omnixx computers \$2,000.00
- One (1) TLETS satellite data communications system (unknown cost)
- One (1) Motorola radio dispatch consoles \$23,000. We have two consoles now.
- One (1) Motorola radio voting system project \$106,866.00
- One (1) Portable A/C unit for the computer server room \$600.00

In the upcoming budget year, we will be receiving two 911 phone consoles and will begin answering all 911 calls within our jurisdiction. We are very excited about this opportunity to go to the next level of service for our community.

Assessing the need for additional dispatchers

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.
- Will be answering 911 calls and providing EMD-Emergency Medical Dispatching
- 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 for 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.

Assessing the need for additional police officer

It is my belief that as we continue to grow as a community, the requests for assistance of police officers will increase. As evidence to this, in 2011, we handled 12,579 calls while in 2012 we incurred 15,285 calls. So far this year, we have handled 11,597 calls. Extrapolating this figure out, we are on track to exceed last year's calls significantly. I estimate the calls for service to reach 20,000. It is very reasonable to assume that an increased number of motor vehicle accidents will occur as will thefts and stolen vehicles from parking lots which will impact our calls for service even more. I know that the cost for additional personnel is difficult in the budgeting process, but I do not make such a request without actually believing it is necessary.

The members of the Horizon City Police Department appreciate the Council's support of the public safety program. We understand the difficulties of providing funding for our programs while attempting to fund competing programs within the city. We look forward to implementing the changes as detailed in the approved budget and will monitor the effectiveness throughout the budget year.

Sincerely,



Michael McConnell, Ph.D.
Chief of Police

Officer #	Name	Hourly Rate	Bi Weekly	Annually	2% increase annual
1	Amezcuca, Jazmin S	\$13.75	\$1,100.00	\$28,600.00	\$0.00
2	Arvizu, Anthony J	\$14.90	\$1,192.00	\$30,992.00	\$619.84
3	Campbell, Bruce	\$17.69	\$1,415.20	\$36,795.20	\$735.90
4	Casillas, Marie	\$15.12	\$1,209.60	\$31,449.60	\$628.99
5	Flores, Adrian	\$18.14	\$1,451.20	\$37,731.20	\$754.62
6	Jacobo, Raul	\$13.73	\$1,098.40	\$28,558.40	\$571.17
7	Labrado, Abel R	\$14.97	\$1,197.60	\$31,137.60	\$622.75
8	McConnell, Michael G	\$38.70	\$3,096.00	\$80,496.00	\$0.00
9	Medina, Liliana	\$16.32	\$1,305.60	\$33,945.60	\$678.91
10	Mitre, Jose C	\$17.79	\$1,423.20	\$37,003.20	\$740.06
11	Mitro, Patrick	\$16.55	\$1,324.00	\$34,424.00	\$688.48
12	Ortega, Jesus	\$19.02	\$1,521.60	\$39,561.60	\$791.23
13	Ramirez, Daniel	\$14.90	\$1,192.00	\$30,992.00	\$619.84
14	Rico, Manuel	\$25.26	\$2,020.80	\$52,540.80	\$1,050.82
15	Rodriguez Jr., Gilbert	\$14.75	\$1,180.00	\$30,680.00	\$613.60
16	Rodriguez, John C	\$14.75	\$1,180.00	\$30,680.00	\$613.60
17	Rodriguez, Jose A	\$14.75	\$1,180.00	\$30,680.00	\$613.60
18	Rosas, Guillermo	\$14.75	\$1,180.00	\$30,680.00	\$613.60
19	Williams, Areli M	\$14.75	\$1,180.00	\$30,680.00	\$613.60
20	Zeiger, Cameron David	\$14.75	\$1,180.00	\$30,680.00	\$613.60
21	21st officer 1/2 year	\$7.38	\$590.00	\$15,340.00	\$306.80
Dispatcher #					
1	Moncivaiz, Juana	\$16.65	\$1,332.00	\$34,632.00	\$692.64
2	Ramos, Elva M	\$14.00	\$1,120.00	\$29,120.00	\$582.40
3	Castillo, Natalie	\$14.00	\$1,120.00	\$29,120.00	\$582.40
4	Corona, Angelica	\$14.28	\$1,142.40	\$29,702.40	\$594.05
5	Fifth Dispatcher	\$14.00	\$1,120.00	\$29,120.00	\$582.40
6	Sixth Dispatcher	\$14.00	\$1,120.00	\$29,120.00	\$582.40
Admin #1					
	Luna, Cynthia E	\$13.82	\$1,105.60	\$28,745.60	\$574.91
				\$943,207.20	\$16,682.22
		GRAND TOTAL		\$943,207.20	\$959,889.42



DATE: August 27, 2013
TO: Mayor Walter Miller
CC: City Council Members
FROM: Michelle Padilla, Planning Director
SUBJECT: FY 2013/2014 Proposed Planning, Public Works, Streets, Parks, Code Enforcement, and Stormwater Budgets

PLANNING
FY 2013-2014 BUDGET PROPOSAL

The Planning Department administers the land development, strategic planning, and economic development functions and oversees the Code Enforcement, Parks, Streets, and Public Works divisions. The Director works directly with each of the city's department and division senior officials, Planning and Zoning Commission, City Council, and is the liaison to the Metropolitan Planning Organization, Rio Grande Council of Governments, El Paso County, TXDOT and other community and region-based planning and service organizations to assist in accomplishing the City's overall goals, objectives, and Comprehensive Plan implementation.

SUMMARY

In this budget proposal the largest increase will be found in the Salaries and Benefits portion due to transfer of the Secretary to the Boards position into the new Planning Specialist position.

FY 2013/2014 PROPOSED GENERAL OPERATING BUDGET	\$ 180,400.00
FY 2013/2014 PROPOSED SALARIES AND BENEFITS BUDGET	<u>\$ 126,752.00</u>
Total	\$ 307,117.00

Below is a detailed description of each of the Planning Budget line items.

SALARIES AND BENEFITS - \$126,752.00

This item is being increased by \$31,395.00 (from \$95,357.00 to \$126,752.00) to reflect a 2% annual that is being requested across the board and provides for an anticipated increase in health benefits. It also includes the creation of the Planning Specialist position, which absorbs the Secretary to the Boards position and salary (with proposed 2% increase) and benefits currently under Public Works. The salary for the Planning Specialist position is proposed to be increased from the Secretary to the Boards salary to an annual salary of \$30,000.00 due to increased duties and responsibilities and will become an exempt position. Additionally, the amount allocated to employee benefits in this section is also increased to include the start of the City's contribution to the retirement fund for the Planning Director.

PERSONNEL SERVICES - \$172,700.00

509507 – Training – \$1,200.00

This amount is being increased by \$450.00 (from \$750.00 to \$1,200.00) to allow for the training needed to obtain the annual certification maintenance required by the professional certification and accreditation held by the Planning Director.

509508 – Travel – \$1,500.00

This amount is being increased by \$1,000.00 (from \$500.00 to \$1,500.00) to allow for the travel needed to obtain the training described above.

509516 – City Engineer – Contracted Services – \$150,000.00

This amount remains unchanged from the current budget and provides for professional engineering services for the Town.

509541 – Other - Contracted Services – \$20,000.00

This is a new budget item in the amount of \$20,000.00 that will allow staff to utilize other potential contracted services, such as surveying services, services provided by professional architects, etc..

SUPPLIES - \$4,000.00

509522 – Materials and Supplies - \$4,000.00

This amount was decreased by \$2,000.00 (from \$6,000.00 to \$4,000.00) as the previous year's budgeted amount included the funds needed to purchase the ArcGIS software and new hardware.

ADVERTISING, DUES & PUBLIC NOTICES - \$800.00

509532 – Dues – \$600.00

This amount is increased by \$25.00 (from \$575.00 to \$600.00) to account for a potential increase in dues required to maintain the current certification and accreditation.

509533 – Publications & Subscriptions – \$200.00

This amount is increased by \$121.00 (from \$79.00 to \$200.00) to allow for the purchase of planning documents and publications.

OTHER EXPENSES - \$2,900.00

509553 - Gasoline, Oil - \$2,000.00

This amount remains unchanged at \$2,000.00 as it is a sufficient amount to cover the mileage generated by the department.

509559 - Telephone & Communications – \$865.00

This amount is being increased by \$365.00 (from \$500.00 to \$865.00) to reflect current billing amounts.

**Public Works
FY 2013-2014 Budget Proposal**

The Public Works Division is primarily engaged in issuing building permits, building inspections, Code Enforcement and Stormwater management and supervision. Division staff work directly with each of the City's department and division senior officials, Board of Adjustment, Planning and Zoning Commission, City Council.

SUMMARY

FY 2013/2014 PROPOSED GENERAL OPERATING BUDGET	\$30,975.00
FY 2013/2014 PROPOSED SALARIES & BENEFITS BUDGET	<u>\$230,550.00</u>
Total	<u>\$261,525.00</u>

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

Salaries & Benefits – \$230,550.00

This amount assumes the 2% salary increase that is being requested across the board. Additionally, a proposed salary increase for Jay Blobner to \$40,000.00 per year is being proposed. It also includes the removal of the Secretary to the Boards position as it will now be included in the Planning Budget as a Planning Specialist.

Personnel Services –\$7,000

503506 - Uniforms, Safety Equipment and Supplies - \$1,000.00

This amount remains unchanged in the proposed budget. This account allocates funds for uniforms and safety equipment utilized by the Public Works Director, Public Works Manager, and Building Inspector.

503507 – Training - \$2,750.00

This amount is being decreased by \$750.00 (from \$3,500.00 to \$2,750.00) to reflect anticipated actual costs. These allocated funds provide for the required training and continuing education required to maintain the International Code Council (ICC) Certifications held by the Public Works Director, Building Inspector, and a Code Enforcement Officer.

503508 – Travel - \$3,250.00

This amount is being decreased by \$750.00 (from \$4,000.00 to \$3,250.00) to reflect anticipated actual costs. These allocated funds provide for the associated travel and per diem costs associated with the abovementioned training.

Supplies – \$3,975.00

503522 - Materials & Supplies - \$475.00

This amount remains unchanged in the proposed budget. This is the supply account for specialized/specific use items, such as building permit tags.

503525 – Office Supplies - \$3,500.00 This amount remains unchanged and provides for all standard office supplies for the division.

Advertising, Dues and Publications - \$1,250.00

503532 - Dues - \$750.00

This amount remains unchanged from the current fiscal year budget amount and covers the dues for the professionals associations that the Building Official and Inspector hold.

503533 – Publications and Subscriptions - \$500.00

This amount remains unchanged in the proposed budget.

Professional Fees –\$8,000.00

503541 – Contract Labor - \$8,000.00

This is being decreased to \$8,000.00 (from \$17,650 to \$8,000.00) since the Wal-Mart and new Fire Station will have been completed by the time the new budget is adopted. This covers the contracted inspection fees that may be required for certain projects.

Maintenance Expense –\$8,500.00

503553 - Gasoline & Oil - \$8,500.00

This amount is being decreased to \$8,500.00 (from \$11,000.00 to \$8,500.00) to reflect actual costs. Additionally, the division will be obtaining a Code Enforcement vehicle, Unit 403, to utilize for travel to sites requiring inspections.

503555 – Maintenance-Vehicle - \$1,000.00

This is an new account under Public Works. It is being established in order to maintain the Unit 403.

503561 - Rents – Equipment - \$0.00

This amount is reduced by \$2,000.00. The division does not have any rental equipment; therefore, no funds are allocated to this account this fiscal year.

Other Expenses – \$1,250.00

503571 – Miscellaneous Expense - \$250.00

This amount remains is unchanged in the proposed budget and accounts for any unexpected expenses that may arise.

503559 – Telephone & Communications - \$1,000.00

This amount remains unchanged from the current budget.

**Streets
FY 2013-2014 Budget Proposal**

Streets Division work includes maintaining drainage facilities, striping and repainting, the replacement of traffic control signs throughout the City, the repair of streets, concrete repair, shoulder stabilization, signal maintenance, street/easement/drainage facilities cleaning and building maintenance. The Streets budget also includes electricity cost for street lighting and maintenance.

SUMMARY

FY 2013/2014 PROPOSED GENERAL OPERATING BUDGET	\$84,700.00
FY 2013/2014 PROPOSED SALARIES & BENEFITS BUDGET	<u>\$87,620.00</u>
Total	\$172,320.00

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

Salaries & Benefits - \$87,620.00

This amount assumes the 2% salary increase that is being requested across the board and provides for an estimated increase in health benefits.

Personnel Services - \$800.00

504506 - Uniforms, Safety Equipment, Supplies - \$800.00

The amount remains unchanged from the current fiscal year. This item provides necessary city uniforms and associated safety equipment, such as high-visibility vest/jackets and other protective items.

504514 - Street Maintenance Contract - \$0.00

This item is being designated as a Special Fund as it will be completely funded by the sales tax revenue held to fund street maintenance projects. The Street Maintenance Special Fund will provide the required street and drainage facilities maintenance expenses and includes funds from previous years and the anticipated sales tax revenue designated for street maintenance for the 2013-2014 fiscal year

Supplies – \$24,000.00

504522 - Materials & Supplies - \$9,000.00

This current budgeted amount is being increased by \$2,250.00 (from \$6,750.00 to \$9,000.00). Current average expenses per month are \$1,056.00, which on an annual basis amounts to \$12,672.00. However, the power tools that were required to be replaced this year, will not need to be replaced next year; therefore, the requested amount should cover anticipated costs. This item is for materials used for the day to day operations of the Street Department. Materials includes QPR, quick set concrete, and hardware, tools, paint and supplies, nuts, bolts and other miscellaneous items.

504523 - Street Signs - \$15,000.00

This amount remains unchanged as the department currently averages \$1,261.84 in street sign expenses per month. This includes the replacement of 184 stolen/missing signs, 176 replacements/overlays of old signs due to graffiti, fading or damage. The Department has started using vandal proof hardware to help deter theft of street and traffic control signs. Signs are ordered on a monthly basis, as needed.

In accordance with a 2008 Federal Government ruling, staff will ensure the installation of High Intensity Prismatic signs when replacing old signs. The requirement for High Intensity Prismatic on all traffic signs, except parking, has resulted in an approximate 18% increase in cost per sign.

Maintenance Expense – \$55,400.00**504551 - Electricity - \$28,000.00**

The amount remains unchanged from the current fiscal year.

504553 - Gasoline & Oil - \$7,000.00

The amount remains unchanged from the current fiscal year. We are confident that even with the acquisition of unit HC-0637 from the Police Department and the fluctuation in the market the amount budgeted will be sufficient for FY 2013-2014. Current average cost per month is \$334.00 for two vehicles.

504555 - Maintenance-Equipment - \$6,400.00

This amount is being increased by \$3,400.00 (from \$3,000.00 to \$6,400.00). Current average cost per month is \$438, which on an annual basis amounts to \$5,256.00. This item includes oil changes, wheel bearing service, batteries, equipment registration, repairs to leaf blowers, chain saws, compactor, etc. All maintenance of equipment will continue to be managed through a maintenance program.

504556 Maintenance-Vehicles - \$10,000.00

This amount is being increased by \$5,000.00 to the amount of \$10,000.00. The reason for the increase is the acquiring of unit HC-0637 from the PD to be used as a motor pool vehicle. The vehicle will require a new transmission at a cost of approximately \$3,323.10 and a paint job at a cost of approximately \$1,500.00. All maintenance of vehicles will continue to be managed through a maintenance program.

504557 - Waste Disposal, Water - \$3,000.00

This amount will be reduced by \$3,000.00 (from \$6,000.00 to \$3,000.00) due to the current expenses not justifying the \$6,000.00 budgeted for FY 2012-2013. This item covers solid waste trash disposal at the Greater El Paso Landfill and the disposal of scrap tires to the shredders.

504561 - Rents Equipment - \$1,000.00

This amount remains unchanged from the current fiscal year and covers any equipment that may need to be rented to conduct street maintenance operations.

Other Expenses – \$4,500

504571 - Miscellaneous Expense - \$2,000.00

This amount is being increased by \$1,285.00.00 (from \$715 to \$2,000.00). The reason for the increase is due to the possible replacement of the pedestrian poles on N.

Darrington and Eastlake when they are hit and damaged. In 2012, there were two pedestrian poles and the traffic controller damaged due to vehicular collisions. This account is also used to pay for the cost of the safety barricades used in the Christmas parade and when extra traffic control devices are required.

504541 - Contract Labor - \$2,500.00

This amount remains unchanged from the current fiscal year. This item is used to have parkways and sidewalks cleaned when the street crew falls behind.

**Parks
FY 2013-2014 Budget Proposal**

Park maintenance remains outsourced with Green Earth landscaping and the noticeable improvements to the parks continue to trend upward. There is a continuing effort to improve all parks in the City through maintaining equipment to the inspections of the parks daily by the Code Enforcement Officers. The parks are currently inspected at least once a day by a Code Enforcement officer for any issues of concern that need to be addressed. We continue to experience damage to the sprinklers at all three parks and rock wall damage which are major expense items.

SUMMARY:

FY 2013/2014 PROPOSED GENERAL OPERATING BUDGET	\$287,500.00
Total	<u>\$287,500.00</u>

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

PERSONNEL SERVICES – \$244,800.00

508515 - Park Maintenance Contract - \$150,000.00

The current fiscal year budget amount of \$150,000.00 remains unchanged in the proposed budget.

508526 - Park Recreation Contract - \$30,000.00

This amount is being decreased by \$30,000.00 (from \$60,000.00 to \$30,000.00) and provides for the anticipated use of facilities at the golf course (pool, lockers and lounge).

508529 - Park Equipment Analysis - \$1,300.00

This budgeted amount is being decreased by \$1,200.00 (from \$2,500.00 to \$1,300.00). This item is necessitated by State and Insurance regulations. A Certified Playground Safety Inspector will be brought in to analyze and test the park equipment at Horizon Mesa Park and provide written documents pertaining to the results of the tests and the recommended corrective actions to bring the equipment to ASTM playground standards.

508530 - Park Construction & Additions - \$20,000.00

This amount is being increased by the requested \$20,000.00 (from \$0.00 to \$20,000.00). These funds will allow for the purchase of materials and installation of improvements that are needed at all three parks. Such improvements include swings seats, chains, engineered wood fiber and installation, repairs to playground equipment, improvement of the area around the playground and swing set areas, and replacement of the slide that is badly damaged and sand at Horizon Mesa Park. These include improvements that were identified in the playground audit that was conducted in June 2013.

508555 - Equipment Maintenance - \$13,000.00

This amount is increased by \$9,000.00 (from \$4,000.00 to \$13,000.00) to provide for the maintenance of the sprinkler systems, backflow preventers, fencing and all parks equipment to include playground equipment and the water park. This will also include our support equipment to include mowers. The current average expense per month is \$1,148.00 for all three parks.

508534 - Equipment Insurance - \$500

This amount remains unchanged from the current budget.

Supplies – \$8,000.00

508522 - Materials & Supplies - \$8,000.00

This amount is being increased by \$6,800.00 (from \$1,200.00 to \$8,000.00). This increase will allow for the purchase of specialized/specific use items such as doggie bags, paint, graffiti remover, trash drums, screening, playground sand and wood chips. The current average expense per month is \$685.00.

Maintenance Expense – \$64,700.00

508551 - Electricity - \$8,500.00

The current fiscal year budget amount of \$8,500.00 is unchanged in the proposed budget.

508557 - Waste Disposal, Water - \$55,000.00

This amount is being increased by \$10,000.00 (from \$45,000.00 to \$55,000.00) to account for actual costs. Along with this increase along with modified operating hours for the splash pad at Golden Eagle Park will be implemented to assist in keeping the associated utility costs within the budgeted amount.

508561 - Rents Equipment - \$1,200.00

The current fiscal year budgeted amount is reduced to by \$9,700.00 (from \$10,900.00 to \$1,200.00) for fiscal year 2013-2014. The reduction is due to the Portable Jons being serviced under the current parks contract with Green Earth Landscaping. The funds that were budgeted in this account have been moved into equipment maintenance and materials and supplies.

**Code Enforcement
FY 2013-2014 Budget Proposal**

Code Enforcement matters continue to be a significant quality of life concern in the community. The division has two certified officers who operate under the direction of the Public Works Manager. The officers vigorously pursue the required action of public outreach by educating the residents with copies of city ordinances, verbal and written warnings and written citations when required. Proper protocol will always be followed in regard to any Municipal Court action that will be taken. The schedules of the two officers are set up to provide seven day coverage. At times the schedules are staggered when there may be a need to do so.

SUMMARY

FY 2013/2014 PROPOSED GENERAL OPERATING BUDGET	\$36,700.00
FY 2013/2014 PROPOSED SALARIES & BENEFITS BUDGET	<u>\$115,358.00</u>
Total	<u>\$152,058.00</u>

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

Salaries & Benefits - \$115,358.00

This amount assumes the 2% salary increase that is being requested across the board and provides for an estimated increase in health benefits. Additionally, this includes the salary of the Code Enforcement Administrative Assistant that was included in the employee salary breakdown in the current year's budget, but was not reflected under the Code Enforcement Division.

Personnel Services - \$4,500.00

510506 - Uniforms, Safety Equipment, Supplies - \$1,000.00

This amount remains unchanged from the current fiscal year. This item provides necessary city uniforms for two officers and associated safety equipment (high visibility vests/jackets, shoes and other protective items).

510507 - Training - \$1,000.00

This amount remains unchanged from the current fiscal year. This item provides the required specialized training needed by the two officers to remain current with State Certification requirements as detailed in the Texas Administrative Code.

510508 - Travel - \$2,500.00

This amount remains unchanged from the current fiscal year. This account funds the travel cost to training sites and per diem for out of town venues.

Supplies - \$1,250.00

510522 - Materials & Supplies - \$750.00

This amount is being increased by \$250.00 (from \$500.00 to \$750.00) for 2013-2014. This account funds the purchase of specialized/specific use items that are used by the division such as citation paper, business cards, notice of violation sheets, citation envelopes, wooden stakes for posting property and spray paint for graffiti removal.

510525 - Office Supplies - \$500.00

This amount remains unchanged from the current fiscal year of \$500. This account funds the purchase of standard office supplies for the division, such as printer paper, files, organizers, pens and camera media.

Advertising, Dues and Publications – \$3,500.00

510532 - Dues - \$500.00

This amount remains unchanged from the current budget. It covers the annual cost of dues for the Code Enforcement officers to maintain their professional certifications.

510533 Publications and Subscriptions \$3,000.00

This amount is being increased by \$2,200.00 (from \$800.00 to \$3,000.00) to reflect the \$2,600.00 annual fee for the proposed purchase of the Teletrac software that will be used for six vehicles and \$400.00 for the funding of Public Service Announcement material that will be put out to the general public by Code Enforcement. The Teletrac software will assist in reducing fuel cost and provide integrated location information into scheduling and planning strategies to ensure the highest levels of productivity and utilization of the employees. It also provides management of vehicle maintenance.

Professional Fees – \$20,000.00

510541 - Contract Labor - \$20,000.00

The amount is being decreased by \$10,000.00 (from \$30,000.00 to \$20,000.00) to reflect actual costs. This account provides funding to contractors for the cleanup of properties when the property owners do not respond to the City's request to do so. When necessary, the City bids the cleanup of the property and awards to the lowest bid contractor.

Maintenance Expense – \$6,550.00

510553 - Gasoline, Oil - \$3,800.00

The amount will be reduced by \$700 (from \$4,500.00 to \$3,800.00) due to unit 403 transferring into Public Works for FY 2013-2014. There are currently three vehicles that are expensed out of this account, Units 618, 6260 and 403.

510555 - Maintenance-Equipment - \$750.00

The amount remains unchanged from the current fiscal year of \$750.00. This account provides funding for the maintenance of the ticket writers/printers and other equipment as needed.

510556 - Maintenance-Vehicles - \$2,000.00

The amount remains unchanged from the current fiscal year of \$2,000.00. This account will provide funding for the continuation of the maintenance program currently in place for the three vehicles.

Other Expenses – \$900.00

510571 - Miscellaneous Expense - \$300.00

This amount will be reduced by \$200.00 (from \$500.00 to \$300.00) to reflect actual expenses made in FY2012-2013. This item is the cost coverage for expenses not anticipated in other expense line items.

510559 - Telephone & Communications - \$600

This amount remains unchanged.

510572 - Public Relations - \$0.00

This item is being incorporated into the Publications and Subscriptions account; therefore, no funds are proposed to be allocated to this account.

**Stormwater
FY 2013-2014 Budget Proposal**

The Public Works Division is also in charge of keeping in compliance with Storm Water issues that is regulated by the Texas Commission of Environmental Quality. The Town of Horizon City is to be in compliance for Phase 11 Municipal Separate Storm Sewer System (MS4) Permits. This is a new section in the budget in order to properly account for the funds dedicated to Stormwater activities.

SUMMARY

FY 2013/2014 PROPOSED GENERAL OPERATING BUDGET	<u>\$21,250.00</u>
Total	\$21,250.00

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

Personnel Services –\$2,500.00

511507 - Training - \$1,000.00

This is for required training to keep current on laws and regulations regarding Stormwater issues and State requirements and to maintain certification held by two staff members.

511508 – Travel - \$1,500.00

This is needed to accomplish the Stormwater Training.

Supplies – \$500.00

511522 - Materials & Supplies - \$500.00

These funds are needed to purchase supplies that are to be distributed to the General Public for Education and Information purpose as a requirement of the Town's Stormwater Permit.

Advertising, Dues and Publications - \$1,750.00

511532 - Dues - \$750.00

This amount is pay for dues that are required to maintain current certifications held by two staff member.

511533 - Publications and Subscriptions - \$1000.00

This amount is to purchase needed Code books and information regarding Stormwater Regulations.

Professional Fees –\$15,000.00

511541 - Contract Labor - \$15,000.00

The Town of Horizon City is a Phase 11 MS4 that is going to submit a Five Year Permit Application Program following TCEQ regulations. Staff anticipates the need to contract professional services to assist in the preparation of the five year permit.

Maintenance Expense –\$1,000.00

511556 - Rents Equipment - \$1,000.00

This amount is to provide for the rental of equipment needed to clean stormwater drains.

Other Expenses –\$500.00

511571 - Miscellaneous Expense - \$500.00

This amount is to account for any unexpected expenses that may arise.

Town of Horizon City FY2013 - 2014 Budget

Section Three, Budget and Accounting Detail

Town of Horizon City

Administrative Services FY2012 - 2013 Budget

Town of Horizon City Expenses Administrative Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
SALARIES & BENEFITS							
501501	Salaries	179,337	203,114	172,119	193,625	128,172	12.49%
501505	Health Insurance	39,164	46,018	26,609	55,831	29,330	109.82%
501505	Vision/Dental	2,220		2,220			-100.00%
501504	Retirement	5,380	12,374	5,164	10,055	7,840	94.71%
501503	FICA	24,210	30,113	23,236	26,496	10,149	14.03%
501535	Workmen's Compensation	1,094	1,603	1,050	1,050	653	0.00%
	TOTAL SALARIES & BENEFITS	251,405	293,222	230,398	287,057	176,144	24.59%
PERSONNEL SERVICES							
501506	Uniforms, Safety Equip, Supply	-	-	500	500	499	0.00%
501507	Training	3,434	3,977	4,750	5,000	1,760	5.26%
501508	Travel	1,273	1,059	6,175	7,000	2,126	13.36%
501513	Finance - Contracted Services	32,500	32,216	45,000	45,000	34,616	0.00%
	Network Support - Contracted						
501517	Services	47,250	54,646	40,000	40,000	28,800	0.00%
501520	Legal-Contracted Services	92,359	108,213	170,000	150,000	141,961	-11.76%
501581	MHMR - Contracted Services			6,000			-100.00%
	Appraisal Fees - Contracted						
501518	Services	24,446	28,258	20,000	20,000	19611	0.00%
	TOTAL PERSONNEL SERVICES	201,262	228,369	292,425	267,500	229,373	-8.52%
SUPPLIES							
501521	Janitorial Supplies	1,360	2,203	4,000	3,000	2,454	-25.00%
501522	Materials & Supplies	4,036	5,803	11,000	7,500	4322	-31.82%
501524	Postage	5,661	7,896	5,000	6,000	6,369	20.00%
501525	Office Supplies	10,350	7,245	8,000	7,000	4537	-12.50%
	TOTAL SUPPLIES	21,407	23,147	28,000	23,500	17,682	-16.07%

Town of Horizon City

Administrative Services FY2012 - 2013 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
ADVERTISING, DUES & PUBLIC NOTICES							
501531	Advertising & Public Notices	16,184	13,892	15,000	10,000	7,162	-33.33%
501532	Dues	453	9,657	10,000	2,000	815	-80.00%
501533	Publications & Subscriptions	4,778	2,926	3,000	4,000	3,617	33.33%
	TOTAL ADVERTISING, DUES AND P/N	21,415	26,475	28,000	16,000	11,594	-42.86%
INSURANCE							
501534	Property	13,860	15,070	15,000	15,000	12,128	0.00%
501536	Liability	15,302	11,225	16,500	16,500	11,042	0.00%
501543	Bonds	772	769	1,000	1,000	620	0.00%
	TOTAL INSURANCE	29,934	27,064	32,500	32,500	23,790	0.00%
PROFESSIONAL FEES							
501603	Contract Labor						
501616	Tax Collection Fees	4,298	-	3,500	-	3,808	-100.00%
	TOTAL PROFESSIONAL FEES	4,298	-	3,500	-	3,808	-100.00%
MAINTENANCE EXPENSE							
501551	Electricity	14,825	17,943	18,000	15,000	9,523	-16.67%
501552	Gas - Natural	1,450	1,835	3,000	3,000	1,345	0.00%
501553	Gasoline, Oil	6,253	3,469	4,000	1,500	1,104	-62.50%
501444	Accounting Software	-	-	-	120,000	-	
501554	Maintenance-Bldg	20,210	11,509	25,000	25,000	9,219	0.00%
501555	Maintenance - Equipment	2,472	10,334	5,000	5,000	17,896	0.00%

Town of Horizon City

Administrative Services FY2012 - 2013 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
501557	Waste Disposal, Water	6,225	6,786	7,500	7,500	5,235	0.00%
501561	Rents - Equipment	5,214	6,733	8,000	8,000	3,578	0.00%
501562	Rents - Building	49,889	49,400	50,000	50,000	37,609	0.00%
501558	Maintenance - Computers/Copiers	21,512	11,079	15,000	10,000	200	-33.33%
	TOTAL MAINTENANCE EXPENSE	128,050	119,088	135,500	245,000	85,709	80.81%
OTHER EXPENSES							
501542	Audit Fee	-	83,846	-	15,000	27,337	
501528	Codification services	-	-	-	15,000	-	
501543	Tax Collection fees	-	7,505	-	3,500	-	
501544	Property taxes	-	3,131	-	-	-	
501571	Miscellaneous Expense	62,705	3,039	7,125	3,000	2,705	-57.89%
501572	Public Relations	1,589	6,339	6,840	6,840	3,126	0.00%
501580	Other Contracted Services	-	618	-	-	-	
501563	Storage Rental	5,808	5,798	6,000	6,000	4,047	0.00%
501571	Election Expense	18,348	-	20,000	20,000	-	0.00%
501559	Telephone & Communications	37,097	41,604	20,000	23,000	29,624	15.00%
501527	Drug Test	-	-	750	3,000	-	300.00%
501576	Council Member Stipend	-	-	-	22,000	-	

Town of Horizon City Administrative Services FY2012 - 2013 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
501575	Bank Fees	-	-	8,000	5,000	2,329	-37.50%
	TOTAL OTHER EXPENSE	125,547	151,880	68,715	122,340	69,168	78.04%
	TOTAL ADMINISTRATION EXPENSE	783,318	869,245	819,038	993,897	617,268	21.35%

Town of Horizon City Public Service FY2013 - 2014 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
502	General Personnel Services	-	102,204	153,615	175,000	148,258	13.92%
	TOTAL PERSONNEL EXPENSE	-	102,204	153,615	175,000	148,258	13.92%
	TOTAL PERSONNEL EXPENSE	-	102,204	153,615	175,000	148,252	13.92%

Town of Horizon City

Public Works FY2013 - 2014 Budget

Town of Horizon City Expenses
Public Works Budget Worksheet

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
SALARIES & BENEFITS							
503501	Salaries	148,737	166,881	176,160	154,771	145,772	-12.14%
503502	Overtime	-	-	500	-	-	-100.00%
503505	Health Insurance	27,683	32,725	26,609	56,185	29,241	111.15%
503505	Vision/Dental	43	-	2,220	-	6,482	-100.00%
503504	Retirement	4,462	7,712	5,241	8,025	-	53.12%
503503	FICA	20,079	11,892	23,633	10,834	10,202	-54.16%
503535	Workmen's Compensation	907	979	1,128	735	486	-34.84%
	TOTAL SALARIES & BENEFITS	201,911	220,189	235,491	230,550	192,183	-2.10%
PERSONNEL SERVICES							
503506	Uniforms, Safety Equip, Supl	-	1,165	1,000	1,000	615	0.00%
503507	Training	2,119	2,907	3,500	2,750	3,092	-21.43%
503508	Travel	4,559	4,807	4,000	3,250	3,654	-18.75%
	TOTAL PERSONNEL SERVICES	6,678	8,879	8,500	7,000	7,361	-17.65%
SUPPLIES							
503522	Materials & Supplies	119	1,197	475	475	152	0.00%
503525	Office Supplies	3,080	6,678	3,500	3,500	2,823	0.00%
	TOTAL SUPPLIES	3,199	7,875	3,975	3,975	2,975	0.00%

Town of Horizon City

Public Works FY2013 - 2014 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
	ADVERTISING, DUES & PUB.						
503532	Dues	110	170	750	750	445	0.00%
503533	Publications & Subscriptions	190	421	500	500	321	0.00%
	TOTAL ADVERTISING, DUES & PUBS	300	591	1,250	1,250	766	0.00%
	PROFESSIONAL FEES						
503541	Contract Labor	11,675	4,065	17,650	8,000	2,905	-54.67%
	TOTAL PROESSIONAL FEES	11,675	4,065	17,650	8,000	2,905	-54.67%
	MAINTENANCE EXPENSE						
503553	Gasoline, Oil	6,686	9,440	11,000	8,500	5,866	-22.73%
503555	Maintenance- Equipment	-	-	-	1,000	-	
503561	Rents - Equipment	-	-	2,000	-	-	-100.00%
	TOTAL MAINTENANCE EXPENSE	6,686	9,440	13,000	9,500	5,866	-26.92%

Town of Horizon City Public Works FY2013 - 2014 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
	OTHER EXPENSES						
503571	Miscellaneous Expense	101	42	250	250	14	0.00%
503559	Telephone & Communications	1,483	1,147	1,000	1,000	1,075	0.00%
	TOTAL OTHER EXPENSES	1,584	1,189	1,250	1,250	1,089	0.00%
							-6.97%
	TOTAL PUBLIC WORKS EXPENSES	232,033	252,228	281,116	261,525	213,145	

Town of Horizon City

STREETS FY2013 -2014 Budget

Town of Horizon City Expenses
Streets Budget Worksheet

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
SALARIES & BENEFITS							
504501	Salaries	53,675	45,701	52,828	53,909	42,568	2.05%
504502	Overtime	87	285	1,000	1,000	230	0.00%
504505	Health Insurance	11,849	11,294	10,643	27,030	13,195	153.97%
504505	Vision/Dental	18		888		-	-100.00%
504504	Retirement	1,610	1,409	1,585	3,774	893	138.11%
504503	FICA, Social Security, Medicare	7,246	3,459	7,132	1,585	3,214	-77.78%
504535	Workmen's Compensation	327	6,911	322	322	3,431	0.00%
	TOTAL SALRIES & BENEFITS	74,812	69,059	74,398	87,620	63,531	17.77%
PERSONNEL SERVICES							
504506	Uniforms, Safety Equip, Supl	869	735	800	800	765	0.00%
504514	Street Maintenance Contract	8,988	22,548	80,000	-	56,152	-100.00%
	Traffic Controller Maintenance Contract			2,500		-	-100.00%
	TOTAL PERSONNEL SERVICES	9,857	23,283	83,300	800	56,917	-99.04%
SUPPLIES							
504522	Materials & Supplies	4,530	5,531	6,750	9,000	8,437	33.33%

Town of Horizon City STREETS FY2013 -2014 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
504523	Street Signs	9,959	10,219	15,000	15,000	12,229	0.00%
	TOTAL SUPPLIES	14,489	15,750	21,750	24,000	20,666	10.34%
	MAINTENANCE EXPENSE						
504551	Electricity	31,296	38,214	28,000	28,000	22,076	0.00%
504553	Gasoline, Oil	4,139	5,260	7,000	7,000	2,775	0.00%
504555	Maintenance - Equipment	1,626	3,013	3,000	6,400	3,836	113.33%
504556	Maintenance - Vehicles	4,583	9,060	5,000	10,000	4,615	100.00%
504557	Waste Disposal, Water	2,338	947	6,000	3,000	380	-50.00%
504561	Rents - Equipment			1,000	1,000	-	0.00%
	TOTAL MAINTENANCE EXPENSE	43,982	56,494	50,000	55,400	33,682	10.80%
	OTHER EXPENSES						
504571	Miscellaneous Expense	246	486	715	2,000	239	179.72%
504541	Contracted Labor				2,500	1,480	
504559	Telephone & Communications		325	715		509	-100.00%
	TOTAL OTHER EXPENSES	246	811	1,430	4,500	2,228	214.69%
	TOTAL STREETS	143,386	165,397	230,878	172,320	177,024	-25.36%

Town of Horizon City

PUBLIC SAFETY FY2013 -2014 Budget

Public Safety Budget Worksheet

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
SALARIES & BENEFITS							
505501	Salaries	-	812,398	843,928	959,890	711,774	13.74%
505502	Overtime	-	109,455	12,000	45,000	121,231	275.00%
505502	OT-Stonegarden	-	-	12,000	-	-	-100.00%
505502	OT-Holiday Overtime	-	-	16,560	-	-	-100.00%
505502	Holiday Straight Time	-	-	12,304	-	-	-100.00%
505505	Health Insurance	-	154,610	133,043	214,414	144,692	61.16%
505505	Vision/Dental	-	-	10,656	-	-	-100.00%
505504	Retirement	-	34,511	-	40,200	30,297	
505503	FICA, Social Security, Medicare	-	69,410	113,930	67,075	62,388	-41.13%
505535	Workmen's Compensation	-	33,369	5,148	-	18,059	-100.00%
	TOTAL SALARIES & BENEFITS	1,009,484	1,213,753	1,159,569	1,326,579	1,088,441	14.40%
PERSONNEL SERVICES							
505506	Uniforms, Safety Equip, Supl Training/Certifications/Shift	12,000	21,825	17,000	19,000	21,130	11.76%
505507	Deferential	9,000	9,006	12,000	12,000	8,397	0.00%
505508	Travel	3,500	4,155	2,000	2,000	5,240	0.00%
	TOTAL PERSONNEL SERVICES	24,500	34,986	31,000	33,000	34,767	6.45%

Town of Horizon City

PUBLIC SAFETY FY2013 -2014 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
	SUPPLIES						
505522	Materials & Supplies	8,600	8,492	11,600	12,500	9,810	7.76%
505525	Office Supplies	4,000	7,841	5,000	5,000	3,041	0.00%
	TOTAL SUPPLIES	12,600	16,333	16,600	17,500	12,851	5.42%
	ADVERTISING, DUES & PUB.						
505532	Dues	9,000	4,624	9,000	9,000	7,569	0.00%
505533	Publications & Subscriptions	1,000	1,366	1,000	700	374	-30.00%
	TOTAL ADVERTISING, DUES & PUB	10,000	5,990	10,000	9,700	7,943	-3.00%
	MAINTENANCE EXPENSE						
505553	Gasoline, Oil	30,000	72,190	65,000	50,000	39,115	-23.08%
505554	Maintenance - Bldg	1,000	1,041	5,000	6,100	4,340	22.00%
505555	Maintenance - Equipment	5,000	1,626	1,500	1,500	1,307	0.00%
505556	Maintenance - Vehicles	15,000	23,951	17,000	30,000	33,794	76.47%
505564	CIP Vehicles	-	-	-	-	-	
505565	Equipment Investigative radio	-	-	-	-	-	
505561	Rents-Equipment	2,000	1,658	-	1,500	1,890	
505564	Equipment	-	-	-	-	-	
505558	Maintenance - Computers	-	-	500	1,000	129	100.00%
	TOTAL MAINTENANCE EXPENSE	53,000	100,466	89,000	90,100	80,575	1.24%

Town of Horizon City

PUBLIC SAFETY FY2013 -2014 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
	OTHER EXPENSES						
505571	Miscellaneous Expense	8,500	6,099	6,000	6,000	3,921	0.00%
505572	Public Relations	1,500	2,202	3,000	3,000	2,219	0.00%
505575	Police Explorers	-	-	-	1,000	-	
505563	Storage Rental	2,000	-	10,000	-	-	-100.00%
505559	Telephone & Communications	7,500	10,786	19,000	12,000	16,940	-36.84%
	TOTAL OTHER EXPENSES	19,500	19,087	38,000	22,000	23,080	-42.11%
	TOTAL PUBLIC SAFETY	<u>1,129,084</u>	<u>1,390,615</u>	<u>1,344,169</u>	<u>1,498,879</u>	<u>1,247,657</u>	11.51%

Town of Horizon City Courts FY2013–2014 Budget

Town of Horizon City Expenses Courts Budget Worksheet

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
SALARIES & BENEFITS							
506501	Salaries	94,494	89,643	118,240	121,270	92,776	2.56%
506505	Health Insurance	15,633	21,186	21,287	35,978	28,297	69.02%
506505	Vision/Dental	1,776		1,776	-	-	-100.00%
506504	Retirement	2,835	5,994	3,547	6,000	6,456	69.16%
506503	FICA, Social Security, Medicare	12,757	8,526	15,962	16,683	8,267	4.52%
506535	Workmen's Compensation	576	642	721	-	319	-100.00%
	TOTAL SALARIES & BENEFITS	128,071	125,991	161,533	179,931	136,115	11.39%
PERSONNEL SERVICES							
506111	Uniforms, Safety Equip, Supl				-	-	
506113	Training	893	606	2,000	1,500	1,274	-25.00%
506115	Travel	1,894	1,166	4,000	2,000	2,241	-50.00%
506125	Judge - Contracted	37,369	38,995	36,000	36,000	30,502	0.00%
506512	Visiting Judge - Contracted	-	-	3,000	3,000	-	0.00%
506170	Translator - Contracted	170	100	1,500	6,000	700	300.00%

Town of Horizon City Courts FY2013–2014 Budget

TOTAL PERSONNEL SERVICES		40,326	40,867	46,500	48,500	34,717	4.30%
		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
SUPPLIES							
506303	Materials & Supplies	986	2,261	1,000	1,000	1,248	0.00%
506309	Office Supplies	1,486	3,928	3,000	2,000	1,387	-33.33%
	TOTAL SUPPLIES	2,472	6,189	4,000	3,000	2,635	-25.00%
ADVERTISING, DUES & PUBLICITY							
506401	Advertising & Public Notices		400	500	500	-	0.00%
506405	Dues	102		200	300	198	50.00%
506407	Publications & Subscriptions	472	357	600	500	102	-16.67%
	TOTAL ADVERTISING DUES & PUB.	574	757	1,300	1,300	300	0.00%
OTHER EXPENSES							
506803	Miscellaneous Expense	2,884	1,354	500	500	315	0.00%
506816	Telephone & Communications	1,851	2,197	3,000	3,000	2,180	0.00%
	TOTAL OTHER EXPENSES	4,735	3,551	3,500	3,500	2,495	0.00%
TOTAL MUNICIPAL COURT		176,178	177,355	216,833	236,231	176,262	8.95%

Town of Horizon City

DEBT FY2013 - 2014 Budget

Town of Horizon City
Capital Improvements and Debt Budget Worksheet
For the Year Ending September 30, 2014

	08-09 Budget	FY 10-11 Budget	FY 10-11 Actual	FY 12-13 Budget	FY 13-14 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	25,795
507621 Bond Principal				25,000	25,000
507622 Loan Interest				3,901	5,375
507623 Loan Principal				33,879	33,899
507624 Capital Lease Interest				4,705	-
507625 Capital Lease Principal				34,501	-
507626 Interest on loan for Property				-	12,989
507627 Principal on loan for Property				-	137,441
TOTAL DEBT SERVICE				127,859	240,499
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 FY2013 - 2014 Budget

Town of Horizon City Expenses Parks Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
SALARIES & BENEFITS							
	Salaries						
	Health Insurance						
	Vision/Dental						
	Retirement						
	FICA, Social Security, Medicare						
	Workmen's Compensation						
<hr/>							
	TOTAL SALARIES & BENEFITS	-	-	-	-	-	
PERSONNEL SERVICES							
508515	Park Maintenance - Contract	179,650	169,391	150,000	150,000	110,866	0.00%
508526	Park Recreation - Contract			60,000	30,000	-	-50.00%
508529	Park Equipment Analysis - Contract			2,500	1,300	-	-48.00%
508530	Park Construction				20,000	-	
508555	Equipment Maintenance			4,000	13,000	7,137	225.00%
508534	Equipment Insurance			500	500	-	0.00%
<hr/>							
	TOTAL PERSONNEL SERVICES	179,650	169,391	217,000	214,800	118,003	-1.01%

Town of Horizon City Parks FY2013 - 2014 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
	SUPPLIES						
508522	Materials & Supplies	6,015	1,065	1,200	8,000	3,933	566.67%
	TOTAL SUPPLIES	6,015	1,065	1,200	8,000	3,933	566.67%
	MAINTENANCE EXPENSE						
508551	Electricity	11,538	12,823	8,500	8,500	6,146	0.00%
508557	Waste Disposal, Water	61,706	74,701	45,000	55,000	92,299	22.22%
508561	Rents - Equipment	14,155	14,316	10,900	1,200	1,304	-88.99%
	TOTAL MAINTENANCE EXPENSE	87,399	101,840	64,400	64,700	99,749	0.47%
	OTHER EXPENSES						
508559	Telephone & Communications	-	-	-	-	-	
	TOTAL OTHER EXPENSES	-	-	-	-	-	
	TOTAL PARKS	273,064	272,296	282,600	287,500	221,685	1.73%

Planning FY2013- 2014 Budget

Town of Horizon City Expenses Planning Budget Worksheet

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
SALARIES & BENEFITS							
509501	Salaries	71,396	98,006	76,501	101,400	56,549	32.55%
509505	Health Insurance	6,286	-	5,322	6,386	5,528	20.00%
509505	Vision/Dental	7	6,352	444	8,411	-	
509504	Retirement	2,142	1,817	2,295	3,457	-	50.63%
509503	FICA, Social Security, Medicare	9,638	6,900	10,328	7,098	4,326	-31.27%
509535	Workmen's Compensation	436	384	467	-	191	-100.00%
	TOTAL SALARIES & BENEFITS	89,905	113,459	95,357	126,752	66,594	32.92%
PERSONNEL SERVICES							
509507	Training	136	79	750	1,200	200	60.00%
509508	Travel	3,948	3,079	500	1,500	-	200.00%
509541	Contracted				20,000	-	
509516	City Engineer - Contracted	72,045	40,648	150,000	150,000	132,776	0.00%
	TOTAL PERSONNEL SERVICES	76,129	43,806	151,250	172,700	132,976	14.18%

Planning FY2013- 2014 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
SUPPLIES							
509522	Materials and Supplies	-	968	6,000	4,000	5,686	-33.33%
	TOTAL SUPPLIES	-	968	6,000	4,000	5,686	-33.33%
ADVERTISING, DUES & PUBLICATIONS							
509532	Dues	557	1,552	575	600	575	4.35%
509533	Publications & Subscriptions		263	79	200	30	153.16%
	TOTAL ADVERTISING, DUES & PUB	557	1,815	654	800	605	22.32%
OTHER EXPENSES							
509553	Gasoline, Oil			2,000	2,000	579	0.00%
509559	Telephone & Communications	663	607	500	865	696	73.00%
	TOTAL OTHER EXPENSES	663	607	2,500	2,865	1,275	14.60%
	TOTAL PLANNING	167,254	160,655	255,761	307,117	207,136	20.08%

CODE ENFORCEMENT FY2013- 2014 Budget

**Town of Horizon City Expenses
Code Enforcement Budget Worksheet**

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
SALARIES & BENEFITS							
510501	Salaries		47,985	61,229	88,822	63,124	45.07%
510502	Overtime				500	-	
510505	Health Insurance			10,643	17,608	7,987	65.44%
510505	Vision/Dental		5,952	888		-	-100.00%
510504	Retirement		611	1,837	1,837	1,555	0.00%
510503	FICA, Social Security, Medicare		3,625	8,266	6,218	4,799	-24.78%
510535	Workmen's Compensation			373	373	-	0.00%
	TOTAL SALARIES & BENEFITS	-	58,173	83,236	115,358	77,465	38.59%
PERSONNEL SERVICES							
510506	Uniforms, Safety Equipment, Supl		793	1,500	1,000	749	-33.33%
510507	Training		1,415	2,250	1,000	1,360	-55.56%
510508	Travel		1,526	3,250	2,500	2,673	-23.08%
	TOTAL PERSONNEL SERVICES	-	3,734	7,000	4,500	4,782	-35.71%

CODE ENFORCEMENT FY2013- 2014 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
	SUPPLIES						
510522	Materials & Supplies		623	500	750	431	50.00%
510525	Office Supplies		487	500	500	404	0.00%
	TOTAL SUPPLIES	-	1,110	1,000	1,250	835	25.00%
	ADVERTISING, DUES & PUBLICATIONS						
510532	Dues	-	-	500	500	564	0.00%
510533	Publications & Subscriptions	-	-	800	3,000	-	275.00%
	TOTAL ADVERTISING, DUES & PUB	-	-	1,300	3,500	564	169.23%
	PROFESSIONAL FEES						
510541	Contract Labor		19,855	30,000	20,000	14,455	
	TOTAL PROFESSIONAL FEES	-	19,855	30,000	20,000	14,455	
	MAINTENANCE EXPENSE						
510553	Gasoline, Oil		3,488	4,500	3,800	3,191	-15.56%
510555	Maintenance - Equipment		190	750	750	149	
510556	Maintenance - Vehicles		807	2,000	2,000	2,791	
	TOTAL MAINTENANCE EXPENSE	-	4,485	7,250	6,550	6,131	-9.66%

CODE ENFORCEMENT FY2013- 2014 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date	% Change from adopted to proposed
OTHER EXPENSES							
510571	Miscellaneous Expenses		513	500	300	269	-40.00%
510559	Telephone & Communications		293	600	600	565	0.00%
510572	Public Relations		32	1,500		12	-100.00%
TOTAL OTHER EXPENSES		-	838	2,600	900	846	-65.38%
TOTAL CODE ENFORCEMENT EXPENSES		-	88,195	132,386	152,058	105,078	14.86%

STORM WATER FY2013- 2014 Budget

Town of Horizon City Expenses Storm Water Budget Worksheet

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date
SALARIES & BENEFITS						
511501	Salaries		-	-	-	
511502	Overtime		-	-	-	
511505	Health Insurance		-	-	-	
511505	Vision/Dental		-	-	-	
511504	Retirement		-	-	-	
511503	FICA, Social Security, Medicare		-	-	-	
511535	Workmen's Compensation		-	-	-	
	TOTAL SALARIES & BENEFITS	-	-	-	-	
PERSONNEL SERVICES						
511506	Uniforms, Safety Equipment, Supl	-	-	-	-	
511507	Training	-	-	-	1,000	
511508	Travel	-	-	-	1,500	
	TOTAL PERSONNEL SERVICES	-	-	-	2,500	

STORM WATER FY2013- 2014 Budget

		FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted	FY 13-14 Proposed	FY 12-13 year to date
SUPPLIES						
511522	Materials & Supplies	-	-	-	500	
511525	Office Supplies	-	-	-	-	
	TOTAL SUPPLIES	-	-	-	500	
ADVERTISING, DUES & PUBLICATIONS						
511532	Dues	-	-	-	750	
511533	Publications & Subscriptions	-	-	-	1,000	
	TOTAL ADVERTISING, DUES & PUB	-	-	-	1,750	
PROFESSIONAL FEES						
511541	Contract Labor	-	-	-	15,000	
	TOTAL PROFESSIONAL FEES	-	-	-	15,000	
MAINTENANCE EXPENSE						
511553	Gasoline, Oil	-	-	-	-	
511555	Maintenance - Equipment	-	-	-	-	
511556	Rents Equipment	-	-	-	1,000	
	TOTAL MAINTENANCE EXPENSE	-	-	-	1,000	

STORM WATER FY2013- 2014 Budget

OTHER EXPENSES

511571	Miscellaneous Expenses	-	-	-	500
511559	Telephone & Communications	-	-	-	-
511572	Public Relations	-	-	-	-
TOTAL OTHER EXPENSES		-	-	-	500
TOTAL STORM WATER EXPENSES		-	-	-	21,250