

City of Haltom City, Texas  
Annual Budget  
Fiscal Year 2016

**Animal Services**

**Beautification**

**CODE**

**D R A I N A G E**

**FIRE**

**LIBRARY**

**Parks & Recreation**

**POLICE**

**Solid Waste**

**Streets Sidewalks**

**Water and Sewer**



Haltom City

**This document was prepared by the**

**FINANCE DEPARTMENT**

**The Finance Department expresses its  
appreciation to all City departments for  
their assistance and cooperation**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Haltom City  
Texas**

For the Fiscal Year Beginning

**October 1, 2014**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award of Distinguished Budget Presentation to the City of Haltom City of its annual budget for the fiscal year beginning October 1, 2014.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as a financial plan and as a communications device.

The award is for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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**Annual Budget FY2016**

# BUDGET INTRODUCTION



An introduction to the Annual Budget presented in a series of narrative documents designed to give the reader relevant information regarding the City's budget process and fiscal environment.

- ❖ City Manager's Transmittal Letter
- ❖ Strategic Goals
- ❖ Organizational Chart
- ❖ Council Members and Management Staff
- ❖ Budget Calendar
- ❖ Budget Ordinance
- ❖ Tax Ordinance





# CITY OF HALTOM CITY

5024 Broadway • P.O. Box 14246 • Haltom City, TX 76117-0246 • 817.222.7700 • Fax: 817.222.7237 • [www.haltomcitytx.com](http://www.haltomcitytx.com)

October 1, 2015

Honorable David Averitt  
Members of the City Council

I am pleased to present to you the Annual Budget for Fiscal Year 2016, which begins October 1, 2015 and ends September 30, 2016. The budget is one of the most important policy documents of the City because it presents the overall plan to accomplish the Council's program of services and priorities during the upcoming fiscal year in financial terms. The annual budget projects current expenditures of \$73,629,974. In comparison with last year's adopted budget, this budget represents a decrease of \$23,601 in current expenditures. And is about a 0.3% decrease.

This document represents many hours of review, assessment and discussions by staff and City Council. The essential task is to produce a balanced budget. Staff and City Council have striven to control increases in personnel and operation costs within the funds. Any further cuts in our current programs will likely result in a need to alter or terminate services.

The FY2016 represents conservative financial planning. Demand for City services continued unabated for the past few years. The pressure on the budget to address operational needs and deferred maintenance issues continue. Our reserves are sufficient for the time being. We must continue to operate in a responsible manner until the planned economic development impacts property values, utility consumption and sales tax receipts.

Much work remains to be done to position the City to be competitive in the 21<sup>st</sup> Century. Technology improvements, infrastructure improvements, investments in human capital compete for scarce resources. The measure of our success is how we balance these needs and resources to create a better Haltom City.

## **ISSUES, ASSUMPTIONS, INITIATIVES AND GOALS**

Sustainability can be defined as being able to maintain, support and endure. For the City, it is the challenge of protecting the public investment in personnel, property and assets. Moreover, sustainability includes being able to contribute to the citizen's ability to maintain, support or endure. A number of significant challenges face the City in the coming years.

Structural imbalance is the antithesis of the sustainable policy. This term entered the City's vernacular in August of 2012 during a bond rating meeting with Moody's Investor Service. The question was raised again in the April 2013 meeting with Moody's. The structural imbalance is due to projected expenditures exceeding projected revenues to such a magnitude that the City's ability to protect existing General Fund services and ensuring Staff compliance with the Council Fund Balance Policy must be addressed.

## **Economic Issues**

Property Taxes. Property taxes represent the single largest source of financing essential public services in the General Fund. Proposed revenues from current property taxes, delinquent property taxes and penalty and interest on delinquent taxes combine to provide 35% of all proposed FY2016 General Fund receipts. The impact of property tax collections is profound as the relative stability of tax collections offset the volatility of sales taxes and the inflexibility of franchise taxes. Nearly 75% of property tax collections in the General Fund support Public Safety functions and competitive pressures to increase Public Safety spending will create additional pressure on the property tax revenue stream.

Sales Taxes. Sales taxes have been the source of funds for much of the progress made in the City over the past decade. From providing 25% of financing for essential General Fund services to being the driving force in economic development, street improvements and public safety. Sales taxes have replaced property taxes as the single largest city-wide revenue source. This strength carries some risk. Sales taxes are more dependent upon factors outside of the city limits than property taxes or utility revenues. During the last recession, sales taxes fell over 10% in a two (2) year period before recovering to the 2008 highs in 2012. Staff expectations for growth in FY2016 and the following years are tempered by the volatility.

City Reserve Funds. For much of the past ten (10) years the accumulation of reserves has been the result of a deliberate effort to bolster the City's ability to absorb economic shocks and finance needed public improvements at the most reasonable cost possible. The fruition of this effort has been manifested in the City's ability to finance the major initiatives along the Loop 820 without debt and finance other improvements using low interest rates realized from the coveted AA-/AA3 bond rating.

A challenge going forward is the direction of CCPD resources and Oil & Gas Fund reserves to meet immediate operating expenditures. The implication of these resource allocation decisions is going to be realized in the need to change long-term financial goals. The transfer of resources for employee compensation to the General Fund will require the deferral of a planned Law Enforcement Center to a future bond election. The City must plan to finance bond principal and interest previously allocated to Oil and Gas resources to the Debt Service tax rate, affecting future bond programs.

Cost of Services from the Fort Worth Water Department. The Fort Worth Water Department (Fort Worth) is the City's sole source of potable water and effluent treatment. Fort Worth is struggling with multiple issues created by the cost of purchasing raw water from the Tarrant Regional Water District, ever changing regulatory mandates and growing demand that exceed current and future capacities. For FY2016, the cost of purchasing these services has increased nearly 10% in comparing to FY2015. Fort Worth has advised the Wholesale Cities (including Haltom City) that the costs for service can be expected to increase apace for the next 5-7 years and probably, longer.

## **Investment Issues**

Human Resources. The City's investment in personnel is considerable. Beyond the cost of salaries and benefits are the value of experience and the knowledge of institutional history inherent in a tenured workforce. The value of continued investment in the employees through training and continuing education cannot be minimized.

The challenge for future years will be to provide a competitive compensation package of salaries and benefits in order to attract and retain employees. Complicating this challenge is the evolving issues of unfunded pension costs, health insurance industry changes from Federal legislation and other post-employment benefits.

Capital Outlays. For several years, capital projects were financed without tax rate or utility rate increases. The voters approved \$21.208 million in capital projects in November 2010 with the clear understanding that it was possible that an increase of as much as \$0.06 per \$100 of net taxable value may be necessary once all of the bonds were issued. The FY2012 Interest and Sinking Rate (I&S) of \$0.21 per \$100 of net taxable value represented the first increased rate since FY2008. Another \$0.01 per \$100 of net taxable value was added to the rate in FY2014. The City Council chose to maintain the rate of \$0.22 for FY2015. For FY2016, the I&S rate is \$0.237674.

The portion of the Water and Sewer Budget dedicated to debt service is 8.4% for FY2016. The City Council has decided not to issue any debt for FY2016. Capital planning for FY2016 in Water and Sewer is correspondingly modest.

The sales tax for the Street Reconstruction Fund has been a ready resource of funds for street improvement throughout the City. This sales tax was reauthorized by the voters in November 2013. Proceeds in the aggregate amount of \$6.5 million have been realized in the past five (5) years. These proceeds have been leveraged with other revenues and the result has been over \$14 million in community improvements over the past five (5) years.

Technology only rarely results in reduced staffing. The advantage of technology is that operating efficiency is enhanced and future staffing can be avoided. Part of the City's ongoing capital outlay program is to upgrade the City's internal and external technology systems to maximize both user and customer ease-of-use. The IT staff continues to

research new cost-saving approaches to operational needs. From this research, new tools for customer access are being added by the IT staff on an ongoing basis, to favorable public reviews.

The challenge for the future is to address remaining delinquent capital needs and future capital needs with a sustainable revenue stream.

Utility Outlays. Utility costs for water supply, wastewater treatment, electricity, fuel and natural gas comprise \$10.3 million (17%) of the annual operating budget. The Tarrant Regional Water District's plan to increase their water transmission capabilities in order to accommodate future growth in Tarrant County will result in a doubling of the cost of raw water over the next ten (10) years. The recent pattern of very hot, dry summers is changing the cost structure of both the potable water supply and sanitary sewer treatment services.

Fleet. Fleet costs include acquisition, operation, repairs, maintenance and replacement. These costs approach \$2 million annually. In FY2016 and beyond, a number of issues must be addressed. The fleet size must be equivalent to the mission. Fleet replacement must be strategically aligned with maintenance costs and down time costs to both maximize the utility of the fleet and minimize the true cost of the fleet. This effort includes reviewing the criteria for replacement, alternative fuels, accountability for abuse/misuse and self-insurance versus outside insurance alternatives. A complicating factor is the status of North Texas as a non-attainment zone for air quality by the U. S. Environmental Protection Agency.

Little Fossil Creek. The Little Fossil Creek Flood Mitigation Project brings multiple benefits to the community. Removing properties from the flood zone, drainage improvements that remove land from the flood plain and park projects are merely the beginning of the benefits of this project. The upcoming challenges involve the need to secure additional financing needed to accomplish the City's portion of the contract and to finance the portion of the increased project cost incurred due to delays by the federal government and the U. S. Army Corps of Engineers. No additional federal funding can be obtained due to caps in the spending bill.

Parks Development. Parks projects envisioned in the City's Parks Master Plan encompass more than the Little Fossil project. Additional land must be acquired to accomplish the goals of recreation space, youth athletics, hiking and biking trails and other quality of life opportunities. Investment in improvements to existing and future park land must be coupled with the cost of maintaining and protecting this substantial investment. Grant funds totaling \$1.2 million have been awarded to the City for parks and trail development, requiring the City to match the awards with cash and in-kind contributions totaling \$1.05 million. The first voter-approved general obligation bonds for parks were issued in 2013 and another series of bonds were issued in April 2014 for improvements to Whites Branch Park and Haltom Road Park. No resources were allocated for parks development for FY2016.

North Tarrant Express (NTE). The City's long-standing plan to construct roads on the north and south side of NE Loop 820, currently estimated to cost approximately \$27 million, is finally close to completion. Grants and other forms of assistance contribute approximately \$15.1 million, leaving the balance to be financed from resources on-hand and financing. The Economic Development Corporation (EDC) has provided the needed resources for the project.

This project is expected to initiate considerable development in the undeveloped properties on the north and south sides of the NTE. In 2014, the City created its first tax increment reinvestment zone (referred to as "TIFs" because of the financing method used) on the north side of the NTE for single-family and multi-family development. Another TIF is planned for the south side of the NTE. The structure of the TIFs will be such that a significant portion of the revenues to the City will be devoted to the development costs of the TIFs until the development costs are reimbursed.

Belknap / Denton Highway Intersection. A necessary and long overdue project intended to improve traffic flow and eliminate one of Tarrant County's worst traffic intersections. This project has commenced earlier this year. Due to discovery of unexpected telephone/cable lines and concrete under the road, the project has been delayed. The expected completion date is around April 2016. The cost of the project is expected to be \$5.81 million, with the City providing no more than \$1.2 million of this cost. The EDC will provide this financing through existing reserves.

Revitalization / Redevelopment. Since the unveiling of the Envision Belknap plan in 2007, revitalization has become an economic development target for the City. In the coming years, revitalization efforts will continue to be explored throughout the City. In addition, Staff will bring an updated economic development strategy to the Council. This strategy, which includes existing tax abatements, free port zones, development grants and sales tax rebate grants, will be expanded to include strategies being used successfully in other jurisdictions. Subsequent to Council approval, significant efforts must be made to communicate this plan to prospects and the public at large.

Development plans for code enforcement and community beautification are an immediate Council objective. As such, plans will be re-evaluated and formulated to encourage the protection of investments in the community by citizens and enhance the attractiveness of the community for further redevelopment. This initiative will require investment in enhanced code enforcement, public space beautification and owner-occupied home improvement assistance among other strategies. All of these efforts are geared to improving the image of the City.

## **Sustaining Issues**

Reserves. In FY2002, the City Council adopted a Fund Balance Policy, similar to many other cities, calling for Haltom City to achieve and maintain a 20% minimum fund balance. This fund balance is based on 20% of current year expenditures. This goal was reached in the General Fund from FY2005 to FY2015. For several years, it was an ongoing challenge in the Water and Sewer Fund. For FY2016, the budgeted reserves for both the General Fund and the Water and Sewer Fund are below the 20% reserves. The City Council is well aware of this as a temporary situation and will develop plans to replenish them to the 20% level.

Performance Measurement. Perhaps the key issue in sustainability for the City in this fiscal year and the future entails measurement and reporting. Enhanced measurement and reporting is critical in order to gauge progress, measure effectiveness, determine accountability and guide future planning. Communicating these findings and measurements on an ongoing basis is critical to ensure the Council and the interested public remains invested in the initiatives formulated to address the foregoing issues.

## **BUDGET SUMMARY FOR FISCAL YEAR 2016**

Expenditures and expenses for all funds are proposed to be a combined \$73,629,974 for FY2016, which represents a decrease of \$232,101 (0.3%) in comparison to FY2015. The City continues to maintain current operation with reduced resources.

Personnel costs have increased by \$1,374,693 (6%) in the FY2016 adopted budget, of which \$1,016,407 is attributable to adjustments to the pay plan. Salary adjustment for all employees, as follows:

- For sworn employees, there will be a 5% market adjustment for Step 1 positions and steps changed to 2%. The smallest increase for steps is 0.97%.
- For non-sworn employees, there will be a 2% market adjustment for each position.
- For part time employees. There will be a \$0.50 increase per hour.

The adopted budget for FY2016 is presented on the next page.

	<b>Adopted Budget Fiscal Year 2015</b>	<b>Adopted Budget Fiscal Year 2016</b>	<b>Increase/ (Decrease)</b>
General	\$24,234,625	\$26,239,766	\$2,005,141
Parks Performance	192,239	-	(192,239)
Debt Service	5,065,614	4,902,187	(163,427)
Economic Development	11,252,551	3,149,337	(8,103,214)
Crime Control & Prevention District	1,670,823	2,001,184	330,361
Oil and Gas	951,044	890,650	(60,394)
Hotel/Motel Tax	60,041	59,808	(233)
Court Security	47,438	34,000	(13,438)
Court Technology	42,704	82,367	39,663
Juvenile Case Manager	48,529	49,500	971
Red Light Camera	206,912	199,830	(7,082)
Grant	88,687	83,905	(4,782)
PEG	3,820	52,500	48,680
Fire Donation	3,600	-	(3,600)
Library Donation	82,900	74,900	(8,000)
Police Forfeiture	46,000	8,600	(37,400)
Park Donation	80,950	81,100	150
Park Dedication	17,500	-	(17,500)
Safe Pathways	10,000	-	(10,000)
Animal Shelter	5,150	-	(5,150)
Police Donation	101,000	68,350	(32,650)
Police CART	2,500	2,500	-
Street Reconstruction	3,291,799	6,656,000	3,364,201
Capital Projects	3,401,309	3,835,000	433,691
Capital Replacement	-	-	-
Street Assessments	1,200	-	(1,200)
Water & Sewer	19,656,432	21,264,576	1,608,144
Water & Sewer Utility Projects	786,920	1,685,000	898,080
Water and Sewer Impact Fees	400,000	-	(400,000)
Drainage Utility	1,855,297	1,947,614	92,317
Drainage Capital Projects	254,491	261,300	6,809
<b>Total</b>	<b>\$73,862,075</b>	<b>\$73,629,974</b>	<b>(\$232,101)</b>

The total property tax rate for FY2016 is \$0.69999 per \$100 of net taxable value, which is the same last year. The breakdown ratio of the total tax rate for both components is \$0.462316 (66%) for maintenance and operations (M&O) and \$0.237674 (34%) for the retirement of principal and interest on tax-supported debt (I&S).

## **Conclusion**

The FY2016 budget continues to provide for a fiscally responsible plan in challenging times, reflecting the priorities of the City Council, and provides the citizens of Haltom City with quality municipal services. We commit our best efforts to the Mayor and City Council to ensure that the needs of our customers are met or exceeded.

Special thanks and appreciation are extended to all department heads and support staff that have worked diligently to provide expertise and input to the City Council in preparing this budget. I look forward to the successful implementation of this budget to the benefit of the citizens of Haltom City.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'KL', with a long horizontal stroke extending to the right.

Keith Lane  
Interim City Manager

# **CITY OF HALTOM CITY STRATEGIC GOALS**

## **Vision Statement**

Create a safe, diverse and vibrant community where people choose to live, work and play

## **Mission Statement**

To provide quality services to all members of the community

## **Council's Long-Term Strategic Goals**

- Continue to build and maintain an empowered and loyal workforce.
- While being fiscally responsible, provide services to meet the needs of our growing community.
- Develop a comprehensive plan for addressing the growing transportation needs of Haltom City.
- Lead the city to build new municipal facilities that meet the public safety and administrative needs.
- Maximize the economic benefits of the 820 Corridor.
- Engage our community in order to develop a collective vision for the future of our city.

## **Council's Policy on Strategic Planning**

Staff is to take a proactive approach to long-term strategic planning that is consistent with the Council's Vision and short- and long-term strategic goals

## **Values Statements**

- Dependable: willing to commit and follow through
- Ethical: conforming to acceptable moral principles
- Responsive: conscientiously addressing the needs of constituents
- Respectful: considerate of others
- Accountable: taking responsibility for actions

### **Council Policy on Leadership**

Leadership is the personal accountability of City Council, Boards & Commissions and all City employees who are hereby empowered to:

1. Communicate effectively in all directions.
2. Consciously build trust and high esteem.
3. Establish and maintain the highest standards of ethics and good work.

### **Council's Fiscal Policy**

To manage all revenue and expenditures for the greatest value for the community as a whole and to openly communicate financial policy and results to citizens and businesses

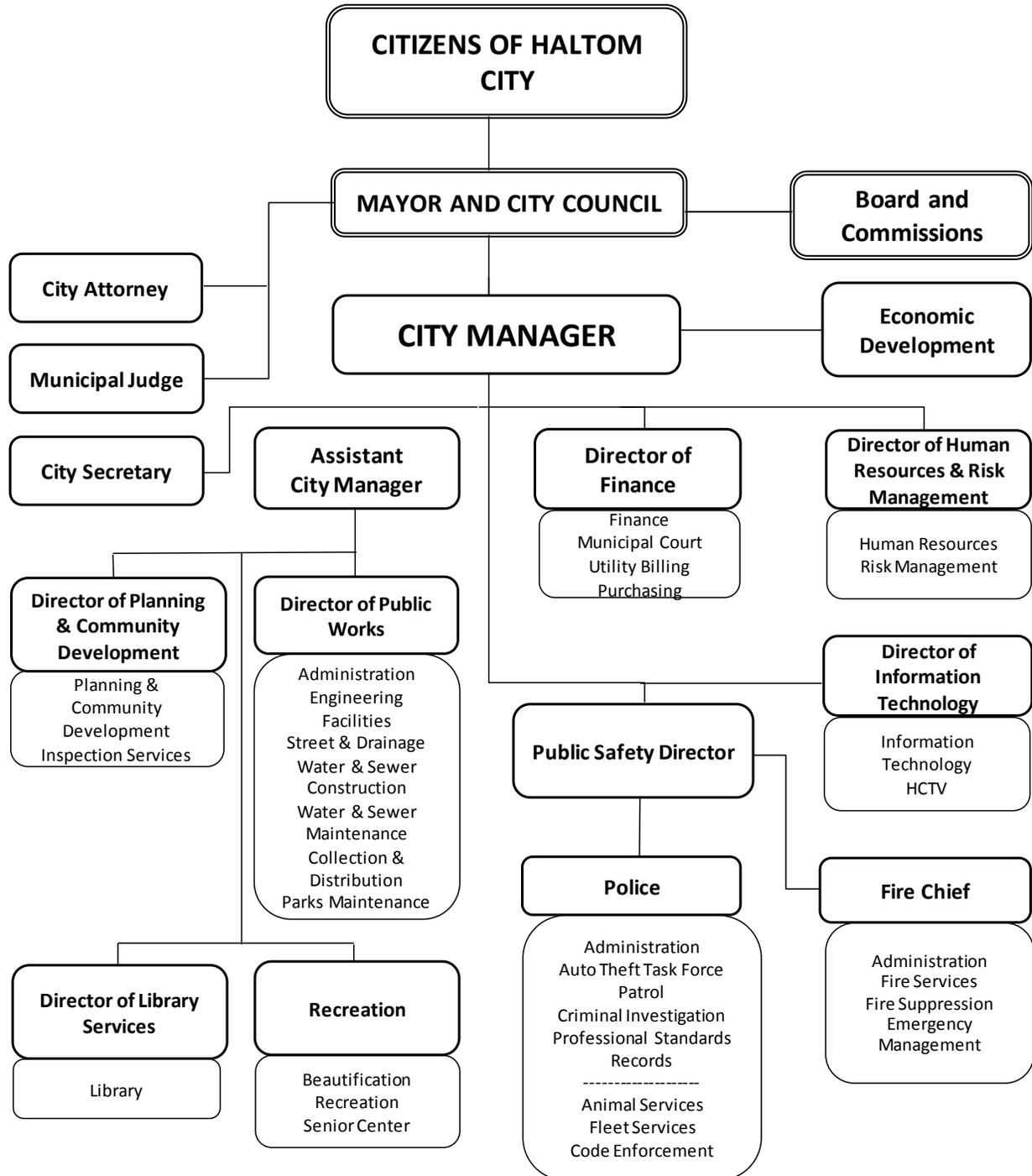


# CITY OF HALTOM CITY

## FISCAL YEAR 2016 GOALS MATRIX

	Economic Development	Organizational Development	Community Development	Quality of Life
Administration	✓	✓	✓	✓
City Secretary	✓	✓		
City Council	✓	✓	✓	✓
Finance	✓	✓		
Human Resources		✓		
Planning and Inspection Services	✓	✓	✓	✓
Information Technology & HCTV	✓	✓	✓	✓
Fleet Services		✓		
Building Maintenance		✓	✓	
Police		✓		✓
Fire		✓		✓
Municipal Court		✓		✓
Street and Drainage	✓	✓		✓
Water and Sewer	✓	✓		✓
Parks and Recreation		✓	✓	✓
Library		✓	✓	✓
Economic Development Corporation	✓	✓	✓	✓

# CITY OF HALTOM CITY ORGANIZATIONAL CHART



# CITY OF HALTOM CITY CITY COUNCIL



**David Averitt**  
**Mayor**



**Trae Fowler**  
**Place 4**



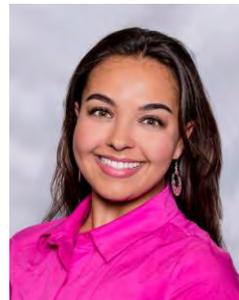
**Jeannine Nunn**  
**Place 1**



**Bob Watkins**  
**Place 5**



**Walter Grow**  
**Place 2**



**Stephanie Davenport**  
**Place 6**



**Scott Garrett**  
**Place 3**



**An Truong**  
**Place 7**

# **CITY OF HALTOM CITY MANAGEMENT STAFF**

**Interim City Manager Keith Lane**

**Assistant City Manager Chuck Barnett**

**Director of Human Resources & Risk Management Toni Beckett**

**City Secretary Art Camacho**

**Director of Information Technology Tim Cool**

**Director of Planning & Community Development Justin French**

**Director of Finance Jennifer Fung**

**Municipal Judge Lorraine Irby**

**Director of Public Safety Keith Lane**

**Fire Chief Steve Ross**

**Director of Library Services Lesly Smith**

**Director of Public Works Gregory Van Nieuwenhuize**

# BUDGET CALENDAR

FY2016		BUDGET CALENDAR	
DATE	DONE BY	TYPE	TASK/ACTION
<b>PLANNING (February)</b>			
February 5 & 12	Council	Workshop	<b>Council strategic planning retreat</b> to determine goals and objectives of the FY 2016
February 23	Council	Meeting	Adopt mission, vision and value for FY2016
<b>DEPARTMENT'S BUDGET (March - May)</b>			
March 24	All Depts	Meeting	<b>Budget Kickoff Meeting</b> - City Manager presents budget goals and expectations followed by budget preparation instructions from Finance Department and distribution of budget files and forms.
March 24 - May 2	All Depts	Deadline	Departments prepare & submit budget requests
April 10	All Depts	Deadline	Capital requests due to Finance Department Fleet requests due to Equipment Services IT request due to IT Department Personnel request due to Human Resources Department
April 20	Finance	Review	Completion of Capital, Fleet, IT and Personnel requests reviews
April 30	TAD	Notice	Receive the first Preliminary Tax Roll from Tarrant County Appraisal District (TAD).
May 1	All Depts	Deadline	Division budgets, Decision Packages, Rate Change Recommendations and Revenue Estimates due to Finance.
May 7	All Depts	Deadline	Revenue Estimates entered
May 14	TAD	Notice	Receive the second Preliminary Tax Roll from TAD.
May 14	All Depts	Deadline	Preliminary Fund Summaries completed
May 15	Finance	Deadline	<b>City Manager's Working Copy</b> due. A working draft of the line item budget with Fund Summaries and Decision Package Notework are provided to the City Manager.
May 27 thru 30	All Depts	Meeting	<b>Department budget reviews with City Manager</b> . Department Heads/Managers present their budget, decision package and capital budget to City Manager.
<b>CITY MANAGER'S BUDGET (June &amp; July)</b>			
June 25	TAD	Notice	Receive the third Preliminary Tax Roll from TAD.
July 3	Finance	Publish	Publish Notice of Public Hearing for CCPD Budget. This hearing will be held by the CCPD Board on Tuesday, July 13. The proposed CCPD Budget is filed with the City Secretary for review and inspection by the general public.
July 3	Finance	Publish	Publish Notice of Public Hearing for EDC Budget. This hearing will be held by the EDC Board on Thursday, July 16. The proposed EDC Budget is filed with the City Secretary for review and inspection by the general public.
July 10	All Depts	Meeting	City Manager reveals Proposed Budget with Departments
July 10	Finance	Deadline	City Manager's Proposed Budget including City, Crime Control and Prevention District (CCPD) & Economic Development Corporation (EDC) budgets submit to City Council.
July 16	CCPD	Meeting	<b>CCPD Public Hearing</b> - The CCPD conducts a public hearing on the proposed budget. The Board will adopt the budget after the hearing and forward it to the City
July 20	EDC	Meeting	<b>EDC Public Hearing</b> - The EDC conducts a public hearing on the proposed budget. The Board will adopt the budget after the hearing and forward it to the City Council for
July 24	TAD	Notice	Receive certified tax roll from TAD.

FY2016	BUDGET CALENDAR		
DATE	DONE BY	TYPE	TASK/ACTION
<b>CITY COUNCIL'S BUDGET (July to September)</b>			
July 27	Council	Meeting	<b>Budget Proposal</b> - Proposed budget is formally presented by the City Manager to the City Council for review prior to the first budget workshop. In accordance with section 5.02 of the City Charter, this must take place at least 45 days prior to the start of the fiscal year. A copy of the budget is also provided to the City Secretary for inspection and review by the general public.
July to September	Council	Workshop	<b>Budget Workshops</b> - The Proposed Budget is reviewed by the City Council during the workshops.
July 31	Finance	Publish	Publish the Notice of Public Hearing for the CCPD Budget. This hearing will be held by the City Council on August 10.
August 6	Finance	Publish	Publish the <b>Effective and Rollback Tax Rate Notice</b> in the newspaper.
August 6	Council	Workshop	<b>Budget Workshop</b> - The Proposed Budget is reviewed by the City Council during the workshop.
August 10	Council	Meeting	At Regular Council Meeting, the City Council will <b>discuss the tax rate needed to support the Proposed Budget</b> . If the Proposed tax rate will raise more revenue than the preceding year, the Council must take a <b>Record Vote and schedule a Public Hearing</b> . This action is followed by the first of two one-quarter page " <b>Truth-in-Taxation</b> " notice to be printed in the newspaper, posted on the website, and displayed on the HCTV if the proposed tax rate generates more revenue than the
August 10	Council	Meeting	<b>CCPD Public Hearing</b> - City Council conducts a public hearing to approve or reject the CCPD Proposed Budget. If rejected, the Council and CCPD Board must meet together to amend and approve the budget before the beginning of the fiscal year. The CCPD Budget may be amended after the beginning of the fiscal year on approval by the CCPD Board and the Council. (LGC 363.205)
August 14	Finance	Publish	Publish first one-quarter page <b>Notice of Public Hearing on Tax Increase</b> as required by "Truth in Taxation" guidelines from the State Comptroller. Notice must be printed in the newspaper, posted on the website, and displayed on the HCTV.
August 14	Finance	Publish	Publish <b>Notice of Public Hearing</b> in the legal section of the newspaper, City webpage and City public access TV. This notice is required by section 5.02 of the City Charter and must appear at least 10 days prior to the Public Hearing. This notice is for the City Budget, the CCPD Budget, and the EDC Budget.
August 24	Council	Meeting	At Regular Council Meeting, the Council will conduct the <b>first required Public Hearing on the proposed property tax rate</b> .
August 31	Council	Meeting	At Council Meeting, the Council will conduct the <b>second required Public Hearing on the proposed property tax rate</b> .
September 14	Council	Meeting	A <b>Public Hearing</b> on the Proposed Budget per LGC 102.006 and Sec 5.02 of the City Charter is also conducted. This Public Hearing is for the City Budget, the CCPD Budget, and the EDC Budget. <b>First reading</b> of the Budget Appropriations, Tax Rate, and other Rate Ordinances. Council must <b>schedule and announce a meeting</b> to adopt the tax rate no less than three and no more than fourteen days from this date.
September 28	Council	Meeting	At regular Council Meeting, the Council will conduct the <b>second reading of the Budget Appropriations, Tax Rate and other Rate Ordinances</b> . The Council must by state law <b>adopt the Budget Appropriations Ordinance first, then the Tax Rate Ordinance</b> . This must occur no sooner than three and no more than fourteen days

# BUDGET ORDINANCE

ORDINANCE NO. O-2015-018-03

## APPROPRIATION ORDINANCE

**AN ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015, AND ENDING SEPTEMBER 30, 2016, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF HALTOM CITY, TEXAS; PROVIDING FOR THE FILING OF THE BUDGET; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Haltom City is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City Manager of the City of Haltom City submitted a budget proposal to the City Council prior to the beginning of the fiscal year, and in said budget proposal set forth the estimated revenues and expenditures and made the detailed classification as required by the City Charter of the City of Haltom City, Texas; and

**WHEREAS**, the City Council finds that all provisions pertaining to the adoption of a budget contained in the City Charter have been in all things complied with; and

**WHEREAS**, the first Public Hearing was held by the City Council of the City of Haltom City, Texas on the 14<sup>th</sup> day of September, 2015; and the second Public Hearing was held by the City Council of the City of Haltom City on the 28<sup>th</sup> day of September, 2015; and

**WHEREAS**, after a full and final consideration, the City Council is of the opinion that the budget should be approved and adopted;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HALTOM CITY, TEXAS, THAT:**

### SECTION 1.

The budget of the Revenues of the City of Haltom City and the Expenses of conducting the affairs thereof for the ensuing Fiscal Year beginning October 1, 2015 and ending September 30, 2016, as modified by the City Council, be, and the same is, in all things, adopted and approved as the said City of Haltom City budget for the Fiscal Year beginning the first day of October, 2015, and ending the thirtieth day of September, 2016.

### SECTION 2.

The sums below are hereby appropriated from the respective funds for the payment of expenditures on behalf of the City government as established in the approved budget document:

<b>Fund Number</b>	<b>Fund Description</b>	<b>Approved Fiscal Year 2016 Budget</b>
	Operating Funds	
01	General	\$26,239,766
05	Debt Service	4,902,187
11	Economic Development	3,149,337
12	Crime Control & Prevention District	2,001,184
13	Oil and Gas	890,650
14	Hotel/Motel Tax	59,808
15	Court Security	34,000
16	Court Technology	82,367
17	Juvenile Case Manager	49,500
18	Red Light Camera	199,830
19	Grant	83,905
20	PEG	52,500
21	Fire Donation	0
22	Library Donation	74,900
23	Police Forfeiture	8,600
24	Park Donation	81,100
25	Park Dedication	0
26	Safe Pathways	0
27	Animal Shelter	0
28	Police Donation	68,350
29	Police CART	2,500
41	Water & Sewer	21,264,576
45	Drainage Utility	1,947,614
	<b>Total Operating Funds</b>	<b>\$61,192,674</b>
	Capital Projects Funds	
31	Street Reconstruction	\$6,656,000
32	Capital Projects	3,835,000
35	Capital Replacement	0
39	Street Assessments	0
42	Water & Sewer Utility Projects	1,685,000
44	Water and Sewer Impact Fees	0
46	Drainage Capital Projects	261,300
	<b>Total Capital Projects Funds</b>	<b>\$12,437,300</b>
	<b>All Funds Total</b>	<b>\$73,629,974</b>

### SECTION 3.

A true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, shall be filed with the City Secretary. In addition, the City Manager is hereby directed to file or cause to be filed a true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, in the office of the County Clerk of Tarrant County, Texas, as required by law.

**SECTION 4.**

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Haltom City, Texas (1998), as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

**SECTION 5.**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

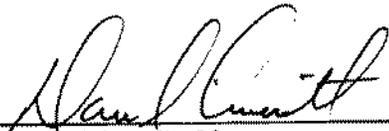
**SECTION 6.**

This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

**PASSED AND APPROVED ON FIRST READING THIS 14<sup>th</sup> DAY OF SEPTEMBER 2015.**

ATTEST:

  
\_\_\_\_\_  
Art Camacho, City Secretary

  
\_\_\_\_\_  
David Averitt, Mayor

**PASSED AND APPROVED ON SECOND READING THIS 28<sup>nd</sup> DAY OF SEPTEMBER 2015.**

ATTEST:

  
\_\_\_\_\_  
Art Camacho, City Secretary



  
\_\_\_\_\_  
David Averitt, Mayor

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
Wayne Olson, City Attorney

# TAX ORDINANCE

## ORDINANCE NO. O-2015-019-03

**AN ORDINANCE APPROVING THE APPRAISAL ROLL; SETTING THE TAX RATE; LEVYING AND ASSESSING GENERAL AND SPECIAL AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF HALTOM CITY, TEXAS; APPORTIONING THE LEVIES FOR SPECIFIC PURPOSES; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Manager of the City of Haltom City submitted a tax rate proposal to the City Council prior to the beginning of the fiscal year, and in said tax rate proposal set forth the estimated necessary tax rate required to provide adequate revenues for the general use and support of the Municipal Government of the City of Haltom City, Texas; and

**WHEREAS**, the City Council finds that all provisions pertaining to the adoption of an ad valorem tax rate have been in all things complied with; and

**WHEREAS**, Public Hearings were held by the City Council of the City of Haltom City on the 14<sup>th</sup> day of September, 2015 and the 28<sup>th</sup> day of September, 2015;

**WHEREAS**, after a full and final consideration, the City Council is of the opinion that the tax rate and ad valorem tax appraisal roll should be approved and adopted; and

**WHEREAS**, the taxes have been levied in accordance with the adopted fiscal year 2016 budget as required by state law; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HALTOM CITY, TEXAS, THAT:**

### **SECTION 1.**

The ad valorem tax appraisal roll and effective tax rate information as presented by the tax assessor for the tax year 2015, be and is hereby in all things approved and adopted.

### **SECTION 2.**

There is hereby levied and assessed and there shall be collected for the tax year 2015 for the general use and support of the Municipal Government of the City of Haltom City, Texas, a total ad valorem tax of Sixty-nine point nine nine nine Cents (\$0.69999) on each One Hundred Dollars (\$100.00) of valuation of property - real and personal - within the corporate limits of the City of Haltom City, Texas, subject to taxation. The assessment ratio shall be One Hundred percent (100%).

### **SECTION 3.**

The taxes collected shall be apportioned for the use as follows:

- (a) To the Interest and Sinking Fund the sum of \$.237674 cents or an adequate amount necessary to fund all General Fund debt service for fiscal year 2016.
- (b) To the General Fund for general municipal purposes the sum of \$.462316 cents for fiscal year 2016.

All monies collected and hereby apportioned and set apart for the specific purposes indicated and the funds shall be accounted for in such a manner as to readily show balances at any time.

#### **SECTION 4.**

This tax rate is the same as last year and is below the effective tax rate and will raise less taxes for maintenance and operations than last year.

#### **SECTION 5.**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

#### **SECTION 6.**

This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

#### **SECTION 7.**

Ad valorem taxes for the year are due and payable on October 1, 2015 and shall become delinquent after January 31, 2016. A delinquent tax shall incur all penalty and interest authorized by state law, Section 33.01 of the Property Tax Code. Personal Property Taxes that remain delinquent on the 60<sup>th</sup> day after February 1, 2016, incur an additional penalty of 20% of the amount of the taxes, penalty and interest due, such additional penalty to defray the additional cost of collection as authorized in Section 33.11 of the Property Tax Code. All other taxes that remain delinquent on and after July 1, 2016, incur an additional penalty of 20% of the amount of the taxes, penalty and interest due, such additional penalty to defray the cost of collection as authorized in Section 6.30 of the Property Tax Code. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

#### **SECTION 8.**

Taxes are payable at the office of the Tarrant County Tax Collector.

PASSED AND APPROVED ON FIRST READING THIS 14<sup>th</sup> DAY OF SEPTEMBER 2015.

David Averitt  
David Averitt, Mayor

ATTEST:

Art Camacho  
Art Camacho, City Secretary

PASSED AND APPROVED ON SECOND READING THIS 28<sup>th</sup> DAY OF SEPTEMBER 2015.



David Averitt  
David Averitt, Mayor

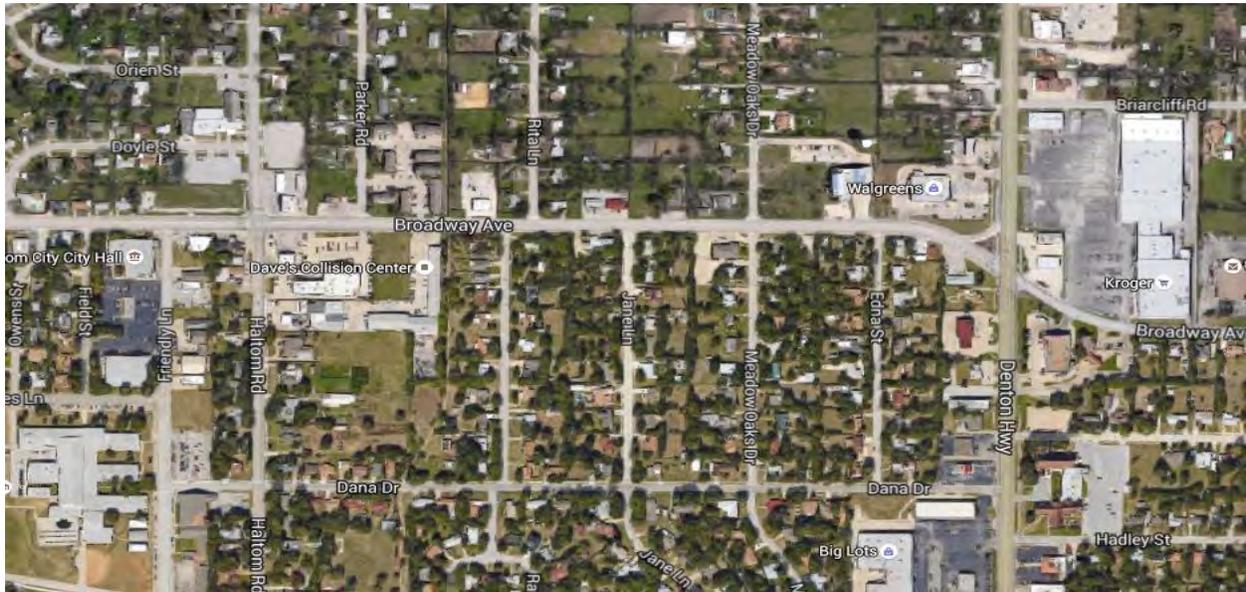
ATTEST:

Art Camacho  
Art Camacho, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Wayne Olson  
Wayne Olson, City Attorney

# BUDGET OVERVIEW



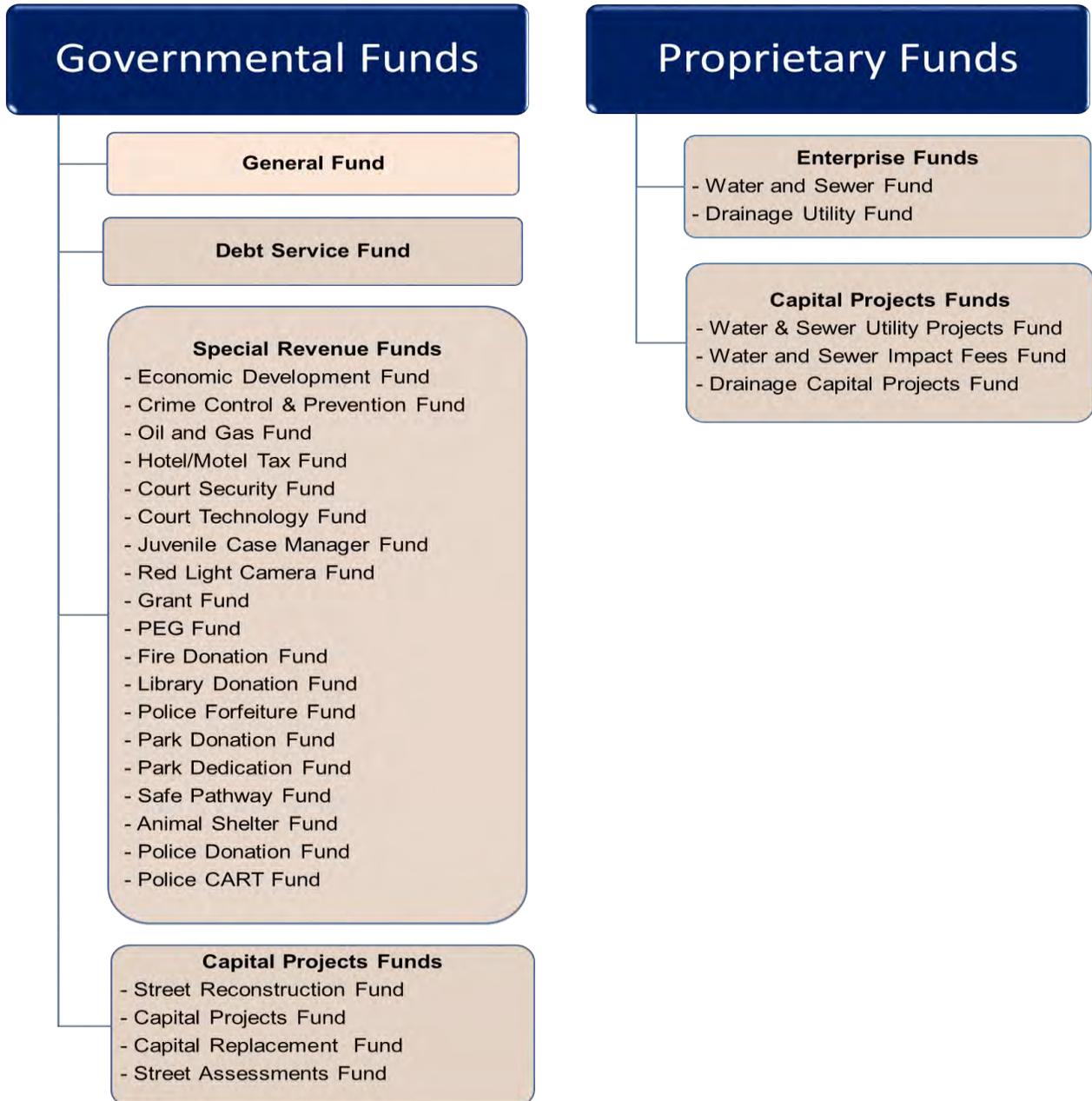
An overview of the annual budget presented in a series of tables, charts and graphs designed to give readers an overall general understanding of the budget.

- ❖ Fund Structure
- ❖ Combined Budget Summary
- ❖ Summary of Revenues, Expenditures and Fund Balance
  - All Funds
  - Special Revenue Funds
  - Capital Projects Funds
- ❖ Where The Money Comes From
  - By Revenue Type
  - By Fund Type
- ❖ Where The Money Goes
  - By Expenditure Type
  - By Fund Type
  - By Function
- ❖ Property Values and Tax Rates
- ❖ Major Revenues



# FUND STRUCTURE

Accounts are organized on the basis of fund and each fund is considered to be a separate accounting entity. All funds, both governmental and proprietary, are subject to appropriation. Fund descriptions are detailed on the divider pages preceding each section.



**CITY OF HALTOM CITY  
COMBINED BUDGET SUMMARY - ALL FUNDS  
FISCAL YEAR 2016**

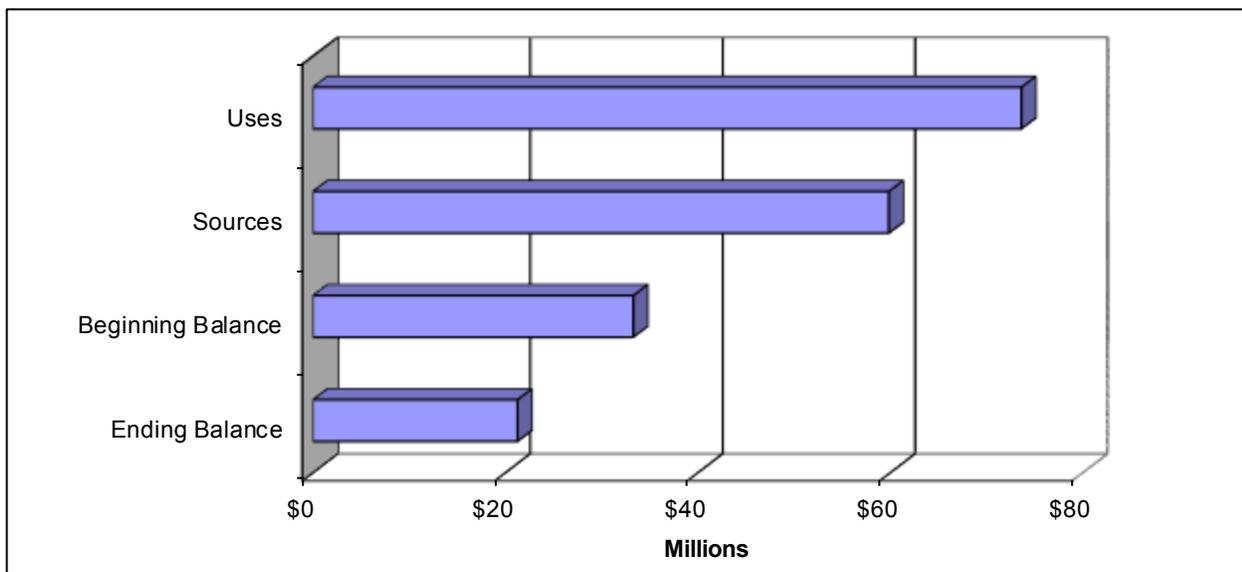
<b>Fund No.</b>	<b>Fund Title</b>	<b>Estimated Fund Balance 10/1/2015</b>	<b>Interest &amp; Operating Revenues</b>	<b>Inter-Fund Transfers In</b>	<b>Total Revenues [Sources]</b>
01	General Fund	\$7,402,377	\$22,337,771	\$1,427,600	\$23,765,371
05	Debt Service Fund	162,909	4,000,042	1,059,790	5,059,832
11	Economic Development Fund	2,511,423	3,119,193	-	3,119,193
12	Crime Control & Prevention District Fund	525,457	1,482,268	-	1,482,268
13	Oil and Gas Fund	3,445,428	210,000	-	210,000
14	Hotel/Motel Tax Fund	102,861	43,840	-	43,840
15	Court Security Fund	118,502	33,300	-	33,300
16	Court Technology Fund	117,931	43,800	-	43,800
17	Juvenile Case Manager Fund	152,013	52,420	-	52,420
18	Red Light Camera Fund	199,136	120,600	-	120,600
19	Grant Fund	16,440	69,061	-	69,061
20	PEG Fund	157,694	64,300	-	64,300
21	Fire Donation Fund	3,483	2,410	-	2,410
22	Library Donation Fund	61,233	33,060	-	33,060
23	Police Forfeiture Fund	43,027	25,020	-	25,020
24	Park Donation Fund	10,619	71,175	-	71,175
25	Park Dedication Fund	84,345	100	-	100
26	Safe Pathways Fund	41,866	75	-	75
27	Animal Shelter Fund	41,619	3,050	-	3,050
28	Police Donation Fund	94,322	62,300	-	62,300
29	Police CART Fund	8,650	0	-	-
31	Street Reconstruction Fund	5,346,519	1,570,388	-	1,570,388
32	Capital Projects Fund	3,571,296	1,000	480,000	481,000
35	Capital Replacement Fund	0	0	500,000	500,000
39	Street Assessments Fund	8,132	2,000	-	2,000
41	Water & Sewer Fund	4,377,352	19,713,811	-	19,713,811
42	Water & Sewer Utility Projects Fund	2,571,535	1,600	1,400,000	1,401,600
44	Water and Sewer Impact Fees Fund	830,525	14,000	-	14,000
45	Drainage Utility Fund	848,045	1,656,500	-	1,656,500
46	Drainage Capital Projects Fund	444,192	500	250,000	250,500
<b>Total</b>		<b>\$ 33,298,931</b>	<b>\$54,733,583</b>	<b>\$ 5,117,390</b>	<b>\$ 59,850,973</b>

This schedule provides an overall view of the fiscal status for all of the funds utilized by Haltom City. One can see at a glance the fund balance estimated for both the beginning and end of the fiscal year in addition to the total amounts of fund sources and uses. More detailed information for each fund is provided in a separate section of this document. See the table of contents for the corresponding page.

Revenues are from a variety of sources such as taxes, fees, fines, utility sales and internal transfers. Operating expenditures are generally represented as payments for consumable supplies, services, salaries and other items related to the ongoing operations of each fund. Capital Outlay is composed of equipment purchases, facility and infrastructures construction or major renovations. Infrastructure generally refers to streets, water utilities, sewer utilities, and drainage utilities. Non-cash items, such as depreciation, are included in the expenses, listed in adjustment column, and added back in the fund balance.

Most funds are experiencing planned draw-downs of fund balance due to expenditures/expenses higher than revenues. This structural imbalance should be corrected in order to achieve financial stability and sustainability.

<b>Debt Service &amp; Operating Expenditures</b>	<b>Capital Outlay</b>	<b>Inter-Fund Transfers Out</b>	<b>Total Expenditures [Uses]</b>	<b>Depreciation Adjustment</b>	<b>Estimated Surplus/Deficit FY2016</b>	<b>Estimated Fund Balance 9/30/2016</b>
\$25,487,366	\$252,400	\$500,000	\$26,239,766		(\$2,474,395)	\$4,927,982
4,902,187	-	-	4,902,187		157,645	320,554
1,592,412	695,000	861,925	3,149,337		(30,144)	2,481,279
1,701,184	-	300,000	2,001,184		(518,916)	6,541
-	-	890,650	890,650		(680,650)	2,764,778
59,808	-	-	59,808		(15,968)	86,893
1,000	-	33,000	34,000		(700)	117,802
75,767	-	6,600	82,367		(38,567)	79,364
1,500	-	48,000	49,500		2,920	154,933
\$187,830	12,000	-	199,830		(79,230)	119,906
\$83,905	-	-	83,905		(14,844)	1,596
52,500	-	-	52,500		11,800	169,494
-	-	-	-		2,410	5,893
74,900	-	-	74,900		(41,840)	19,393
8,600	-	-	8,600		16,420	59,447
81,100	-	-	81,100		(9,925)	694
-	-	-	-		100	84,445
-	-	-	-		75	41,941
-	-	-	-		3,050	44,669
68,350	-	-	68,350		(6,050)	88,272
2,500	-	-	2,500		(2,500)	6,150
-	6,656,000	-	6,656,000		(5,085,612)	260,907
-	3,835,000	-	3,835,000		(3,354,000)	217,296
-	-	-	-		500,000	500,000
-	-	-	-		2,000	10,132
19,284,576	-	1,980,000	21,264,576	1,400,000	(150,766)	4,226,586
-	\$1,685,000	-	1,685,000		(283,400)	2,288,135
-	-	-	-		14,000	844,525
1,577,614	-	370,000	1,947,614	340,000	48,886	896,931
-	261,300	-	261,300		(10,800)	433,392
<b>\$ 55,243,099</b>	<b>\$ 13,396,700</b>	<b>\$ 4,990,175</b>	<b>\$ 73,629,974</b>	<b>\$ 1,740,000</b>	<b>\$ (12,039,001)</b>	<b>\$ 21,259,930</b>



**CITY OF HALTOM CITY  
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ALL FUNDS BY FUND TYPE  
FISCAL YEAR 2016 WITH COMPARISONS TO FISCAL YEARS 2015 AND 2014**

	<b>GOVERNMENTAL FUNDS</b>			
	General Fund	Debt Service Fund	Special Revenue Funds	Governmental Capital Projects Funds
<b>Beginning Balance</b>	<b>\$7,402,377</b>	<b>\$162,909</b>	<b>\$7,736,049</b>	<b>\$8,925,947</b>
<b>BUDGETED REVENUES</b>				
Property Taxes	7,816,093	4,000,042	-	-
Sales & Other Taxes	6,248,150	-	4,640,843	1,558,388
Franchise Fees	4,008,000	-	-	-
Licenses/Permits/Fees	461,415	-	264,000	-
Intergovernmental Revenue:	89,800	-	94,061	-
Charges For Service	1,850,763	-	73,300	2,000
Fines & Fees	1,700,550	-	248,500	-
Bond Proceeds	-	-	-	-
Miscellaneous Revenues	163,000	-	115,268	13,000
Interfund Transfers	1,427,600	1,059,790	-	980,000
<b>TOTAL REVENUES</b>	<b>23,765,371</b>	<b>5,059,832</b>	<b>5,435,972</b>	<b>2,553,388</b>
<b>BUDGETED EXPENDITURES</b>				
Personnel	19,992,244	-	1,110,496	-
Operations	5,495,122	-	2,696,145	-
Capital Outlay	252,400	-	771,100	10,491,000
Debt Service	-	4,902,187	999,790	-
Interfund Transfers	500,000	-	1,261,000	-
<b>TOTAL EXPENDITURES</b>	<b>26,239,766</b>	<b>4,902,187</b>	<b>6,838,531</b>	<b>10,491,000</b>
Depreciation Adjustments	-	-	-	-
<b>Ending Balance</b>	<b>\$4,927,982</b>	<b>\$320,554</b>	<b>\$6,333,490</b>	<b>\$988,335</b>

**GOVERNMENTAL FUNDS**

General Fund is the operating fund of the City. This fund is used to account for all financial resources not accounted for in other funds.

Debt Service Fund is used to account for the accumulation of financial resources for the payment of principal, interest and related costs on general long-term debts.

Special Revenue Funds are used to account for revenues sources that are legally restricted to spend for specific purposes.

Governmental Capital Project Funds are used to account for the financing and construction of major capital facilities or acquisition of major equipment. Financing is primarily through the issuance of general obligation debts.

PROPRIETARY FUNDS			TOTAL ALL FUNDS		
Water & Sewer Fund	Drainage Utility Fund	Proprietary Capital Projects Funds	FY2016 Adopted Total	FY2015 Estimate Total	FY2014 Actual Total
<b>\$4,377,351</b>	<b>\$848,045</b>	<b>\$3,846,252</b>	<b>\$33,298,931</b>	<b>\$37,040,876</b>	<b>\$51,126,120</b>
-	-	-	11,816,135	11,662,031	11,250,304
-	-	-	12,447,381	12,175,030	11,703,100
-	-	-	4,008,000	3,941,050	4,000,173
-	-	14,000	739,415	651,591	543,691
-	-	-	183,861	6,297,538	8,410,952
19,702,811	1,655,000	-	23,283,874	21,484,633	20,428,858
-	-	-	1,949,050	1,646,900	1,906,824
-	-	-	-	365,000	4,800,000
11,000	1,500	2,100	305,868	1,012,874	1,054,662
-	-	1,650,000	5,117,390	3,868,293	6,116,166
<b>19,713,811</b>	<b>1,656,500</b>	<b>1,666,100</b>	<b>59,850,973</b>	<b>63,104,940</b>	<b>70,214,730</b>
2,840,881	462,778	-	24,406,399	23,781,755	22,587,491
14,451,098	835,586	261,300	23,739,251	22,437,981	19,279,185
195,996	-	1,685,000	13,395,496	16,338,599	42,809,374
1,796,602	279,250	-	7,977,828	8,206,215	6,828,354
1,980,000	370,000	-	4,111,000	2,889,025	3,495,043
<b>21,264,576</b>	<b>1,947,614</b>	<b>1,946,300</b>	<b>73,629,974</b>	<b>73,653,575</b>	<b>94,999,447</b>
1,400,000	340,000	-	1,740,000	1,635,000	-
<b>\$4,226,586</b>	<b>\$896,931</b>	<b>\$3,566,052</b>	<b>\$21,259,930</b>	<b>\$37,040,876</b>	<b>\$26,341,403</b>

**PROPRIETARY FUNDS**

Water and Sewer Fund is used to account for the operations of the water and sewer system. Drainage Utility Fund is used to track revenues and expenses related to watershed and storm drainage improvements.

Proprietary Capital Project Funds are used to account for the financing and construction of major capital facilities or acquisition of major equipment for water and sewer system and drainage related projects that are not funded by governmental funds.

**CITY OF HALTOM CITY  
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
SPECIAL REVENUE FUNDS  
FISCAL YEAR 2016**

	Economic Development Fund	Crime Prevention District Fund	Oil and Gas Fund	Hotel Motel Tax Fund	Court Security Fund	Court Technology Fund	Juvenile Case Manager Fund	Red Light Camera Fund
<b>Beginning Balance</b>	<b>\$2,511,423</b>	<b>\$525,457</b>	<b>\$3,445,428</b>	<b>\$102,861</b>	<b>\$118,502</b>	<b>\$117,931</b>	<b>\$152,013</b>	<b>\$199,136</b>
<b>BUDGETED REVENUES</b>								
Property Taxes	-	-	-	-	-	-	-	-
Sales & Other Taxes	3,116,775	1,480,468	-	43,600	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-	-
Licenses/Permits/Fees	-	-	200,000	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-	-	-
Charges For Service	-	-	-	-	-	-	-	-
Fines & Fees	-	-	-	-	33,000	43,500	52,000	\$120,000
Bond Proceeds	-	-	-	-	-	-	-	-
Miscellaneous Revenues	2,418	1,800	10,000	240	300	300	420	600
Interfund Transfers	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>3,119,193</b>	<b>1,482,268</b>	<b>210,000</b>	<b>43,840</b>	<b>33,300</b>	<b>43,800</b>	<b>52,420</b>	<b>120,600</b>
<b>BUDGETED EXPENDITURES</b>								
Personnel	488,729	471,341	-	24,390	1,000	45,975	-	18,000
Operations	1,103,683	1,102,628	-	35,418	-	29,792	1,500	169,830
Capital Outlay	695,000	-	-	-	-	6,600	-	12,000
Debt Service	381,925	127,215	490,650	-	-	-	-	-
Interfund Transfers	480,000	300,000	400,000	-	33,000	-	48,000	-
<b>TOTAL EXPENDITURES</b>	<b>3,149,337</b>	<b>2,001,184</b>	<b>890,650</b>	<b>59,808</b>	<b>34,000</b>	<b>82,367</b>	<b>49,500</b>	<b>199,830</b>
<b>Ending Balance</b>	<b>\$2,481,279</b>	<b>\$6,541</b>	<b>\$2,764,778</b>	<b>\$86,893</b>	<b>\$117,802</b>	<b>\$79,364</b>	<b>\$154,933</b>	<b>\$119,906</b>

Grant Fund	PEG Fund	Fire Donation Fund	Library Donation Fund	Police Forfeiture Fund	Park Donation Fund	Park Dedication Fund	Safe Pathways Fund	Animal Shelter Donation Fund	Police Donation Fund	Police CART Fund	Total
<b>\$16,440</b>	<b>\$157,694</b>	<b>\$3,483</b>	<b>\$61,233</b>	<b>\$43,027</b>	<b>\$10,619</b>	<b>\$84,345</b>	<b>\$41,866</b>	<b>\$41,619</b>	<b>\$94,322</b>	<b>\$8,650</b>	<b>\$7,736,049</b>
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	4,640,843
-	64,000	-	-	-	-	-	-	-	-	-	264,000
69,061	-	-	-	25,000	-	-	-	-	-	-	94,061
-	-	-	21,200	-	52,100	-	-	-	-	-	73,300
-	-	-	-	-	-	-	-	-	-	-	248,500
-	-	-	-	-	-	-	-	-	-	-	-
-	300	2,410	11,860	20	19,075	100	75	3,050	62,300	-	115,268
-	-	-	-	-	-	-	-	-	-	-	-
<b>69,061</b>	<b>64,300</b>	<b>2,410</b>	<b>33,060</b>	<b>25,020</b>	<b>71,175</b>	<b>100</b>	<b>75</b>	<b>3,050</b>	<b>62,300</b>	<b>-</b>	<b>5,435,972</b>
61,061	-	-	-	-	-	-	-	-	-	-	1,110,496
22,844	-	-	74,900	8,600	76,100	-	-	-	68,350	2,500	2,696,145
-	52,500	-	-	-	5,000	-	-	-	-	-	771,100
-	-	-	-	-	-	-	-	-	-	-	999,790
-	-	-	-	-	-	-	-	-	-	-	1,261,000
<b>83,905</b>	<b>52,500</b>	<b>-</b>	<b>74,900</b>	<b>8,600</b>	<b>81,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68,350</b>	<b>2,500</b>	<b>6,838,531</b>
<b>\$1,596</b>	<b>\$169,494</b>	<b>\$5,893</b>	<b>\$19,393</b>	<b>\$59,447</b>	<b>\$694</b>	<b>\$84,445</b>	<b>\$41,941</b>	<b>\$44,669</b>	<b>\$88,272</b>	<b>\$6,150</b>	<b>\$6,333,490</b>

**CITY OF HALTOM CITY  
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
CAPITAL PROJECTS FUNDS (CITY-WIDE)  
FISCAL YEAR 2016**

	Street Reconstruction Fund	Capital Projects Fund	Capital Replacement Fund	Street Assessments Fund	Water and Sewer Capital Projects Fund	Impact Fees Fund	Drainage Capital Projects Fund	Total
<b>Beginning Balance</b>	<b>\$5,346,519</b>	<b>\$3,571,296</b>	<b>\$0</b>	<b>\$8,132</b>	<b>\$2,571,535</b>	<b>\$830,525</b>	<b>\$444,192</b>	<b>\$12,772,199</b>
<b>BUDGETED REVENUES</b>								
Property Taxes	-	-	-	-	-	-	-	-
Sales & Other Taxes	1,558,388	-	-	-	-	-	-	1,558,388
Franchise Fees	-	-	-	-	-	-	-	-
Licenses/Permits/Fees	-	-	-	-	-	14,000	-	14,000
Intergovernmental Revenues	-	-	-	-	-	-	-	-
Charges For Service	-	-	-	2,000	-	-	-	2,000
Fines & Fees	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-
Miscellaneous Revenues	12,000	1,000	-	-	1,600	-	500	15,100
Interfund Transfers	-	480,000	500,000	-	1,400,000	-	250,000	2,630,000
<b>TOTAL REVENUES</b>	<b>1,570,388</b>	<b>481,000</b>	<b>500,000</b>	<b>2,000</b>	<b>1,401,600</b>	<b>14,000</b>	<b>250,500</b>	<b>4,219,488</b>
<b>BUDGETED EXPENDITURES</b>								
Personnel	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	261,300	261,300
Capital Outlay	6,656,000	3,835,000	-	-	1,685,000	-	-	12,176,000
Debt Service	-	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>6,656,000</b>	<b>3,835,000</b>	<b>-</b>	<b>-</b>	<b>1,685,000</b>	<b>-</b>	<b>261,300</b>	<b>12,437,300</b>
<b>Ending Balance</b>	<b>\$260,907</b>	<b>\$217,296</b>	<b>\$500,000</b>	<b>\$10,132</b>	<b>\$2,288,135</b>	<b>\$844,525</b>	<b>\$433,392</b>	<b>\$4,554,387</b>

## WHERE THE MONEY COMES FROM - BY REVENUE TYPE

Revenue	Actual FY2014	EOY Estimated FY2015	Budget FY2016	Change from FY2015 to FY2016	
				Amount	Percent
Property Tax	\$11,229,987	\$11,770,294	\$11,816,135	\$45,841	0%
Sales & Other Taxes	11,362,600	12,066,930	12,447,381	380,451	3%
Franchise	4,153,654	4,027,275	4,008,000	(19,275)	0%
Licenses & Permits	829,245	717,730	725,415	7,685	1%
Charges for Services	20,210,895	20,762,311	23,297,874	2,535,563	12%
Fines & Fees	1,949,959	1,952,770	1,949,050	(3,720)	0%
Intergovernmental	8,819,993	8,453,458	183,861	(8,269,597)	-98%
Transfers	3,256,867	4,100,896	5,117,390	1,016,494	25%
Bond Proceeds	7,330,000	365,000	-	(365,000)	-100%
Other	582,605	484,661	305,868	(178,793)	-37%
<b>Total</b>	<b>\$69,725,804</b>	<b>\$64,701,325</b>	<b>\$59,850,973</b>	<b>(\$4,850,351)</b>	<b>-7%</b>

### MAJOR SOURCES OF REVENUE

Major sources of revenue are taxes, licenses & charges for operating funds, and bond proceeds for capital improvement funds.

**Taxes and Franchise** include property tax, sales and use tax, and franchise fees. Property tax estimates are based on current property values, new construction, tax rate and recent collection rates. Economic conditions and growth projections are used to project sales and use taxes. Historic growth is used to forecast franchise fees.

**Licenses & Permits, Charges For Services, Fine & Fees** include licenses, permits, charges for services, and fines. Trend analysis is used to project all charges for services.

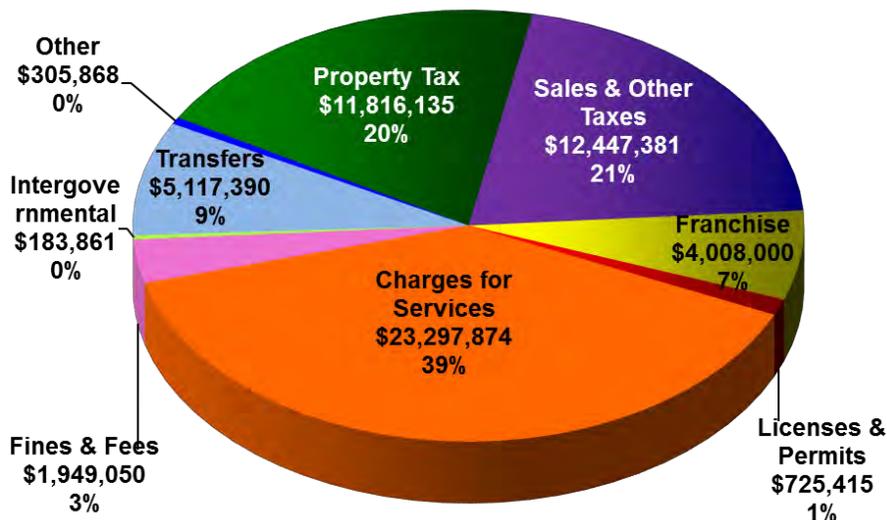
**Intergovernmental** revenues are grants from other governmental entities. The City receives grants for Streets, Police, Fire, Drainage, Parks and Library. The decrease is due to completion of streets and drainage projects for 820 Backage Roads and Belknap Corridor.

**Transfers** are transactions between funds. Transfers include administrative fees, fleet service fees, debt service payments and billing fees.

**Bond Proceeds** are proceeds from issuance of debts. There is no debt issuance for FY2016.

**Other** revenues are donations, interest income and other miscellaneous revenues.

### FY2016 Total Revenues \$59,850,973



## WHERE THE MONEY COMES FROM - BY FUND TYPE

Revenue	Actual FY2014	EOY Estimated FY2015	Budget FY2016	Change from FY2015 to FY2016	
				Amount	Percent
General	\$22,366,318	\$23,771,933	\$23,765,371	(\$6,562)	0%
Debt Service	9,664,956	4,960,573	5,059,832	99,259	2%
Special Revenue	13,225,847	13,523,670	5,435,971	(8,087,699)	-60%
Capital Project	4,744,613	2,153,169	2,553,388	400,219	19%
Water and Sewer	17,699,829	18,361,073	21,129,411	2,768,338	15%
Drainage	2,024,241	1,930,907	1,907,000	(23,907)	-1%
<b>Total</b>	<b>\$69,725,805</b>	<b>\$64,701,325</b>	<b>\$59,850,973</b>	<b>(\$4,850,352)</b>	<b>-7%</b>

**General Fund** is the general operating fund of the City. It provides a broad spectrum of programs and services such as police, fire, parks and recreation, public works and administrative services. The majority of revenue comes from property tax, sales taxes and franchise fees. Total revenues remain almost the same as previous year.

**Debt Service Fund** is used for the accumulation of resources for the payment of principal and interest on long-term debts. Financing is provided primarily by property tax and transfers from other resources.

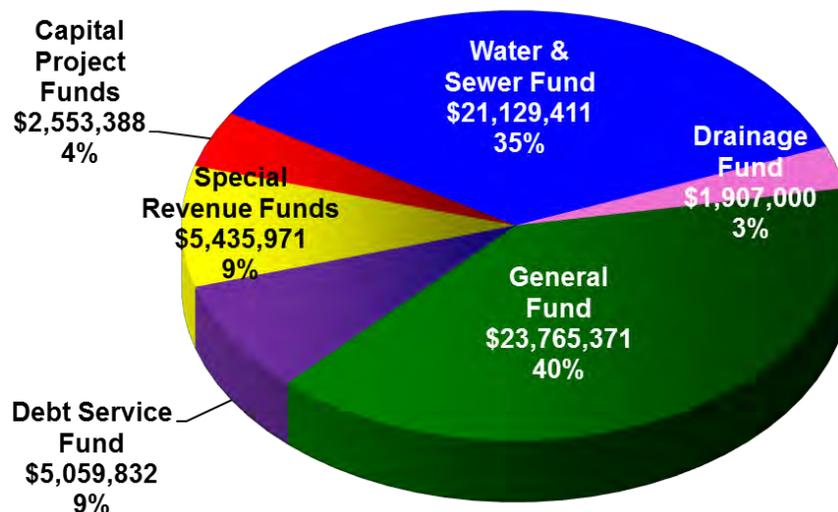
**Special Revenue Fund** are used to account for revenue sources that are legally restricted to be spent for specified purposes. Revenues include sales tax, special fees and donations. The decrease in revenues is due to the completion of 820 Backage Roads Project.

**Capital Project Funds** are used to account for all major capital improvements that are financed by general obligation bonds, intergovernmental grants, developer contributions and other designated resources. Increases for FY2016 are due to the particular low activities in FY2015.

**Water and Sewer Fund** provides water and sewer services to the City. Major revenue comes from charges for services. Increases in revenues are mainly due to water and sewer rates increase to meet the cost of services.

**Drainage Fund** is for recording revenues and expenses related to watershed and storm water drainage improvements.

### FY2016 Total Revenues \$59,850,973



## WHERE THE MONEY GOES - BY EXPENDITURE TYPE

Expenditure	Actual FY2014	EOY Estimated FY2015	Budget FY2016	Change from FY2015 to FY2016	
				Amount	Percent
Personnel	\$21,905,924	\$23,032,408	\$24,406,399	\$1,373,991	6%
Operations	19,688,895	19,651,575	23,739,251	4,087,676	21%
Capital Outlay	21,880,800	14,530,813	13,395,496	(1,135,317)	-8%
Debt Service	11,808,610	8,177,643	7,977,828	(199,815)	-2%
Transfers	3,583,973	3,050,832	4,111,000	1,060,168	35%
<b>Total</b>	<b>\$78,868,201</b>	<b>\$68,443,270</b>	<b>\$73,629,974</b>	<b>\$5,186,703</b>	<b>8%</b>

**Personnel** - The increase is due to increase in salary and benefits costs.

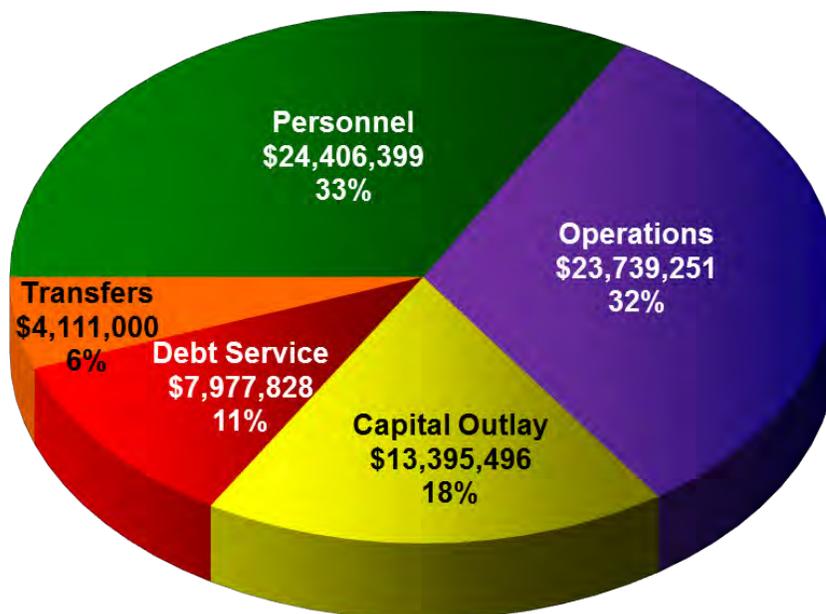
**Operations** - This includes supplies, maintenances, and contracts for the operations of the City. The 21% increase represents the increase in cost of providing service. The cost of water and sewer service increased by almost \$1 million.

**Capital Outlay** - includes expenditures in capital project funds as well as capital purchases. The lower amount is due to lower capital project activities.

**Debt Service** - The slight decrease is due to not new debt issue for the year.

**Transfers** - The increase of 35% include transfers to Capital Replacement Fund from General Fund and transfers to Capital Projects Funds for new street projects funded by Economic Development Fund.

### FY2016 Total Expenditures \$73,629,974



## WHERE THE MONEY GOES - BY FUND TYPE

Revenue	Actual FY2014	EOY Estimated FY2015	Budget FY2016	Change from FY2015 to FY2016	
				Amount	Percent
General	\$22,366,318	\$23,670,129	\$26,239,766	\$2,569,637	11%
Debt Service	9,664,956	5,019,694	4,902,187	(117,507)	-2%
Special Revenue	13,225,847	14,699,176	6,838,531	(7,860,645)	-53%
Capital Project	4,744,613	4,116,668	10,491,000	6,374,332	155%
Water and Sewer	17,699,829	19,233,987	22,949,576	3,715,590	19%
Drainage	2,024,241	1,703,617	2,208,914	505,297	30%
<b>Total</b>	<b>\$69,725,805</b>	<b>\$68,443,270</b>	<b>\$73,629,974</b>	<b>\$5,186,703</b>	<b>8%</b>

**General Fund** is the general operating fund of the City. It provides a broad spectrum of programs and services such as police, fire, parks and recreation, public works and administrative services.

**Debt Service Fund** expenditures represent payments of principal, interest and debt service related expenditures for the year.

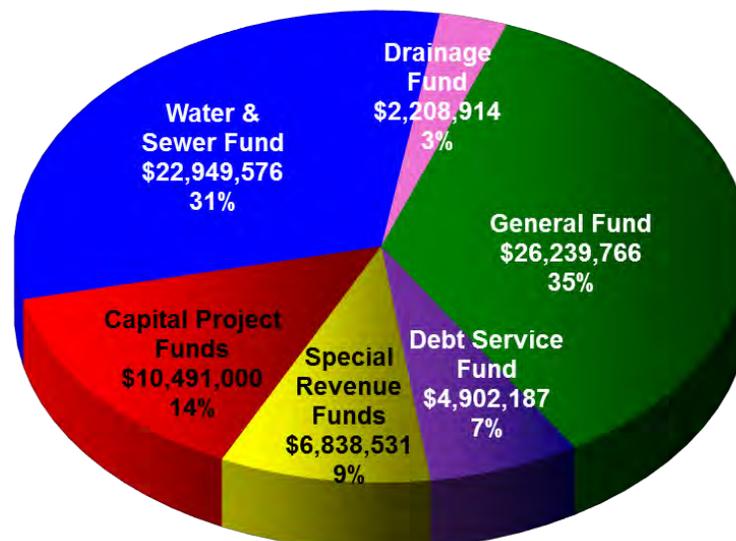
**Special Revenue Fund** are used to account for revenue sources that are legally restricted to be spent for specified purposes. The 53% decrease in expenditure is due to the completion of 820 Backage Roads Project.

**Capital Project Funds** Increases for FY2016 are for new capital projects and record of all new Economic Development Capital Projects in Capital Project Funds.

**Water and Sewer Fund** provides water and sewer services to the City. Increase in expenses are due to cost of providing services and water and sewer capital projects.

**Drainage Fund** is for recording revenues and expenses related to watershed and storm drainage improvements. Increase in expenses is due to particular low expenses in FY2015 because of staff turnovers.

### FY2016 Total Expenditures \$73,629,974



## WHERE THE MONEY GOES - BY FUNCTIONS

Revenue	Actual FY2014	EOY Estimated FY2015	Budget FY2016	Change from FY2015 to FY2016	
				Amount	Percent
General Government	\$18,029,708	\$14,148,396	\$15,996,096	\$1,847,700	13%
Police	9,930,836	10,446,589	11,292,233	845,644	8%
Fire	7,171,051	6,309,119	6,246,075	(63,044)	-1%
Library	1,162,283	1,266,030	1,253,368	(12,662)	-1%
Parks	1,226,843	1,242,201	1,320,088	77,887	6%
Public Works	41,344,481	35,030,935	37,522,113	2,491,179	7%
<b>Total</b>	<b>\$78,865,201</b>	<b>\$68,443,270</b>	<b>\$73,629,974</b>	<b>\$5,186,704</b>	<b>8%</b>

**General Government** - the increase in expenditures by 13% is primarily due to personnel cost and increase in cost of providing services

**Police** - the increase is mainly due to salary increase and a new School Resources Officer

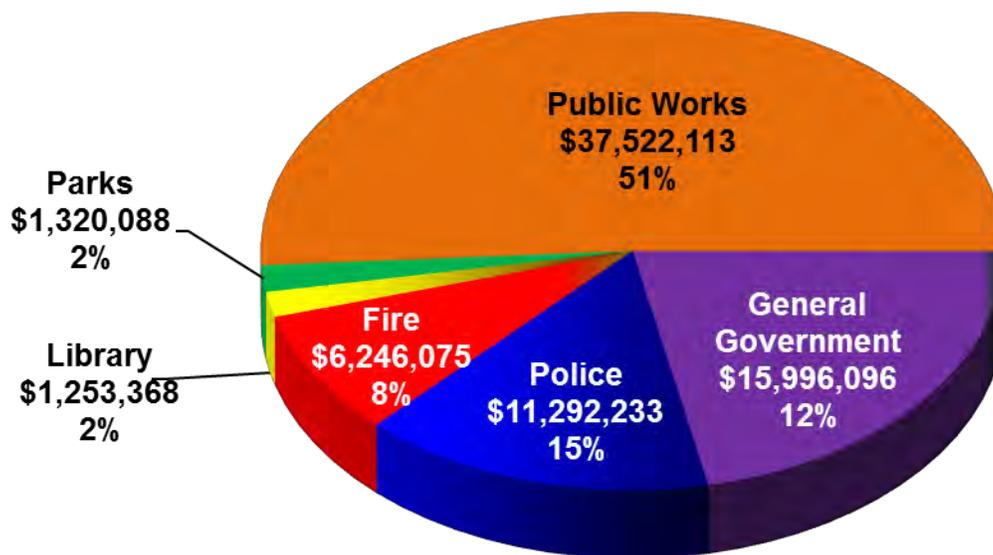
**Fire** - the increase in salary is offset by eliminating the Deputy Fire Chief position

**Library** - the increase in salary is offset by reducing part time employees cost

**Parks** - the increase is mainly due to salary increase

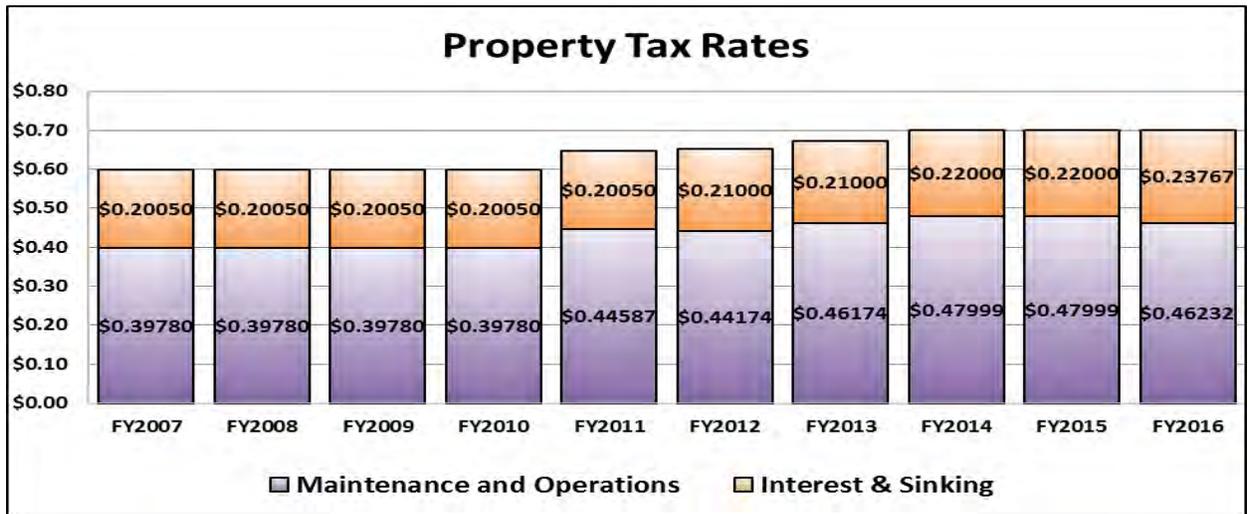
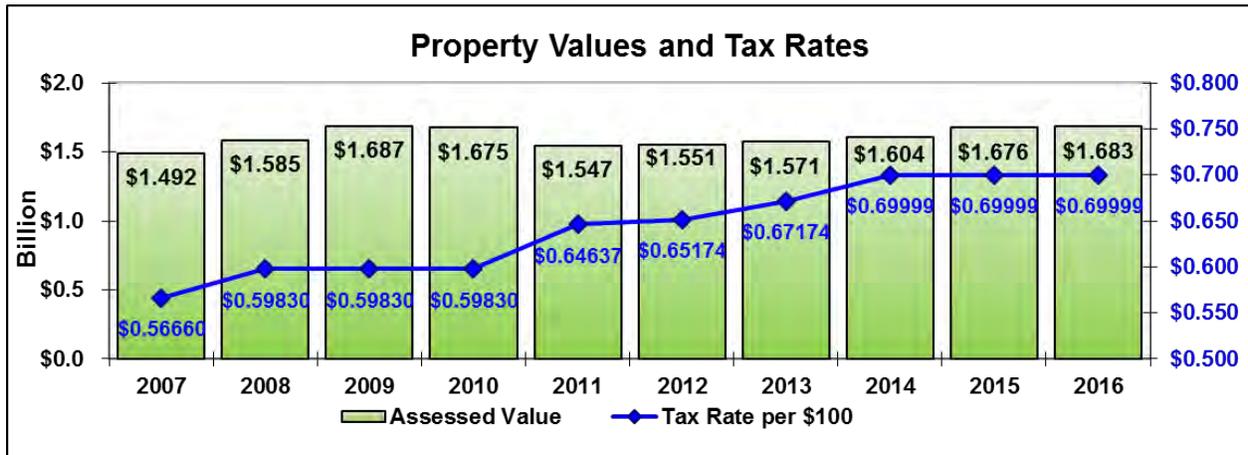
**Public Works** - this includes streets, facilities maintenance, water and sewer, storm water drainage. The increase is mainly due to capital projects and increase in water and sewer costs.

### FY2016 Total Expenditures \$73,629,974



# PROPERTY VALUES AND TAX RATES

Fiscal Year	Assessed Valuation	Percent Change	Average Home Value	M&O Rate Per \$100	I&S Rate Per \$100	Tax Rate Per \$100	Average Tax
2007	\$1,491,544,995	-2.0%	Not Available	\$0.37860	\$0.18800	\$0.56660	NA
2008	1,584,553,514	6.2%	Not Available	0.39780	0.20050	0.59830	NA
2009	1,686,899,435	6.5%	Not Available	0.39780	0.20050	0.59830	NA
2010	1,675,131,495	-0.7%	88,913	0.39780	0.20050	0.59830	532
2011	1,546,710,633	-7.7%	81,739	0.44587	0.20050	0.64637	528
2012	1,550,879,645	0.3%	81,010	0.44174	0.21000	0.65174	528
2013	1,571,303,817	1.3%	81,357	0.46174	0.21000	0.67174	547
2014	1,604,185,615	2.1%	81,769	0.47999	0.22000	0.69999	572
2015	1,676,480,896	4.5%	84,303	0.47999	0.22000	0.69999	590
2016	1,682,741,323	0.4%	84,350	0.46232	0.23767	0.69999	590



# MAJOR REVENUES

## PROPERTY TAX

The City's property tax is levied based on appraised value of property as determined by the Tarrant County appraisal District. The Tarrant County Tax Office bills and collects the property tax for the City.

The combined tax rate is \$0.69999 per \$100 assessed valuation, which consists of \$0.46232 for maintenance and operations cost recorded in the General Fund and \$0.23767 to fund principal and interest payments on bond indebtedness recorded in the Debt Service Fund.

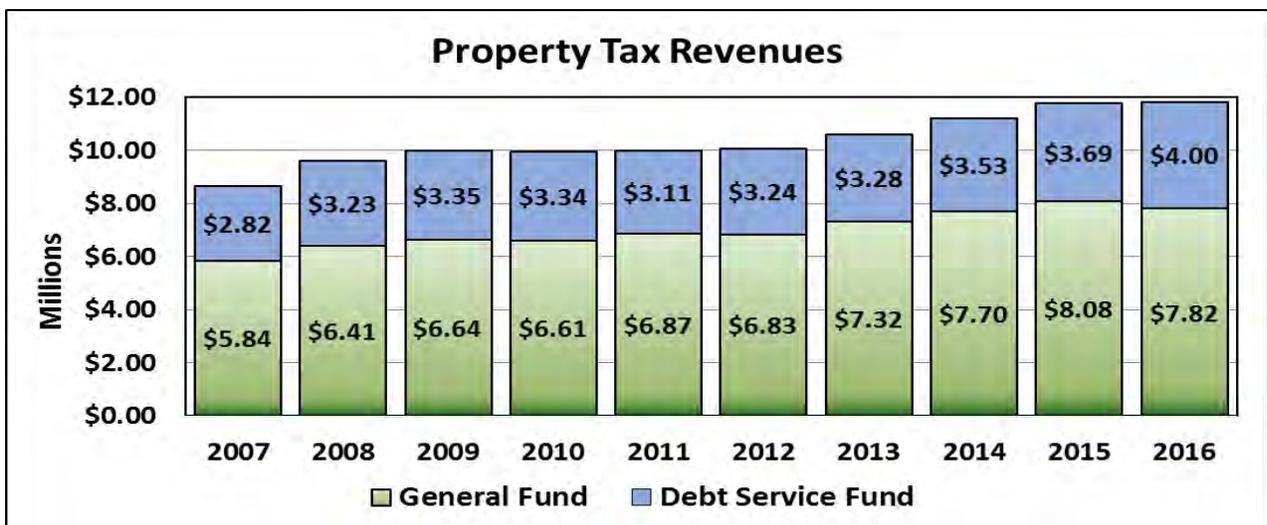
### Outlook

Property tax revenues for FY2016 remain essentially the same as FY2015 which is based on the certified tax roll from the appraisal district. For future years, the growth will be slow as there were few developments in a matured city.

### Major Influence

Factors affecting property tax revenues include population, development, property value, tax rate and tax assessor appraisal and collection rate.

Fiscal Year	General Fund	Debt Service Fund	Total	Percent of Change
2007	\$5,842,251	\$2,821,482	\$8,663,733	5.5%
2008	6,405,778	3,227,218	9,632,996	11.2%
2009	6,638,912	3,345,042	9,983,954	3.6%
2010	6,611,253	3,339,958	9,951,211	-0.3%
2011	6,872,247	3,106,266	9,978,513	0.3%
2012	6,834,749	3,240,804	10,075,553	1.0%
2013	7,322,009	3,281,196	10,603,205	5.2%
2014	7,702,997	3,526,990	11,229,987	5.9%
2015	8,076,853	3,693,441	11,770,294	4.8%
2016	7,816,093	4,000,042	11,816,135	0.4%



## SALES TAX

The City imposes a local option sales tax of 2% on all retail sales, leases and rentals of most goods, as well as taxable services. Out of the 2%, 1% is for general purposes and is recorded in the General Fund, 0.5% is for economic development and recorded in the Economic Development Fund, 0.25% is for crime control and prevention and is recorded in the Crime Control and Prevention District, and the rest of the 0.25% is for street improvements and is recorded in the Street Reconstruction Fund.

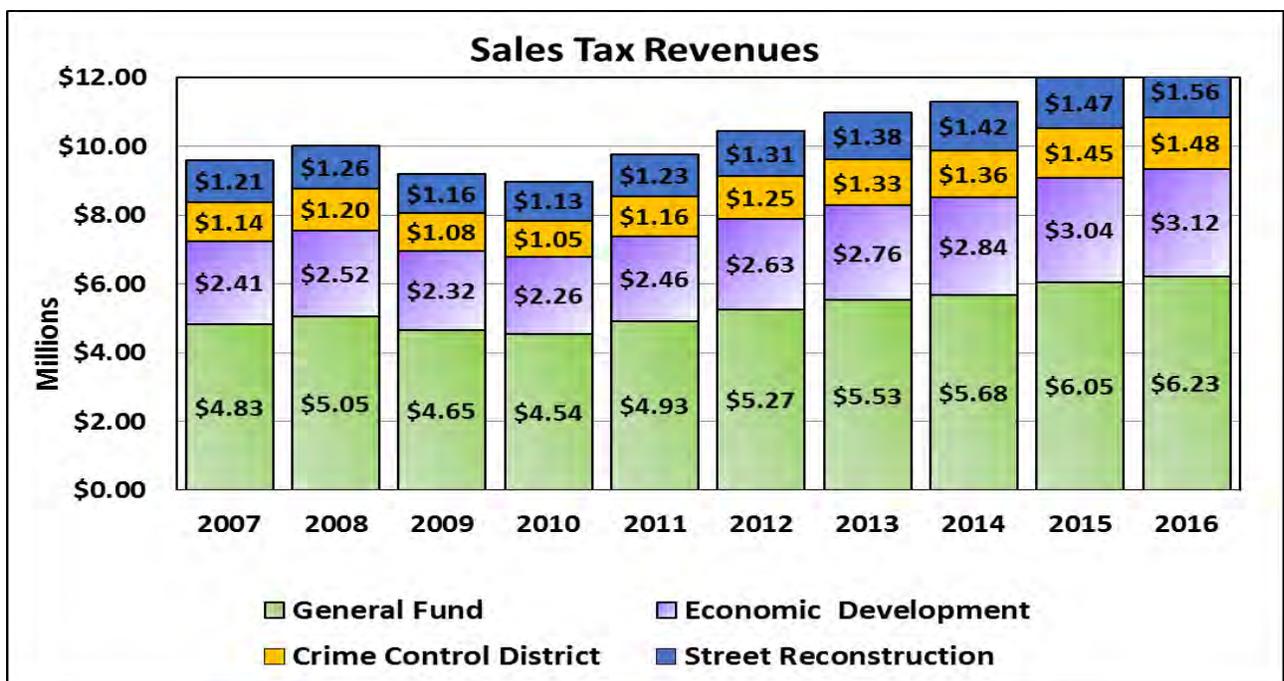
### Outlook

Sales tax revenues for FY2016 is estimated to increase moderately at about 2.3%.

### Major Influence

Factors affecting sales tax revenues include population, retail sales, economy and consumer price index.

Fiscal Year	General Fund	Economic Development	Crime Control District	Street Reconstruction	Total	Percent of Change
2007	\$4,833,331	\$2,411,002	\$1,135,758	\$1,205,501	9,585,592	5.3%
2008	5,046,859	2,516,696	1,195,909	1,258,348	10,017,812	5.3%
2009	4,648,778	2,316,739	1,084,732	1,158,369	9,208,618	-9.3%
2010	4,537,238	2,261,293	1,049,588	1,130,647	8,978,766	-3.2%
2011	4,927,301	2,456,626	1,162,617	1,228,313	9,774,857	10.8%
2012	5,265,627	2,625,573	1,251,127	1,312,787	10,455,114	7.6%
2013	5,528,226	2,755,820	1,327,971	1,377,910	10,989,927	6.1%
2014	5,681,874	2,843,834	1,355,192	1,421,917	11,302,817	2.0%
2015	6,051,990	3,044,600	1,446,630	1,465,500	12,008,720	6.7%
2016	6,233,550	3,116,775	1,480,468	1,558,388	12,389,181	2.3%



## FRANCHISE FEES

The City imposes a 4% to 8% franchise fee on utility companies for the use of right-of-ways. These include gas, electricity, telephone, fiber optics, cable television, solid waste collection, water and sewer, and drainage. Franchise revenues are recorded in the General Fund.

### Outlook

Franchise fee revenue is projected to increase slightly due to increased utility gross sales. A 1.1% increase is estimated for FY2016.

### Major Influence

Factors affecting franchises include population, utility gross sales, rate of charges and fluctuation in weather, which affects electricity, gas and water revenues.

Fiscal Year	Franchise Fees	Percent of Change
2007	\$3,871,638	0.8%
2008	3,881,364	0.3%
2009	3,887,376	0.2%
2010	3,771,211	-3.0%
2011	4,015,766	6.5%
2012	4,057,555	1.0%
2013	3,977,397	-2.0%
2014	4,105,002	3.2%
2015	3,964,275	-3.4%
2016	4,008,000	1.1%



## LICENSES AND PERMITS

Licenses and permits are required of any person or businesses conducting certain activities within the City. Major licenses and permits include business, building, construction, electrical, plumbing, fence, swimming pools, irrigation, alarms, alcoholic beverage permit, signs and health related activities. Charges are imposed annually or per activity.

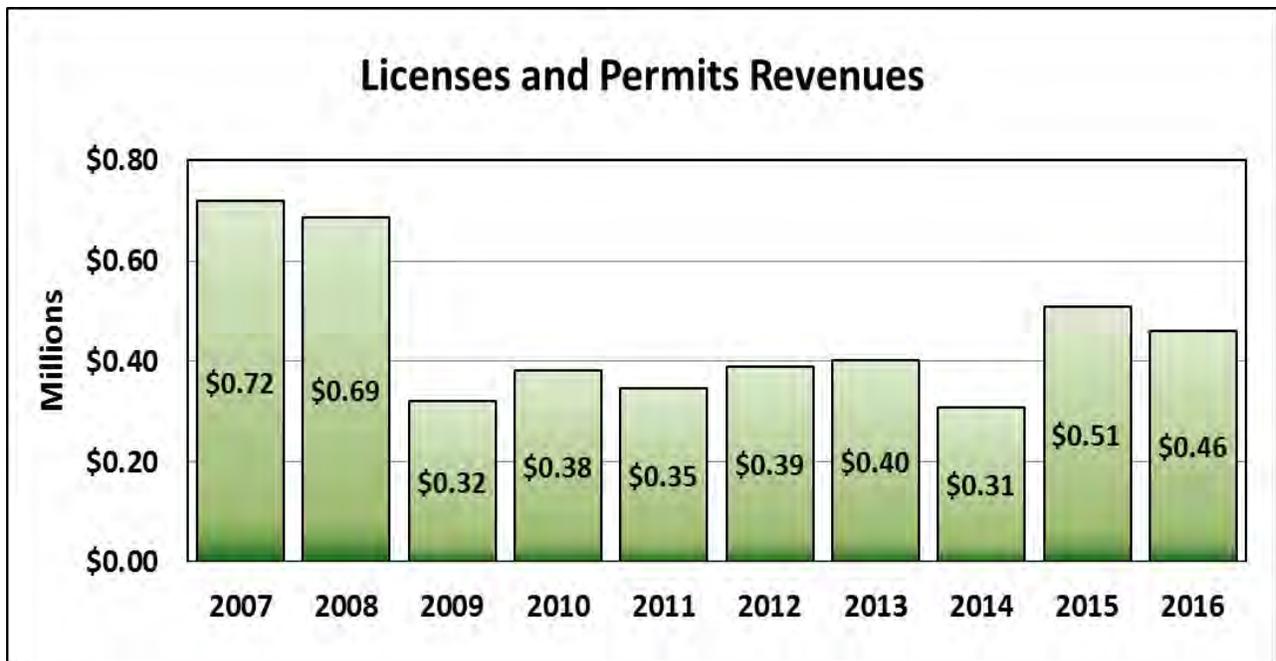
### Outlook

Total revenue from licenses and permits is expected to decline about 9% for FY2016 due to lower development activities.

### Major Influence

Factors affecting licenses and permit revenues include population, development, construction, rate of charges.

Fiscal Year	Licences & Permits	Percent of Change
2007	\$718,394	54.8%
2008	685,733	-4.5%
2009	320,152	-53.3%
2010	381,428	19.1%
2011	345,807	-9.3%
2012	389,819	12.7%
2013	402,429	3.2%
2014	308,919	-23.2%
2015	507,730	64.4%
2016	461,415	-9.1%



## CHARGES FOR SERVICES

Charges for services include all fees and charges for services provided by the City such as inspection, facility rentals, reports, parks and recreation, garage sales, water and sewer, and drainage.

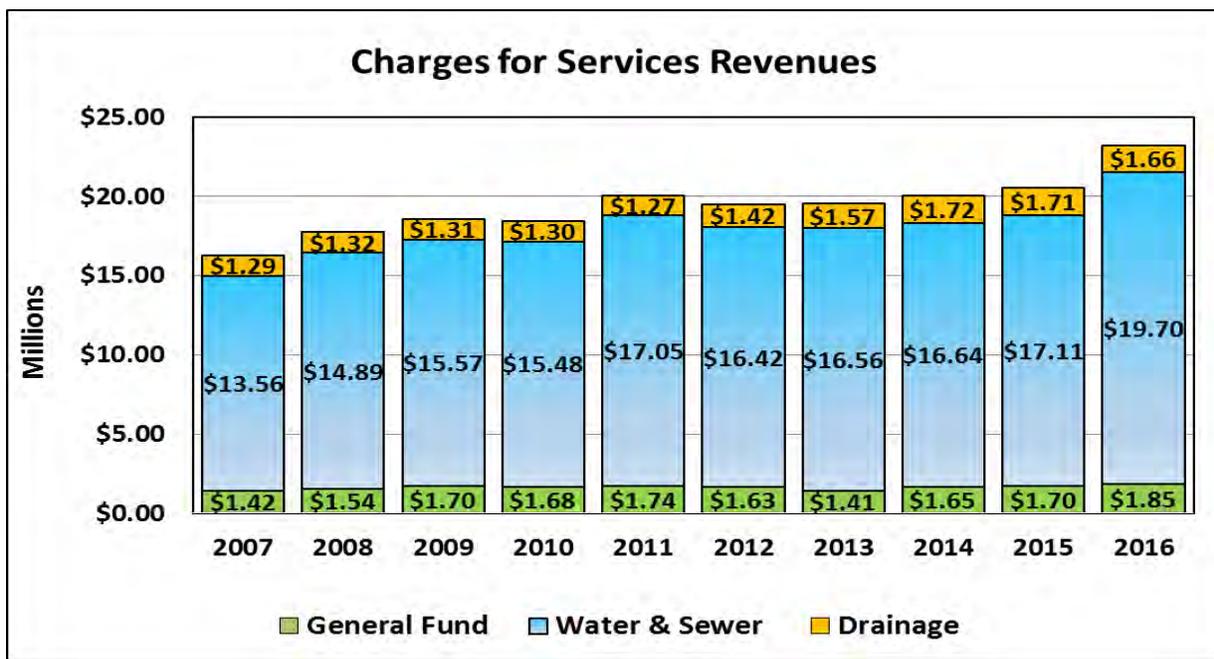
### Outlook

Total revenue from Charges for Services for FY2016 is estimated to increase by 13%. This is mainly due to the average increase in Water and Sewer rate by 9.5%.

### Major Influence

Factors affecting charges for services revenues include population, activities, weather and rate of charges.

Fiscal Year	General Fund	Water & Sewer	Drainage	Total	Percent of Change
2007	\$1,420,967	\$13,557,094	\$1,293,574	\$16,271,635	-3.8%
2008	1,536,044	14,886,075	1,321,184	17,743,303	9.0%
2009	1,702,184	15,568,943	1,308,872	18,579,999	4.7%
2010	1,675,537	15,481,500	1,295,323	18,452,360	-0.7%
2011	1,743,665	17,050,882	1,274,414	20,068,961	8.8%
2012	1,633,208	16,416,189	1,424,513	19,473,910	-3.0%
2013	1,411,324	16,561,402	1,566,018	19,538,744	0.3%
2014	1,652,174	16,637,177	1,720,635	20,009,986	2.4%
2015	1,699,851	17,105,397	1,713,007	20,518,255	2.5%
2016	1,850,763	19,702,811	1,655,000	23,208,574	13.1%



## FINES AND FEES

Fines and fees are imposed on any person or businesses who violate laws, codes or regulation within the City. Major fines and fees are related to traffic violation and code compliances.

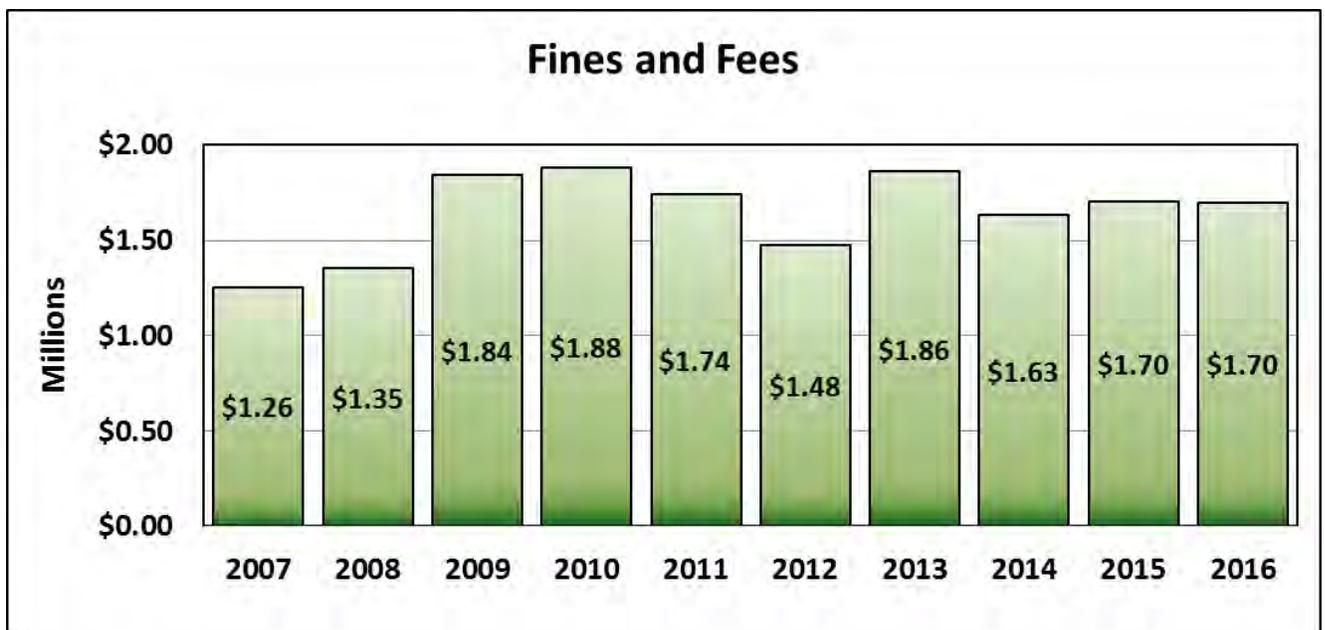
### Outlook

Total revenue from fines and fees for FY2016 is estimated to be almost the same as in FY2015. There is no major changes in practice or charges.

### Major Influence

Factors affecting fines and fees revenues include population, activities and rate of charges.

Fiscal Year	Fines & Fees	Percent of Change
2007	\$1,256,409	27.0%
2008	1,352,761	7.7%
2009	1,844,613	36.4%
2010	1,881,371	2.0%
2011	1,739,747	-7.5%
2012	1,475,638	-15.2%
2013	1,861,489	26.1%
2014	1,632,964	-12.3%
2015	1,703,770	4.3%
2016	1,700,550	-0.2%



# GENERAL FUND



The General Fund is the general operating fund of the City. It provides a broad spectrum of programs and services such as police, fire, parks and recreation, streets, fleet, building maintenance, and administration. The General Fund receives a majority of funding from property and sales taxes.

- ❖ General Fund Description
- ❖ General Fund Budget Summary
- ❖ Overview of Revenues & Expenditures
- ❖ General Fund Departments



# GENERAL FUND DESCRIPTION

## FUND SUMMARY

The General Fund is used to account for all revenues and expenditures not designated in other funds. It receives a greater variety and amount of revenues as well as finances a wide range of governmental activities than any other fund. The General Fund is supported by property taxes, sales & use taxes, franchise fees, license and permit fees, recreational charges and Municipal Court fines. General Fund expenditures support the city's police, fire, streets, building maintenance, parks, library and administration.

## CONCLUDING FISCAL YEAR 2015 FINANCIAL PERFORMANCE

**Revenues** in the General Fund are estimated to total \$23.8 million, which is \$1.4 million or 6% more than revenues received during FY2014. Most revenue categories have increases in revenues except Franchise Fees and Miscellaneous revenues.

**Expenditures** in the General Fund are estimated to be \$23.7 million, which is about \$0.7 million or 3% higher than FY2015. This amount also included a \$0.5 transfer to the Capital Replacement Fund for replacement of vehicles and equipment.

**Fund Balance** - The difference in revenues and expenditures, combined with a beginning fund balance, contribute to an estimated ending fund balance for FY2015 of \$7.4 million, which is \$0.1 million more than the beginning fund balance.

## FISCAL YEAR 2016 BUDGET

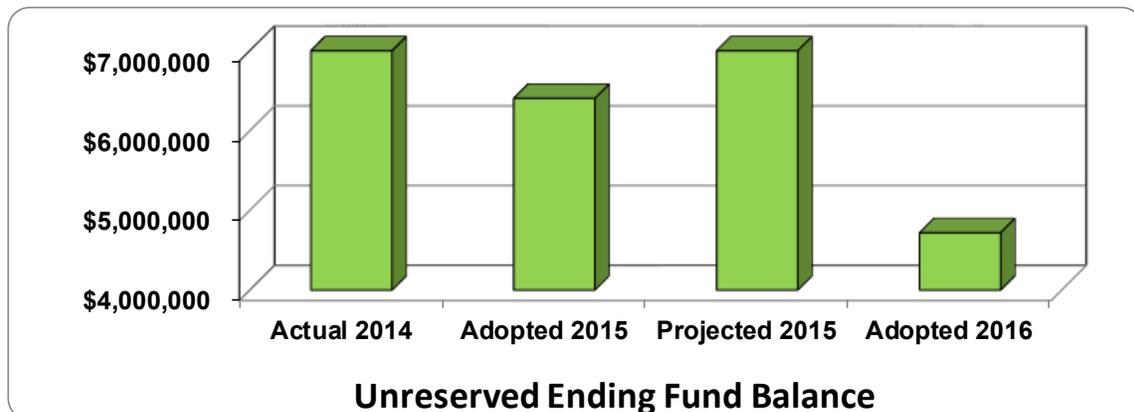
**Revenues** for fiscal year 2016 are expected to total \$23.8 million, which are essentially the same as FY2015, but with a decrease of \$6,562. Revenues from Sales Tax, Franchise Fees, Charges for Services and Inter-fund Transfers are expected to increase. While Property Tax, Licenses and Permits, intergovernmental revenues and Miscellaneous Revenues are estimated to be lower. The lower Property Tax revenues are due to a lower M&O rate.

**Expenditures** for fiscal year 2016 are projected to be \$26.2 million, an increase of \$2.6 million or 10.9% over the FY2015 end-of-year estimate. The increase is primarily due to salary increase and an increase in operating costs.

**Fund Balance** - After expenditures and transfers to other funds, the projected ending fund balance is at \$4.9 million, which is \$2.5 million (33%) less than FY2015. This decrease is due to decrease in revenues and increase in expenditures. This represents structural imbalance and corrective actions have to be taken in order to maintain financial sustainability. The ending fund balance represents about 18% of expenditures and is below the 20% reserve requirement governed by the City's financial policies. The City Council is well aware of the structural imbalance and low fund balance.

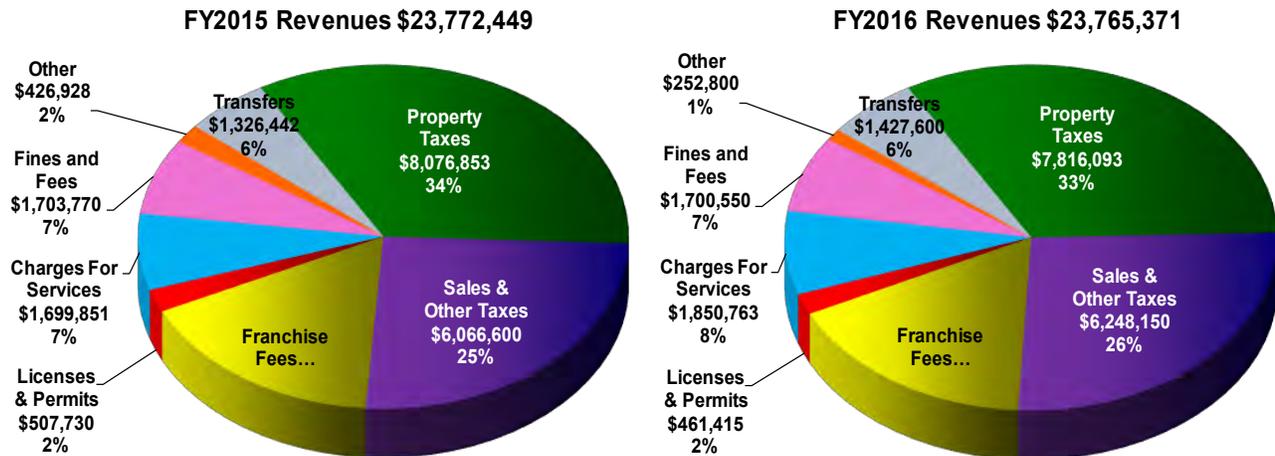
**GENERAL FUND  
BUDGET SUMMARY**

<b>FUND 01</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$7,938,493	\$7,300,573	\$7,300,573	\$7,402,893
<b>Revenues</b>				
Property Taxes	7,702,997	8,075,980	8,076,853	7,816,093
Sales & Other Taxes	5,697,173	6,067,300	6,066,600	6,248,150
Franchise Fees	4,105,002	3,941,050	3,964,275	4,008,000
Licenses & Permits	308,919	476,720	507,730	461,415
Charges For Services	1,652,174	1,677,915	1,699,851	1,850,763
Fines and Fees	1,632,964	1,538,950	1,703,770	1,700,550
Other Revenues	537,244	339,865	426,928	252,800
Transfers	729,845	1,430,005	1,326,442	1,427,600
<b>Total Revenues</b>	<b>22,366,318</b>	<b>23,547,785</b>	<b>23,772,449</b>	<b>23,765,371</b>
<b>Funds Available</b>	<b>30,304,811</b>	<b>30,848,358</b>	<b>31,073,022</b>	<b>31,168,264</b>
<b>Expenditures</b>				
City Manager's Office	546,195	544,781	577,086	513,520
City Secretary	207,797	206,355	212,366	229,525
City Council	31,236	18,672	19,612	181,550
Finance	658,038	585,866	620,630	659,847
Human Resources	387,834	430,427	432,923	574,240
Planning & Inspections	526,578	676,271	602,466	748,400
Information Technology	476,295	495,804	487,191	505,816
Fleet Services	652,519	523,635	517,432	591,569
Building Maintenance	343,805	348,552	395,844	518,169
Police	7,874,989	8,300,972	8,335,857	8,927,864
Fire	5,704,798	5,818,589	6,025,011	6,246,075
Municipal Court	546,147	654,960	631,402	693,461
Street & Drainage	736,930	894,817	877,160	872,885
Parks & Recreation	957,508	991,522	959,735	1,128,988
Library	1,136,572	1,180,925	1,183,130	1,178,468
Non-Departmental	2,216,998	2,562,477	1,792,283	2,669,389
<b>Total Expenditures</b>	<b>23,004,238</b>	<b>24,234,625</b>	<b>23,670,129</b>	<b>26,239,766</b>
<b>ANNUAL SURPLUS / (DEFICIT)</b>	<b>(637,920)</b>	<b>(686,840)</b>	<b>102,320</b>	<b>(2,474,395)</b>
<b>Fund Balance, Ending</b>	<b>\$7,300,573</b>	<b>\$6,613,733</b>	<b>\$7,402,893</b>	<b>\$4,928,498</b>
<b>FUND BALANCE BREAKDOWN</b>				
Ending Fund Balance	\$7,300,573	\$6,613,733	\$7,402,893	\$4,928,498
Reserved for encumbrances/inventory	\$205,828	\$210,000	\$210,000	\$210,000
Unreserved Fund Balance	\$7,094,745	\$6,403,733	\$7,192,893	\$4,718,498
Reserve Policy is 20% of Expenditures	\$4,600,848	\$4,846,925	\$4,734,026	\$5,247,953
Amount over (under) Reserve Policy	\$2,493,897	\$1,556,808	\$2,458,867	(\$529,455)
% of Total Expenditures	30.8%	26.4%	30.4%	18.0%



# OVERVIEW OF GENERAL FUND REVENUES

Revenues for FY2016 are projected to be almost the same as FY2015.



**Property Tax** is assessed on real and personal property, and provides 33% or \$7.8 million of FY2016 General Fund revenues. General Fund Property tax is lower for FY2016 due to lower M&O portion of the property tax.

**Sales & Use Tax** consists of Sales Tax, Bingo Tax and Mixed Beverage Tax. Taxes are collected by the State and allocated to the City. For Sales Tax, the General Fund receives 1% of taxable sales within the City. Sales and Use taxes represents 26% or \$6.2 million of FY2016 General Fund revenues and are projected to increase by 3% over the prior fiscal year.

**Franchise Fees** are collected from utility companies for right-of-way usage. The top (non-city) franchise payments are from Oncor Electric, Atmos Gas, AT&T Cable, Progressive (Solid Waste Collection). For FY2016, Franchise Fees provides about 17% or \$4 million of General Fund revenues.

**Licenses & Permits** include building permits, licenses and permits for engineering, electrical, plumbing and mechanical installations. Revenues for FY2016 are projected to decrease by \$46,315 or 9%.

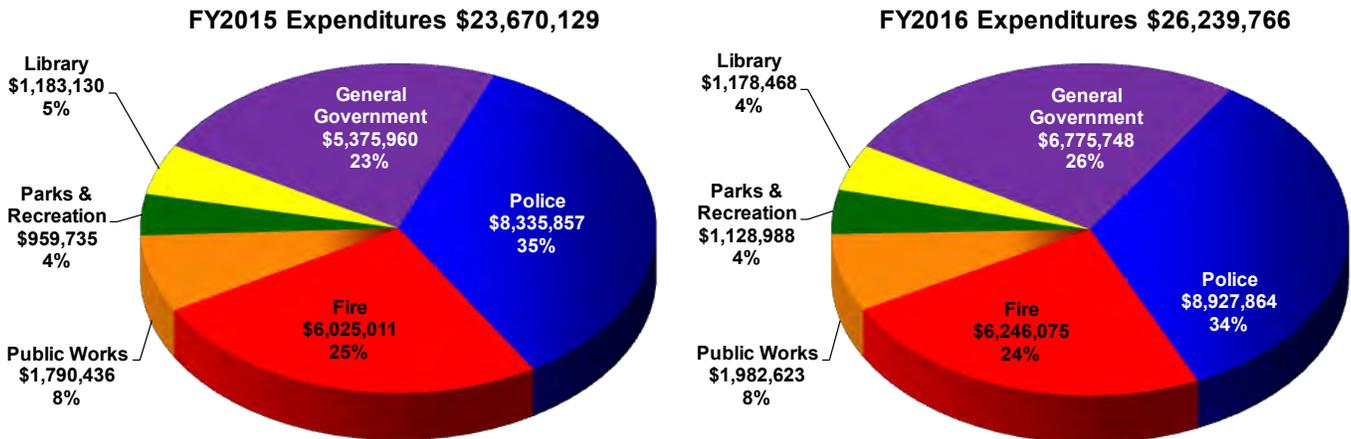
**Charges for Services** include recreation fees, inspection fees, alarms fees and charges for services provided from General Fund to other funds. An increase of \$150,912 is projected for FY2016.

**Fines & Fees** include fines from municipal court and library fees. FY2016 projections are technically the same for both FY2015 and FY2016.

**Other Revenues** include Intergovernmental Revenues, Interest Income, and Miscellaneous Revenues. Total Others Revenues for FY2016 are projected to decrease by \$174,128 or 41%. The decrease is attributed to reduction in the local government grants.

**Transfers** for FY2016 are projected to increase by \$101,158 due to increase in PILOT payments from Water & Sewer Fund and Drainage Fund.

# OVERVIEW OF GENERAL FUND EXPENDITURES



Total General Fund Expenditures increased by over \$2.6 million or 11% as compared to FY2015. New budget items for FY2015 include:

## GENERAL GOVERNMENT

### **CITY SECRETARY**

Charter Election \$14,000

### **CITY COUNCIL**

Organizational/Performance Study \$100,000

Community Revitalization Projects \$60,000

### **HUMAN RESOURCES**

Human Resources Specialist \$79,104

Additional Wellness Program \$41,902

Applicant Tracking System \$6,000

Employment Advertising \$5,000

### **INFORMATION TECHNOLOGY**

Computer Replacement \$50,000

### **MUNICIPAL COURT**

Night Court \$61,332

### **NON-DEPARTMENTAL**

Salary increase \$340,400

Tuition Reimbursement \$30,000

### **TRANSFERS**

Transfers to Capital Replacement Fund \$500,000

## POLICE

Service Agreement \$15,000

Radios \$15,146

4 New Vehicles \$252,400

Public Safety Director \$12,565

## FIRE

NEFDA Replacement Due \$16740

Smart STAT Simulator \$14,464

## PUBLIC WORKS

### **BUILDING MAINTENANCE**

Building Maintenance Worker/Crew Leader \$54,156

City Hall Roof, HVAC and Tiles \$30,000

Parking Lot Lights and Signage \$15,000

### **PARKS**

Recreation (from Park Performance Fund) \$509,371

### **LIBRARY**

Integrated Library System \$10,884

Janitorial Service \$5,948

## CITY MANAGER'S OFFICE

### Mission Statement

The mission of the City Manager's Office is to effectively execute City Council policies, programs and directives as well as to conduct City operations in an efficient, responsible and highly accountable manner.

### Accomplishments of FY2015

- ✓ Participated in leading the various successes of the other departments.
- ✓ Successfully conducted a search for the Director of Finance position.
- ✓ Managed the strategic planning and budget process for Fiscal Year 2015
- ✓ Continued to manage land development south of Highway 820
- ✓ Continued review of City Charter

### Objectives for FY 2016

- Continued to manage land development south of Highway 820
- Implement a plan for improved road replacement, maintenance and rehabilitation
- Continue to promote fiscal transparency and cost savings throughout the organization
- Rebalance and "right-size" staffing
- Continue to have open communication with City Council
- Continue to sustain a culture of accountability

### CITY MANAGER'S OFFICE

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$535,168	\$533,902	\$566,390	\$499,324
Operations	11,027	10,879	10,696	14,196
<b>Total</b>	<b>\$546,195</b>	<b>\$544,781</b>	<b>\$577,086</b>	<b>\$513,520</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
City Manager	1001	100	1	1	1	1
Assistant City Manager/Operations	1002	94	1	1	1	1
Executive Assistant*	2001	47	1	1	1	0
Secretary*	2004	33	0	0	0	1
<b>TOTAL</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

\*Position changed in FY2016

# **CITY SECRETARY**

## **Mission Statement**

The mission of the City Secretary's Office is to record all actions of City Council, guarantee the authenticity of all official documents and provide for their safekeeping and retrieval, administer City Elections and the City's Records Management Program, provide public information by personal contact and through media sources.

## **Accomplishments of FY2015**

- ✓ Introduced and utilized video-conferencing to the City Council
- ✓ Transferred over 50 permanent records boxes from the Water Tower and City Hall to new storage facility
- ✓ Successfully completed the special election for the Crime Control and Prevention District
- ✓ Conducted the 2015 General election
- ✓ Produced all Council meeting minutes on time
- ✓ Recording minutes and assisting the Charter Review Committee for November 2015 Special Election

## **Objectives for FY 2016**

- Continue the quality efficiency of the department in regard to agendas, minutes and information requests
- Complete the transferring of records from the water tower and city hall to the new storage facility
- Training in computer programs to manage and uplink website information
- Conduct a special election for the City Charter revision
- Assist newly-elected Council members in performing their duties as elected officials
- Provide better quality service for citizens, staff and Council members
- Provide information through video regarding voting procedures to assist citizens

## **New Budget Item**

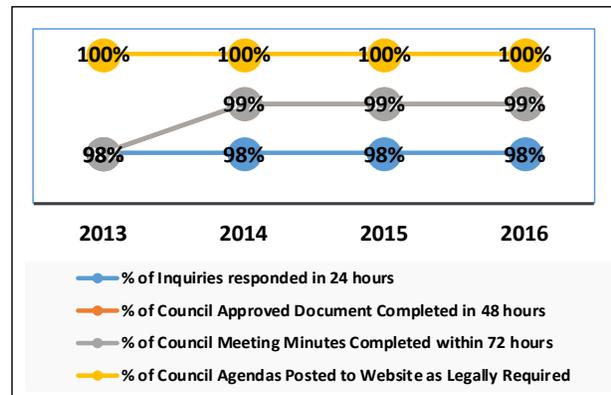
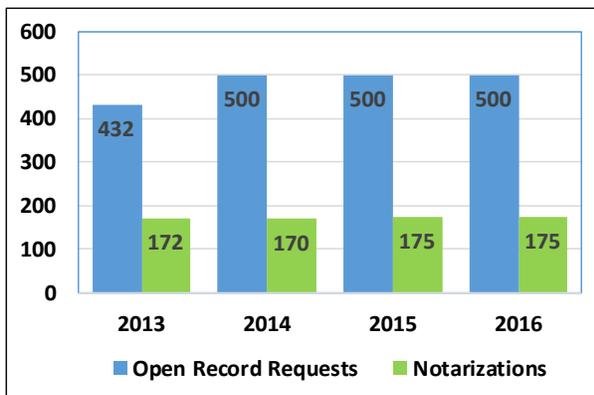
- ❖ Charter Election \$14,000

# CITY SECRETARY

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$172,517	\$170,020	\$169,065	\$179,595
Operations	35,280	36,335	43,301	49,930
<b>Total</b>	<b>\$207,797</b>	<b>\$206,355</b>	<b>\$212,366</b>	<b>\$229,525</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
City Secretary	1110	74	1	1	1	1
Assistant City Secretary	1120	40	1	1	1	1
<b>Total</b>			<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Number of open records requests processed	432	500	500	500
Percent of citizen inquiries responded to within 24 hours	98%	98%	98%	98%
Percent of documents completed, signed, and scanned within 48 hours of council approval	98%	99%	99%	99%
Percent of council meeting minutes transcribed within 72 hours following council meeting	98%	99%	99%	99%
Percent of Council agendas posted to the website as legally required	100%	100%	100%	100%
Number of notarizations performed for citizens and staff	172	170	175	175





**Annual Budget FY2016**

# CITY COUNCIL

## Mission Statement

The City Council shall faithfully discharge all duties imposed by the City charter, the Constitution and the laws of the State of Texas, independently and impartially, deciding all matters brought before them in a responsive, capable and efficient manner to all citizens and to each other.

## Accomplishments of FY2015

- ✓ Provided policy direction for major development projects
- ✓ Maintained enhanced relationship with the school district, county, chamber of commerce and citizens
- ✓ Selected and appointed board members

## Objectives for FY 2016

- Continue to provide policy direction for major developments and projects
- Provide guidance for City Management
- Affirm and reinforce the City's commitment to financial sustainability

## New Budget Items

- ❖ 6 Stones' Community Powered Revitalization Program \$60,000
- ❖ Organizational Study \$100,000

<b>EXPENDITURES</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
Personnel	\$3,080	\$2,640	\$2,640	\$3,200
Operations	28,156	16,032	16,972	178,350
<b>Total</b>	<b>\$31,236</b>	<b>\$18,672</b>	<b>\$19,612</b>	<b>\$181,550</b>

No employees in this division.

## **FINANCE**

### **Mission Statement**

The Finance Department is responsible for optimally managing the City's resources through budgeting, purchasing, management analysis and financial reporting. The Director serves as the Chief Financial Officer of the City and acts as the primary contact with the City's outside auditors, bond council, rating agencies and underwriters. The Finance Department also provides general supervision and oversight of Purchasing, Municipal Court, Utility Billing and Fleet Management.

### **Accomplishments of FY2015**

- ✓ Awarded the Government Finance Officers Association (GFOA) "Certificate of Achievement for Excellence in Financial Reporting" for the high standard and level of financial reporting
- ✓ Awarded the Government Finance Officers Association (GFOA) "Distinguished Budget Presentation Award" for the high standard and level of the annual budget document
- ✓ Maintained the city's AA- and Aa3 bond rating on the General Obligation Bonds
- ✓ Conducted Request for Proposals (RFP) and selection of new independent auditor
- ✓ Conducted Request for Proposal (RFP) and selection of new banking provider
- ✓ Conduct a Water and Sewer Rate Study

### **Objectives for FY 2016**

- Receive an unmodified (clean) opinion on the Comprehensive Annual Financial Report (CAFR)
- Maintain the high standard and level of financial reporting for obtaining GFOA "Certificate of Achievement for Excellence in Financial Reporting"
- Maintain the high standard and level of the annual budget document for obtaining the GFOA "Distinguished Budget Presentation Award"
- Monitoring cash management practices to ensure timely billing and collections
- Continue cost saving measures by converting all payments to vendors from manual checks to electronic funds
- Maximize the City's return on investments in accordance with the adopted investment policies
- Update the financial policies and procedures

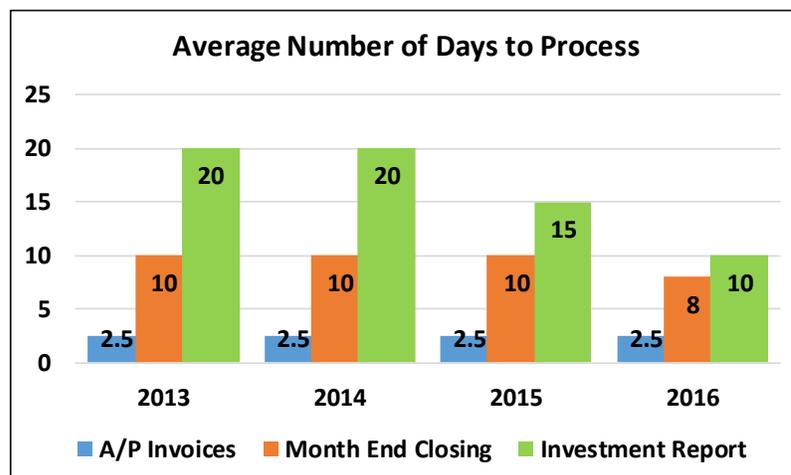
# FINANCE

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$615,966	\$545,236	\$580,349	\$612,747
Operations	42,072	40,630	40,281	47,100
<b>Total</b>	<b>\$658,038</b>	<b>\$585,866</b>	<b>\$620,630</b>	<b>\$659,847</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Assistant City Manager/CFO	2101	94	1	0	0	0
Director of Finance	2101	86	0	1	1	1
Assistant Director of Finance/Controller	2102	70	1	1	1	1
Purchasing Agent	2401	61	1	1	1	1
Budget Analyst/Accountant	2201	59	1	1	1	1
Account Technician	2202	43	2	2	2	2
Secretary*	2004	33	1	1	1	0
<b>Total</b>			<b>7</b>	<b>7</b>	<b>7</b>	<b>6</b>

\*Closed position in FY2016

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Average number of business days to close month end	10	10	10	10
% of monthly financial reports distributed to departments within 10 days of month end	92%	92%	83%	100%
Average number of days to process invoices in A/P office	2.5	2.5	2.5	2.5
% of miscellaneous accounts receivable collected without use of private collection agencies	91%	92%	93%	94%
Number of GFOA awards received	2	2	2	2



## **HUMAN RESOURCES AND RISK MANAGEMENT**

### **Mission Statement**

Human Resources will develop, implement and administer programs and services that enable the City to recruit and retain a highly qualified workforce.

### **Accomplishments of FY2015**

- ✓ Obtained renewals for FY15 reflecting cost-effective and comprehensive group insurance coverage for employees, dependents and retirees.
- ✓ Successful open enrollment and health fair with more than 30 vendors attending.
- ✓ Implemented changes to employee compensation approved in the budget.
- ✓ Revised incentive pay amounts and developed detailed incentive codes for each type of incentive.
- ✓ Implemented language pay program.
- ✓ Streamlined internal applicant process and reduced the time for applications to be received by the hiring department.
- ✓ Created and/or revised four personnel policies; reviewed policies for changes needed.
- ✓ Administered promotional and entry level exams for every civil service rank in the Police Department.
- ✓ Implementation of a new timekeeping system.

### **Objectives for FY 2016**

- Recruit and retain qualified individuals to support operations within the City.
- Develop and maintain a compensation strategy that reflects the City's goals ensuring that employees are classified and compensated in an appropriate manner.
- Manage liability claims in a timely and cost effective manner to limit exposure and reduce cost.
- Obtain the most cost effective benefit package for employees, dependents and retirees.

### **New Budget Items**

- ❖ Applicant Tracking System \$6,000
- ❖ Employment Advertising \$5,000
- ❖ Wellness Program \$41,902
- ❖ Tuition Reimbursement \$30,000
- ❖ Human Resources Generalist

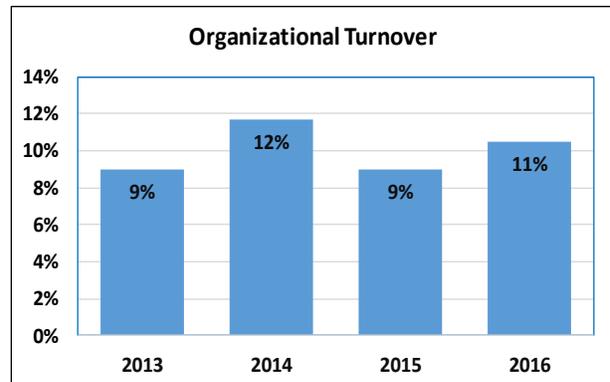
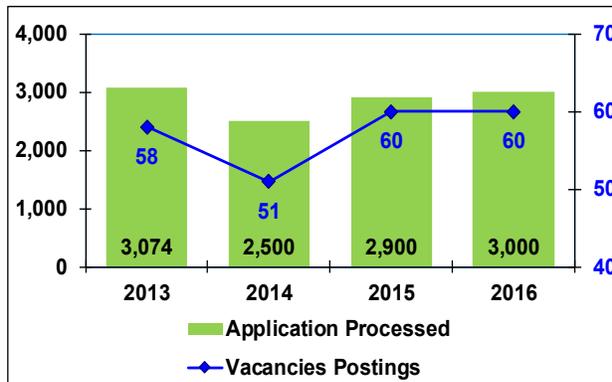
## HUMAN RESOURCES AND RISK MANAGEMENT

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$303,069	\$305,322	\$308,734	\$393,533
Operations	84,765	125,105	124,189	180,707
<b>Total</b>	<b>\$387,834</b>	<b>\$430,427</b>	<b>\$432,923</b>	<b>\$574,240</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Director of Human Resources & Risk Mgmt	1401	85	1	1	1	1
Human Resources Specialist*	1404	60	0	0	0	1
Human Resources Generalist	1402	59	1	1	1	1
Human Resources Coordinator	1403	55	1	1	1	1
<b>Total</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>

\*Added 1 Human Resources Specialist in FY2016

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Number of position vacancies/postings	58	51	60	60
Percentage of employees receiving internal training	100%	100%	100%	100%
Number of applications processed	3,074	2,500	2,900	3,000
HR processes evaluated for efficiency/effectiveness	1	2	4	3
Number of HR policy/program updates	0	4	4	4
Organizational turnover (FT)	9%	12%	9%	11%



## **PLANNING & INSPECTION SERVICES**

### **Mission Statement**

Promote the health, safety, welfare, and the orderly growth and development of the City while encouraging neighborhood vitality and livability, and striving to bring growth that contributes to the tax base, expands job opportunities, and increases economic development opportunities. Provide quality services to all members of the community by providing permitting, inspections, code enforcement, and transportation and land use planning assistance. The mission of the Department is to promote a positive City image through preservation/enhancement of property values within the City.

### **Accomplishments of FY2015**

- ✓ Mercantile Center East development on N. Beach Street with a valuation of \$11,000,000.
- ✓ Meals on Wheels development on Airport Freeway with a valuation of \$10,500,000.
- ✓ Zoning Ordinance Amendment regarding fences.
- ✓ Zoning Amendment regarding day laborer halls.
- ✓ Preliminary Plat of Highpointe Addition.
- ✓ West Birdville Elementary School development on Layton Avenue.
- ✓ 100% of inspection requests completed within 24 hours.
- ✓ 85% of presumed code violations investigated and acted upon as necessary within 24 hours.

### **Objectives for FY 2016**

- Increase current service levels to community members and adopting the latest practices of the planning, building, and code professions.
- Maximize the economic benefits of the 820/Backage Road project and the Belknap/Denton Hwy realignment
- Create a comprehensive plan to facilitate an increase in property values, and address the future transportation issues facing the City.
- Focus on enhancing City services to established neighborhoods
- Ensure that the minimum standards of each adopted code and ordinance are met for new and renovated structures.
- Provide proper maintenance of codes and strive to facilitate development in a practical and timely manner in order to enhance property values.
- Provide exceptional customer service by responding to daily inspection requests within 24 hours and to begin the Certificate of Occupancy inspection process within a 24-hour period.
- Respond to every complaint regarding a presumed code violation and supply notice of disposition within a 24-hour period.
- Conduct and complete initial plan reviews of all plans submitted within twenty (20) working days of submission.

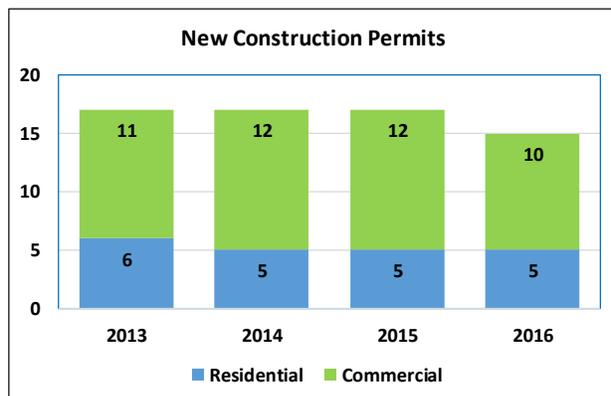
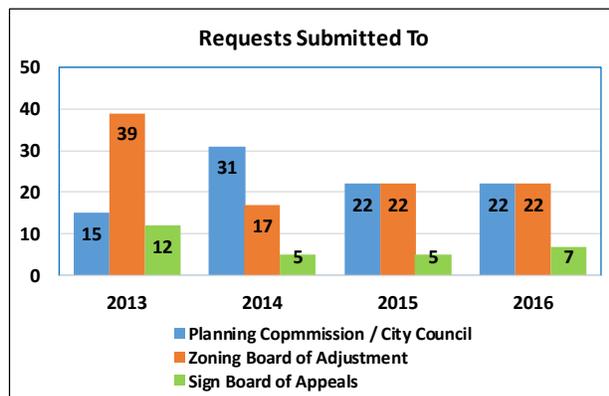
## PLANNING AND INSPECTIONS

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$498,053	\$637,689	\$564,223	\$689,657
Operations	28,525	38,582	38,243	58,743
<b>Total</b>	<b>\$526,578</b>	<b>\$676,271</b>	<b>\$602,466</b>	<b>\$748,400</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Director of Planning & Community Development	1801	85	1	1	1	1
Assistant Director of Planning/Building Official	1802	70	1	1	1	1
Chief Building Inspector	1803	57	1	0	0	0
Project Manager	1803	57	0	1	1	1
Building Inspector	1804	57	0	1	1	1
Fire Inspector	3409	50	0	1	1	1
Code Enforcement Officer	1805	50	3	3	3	3
Permit Technician	1806	39	1	1	1	1
Administrative Secretary *	2003	41	1	1	1	0
<b>Total</b>			<b>8</b>	<b>10</b>	<b>10</b>	<b>9</b>

\*Position eliminated in FY2016

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Number of requests before the Planning and Zoning Commission and/or City Council	15	31	22	22
Number of requests before the Zoning Board of Adjustment	39	17	22	22
Number of requests before the Sign Board of Appeals	12	5	5	7
Number of new residential construction permits issued	6	5	5	5
Number of new commercial construction permits issued	11	12	12	10
Number of certificate of occupancy inspections performed	396	326	400	350
Number of ordinance compliance actions	2,611	3,000	2,300	2,400
Percent of inspections completed within 24 hours	NA	100%	100%	100%
Percent of plans reviewed within 20 working days	NA	85%	85%	85%



## **INFORMATION TECHNOLOGY SERVICES**

### **Mission Statement**

The mission of the IT Services department is to provide quality technology-based services in a cost effective manner to facilitate the city's vision as it applies to providing quality services to all members of the community.

### **Accomplishments of FY2015**

- ✓ Renegotiating the telecommunications contracts has saved the city over \$100,000 annually.
- ✓ Upgrading the phone system will reduce the annual cost for landline phone service by \$13,000.
- ✓ Implementing Office 365. This will save the city more than \$10,000 annually by providing the right Office software for each user. The upgrade will also reduce the load on our current storage systems.
- ✓ Maintained and updated the City website.
- ✓ Posted and updated televised bulletin boards.
- ✓ Videotaped and cable-casted special events.

### **Objectives for FY 2016**

- Bring the PC Inventory to “Under Warranty” Status. This status will bring over half of our inventory into warranty, improve productivity and reduce support calls.
- Upgrade all Windows Servers to the same Version.
- Research on leverage Active Directory as a “single source of truth” for identification and authentication.
- Implementing an upgrade to the phone system and right sizing our service while bolstering our Internet service.
- Continue to maintain City Web pages and to produce and cablecast City Council meetings and special events.

### **New Budget Item**

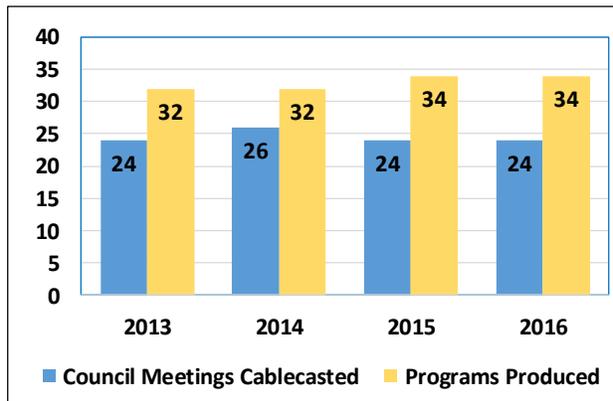
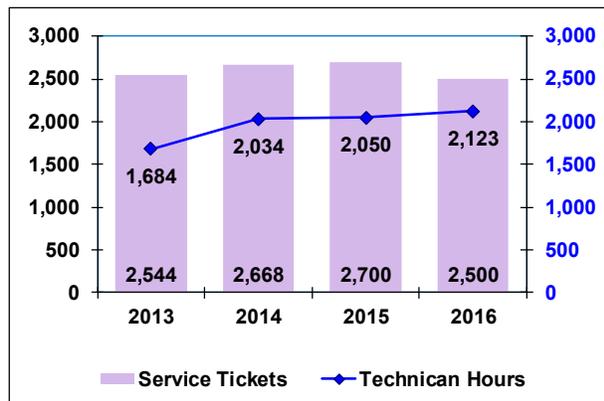
- ❖ Computer Replacement \$50,000

## INFORMATION TECHNOLOGY SERVICES

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$361,155	\$401,598	\$405,056	\$416,708
Operations	115,140	92,981	80,915	89,108
<b>Total</b>	<b>\$476,295</b>	<b>\$494,579</b>	<b>\$485,971</b>	<b>\$505,816</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Director of Information Technology	1301	85	1	1	1	1
Computer Services Technician	1302	53	2	2	2	2
Network Administrator	1304	60	1	1	1	1
Web Administrator/Media Technician	1203	53	1	1	1	1
<b>Total</b>			<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Number of resolved service tickets	2,544	2,668	2,700	2,500
Total technician hours spent resolving service tickets	1,684	2,034	2,050	2,123
Number of City Council meetings recorded/cablecast	24	26	24	24
Number of programs produced	32	32	34	34
Number of hours per day of programming cablecasted	6	8	10	10
Number of web pages online	1,255	1,600	1,950	2,025



## **FLEET SERVICES**

### **Mission Statement**

The mission of the Fleet Services Department is to ensure City fleet vehicles and motorized equipment are utilized and maintained in a manner that provides the best possible support to City operations through economical and environmentally responsible fleet management.

### **Accomplishments of FY2015**

- ✓ Adopted the North Texas Central Council of Governments TTTT
- ✓ Met regional low emission criteria set forth in the NCTCOG Clean Fleet standards for 100% of vehicles/equipment purchased
- ✓ Maintained 133 pieces of equipment and 175 vehicles
- ✓ Compliant to the State of Texas vehicles inspection and registration requirement for all vehicles.

### **Objectives for FY 2016**

- Maintain the City's fleet preventive maintenance program
- Meet the clean environmental initiative
- Identify vehicles that have lower fuel consumption for retirement to reduce cost
- Reduce downtime and lower fleet operating cost as well as provide a more efficient fleet maintenance/repair facility
- Keep the fleet facility in the best shape to enhance property value, efficient operation and appearance.

### **Significant Budget Items**

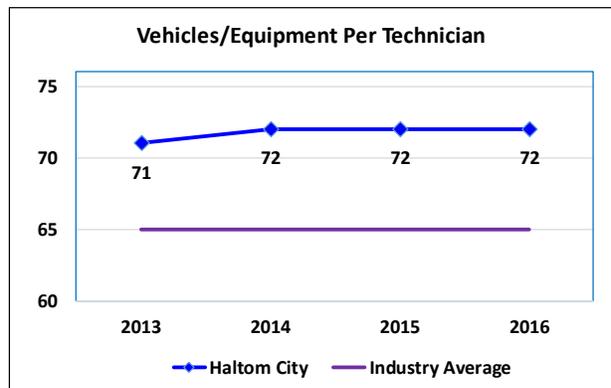
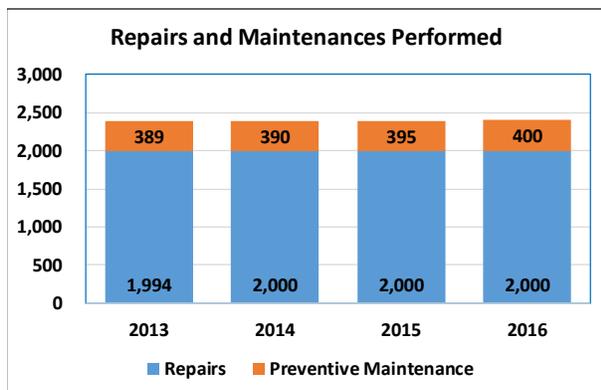
- ❖ Outside Vehicle Repairs \$150,000
- ❖ Fuel \$430,000
- ❖ Parts \$216,000

# FLEET SERVICES

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$361,653	\$363,315	\$357,112	\$384,113
Operations	290,865	160,320	160,320	207,456
<b>Total</b>	<b>\$652,519</b>	<b>\$523,635</b>	<b>\$517,432</b>	<b>\$591,569</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Fleet Services Manager	1901	65	1	1	1	1
Senior Auto Mechanic	1902	50	1	1	1	1
Fleet Services Coordinator	1903	45	1	1	1	1
Auto Mechanic	1904	44	1	1	1	1
Fleet Service Worker	1905	34	2	2	2	2
<b>Total</b>			<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Total number of repairs completed	1,994	2,000	2,000	2,000
Number of preventive maintenance completed	389	390	395	400
Total number of vehicles/equipment maintained	353	360	360	360
Vehicle/equipment per technician	71	72	72	72
<b>Industry Average - Vehicle/equipment per technician</b>	<b>65</b>	<b>65</b>	<b>65</b>	<b>65</b>
Total number of fleet miles traveled	1,160,000	1,200,000	1,200,000	1,200,000
Number of training classes attended	8	10	10	12



## **BUILDING MAINTENANCE**

### **Mission Statement**

Building Maintenance Division ensures a safe and comfortable working environment for all employees in City facilities as well as to provide prompt response, quality service and the efficient resolution of maintenance problems.

### **Accomplishments of FY2015**

- ✓ Retrofitted the Fleet Building with energy efficient lighting to lower the demand for electricity and reduce energy cost. Projected a 30% reduction in electricity consumption.
- ✓ Retrofitted the Recreation center gyms with energy efficient lighting to lower the demand for electricity and reduce energy cost. Projected a 30% reduction in electricity consumption.
- ✓ Completed construction on a Public Works facility. Installed shelving for Human Resources and City Hall records.

### **Objectives for FY 2016**

- Provide a better and more efficient building maintenance program through prompt response in performing and supervising repair actions
- Provide a comprehensive preventative maintenance program to ensure the efficiency and availability of building systems
- Ensure a suitable working environment for City employees through proper maintenance, thereby providing better service to citizens.
- Replace City Hall flooring.
- Refinish Recreation Center flooring and replace the roof in the Recreation Center

### **New Budget Items**

- ❖ Building Maintenance Worker \$50,746
- ❖ Building Maintenance Crew Leader \$3,410
- ❖ City Hall Roof, HVAC and Floor \$30,000

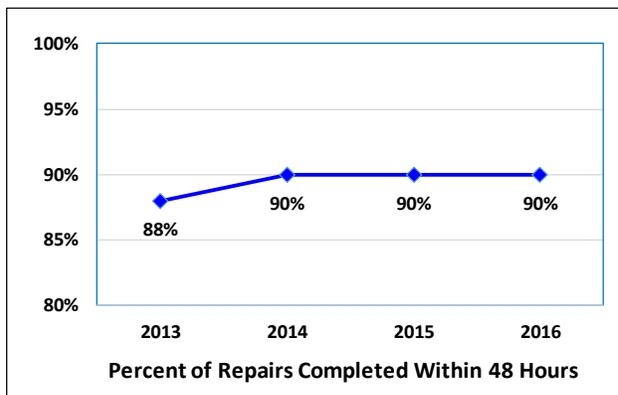
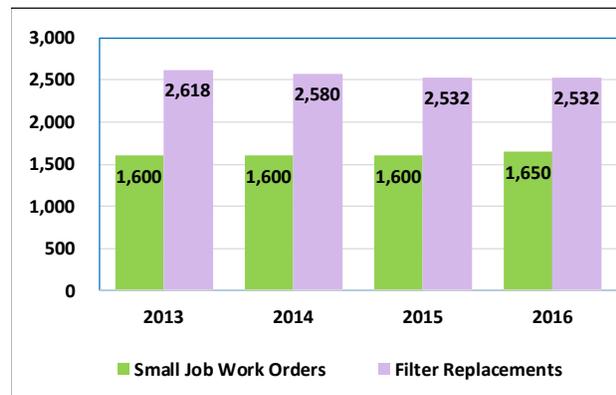
## BUILDING MAINTENANCE

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$63,467	\$61,199	\$62,164	\$119,768
Operations	280,338	287,353	333,680	398,401
<b>Total</b>	<b>\$343,805</b>	<b>\$348,552</b>	<b>\$395,844</b>	<b>\$518,169</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Building Maintenance Crewleader*	2905	48	0	0	0	1
Building Maintenance Mechanic	2908	41	1	1	1	1
<b>Total</b>			<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>

New position added in FY2016

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Total number of small job work orders completed	1,600	1,600	1,600	1,650
Total number of filter replacements completed	2,618	2,580	2,532	2,532
Total number of HVAC serviced	196	196	196	196
Percent of repairs completed with 48 hours	88%	90%	90%	90%



# **POLICE**

## **Mission Statement**

The Haltom City Police Department is a professional organization committed to excellence, integrity, compassion and vigilance. We will partner with the community and selflessly commit ourselves to making Haltom City a better place to live, work and visit.

## **Accomplishments of FY2015**

- ✓ Part I crime down 3% from previous year
- ✓ Made 300 DWI arrests
- ✓ Responded to over 60,000 calls for service
- ✓ Presented the IACP/Motorola Webber Seavey Award for “Quality in Policing”
- ✓ CCPD renewed for 10 years with 82% of the vote
- ✓ Officer Awards received:
  - Statewide Officer of the Year from Auto Burglary and Theft Prevention Authority
  - LEADRS award for most DWI arrests in the state for the year
  - Blue Peak Award for our initiative with SafeKids to pioneer a car seat program
  - Officer of the Year for the regional DARE program

## **Objectives for FY 2016**

- Continue to promote Haltom City in terms of safety, security and environment by supporting current proactive enforcement activities and programs, as well as initiating additional activities and programs as needed.
- Proactive enforcement activities are currently carried out by the Patrol Operations and Investigative Services Divisions. These activities include - but are not limited to - the Street Crimes Unit, DWI Enforcement Unit, Bicycle Unit, K-9 Unit, and regional efforts through participation in the Tarrant County Auto Theft and Narcotics Units. Current proactive enforcement programs include the Crime Free Multi-Housing Program, the School Resource Officer Program and the NE Tarrant County Bait Car Initiative.
- Managing the Shared Services Agreement for Dispatch and Detention services.
- Assist in leading the City to build a new municipal complex by continuing to build a fund balance within the Crime Prevention and Control District Fund.

## **New Budget Items**

- ❖ Public Safety Director \$12,565
- ❖ Service Agreement (CAD/RMS) \$15,000
- ❖ Hand Held Radios \$15,146
- ❖ Motor Vehicles \$252,400

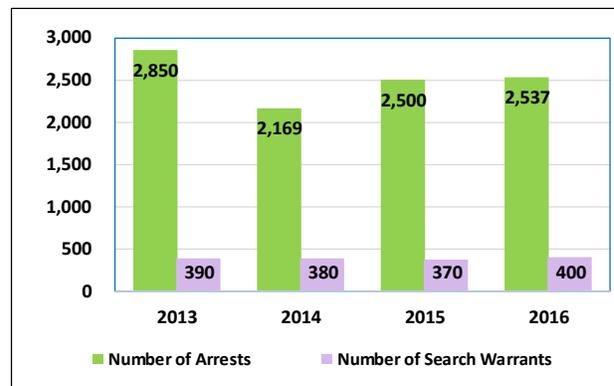
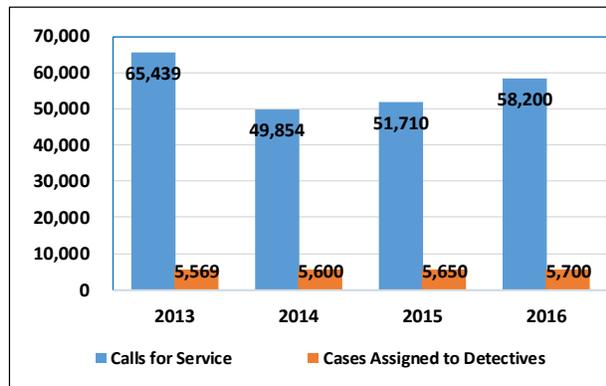
# POLICE

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$6,330,923	\$6,625,630	\$6,623,581	\$7,235,378
Operations	1,257,976	1,328,003	1,318,609	1,440,086
<b>Total</b>	<b>\$7,588,898</b>	<b>\$7,953,633</b>	<b>\$7,942,190</b>	<b>\$8,675,464</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Director of Public Safety	3001	90	0	0	0	1
Police Chief	3001	87	1	1	1	0
Police Captain	3003	GS77	3	4	4	4
Police Sergeant	3004	GS73	10	10	10	10
Police Corporal	3005	GS66	5	5	5	5
Police Officer	3007	GS62	49	51	51	51
Crime Scene & Property Technician	3105	50	1	1	1	1
Administrative Assistant	2002	43	1	1	1	1
Community Services Asst./Admin Secretary	3104	43	1	1	1	1
Police Records Clerk*	3202	37	3	3	3	2
Animal Services Supervisor	3301	55	1	1	1	1
Animal Services Officer	3303	43	3	3	3	3
Kennel Attendant	3304	37	1	1	1	1
<b>Total</b>			<b>79</b>	<b>82</b>	<b>82</b>	<b>81</b>

\*Reduced 1 Police Records Clerk in FY2016

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Number of calls for service	65,439	49,854	51,710	58,200
Number of cases assigned to detectives	5,569	5,600	5,650	5,700
Number of cases presented to the District Attorney	1,276	1,300	1,350	1,400
Number of arrests	2,850	2,169	2,500	2,537
Number of Search Warrants	390	380	370	400
Number of sex offender follow-ups performed	169	150	150	150



# **FIRE**

## **Mission Statement**

To protect lives and property in our community from the adverse effect of fire, medical, environmental and other emergencies through programs and services delivered with integrity, compassion, and respect without prejudice.

## **Accomplishments of FY2015**

- ✓ Trained and certified 24 members as “Blue Card” Incident Commanders.
- ✓ Decentralized Fire Operation to three Battalion Chiefs responsible for the administration and supervision of Fire Suppression, EMS and Special Operations.
- ✓ Developed replacement schedules for major swift water and technical rescue equipment as well as successfully achieved the inclusion of \$350,000 of equipment into the NEFDA Capital Replacement Fund previously not included.
- ✓ All members participated in Air Consumption, High Rise, Mass Casualty and Rapid Intervention Drills.
- ✓ Developed and delivered a comprehensive preparatory Fire Driver training program.
- ✓ Conducted a successful eight-week Citizens Fire Academy with 18 graduates.
- ✓ Successfully graduated 14 new CERT members, recorded over 2200 volunteer hours assisting the fire department and graduated our first TEEN CERT class.
- ✓ All members of HCFR voluntarily signed the “National Seat Belt Pledge” by the Fallen Firefighters Foundation.
- ✓ Installed 49 smoke detectors in our community and received 196 additional smoke detectors through grants.
- ✓ Conducted a successful Fire Safety Open House during Fire Prevention Week with over 500 in attendance.

## **Objectives for FY 2016**

- Compliant to NFPA 1710 with average response time of 6 minutes to all emergencies
- Confine fire damage to room of origin 75% of the time.
- Average 360 hours of documented training annually per member
- Complete 100% of all businesses, occupancies and multi-family inspections annually
- Perform 20 public education, fire safety and training exercises annually
- Perform all EMS skills 100% compliant with Med Star protocol

## **New Budget Items**

- ❖ Smart STAT Basic Simulator \$14,464
- ❖ Tactic Medic \$1,634

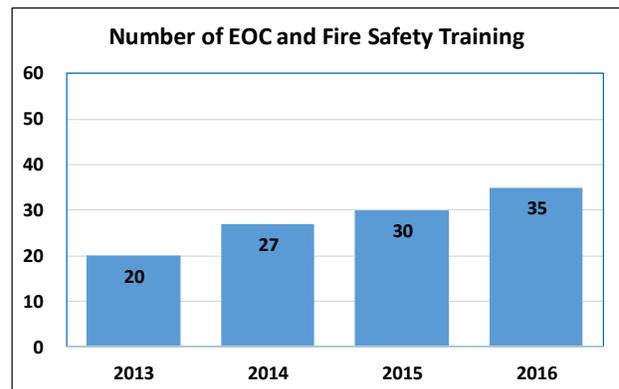
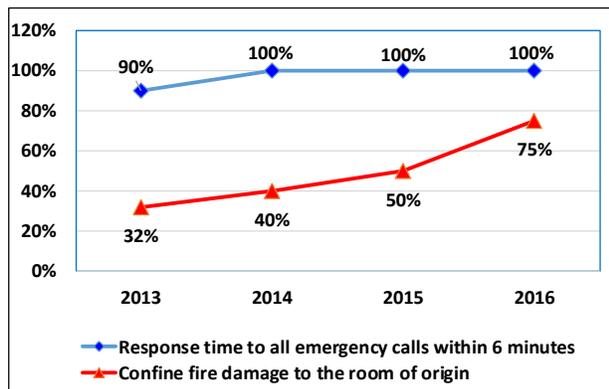
# FIRE

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$5,349,993	\$5,446,566	\$5,623,057	\$5,835,548
Operations	367,687	372,023	401,954	410,527
<b>Total</b>	<b>\$5,717,680</b>	<b>\$5,818,589</b>	<b>\$6,025,011</b>	<b>\$6,246,075</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Fire Chief	3401	87	1	1	1	1
Deputy Fire Chief*	3402	79	2	2	2	1
Emergency Management Coordinator	2406	73	1	1	1	1
Fire Battalion Chief	3404	GS77	3	3	3	3
Fire Lieutenant	3405	GS73	13	13	13	13
Firefighter/Driver	3407	GS66	12	12	12	12
Firefighter	3408	GS62	21	21	21	21
Fire Inspector	3409	50	1	0	0	0
Administrative Assistant	2002	43	1	1	1	1
<b>Total</b>			<b>55</b>	<b>54</b>	<b>54</b>	<b>53</b>

\*Eliminated 1 Deputy Fire Chief (Operations) in FY2016

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Response time to all emergency calls within 6 minutes	90%	100%	100%	100%
Confine fire damage to the room of origin	32%	40%	50%	75%
Fire inspection for all multi-family and commercial units	100%	100%	100%	100%
Investigate and determine fire cause for all fire incidents	100%	100%	100%	100%
Compliant of 360 hours of documented training per member	75%	93%	100%	100%
Number of EOC, fire safety and public education training exercises	20	27	30	35



# **MUNICIPAL COURT**

## **Mission Statement**

The Municipal Court is the Judicial Branch of City government. The court is organized into the Judiciary and Court Administration. The mission of the Judiciary is to provide fair and impartial justice to the citizens of Haltom City. The mission of the Court Administration is to support the Judiciary by assisting the public with competence and patience as well as by managing court operations with skill and economy. The Marshal's Office is under Court Administration charged with the execution and clearance of arrest warrants as well as serving court documents. The Marshal's Office also provides security for the court and court staff.

## **Accomplishments of FY2015**

- ✓ Established written policies to ensure the Judge's orders are clear and concise
- ✓ Established guidelines for the attorney docket to ensure cases are closed in a timely manner
- ✓ Contracted with new collection agency to expedite collections and case closures
- ✓ Implemented file scanning and electronic signature to reduce paper cost and increase efficiency in record management and retrieval
- ✓ Implemented procedures to ensure the safety of the Municipal Court Judge
- ✓ Implemented the court software module that increased accuracy of jurors addresses insuring a fair trial

## **Objectives for FY 2016**

- Implement the search module of the court software that allows attorney's and citizens to search for cases
- Develop electronic word document forms for all violation complaints
- Develop and implement the use of spreadsheets for the prosecutor to prepare offers for attorneys
- Develop procedures for accurately measuring work production for the Marshal Division and reduce the number of outstanding warrants

## **New Budget Items**

- ❖ Night Court \$24,326
- ❖ Prosecutor at Plea Docket \$47,506

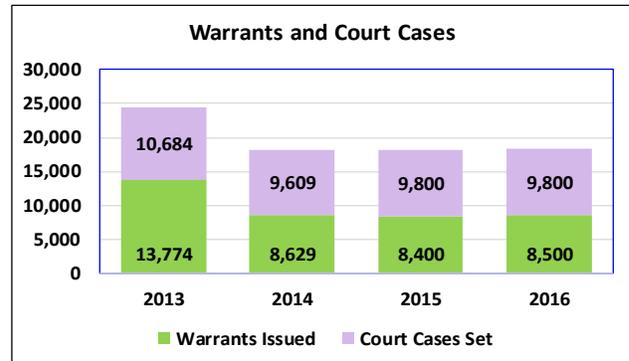
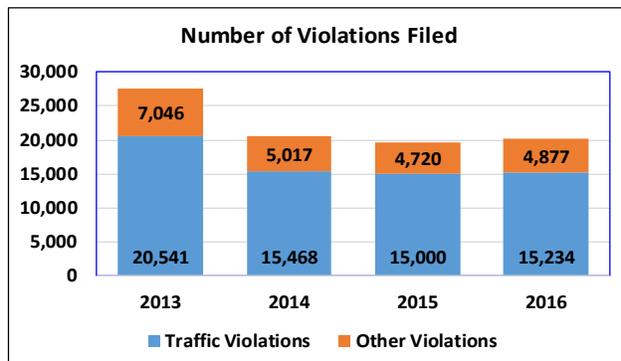
# MUNICIPAL COURT

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$495,512	\$587,917	\$568,027	\$578,912
Operations	50,635	67,043	63,375	114,549
<b>Total</b>	<b>\$546,147</b>	<b>\$654,960</b>	<b>\$631,402</b>	<b>\$693,461</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Court Clerk/Court Administrator	2502	61	1	1	1	1
Deputy Court Clerk/Court Coordinator	2503	43	1	1	1	1
Deputy Court Clerk/Court Collections Spec	2504	41	1	1	1	1
Deputy Court Clerk/Warrant Clerk	2505	41	1	1	1	1
Deputy Court Clerk*	2506	37	3	3	3	2
Deputy Court Clerk/Juvenile Case Manage	2507	37	1	1	1	1
Marshal	2508	57	1	1	1	1
<b>Total</b>			<b>9</b>	<b>9</b>	<b>9</b>	<b>8</b>

\*Reduced 1 Deputy Court Clerk in FY2016

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Number of traffic violations filed	20,541	15,468	15,000	15,234
Number of State law violations filed	5,780	4,181	4,000	4,100
Number of City ordinance violations filed	1,105	714	600	657
Number of parking violations filed	161	122	120	120
<b>Total Number of violations filed</b>	<b>27,587</b>	<b>20,485</b>	<b>19,720</b>	<b>20,111</b>
Number of warrants issued	13,774	8,629	8,400	8,500
Number of court cases set	10,684	9,609	9,800	9,800
Clearance rate for warrants	84%	96%	98%	98%
Cases closed within 90 days	31%	29%	32%	35%
Clearance rate for cases	93%	96%	95%	95%



## **STREET AND DRAINAGE**

### **Mission Statement**

To perform maintenance of streets, drainage and traffic control systems in a manner that will provide for the safe and efficient movement of traffic and flow of storm water through the enclosed drainage collection system.

### **Accomplishments of FY2015**

- ✓ Decreased the amount of time from 10 weeks to 6 weeks that street cuts are repaired
- ✓ Reconstructed Edith Lane with 3,000 square yards of asphalt (full depth)
- ✓ Replaced 2,845 square yards of asphalt on Stanley Keller Road

### **Objectives for FY 2016**

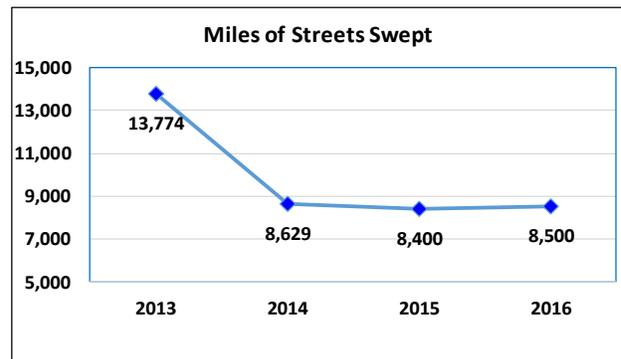
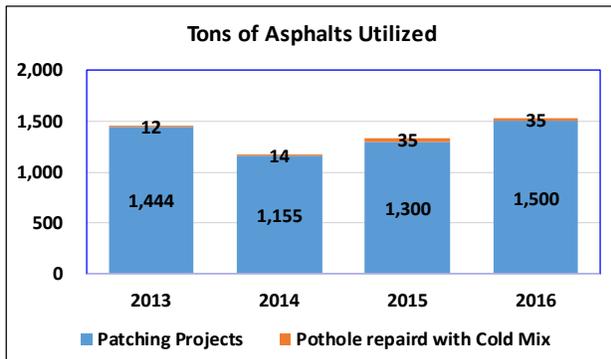
- Further reduce the amount of time between cutting a street and the street being repaired
- Increase the number of curb miles that are street swept
- Sell some of the lots that require regular mowing
- Reduce the amount of time that a traffic signal is malfunctioning
- Continue working with the Environmental Division to mosquito-spray as few times as needed

## STREET AND DRAINAGE

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$545,148	\$619,523	\$601,266	\$658,677
Operations	191,781	275,294	275,894	214,208
<b>Total</b>	<b>\$736,930</b>	<b>\$894,817</b>	<b>\$877,160</b>	<b>\$872,885</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Street Maintenance Supervisor	2901	62	0.5	0.5	0.5	0.5
Public Works Crewleader	2905	48	2	2	2	2
Senior Equipment Operator	2906	43	2	2	2	2
Equipment Operator	2910	40	3	3	3	3
Sign Technician	2909	40	1	1	1	1
Public Works Maintenance Worker	2911	36	3	3	3	3
<b>Total</b>			<b>11.5</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Tons of asphalt utilized in patching projects	1,444	1,155	1,300	1,500
Tons of asphalt (cold mix) utilized to repair potholes	12	14	35	35
Traffic signal repair work orders completed	26	24	25	30
Regulatory Signs replaced	N/A	40	100	115
Number of street miles swept	1,604	1,044	1,325	1,300



# **PARKS AND RECREATION**

## **Mission Statement**

The Parks Maintenance Division provides Haltom City residents with safe, attractive parks and open space. The Recreation Division is dedicated to provide facilities and programs that will encourage family fitness, entertainment, cultural awareness and positive learning experiences. The Senior Center helps senior adults build a brighter future for themselves and their community.

## **Accomplishments of FY2015**

### Parks Maintenance

- ✓ Landscaped City Hall
- ✓ Improved park amenities at Little Fossil and North Parks
- ✓ Irrigated and established turf for the new youth soccer program

### Recreation Division

- ✓ Started the first ever youth soccer program
- ✓ Completed the second successful summer program
- ✓ Completed the fifth annual back to school health fair

### Senior Center

- ✓ Added 162 new members
- ✓ 50% increase of membership over the previous year
- ✓ Met and surpassed the daily meal goal by 12%
- ✓ Continued to work with Community Partners to improve the lives of senior citizens within the City

## **Objectives for FY 2016**

- Successfully integrate the new medians and landscape from the 820 expansion into the inventory
- Increase revenue for recreation activities
- Provide 22,000 meals for senior citizens
- Address transportation issues facing senior center patrons

## PARKS AND RECREATION

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$728,355	\$778,793	\$746,557	\$394,995
Operations	229,154	212,729	213,178	129,631
<b>Total</b>	<b>\$957,508</b>	<b>\$991,522</b>	<b>\$959,735</b>	<b>\$524,626</b>

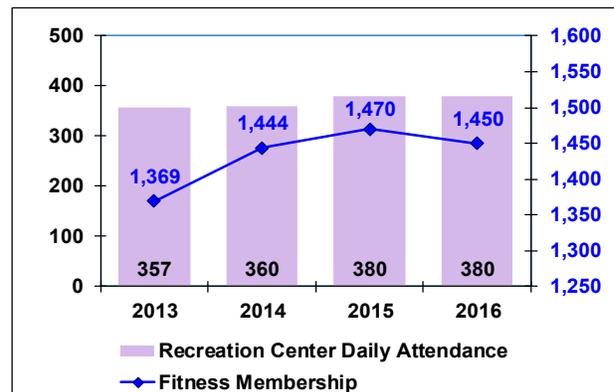
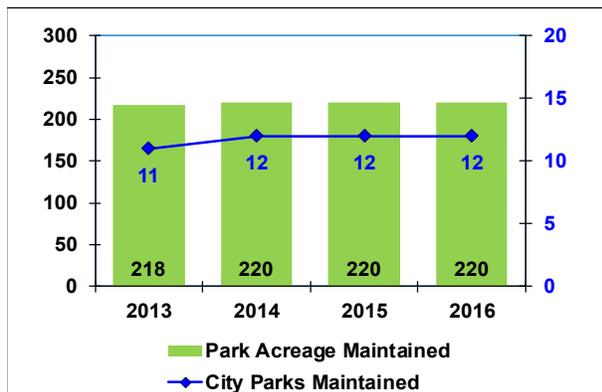
STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Director of Parks & Recreation*	1601	85	1	1	1	0
Recreation Supervisor	1602	54	1	1	1	1
Athletic Coordinator**	1606	47	0	0	0	1
Senior Recreation Assistant	1604	41	1	1	1	1
Recreation Assistant	1605	36	1	1	1	1
Senior Center Supervisor	1603	58	1	1	1	1
Parks Crewleader	1701	47	1	1	1	1
Irrigation Specialist	1703	40	1	1	1	1
Park Maintenance Worker***	1706	36	6	6	6	5
<b>Total</b>			<b>13</b>	<b>13</b>	<b>13</b>	<b>12</b>

\*Eliminated Director of Parks & Recreation

\*\*Moved Athletic Coordinator from Park Performance Fund

\*\*\*Reduced 1 Park Maintenance Worker

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Number of landscape facilities maintained	14	14	20	20
Number of landscape irrigation systems maintained	90	93	96	96
Park acreage maintained	218	220	220	220
Landscape acreage maintained	41	51	51	51
Number of athletic fields maintained	8	8	8	8
Total number of playground equipment maintained	41	43	43	43
Total number of City parks maintained	11	12	12	12
Average Recreation Center Daily Attendance	357	360	380	380
Total Room Rentals Made at Recreation Center	249	258	265	260
Total Fitness Memberships	1,369	1,444	1,470	1,450
Total Sports Participants	2,322	2,401	2,450	2,450
Total number of meals served at Senior Center	18,640	19,730	20,141	20,141
Total number of volunteers at Senior Center	238	217	230	230
Total number of volunteer hours at Senior Center	14,059	12,819	13,586	13,586
Average Daily Attendance at Senior Center	74	88	85	85



# **LIBRARY**

## **Mission Statement**

Provide a facility that is a destination hub for the community (resources and meeting spaces); continue to provide and improve access to information, education and leisure learning (in-house and remote); provide state of the art library services and programming to users of all ages to explore personal growth as well as become a cornerstone for the City municipal buildings complex.

## **Accomplishments of FY2015**

- ✓ Migrating to a new integrated library system (ILS) which includes the card catalog, acquisitions and ordering, circulation, patron database and reports
- ✓ Partnering with the Birdville Independent School District (BISD) and the five public libraries of BISD to produce a video publicizing the Summer Reading Club (SRC) for 2014 and 2015 and securing a library card for all high school students
- ✓ Partnering with area schools (University of Texas at Dallas and Bethesda Christian School) to offer robotics' programming to children
- ✓ For the 10th year the library has broken its record for Summer Reading Club (SRC) with 1728 registrations.
- ✓ Quality programming, e.g., Ladies' Night Out (also a fundraiser), author night, income tax preparation (fifteenth year), SRC, monthly movie nights and a writing contest (fifteenth year)
- ✓ Outreach Librarian invited to participate in the first "Public Libraries and STEM (science, technology, engineering & mathematics) Conference"; conference by invitation only sponsored by the Lunar Planetary Institute and the Space Science Institute; invited to present a paper: Strategies for Reaching Groups Underserved in STEM Fields
- ✓ Grants for a mobile library app and 'Bots and Books"
- ✓ Awarded for the seventh year, the Achievement of Library Excellence Award from the Texas Municipal Library Directors Association
- ✓ One of the few libraries in the area with homebound services

## **Objectives for FY 2016**

- Provide a facility that is a destination hub for the community (resources and meeting spaces)
- Continue to provide and improve access to information, education and leisure learning (in-house and remote)
- Provide state of the art library services and programming to users of all ages

## **New Budget Items**

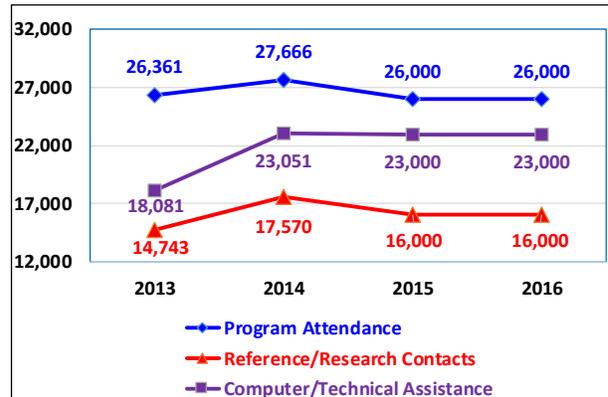
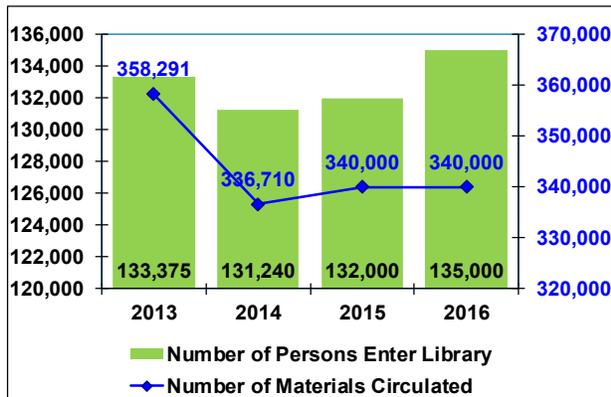
- ❖ Integrated Library System \$10,884
- ❖ Building & Furniture Maintenance \$5,948

# LIBRARY

EXPENDITURES	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Personnel	\$911,071	\$958,716	\$961,584	\$952,594
Operations	225,501	222,209	221,546	225,874
<b>Total</b>	<b>\$1,136,572</b>	<b>\$1,180,925</b>	<b>\$1,183,130</b>	<b>\$1,178,468</b>

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Director of Library Services	1501	77	1	1	1	1
Assistant Library Services Director	1502	67	1	1	1	1
Senior Librarian	1503	60	1	1	1	2
Librarian	1504	54	4	4	4	3
Administrative Secretary	2003	41	1	1	1	1
Library Acquisitions Specialist	1505	46	1	1	1	1
Library Clerk	1506	34	3	3	3	3
Senior Library Clerk	1507	38	1	1	1	1
<b>Total</b>			<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Number of persons entering the Library	133,375	131,240	132,000	135,000
Number of materials circulated	358,291	336,710	340,000	340,000
Total program attendance	26,361	27,666	26,000	26,000
Total number of reference/research contacts	14,743	17,570	16,000	16,000
Total number of computer/technical assistance	18,081	23,051	23,000	23,000
Total number of homebound visits	418	353	350	350
Examinations proctored	80	102	80	80



## NON-DEPARTMENTAL

### Purpose

The purpose of the non-department is to manage and provide prudent oversight of the City's various charges that are not directly related to any specific department or activity of the City. Expenditures include insurance, utilities, auditing fees, studies, consultant contracts or other non-routine one-time operational charges and transfers to other funds.

<b>EXPENDITURES</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
Personnel	\$264,844	\$259,500	\$259,500	\$626,083
Operations	1,897,791	2,277,977	1,183,078	1,543,306
Transfers Out	54,363	25,000	318,822	500,000
<b>Total</b>	<b>\$2,216,998</b>	<b>\$2,562,477</b>	<b>\$1,761,400</b>	<b>\$2,669,389</b>

## **DEBT SERVICE FUND**



The Debt Service Fund is used for the accumulation of resources for the payment of principal and interest on long-term debts. Financing is provided primarily by a specific annual property tax levy and transfers from other resources for general obligation debts.

Debt Service for Water & Sewer and Drainage are paid from the respective individual fund directly.

- ❖ Debt Service Fund Description
- ❖ Debt Service Fund Budget Summary
- ❖ FY2016 Debt Model
- ❖ FY2016 Debt Service Schedule
- ❖ Total Debt Service – Principal and Interest
- ❖ Total Debt Service – All Funds



## **DEBT SERVICE FUND DESCRIPTION**

The Debt Service Fund is established by ordinances authorizing the issuance of general obligation bonds, certificates of obligation and tax notes. The purpose of the fund is to provide for the payment of bond principal and interest as they become due and payable. The debt service tax rate and levy are required to be computed and collected to provide sufficient funds to pay principal and interest as they become due.

The issuance of debt finances the City's purchase of land, buildings, building improvements, street reconstruction, sewer system rehabilitation, capital equipment, and drainage facilities. Current projects are described in the Capital Projects Funds section of the budget.

Retirement of the notes, bonds, certificates of obligation and contractual obligations in General Long-Term Debt is provided from taxes allocated for debt service together with interest earned within the Debt Service Fund. Revenue bonds are retired from net revenues of the Water and Sewer Fund. Certificates of Obligation and Tax Notes relating in part to the Economic Development Corporation and the Crime Control & Prevention District are retired through sales taxes. Certificates of Obligation issued for drainage improvements are retired with net revenues of the Drainage Utility or from the property tax rate.

### **Debt Management**

The City issues debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow the City to fulfill its various missions as a local government unit. Capital assets must have a value of at least \$5,000 and a useful life of at least 2 years by policy. In practice, assets financed with debt needs to have a useful life of more than 3 years. Debt may be issued for land acquisition, right-of-way purchase, improvements to land, construction projects, and purchase of capital equipment.

The ordinances authorizing the issuance of the Combination Tax and Revenue Refunding Bonds and the Public Property Finance Contractual Obligations require that the City's ad valorem tax revenues and charges for services be enough to generate net revenues sufficient to provide for the payment of the debt service requirements of the bonds issued. The City is in compliance with all requirements of the ordinances for the year ended September 30, 2015.

While City policy does not prohibit the issuance of variable rate debt the City has no variable rate debt and no plans to issue variable rate debt in the near future.

### **Legal Debt Limit for General Obligation Debt**

All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax sufficient to provide for the payment of principal and interest on City issued General Obligation Bonds. Article XI, Section 5, of the Texas Constitution is applicable to the City, and limits the maximum ad valorem tax rate to

\$2.50 per \$100 of assessed valuation (for all City purposes). Self-supporting debt that will be repaid by revenues generated through the ongoing activities of enterprise funds or other non-governmental funds are not subject to a legal debt limit. Limits for Self Supporting debt are instead set by the ability of the issuing entity to pay, charter limitations, profit and loss considerations or other governing body limitations.

The chart below displays the relationship of the City’s adopted total tax rate of \$0.69999 in relation to the legal limit of \$2.50. The City’s current tax rate is 28% of the legal limit.



The Debt Management Policy of the City limits the total annual tax-supported debt service to no more than 25% of General Fund spending. The adopted debt service budget of \$4,902,187 includes \$3,834,471 of debt supported by property taxes. The tax supported debt is the equivalent of 14.6% of General Fund expenditures, well within the current policy. For FY2016, the debt services portion of the tax rate is at \$0.23767.

**Future Debt Issuances**

In November 2010, voters authorized the City to issue \$21,208,000 of general obligation bonds. Voters approved the issuance with the knowledge that the debt service portion of the tax rate could increase from the \$0.2005 per \$100 of net taxable value to as much as \$0.26 per \$100. The use of the proceeds are as follows:

Street Improvements	\$12,153,000
Parks Improvements	5,400,000
Replacement of Fire Station #2	3,655,000

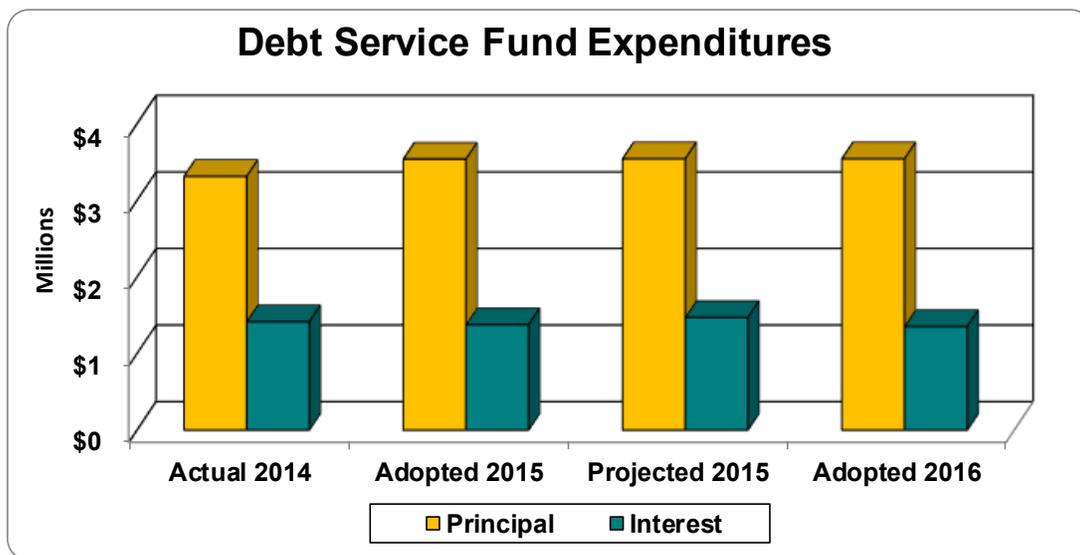
The first series of the General Obligation Bonds, totaling \$7,655,000, was sold in April, 2011. The debt service tax rate is increasing to \$0.21 per \$100 to service the new principal and interest requirements. The second issue of \$3 million was sold in April 2013. In April, 2014 totals \$2,165,000 was issued. The remaining \$8.388 million is planned to be issued serially through FY2020. There will be no debt issues for FY2016.

The Fund Balance of the Debt Service Fund is projected to be \$320,554 at September 30, 2016. This reflects an increase of \$157,654 from the estimated FY2015 balance of \$162,909. Policy requires a positive fund balance sufficient, when coupled with transfers and tax collections, to make the principal and interest payments due in February.

The City’s debt model for FY2015 is included on the following pages.

**DEBT SERVICE FUND  
BUDGET SUMMARY**

<b>FUND 05</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$399,529	\$191,998	\$222,030	\$162,909
<b>Revenues</b>				
Property Tax Revenue	3,526,990	3,693,451	3,693,441	4,000,042
Interest Income	3,634	5,816	4,000	-
Transfer from General Fund	-	-	150,000	-
Transfer from Economic Dev. Fund	-	368,125	368,125	381,925
Transfer from CCPD Fund	-	131,895	131,895	127,215
Transfer from Oil and Gas	-	550,200	551,044	490,650
Transfer from Water/Sewer	-	62,068	62,068	60,000
Transfer and Contributions from Other Funds	1,123,734	-	-	-
Premium on bond issuance	4,955,000	-	-	-
Other	55,598	-	-	-
<b>Total Revenues</b>	<b>9,664,956</b>	<b>4,811,555</b>	<b>4,960,573</b>	<b>5,059,832</b>
<b>Funds Available</b>	<b>10,064,485</b>	<b>5,003,553</b>	<b>5,182,603</b>	<b>5,222,741</b>
<b>Expenditures</b>				
Principal	3,315,000	3,540,000	3,545,000	3,545,000
Interest	1,416,333	1,375,614	1,470,994	1,353,187
Bond Issuance Costs	66,413	-	-	-
Refunded Escrow Bond Payment	5,044,709	-	-	-
Other	-	-	3,700	4,000
<b>Total Expenditures</b>	<b>9,842,455</b>	<b>4,915,614</b>	<b>5,019,694</b>	<b>4,902,187</b>
<b>Fund Balance, Ending</b>	<b>\$222,030</b>	<b>\$87,939</b>	<b>\$162,909</b>	<b>\$320,554</b>



**City of Haltom City  
Fiscal Year 2016 Debt Model**

<b>General Fund</b>								
Fiscal Year Ending 9/30	GO Bonds Series 2006	GO Refunding Series 2006	CO's Series 2007	GO Refunding Series 2008	CO's Series 2008	GO Refunding Series 2010	GO Bonds Series 2011	CO's Series 2011
2016	143,000	208,312	304,688	412,563	490,251	308,850	423,480	67,850
2017	139,000	211,400	306,888	391,391	507,810	297,950	428,042	32,000
2018	135,000	209,200	303,795	375,438	509,403	285,875	427,324	31,500
2019	131,000	206,808	300,508		505,461	224,050	446,043	30,938
2020	127,000	214,032	301,928		530,446	213,125	449,105	30,250
2021	123,000		302,958		529,251	206,300	446,886	29,500
2022	143,500		303,598		527,413	188,700	694,699	28,750
2023	138,500		303,848		524,931		697,261	27,938
2024	143,300		303,708		521,806		699,074	27,062
2025	142,800		303,178		522,930		699,492	26,219
2026			302,258		528,088		699,027	25,406
2027			305,850		522,390		698,040	
2028					520,940		700,618	
2029							701,615	
2030							696,088	
2031							698,880	
2032							699,899	
2033								
<b>Total</b>	<b>1,366,100</b>	<b>1,049,752</b>	<b>3,643,200</b>	<b>1,179,392</b>	<b>6,741,120</b>	<b>1,724,850</b>	<b>10,305,573</b>	<b>357,413</b>

<b>Water &amp; Sewer Utility Fund</b>								
Fiscal Year Ending 9/30	CO's Series 2006	CO's Series 2007	GO Refunding Series 2008	CO's Series 2008	G O Ref Series 2009	CO's Series 2010	GO Refunding Series 2010	GO Refunding Series 2012
2016	182,800	62,230	230,656	103,758	613,899	93,925	236,550	141,300
2017	182,900	60,670	224,335	101,184	616,315	93,925	227,000	138,900
2018	182,800	59,110	213,087	103,503	613,182	93,925	216,575	135,900
2019	182,500	62,453		100,714	614,499	93,925	205,800	132,300
2020	182,000	60,698		102,819		265,863	195,175	128,700
2021	181,300	63,845		104,708		264,200	188,700	120,175
2022	185,300	61,895		106,384		266,800		116,725
2023	184,000	59,945		107,844		269,000		
2024	182,500	62,898		109,091		265,900		
2025	185,700	60,753		110,122		267,500		
2026	183,600	63,510		106,047		268,700		
2027		61,170		106,864		264,600		
2028				112,360		265,200		
2029						265,400		
2030						265,200		
2031								
2032								
2033								
<b>Total</b>	<b>2,015,400</b>	<b>739,177</b>	<b>668,078</b>	<b>1,375,398</b>	<b>2,457,895</b>	<b>3,304,063</b>	<b>1,269,800</b>	<b>914,000</b>

CO's Series 2012	GO Bonds Series 2013	CO's Series 2013	Tax Notes Series 2013	GO Refunding Series 2013	GO Refunding Series 2014	GO Bonds Series 2014	Tax Notes Series 2014	Total
162,350	192,219	86,988	198,438	533,413	70,498	138,878	92,695	3,834,473
159,250	188,718	84,362	154,312	518,509	69,310	136,369	91,705	3,717,016
47,025	185,219	86,650	150,687	498,776	68,122	133,859	95,594	3,543,467
45,675	181,718	78,937	82,875	499,043	66,934	131,350		2,931,340
	183,131	76,313	75,938	489,197	65,746	128,840		2,885,051
	184,369			543,605	64,558	126,331		2,556,758
	185,431			522,384	63,370	123,821		2,781,666
	186,319			501,392	62,182	121,312		2,563,683
	226,331			480,629	60,994	118,802		2,581,706
	225,469			455,153	54,860	116,293		2,546,394
	229,793				53,780	113,783		1,952,135
	229,203				52,700	111,274		1,919,457
	228,344				51,620	108,764		1,610,286
	232,125				50,540	106,255		1,090,535
	230,544							926,632
	228,669							927,549
	231,412							931,311
	223,850							223,850
414,300	3,772,864	413,250	662,250	5,042,101	855,214	1,715,931	279,994	39,523,304

CO's Series 2012	GO Refunding Series 2014	Total
194,975	30,434	1,890,527
197,425	30,326	1,872,980
194,175	30,218	1,842,474
195,200	198,274	1,785,664
196,075	224,170	1,355,499
196,800	214,796	1,334,524
192,450	210,476	1,140,030
193,588	201,210	1,015,587
195,156	192,052	1,007,596
196,413		820,487
192,413		814,269
193,185		625,819
193,663		571,222
193,874		459,274
193,815		459,015
193,475		193,475
192,850		192,850
3,305,532	1,331,956	17,381,292

Storm Drainage Utility Fund			
Fiscal Year Ending 9/30	CO's Series 2006	GO Refunding Series 2014	Total
2016	77,800	201,450	279,250
2017	80,700	202,832	283,532
2018	78,500	199,160	277,660
2019	81,200	205,380	286,580
2020	78,800	206,438	285,238
2021	81,300	197,496	278,796
2022	83,600	193,608	277,208
2023	80,800	194,666	275,466
2024	82,900	185,724	268,624
2025	84,800	176,890	261,690
2026	81,600		81,600
2027			
2028			
2029			
2030			
2031			
2032			
2033			
Total	892,000	1,963,644	2,855,644

**City of Haltom City  
Fiscal Year 2016 Debt Model**

<b>Oil and Gas</b>					
Fiscal Year Ending 9/30	CO's Series 2011	CO's Series 2012	CO's Series 2013	Tax Notes Series 2013	Total
2016	130,000	58,550	115,225	166,875	470,650
2017	128,000	57,550	118,038	163,125	466,713
2018	126,000	56,300	115,763	159,375	457,438
2019	123,750	54,800	123,313	155,625	457,488
2020	121,000	48,375	145,250	151,875	466,500
2021	118,000	47,025	141,750		306,775
2022	115,000	45,675	138,250		298,925
2023	111,750		134,750		246,500
2024	108,250		131,250		239,500
2025	104,875		127,750		232,625
2026	101,625		124,500		226,125
2027			121,438		121,438
2028			118,313		118,313
2029			115,125		115,125
2030			111,875		111,875
2031			108,563		108,563
2032			105,188		105,188
2033			101,750		101,750
<b>Total</b>	<b>1,288,250</b>	<b>368,275</b>	<b>2,198,091</b>	<b>796,875</b>	<b>4,651,491</b>

<b>EDC</b>				
Fiscal Year Ending 9/30	CO's Series 2006	GO Refunding Series 2010	GO Refunding Series 2012	Total
2016	70,100	94,425	207,400	371,925
2017	73,200	97,563	204,500	375,263
2018	71,200	95,225	205,800	372,225
2019	74,100	97,600	201,300	373,000
2020	71,900	99,825	206,650	378,375
2021	74,600	86,700	206,775	368,075
2022	72,200		206,750	278,950
2023	74,700		206,575	281,275
2024	72,100		206,250	278,350
2025	74,400		210,700	285,100
2026	76,500		209,925	286,425
2027			209,000	209,000
2028			203,000	203,000
2029				
2030				
2031				
2032				
2033				
<b>Total</b>	<b>805,000</b>	<b>571,338</b>	<b>2,684,625</b>	<b>4,060,963</b>

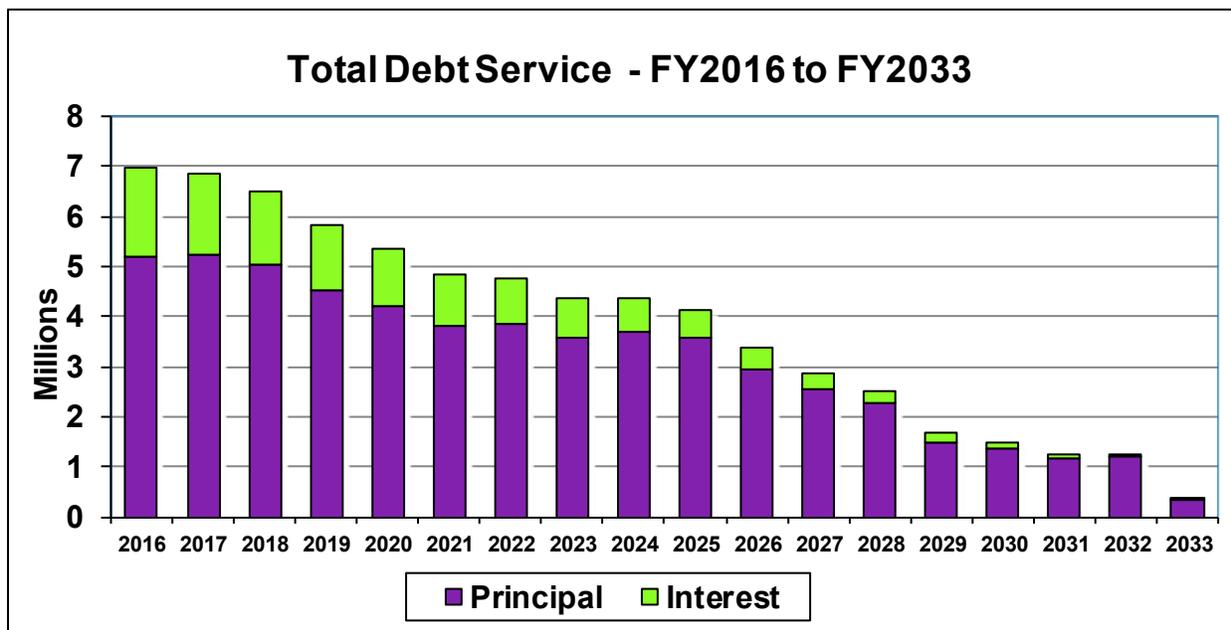
<b>Crime District</b>	
Fiscal Year Ending 9/30	CO's Series 2007
2016	127,215
2017	127,438
2018	
2019	
2020	
2021	
2022	
2023	
2024	
2025	
2026	
2027	
2028	
2029	
2030	
2031	
2032	
2033	
<b>Total</b>	<b>254,653</b>

**City of Haltom City  
Fiscal Year 2016 Debt Service**

Current Bonded Debt Service FY 2016				Funding Source						
Series	Principal	Interest	Total	General Fund	Water & Sewer	Drainage Utility	Economic Dev	Oil & Gas	Crime District	Total
2006 GO	\$100,000	43,000	\$143,000	\$143,000						\$143,000
2006 CO	215,000	115,700	330,700		182,800	77,800	70,100			330,700
2006 GO & Refunding	175,000	33,312	208,312	208,312						208,312
2007 CO	355,000	139,133	494,133	304,688	62,230				127,215	494,133
2008 GO & Refunding	600,000	43,218	643,218	412,563	230,656					643,218
2008 CO	335,000	259,009	594,009	490,251	103,758					594,009
2009 GO & Refunding	550,000	63,899	613,899	613,899						613,899
2010 CO	-	93,925	93,925		93,925					93,925
2010 GO & Refunding	550,000	89,825	639,825	308,850	236,550		94,425			639,825
2011 GO	140,000	283,480	423,480	423,480						423,480
2011 CO	160,000	37,850	197,850	67,850				130,000		197,850
2012 CO	330,000	85,875	415,875	162,350	194,975			58,550		415,875
2012 GO & Refunding	265,000	83,700	348,700		141,300		207,400			348,700
2013 GO	100,000	92,219	192,219	192,219						192,219
2013 CO	135,000	67,213	202,213	86,988				115,225		202,213
2013 Tax Note	335,000	30,313	365,313	198,438				166,875		365,313
2013 GO & Refunding	435,000	98,413	533,413	533,413						533,413
2014 GO & Refunding	225,000	77,382	302,382	70,498	30,434	201,450				302,382
2014 GO	105,000	33,878	138,878	138,878						138,878
2014 Tax Note	90,000	2,695	92,695	92,695						92,695
<b>2015 Total</b>	<b>\$5,200,000</b>	<b>\$1,774,037</b>	<b>\$6,974,037</b>	<b>\$4,448,370</b>	<b>\$1,276,628</b>	<b>\$279,250</b>	<b>\$371,925</b>	<b>\$470,650</b>	<b>\$127,215</b>	<b>\$6,974,037</b>

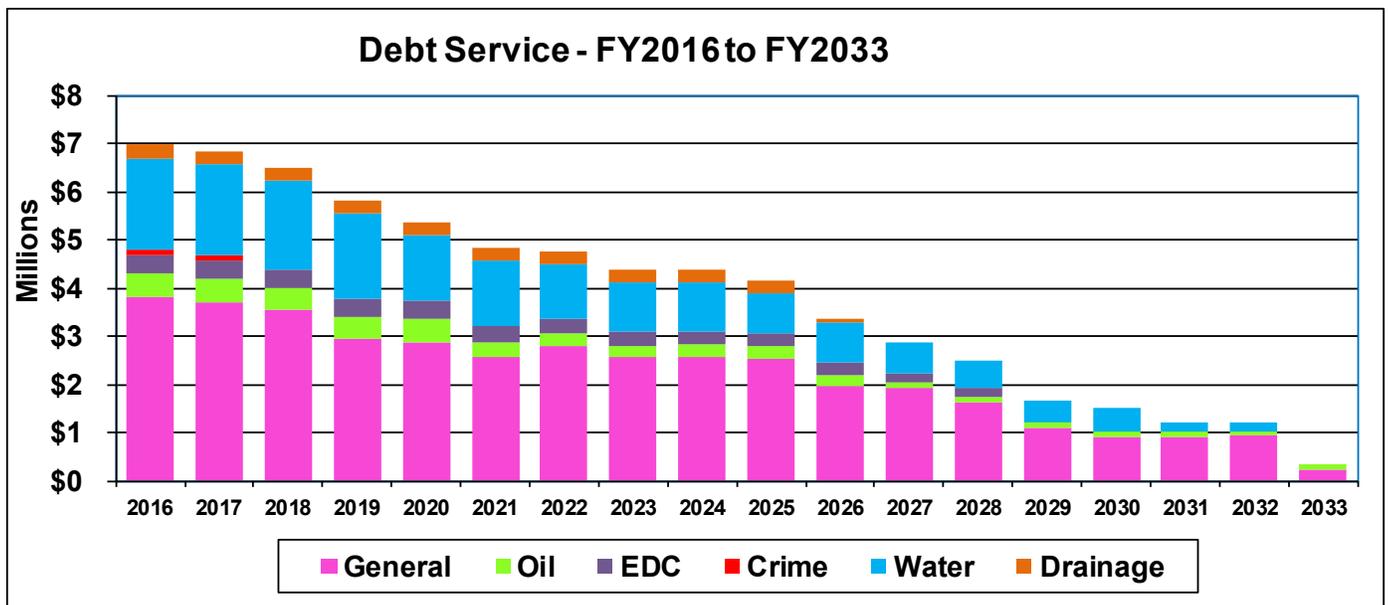
**City of Haltom City  
Total Debt Service - Principal and Interest**

<b>Total Debt Service All Funds - All Issues</b>			
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2016	\$5,200,000	\$1,774,037	\$6,974,037
2017	5,220,000	1,622,941	6,842,941
2018	5,025,000	1,468,265	6,493,265
2019	4,515,000	1,319,072	5,834,072
2020	4,190,000	1,180,661	5,370,661
2021	3,795,000	1,049,928	4,844,928
2022	3,855,000	921,778	4,776,778
2023	3,585,000	797,510	4,382,510
2024	3,700,000	675,776	4,375,776
2025	3,595,000	551,295	4,146,295
2026	2,925,000	435,556	3,360,556
2027	2,540,000	335,713	2,875,713
2028	2,255,000	247,820	2,502,820
2029	1,485,000	179,934	1,664,934
2030	1,370,000	127,521	1,497,521
2031	1,150,000	79,586	1,229,586
2032	1,195,000	34,349	1,229,349
2033	320,000	5,600	325,600
<b>Total</b>	<b>\$55,920,000</b>	<b>\$12,807,342</b>	<b>\$68,727,342</b>



**City of Haltom City  
Total Debt Service - All Funds**

Total Debt Service All Funds							
Fiscal Year	General	Oil	EDC	Crime	Water	Drainage	Total
2016	\$3,834,473	\$470,650	\$371,925	\$127,215	\$1,890,527	\$279,250	\$6,974,040
2017	\$3,717,016	\$466,713	\$375,263	\$127,438	\$1,872,980	\$283,532	\$6,842,942
2018	\$3,543,467	\$457,438	\$372,225		\$1,842,474	\$277,660	\$6,493,264
2019	\$2,931,340	\$457,488	\$373,000		\$1,785,664	\$286,580	\$5,834,072
2020	\$2,885,051	\$466,500	\$378,375		\$1,355,499	\$285,238	\$5,370,663
2021	\$2,556,758	\$306,775	\$368,075		\$1,334,524	\$278,796	\$4,844,928
2022	\$2,781,666	\$298,925	\$278,950		\$1,140,030	\$277,208	\$4,776,779
2023	\$2,563,683	\$246,500	\$281,275		\$1,015,587	\$275,466	\$4,382,511
2024	\$2,581,706	\$239,500	\$278,350		\$1,007,596	\$268,624	\$4,375,776
2025	\$2,546,394	\$232,625	\$285,100		\$820,487	\$261,690	\$4,146,296
2026	\$1,952,135	\$226,125	\$286,425		\$814,269	\$81,600	\$3,360,554
2027	\$1,919,457	\$121,438	\$209,000		\$625,819		\$2,875,714
2028	\$1,610,286	\$118,313	\$203,000		\$571,222		\$2,502,821
2029	\$1,090,535	\$115,125			\$459,274		\$1,664,934
2030	\$926,632	\$111,875			\$459,015		\$1,497,522
2031	\$927,549	\$108,563			\$193,475		\$1,229,587
2032	\$931,306	\$105,188			\$192,850		\$1,229,344
2033	\$223,850	\$101,750					\$325,600
<b>Total</b>	<b>\$39,523,299</b>	<b>\$4,651,491</b>	<b>\$4,060,963</b>	<b>\$254,653</b>	<b>\$17,381,292</b>	<b>\$2,855,644</b>	<b>\$68,727,342</b>





**Annual Budget FY2016**

# SPECIAL REVENUE FUNDS



Special Revenue Funds are used to account for revenue sources that are legally restricted to be spent for specific purposes. The City currently has the following Special Revenue Funds. The funds are listed in the order in which they appear in the following pages.

<b>SPECIAL REVENUE FUNDS</b>	<b>FUNDING SOURCES</b>
❖ Economic Development Fund	1/2 Cent Sales Tax
❖ Crime Control & Prevention District Fund	1/4 Cent Sales Tax
❖ Oil & Gas Fund	Bonuses, Lease Fees, Royalties
❖ Hotel/Motel Tax Fund	7% Hotel/Motel Occupancy Tax
❖ Court Security Fund	Court Fines
❖ Court Technology Fund	Court Fines
❖ Juvenile Case Manager Fund	Court Fines
❖ Red Light Camera Fund	Fines
❖ Grant Fund	Grants
❖ PEG Fund	Franchise Fees
❖ Fire Donation Fund	Citizen Contributions
❖ Library Donation Fund	Citizen Contributions
❖ Police Forfeiture Fund	Sale of Seized Assets
❖ Park Donation Fund	Citizen Contributions
❖ Park Dedication Fund	Developer Contributions
❖ Safe Pathways Fund	Developer Contributions
❖ Animal Shelter Fund	Citizen Contributions
❖ Police Donation Fund	Citizen Contributions
❖ Police CART Fund	Participating Agency Donations



## **ECONOMIC DEVELOPMENT FUND**

The Economic Development Fund accounts for all the activities of the Haltom City Economic Development Corporation. The Haltom City voters approved a one-half cent sales tax to be used to enhance economic development, cultural and recreation amenities and activities.

### **Mission Statement**

The Economic Development Department is to improve Haltom City's ability to provide a high quality of life for residents and businesses through enhancement of real and business personal property value, stimulation of new investment and strengthening local trade.

### **Accomplishments of FY2015**

- ✓ Continue construction of IH 820 Project for new development in the area
- ✓ Continue reconstruction of 377 and Belknap corridor
- ✓ Provided incentives for businesses to relocate to the City

### **Objectives for FY 2016**

- Maximize the economic benefits of the IH 820 Project :
  - Continue to develop tax incremental finance (TIF) districts in areas north and south of the corridor
  - Initiating re-zoning of property located in TIF districts
  - Provide data to developers
- Lead the City to build a new municipal complex
  - Seek North Central Texas Council of Governments (NCTCOG) Sustainable Development Grants to encourage high density living and retail development
  - Continue to encourage in-fill developments
- Develop a comprehensive plan for addressing the current and future transportation issues facing Haltom City
  - Partner with Fort Worth to develop a Belknap bus/trolley service
- Continue to focus on the revitalization of the Belknap corridor
  - Encourage business development for in-fill along the Belknap corridor
  - Continue to explore marketing opportunities in Asian venues
- Create additional incentives to encourage new development and redevelopment

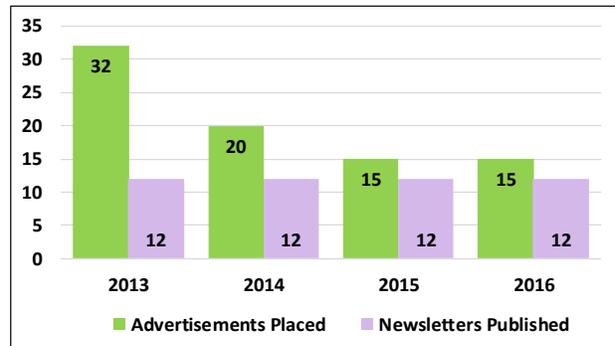
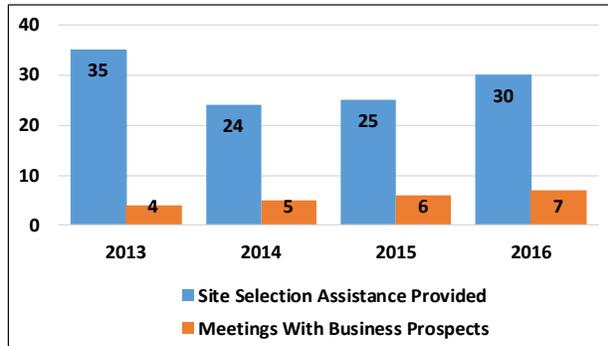
### **New Budget Items**

- ❖ Part Time Maintenance Workers \$43,712
- ❖ Additional Parks Operating Expenses and Recreation software \$65,000
- ❖ Recreation Center Roof and Gym Floor Finishing \$117,000
- ❖ Security Lighting \$15,000

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Proposed FY 2016
Business Development Coordinator*	1201	58	1	1	1	0
Community Project Coordinator	1202	47	1	1	1	1
GIS Analyst	1303	60	1	1	1	1
Parks Crewleader	1701	47	1	1	1	1
Senior Landscaper	1704	40	1	1	1	1
Park Maintenance Worker	1706	36	1	1	1	1
Irrigation Technician	1707	36	1	1	1	1
<b>Total</b>			<b>7</b>	<b>7</b>	<b>7</b>	<b>6</b>

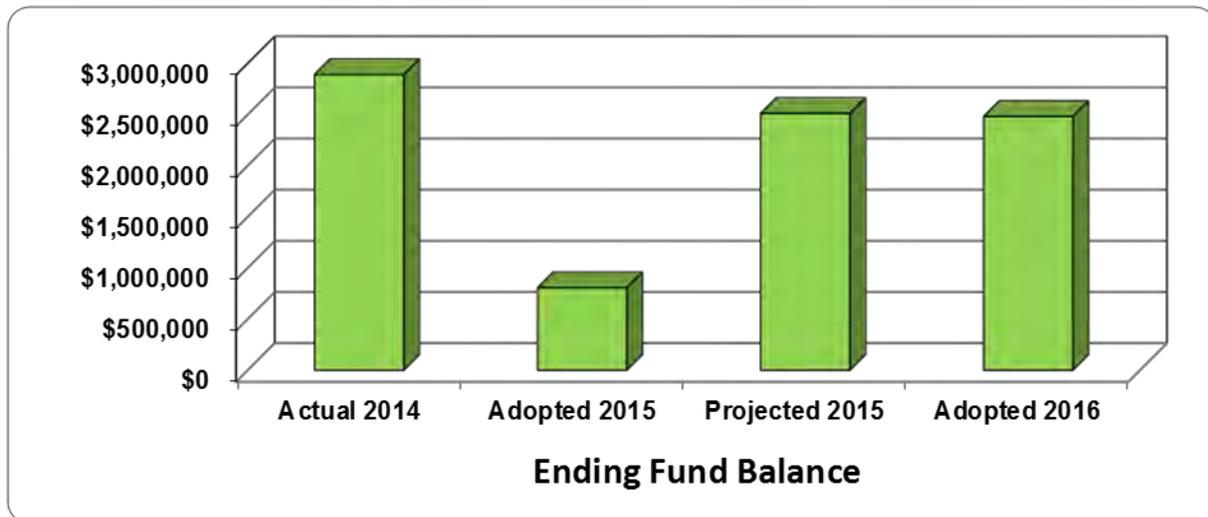
\*Position eliminated in FY2016

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Number of advertisements placed	32	20	15	15
Number of site selection assistance provided to business	35	24	25	30
Number of trade shows attended	3	4	2	3
Number of meetings with business prospects	4	5	6	7
Number of networking organization meetings attended	24	24	24	24
Number of newsletter published	12	12	12	12



**ECONOMIC DEVELOPMENT FUND  
BUDGET SUMMARY**

<b>FUND 11</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$5,884,816	\$2,904,285	\$2,891,162	\$2,511,423
<b>Revenues:</b>				
Sales Tax	2,843,834	3,044,600	3,044,600	3,116,775
Grant Proceeds	7,534,627	6,052,086	7,796,549	-
Interest Income	5,409	40,500	14,339	2,418
Miscellaneous Revenue	5,000	-	-	-
Transfers in	-	17,500	17,500	-
<b>Total Revenues</b>	<b>10,388,870</b>	<b>9,154,686</b>	<b>10,872,988</b>	<b>3,119,193</b>
<b>Funds Available</b>	<b>16,273,686</b>	<b>12,058,971</b>	<b>13,764,150</b>	<b>5,630,616</b>
<b>Expenditures:</b>				
GIS	71,010	73,551	73,525	76,839
Parks	388,833	352,178	343,571	615,877
Economic Development	319,438	575,429	569,538	540,420
Capital Outlay	11,888,354	9,467,399	9,489,552	650,000
Non-Departmental	345,715	415,869	408,416	404,276
Transfer to Debt Service	369,175	368,125	368,125	381,925
Transfer to Capital Projects	-	-	-	480,000
<b>Total Expenditures</b>	<b>13,382,524</b>	<b>11,252,551</b>	<b>11,252,727</b>	<b>3,149,337</b>
<b>Fund Balance, Ending</b>	<b>\$2,891,162</b>	<b>\$806,420</b>	<b>\$2,511,423</b>	<b>\$2,481,279</b>



## **CRIME CONTROL AND PREVENTION DISTRICT FUND**

The Haltom City Crime Control and Prevention District is funded by a ¼ cent sales tax. The revenue providing the necessary resources to effectively implement crime reduction strategies pertaining to enhanced enforcement, neighborhood crime prevention, partner programs, recruitment and training, and department equipment, technology, and any crime prevention activities.

### **Mission Statement**

The Crime Control and Prevention District Fund under the direction of the Director of Public Safety, develops and implements programs to deter crime and enforce laws in order to protect life and property within the City.

### **Accomplishments of FY2015**

- ✓ Continue Street Crimes Unit, DWI Enforcement Unit, Bicycle Unit and K-9 unit.
- ✓ Implement proactive enforcement programs such as Crime Free Multi-Housing Program, School Resources Office Program and NE Tarrant County Bait Car Initiative.
- ✓ Manages the Shared Services Agreement for Dispatch and Detention Services.

### **Objectives for FY 2016**

- Continue to accumulate resources for a new municipal complex
- Partner with the community to make Haltom City a better place to live, work and visit.

### **New Budget Items**

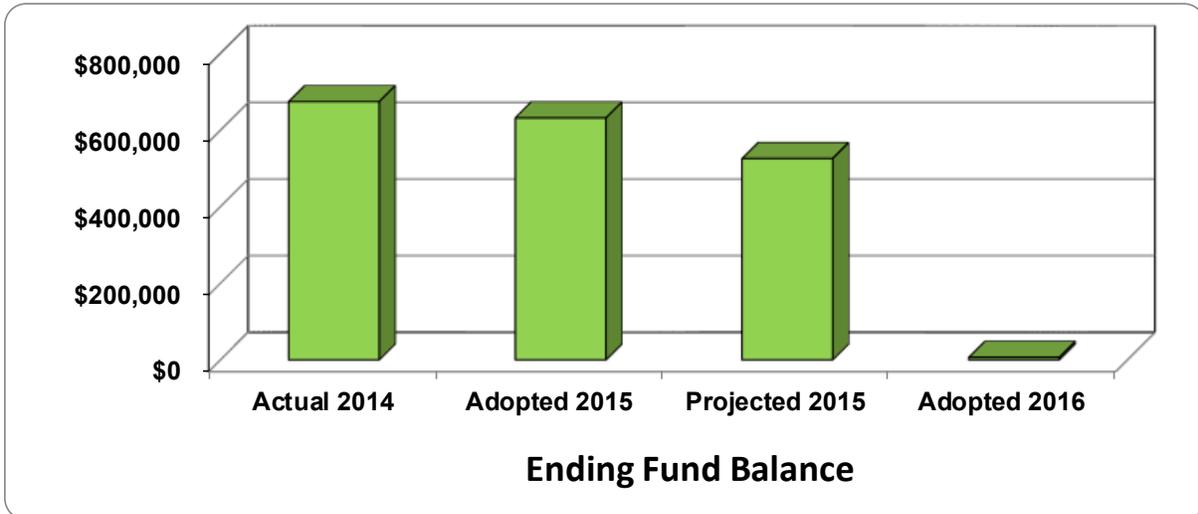
- ❖ Shared Services for Police and Fire \$85,000
- ❖ CAD/RMS for Police and Fire \$124,202
- ❖ Police Officer (School Resources Officer) \$39,575
- ❖ Radio Agreement for Police and Fire \$17,760
- ❖ Crime Victim Liaisons Agreement \$8,216

<b>STAFFING</b>	<b>Class</b>	<b>Range</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
Police Sergeant	3004	GS73	2	2	2	2
Police Officer*	3007	GS62	2	2	2	3
<b>Total</b>			<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>

\*Added 1 School Resources Officer (Half Funding from Birdville ISD)

**CRIME CONTROL AND PREVENTION DISTRICT FUND  
BUDGET SUMMARY**

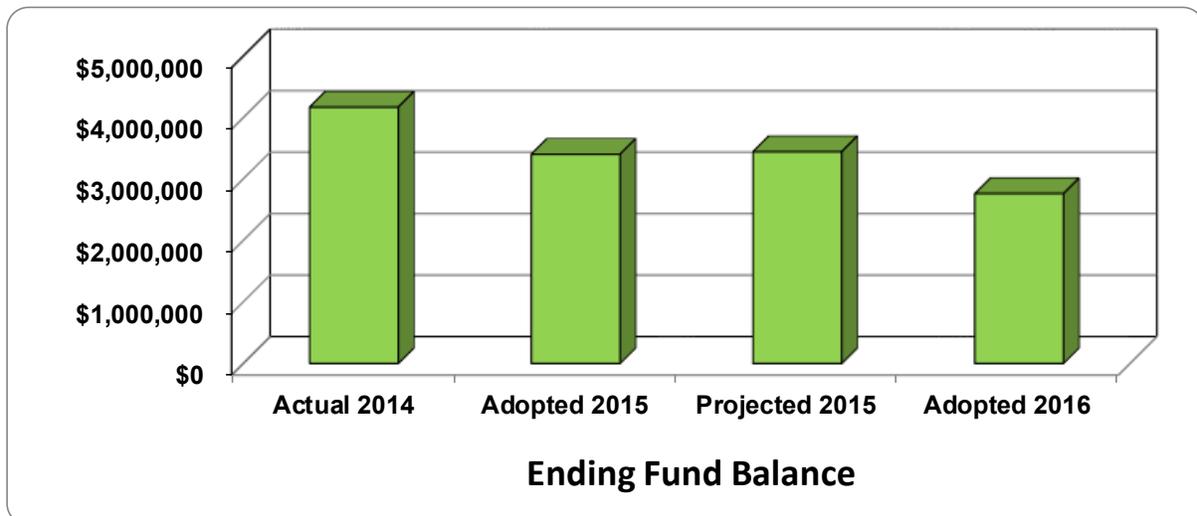
<b>FUND 12</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$635,930	\$853,150	\$673,909	\$525,457
<b>Revenues</b>				
Sales Tax	1,355,192	1,446,630	1,446,630	1,480,468
Interest income	(4,451)	2,650	1,263	1,800
<b>Total Revenues</b>	<b>1,350,741</b>	<b>1,449,280</b>	<b>1,447,893</b>	<b>1,482,268</b>
<b>Expenditures</b>				
Police Administration	638,841	657,900	683,422	982,146
Non-Departmental	542,443	581,028	581,028	591,823
Transfers to General Fund	0	300,000	200,000	300,000
Transfers to Debt Service Fund	131,478	131,895	131,895	127,215
<b>Total Expenditures</b>	<b>1,312,762</b>	<b>1,670,823</b>	<b>1,596,345</b>	<b>2,001,184</b>
<b>Fund Balance, Ending</b>	<b>\$673,909</b>	<b>\$631,607</b>	<b>\$525,457</b>	<b>\$6,541</b>



## OIL AND GAS FUND

The Oil and Gas Fund is to account for proceeds from oil and gas activities within the City. This fund provides additional revenues to support the operations of the government.

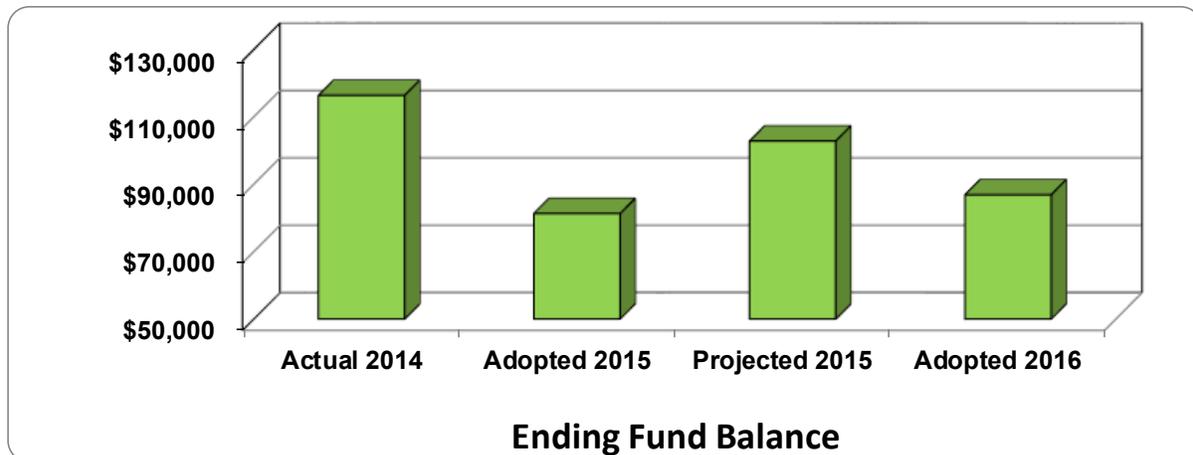
<b>OIL AND GAS FUND BUDGET SUMMARY</b>				
<b>FUND 13</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$4,373,039	\$4,034,849	\$4,170,241	\$3,445,428
<b>Revenues</b>				
Oil & Gas Revenue	394,326	286,000	210,000	200,000
Oil & Gas Permits	126,000	2,000	0	0
Interest Income	(14,304)	21,648	6,231	10,000
Transfer In: Park Performance Fund	10,000	10,000	10,000	0
<b>Total Revenues</b>	<b>516,022</b>	<b>319,648</b>	<b>226,231</b>	<b>210,000</b>
<b>Funds Available</b>	<b>4,889,061</b>	<b>4,354,497</b>	<b>4,396,472</b>	<b>3,655,428</b>
<b>Expenditures</b>				
Building Maintenance-Facilities	2,003	0	0	0
Transfer to General Fund	556,817	400,000	400,000	400,000
Transfer to Debt Service Fund	160,000	551,044	551,044	490,650
<b>Total Expenditures</b>	<b>718,820</b>	<b>951,044</b>	<b>951,044</b>	<b>890,650</b>
<b>Fund Balance, Ending</b>	<b>\$4,170,241</b>	<b>\$3,403,453</b>	<b>\$3,445,428</b>	<b>\$2,764,778</b>



## HOTEL / MOTEL TAX FUND

Revenues for this fund come from the 7% Hotel/Motel Occupancy Tax levied on all hotels and motels in the City. Funds are used for advertising and general promotion of the City and historical preservation. The City also uses these funds to support the beautification program.

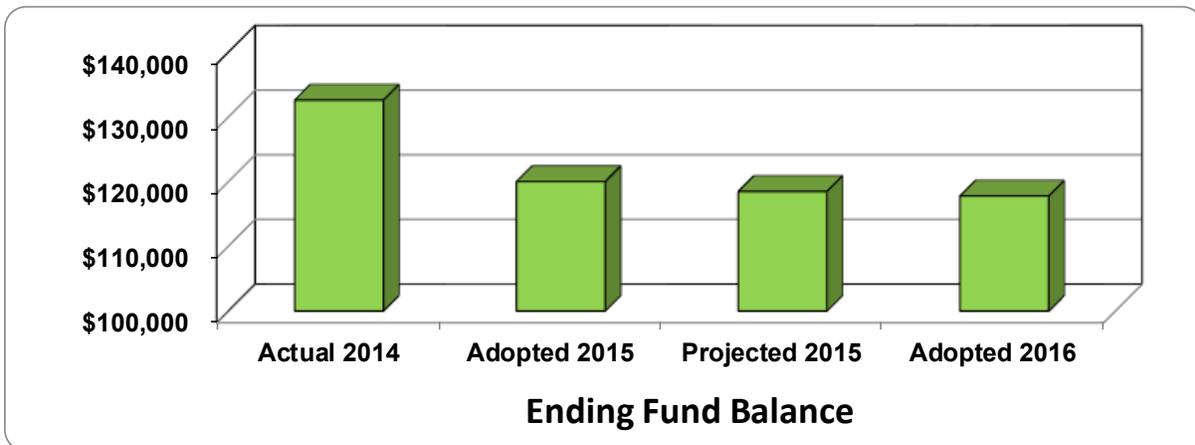
<b>HOTEL/MOTEL TAX FUND BUDGET SUMMARY</b>				
<b>FUND 14</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$113,277	\$96,969	\$116,447	\$102,861
<b><u>Revenues</u></b>				
Hotel/Motel Tax Revenue	44,484	43,600	43,600	43,600
Interest income	(693)	800	100	240
<b>Total Revenues</b>	<b>43,791</b>	<b>44,400</b>	<b>43,700</b>	<b>43,840</b>
<b>Funds Available</b>	<b>157,068</b>	<b>141,369</b>	<b>160,147</b>	<b>146,701</b>
<b><u>Expenditures</u></b>				
Beautification Expenditures	21,947	23,019	23,131	23,018
Special Events - Overtime	15,702	24,222	24,513	24,277
Non-Departmental	2,972	12,800	9,642	12,513
<b>Total Expenditures</b>	<b>40,621</b>	<b>60,041</b>	<b>57,286</b>	<b>59,808</b>
<b>Fund Balance, Ending</b>	<b>\$116,447</b>	<b>\$81,328</b>	<b>\$102,861</b>	<b>\$86,893</b>



## COURT SECURITY FUND

This fund received fees collected from defendants convicted of misdemeanor offenses in Municipal Court. The fees are \$3.00 per conviction and are used for Court Security enhancements.

<b>COURT SECURITY FUND BUDGET SUMMARY</b>				
<b>FUND 15</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$157,298	\$133,378	\$132,649	\$118,502
<b><u>Revenues</u></b>				
Court Security Fee	31,754	33,000	33,000	33,000
Interest Income	(496)	1,100	100	300
<b>Total Revenues</b>	<b>31,258</b>	<b>34,100</b>	<b>33,100</b>	<b>33,300</b>
<b>Funds Available</b>	<b>188,556</b>	<b>167,478</b>	<b>165,749</b>	<b>151,802</b>
<b><u>Expenditures</u></b>				
Operations Expenditures	887	1,000	809	1,000
Transfer to General Fund	55,020	46,438	46,438	33,000
<b>Total Expenditures</b>	<b>55,907</b>	<b>47,438</b>	<b>47,247</b>	<b>34,000</b>
<b>Fund Balance, Ending</b>	<b>\$132,649</b>	<b>\$120,040</b>	<b>\$118,502</b>	<b>\$117,802</b>



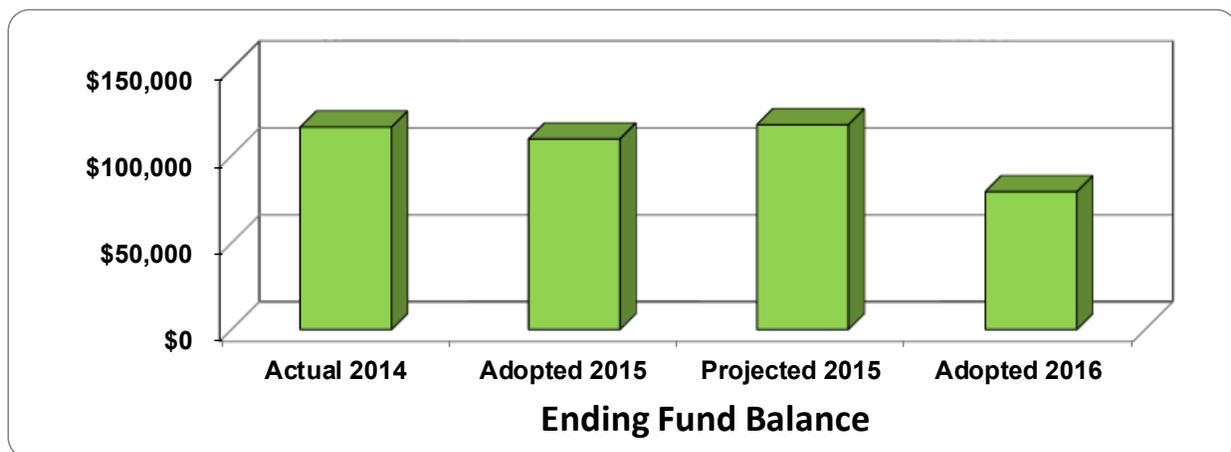
### New Budget Item

- ❖ Doors and Gates for Court \$4,500

## COURT TECHNOLOGY FUND

This fund received fees collected from defendants convicted of misdemeanor offenses in Municipal Court. The fees are \$4.00 per conviction and are used for court technology enhancements.

<b>COURT TECHNOLOGY FUND BUDGET SUMMARY</b>				
<b>FUND 16</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$136,437	\$107,666	\$116,535	\$117,931
<b>Revenues</b>				
Court Technology Fee	42,338	44,000	44,000	43,500
Interest Income	(526)	700	100	300
<b>Total Revenues</b>	<b>41,812</b>	<b>44,700</b>	<b>44,100</b>	<b>43,800</b>
<b>Funds Available</b>	<b>178,249</b>	<b>152,366</b>	<b>160,635</b>	<b>161,731</b>
<b>Expenditures</b>				
Technology expenditures	5,117	4,525	4,525	45,975
Computer Equipment	22,008	0	0	0
Computer Software	26,524	31,754	31,754	29,792
Transfer to General Fund	8,065	6,425	6,425	6,600
<b>Total Expenditures</b>	<b>61,714</b>	<b>42,704</b>	<b>42,704</b>	<b>82,367</b>
<b>Fund Balance, Ending</b>	<b>\$116,535</b>	<b>\$109,662</b>	<b>\$117,931</b>	<b>\$79,364</b>



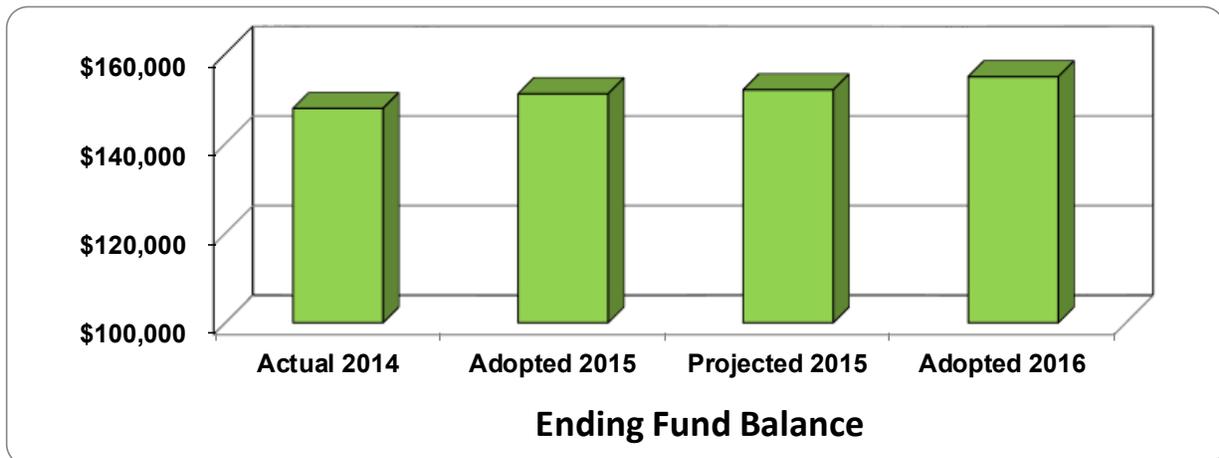
### New Budget Items

- ❖ Ticket Writers, Maintenance and Cradles \$31,500
- ❖ Night Court Equipment \$2,750
- ❖ Court Notification \$7,200

## JUVENILE CASE MANAGER FUND

This fund received fees collected from defendants convicted of misdemeanor offenses. Juvenile Case Manager fees are \$5.00 per conviction and are used to fund salary and benefits for a juvenile case manager for the Teen Court.

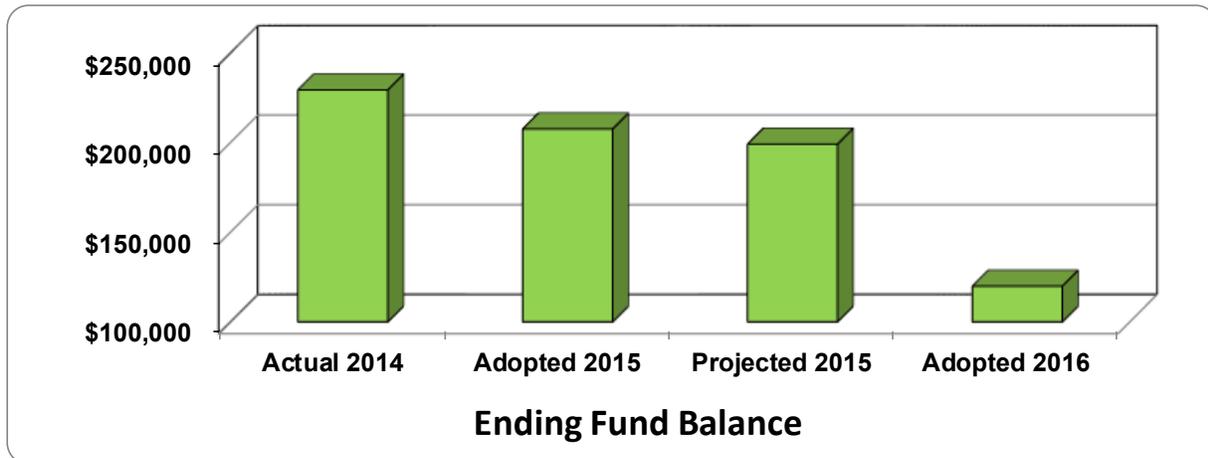
<b>JUVENILE CASE MANAGER FUND BUDGET SUMMARY</b>				
<b>FUND 17</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$141,785	\$147,264	\$147,852	\$152,013
<b><u>Revenues</u></b>				
Juvenile Case Manager Fee	52,773	51,350	52,000	52,000
Interest Income	(853)	1,050	140	420
<b>Total Revenues</b>	<b>51,920</b>	<b>52,400</b>	<b>52,140</b>	<b>52,420</b>
<b>Funds Available</b>	<b>193,705</b>	<b>199,664</b>	<b>199,992</b>	<b>204,433</b>
<b><u>Expenditures</u></b>				
Operations Expenditures	432	1,500	950	1,500
Transfer to General Fund	45,421	47,029	47,029	48,000
<b>Total Expenditures</b>	<b>45,853</b>	<b>48,529</b>	<b>47,979</b>	<b>49,500</b>
<b>Fund Balance, Ending</b>	<b>\$147,852</b>	<b>\$151,135</b>	<b>\$152,013</b>	<b>\$154,933</b>



## RED LIGHT CAMERA FUND

This fund accounts for fees collected from defendant convicted of running red lights at intersections that have red light cameras. The fees are \$75.00 per conviction and are used for traffic safety improvements.

<b>RED LIGHT CAMERA FUND BUDGET SUMMARY</b>				
<b>FUND 18</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$287,263	\$248,323	\$229,380	\$199,136
<b><u>Revenues</u></b>				
Red Light Camera Fees	190,130	164,000	120,000	120,000
Interest Income	(1,462)	2,200	100	600
<b>Total Revenues</b>	<b>188,668</b>	<b>166,200</b>	<b>120,100</b>	<b>120,600</b>
<b>Funds Available</b>				
<b><u>Expenditures</u></b>				
Operations Expenditures	124,937	126,912	115,344	187,830
Capital	121,614	80,000	35,000	12,000
<b>Total Expenditures</b>	<b>246,551</b>	<b>206,912</b>	<b>150,344</b>	<b>199,830</b>
<b>Fund Balance, Ending</b>	\$229,380	\$207,611	\$199,136	\$119,906



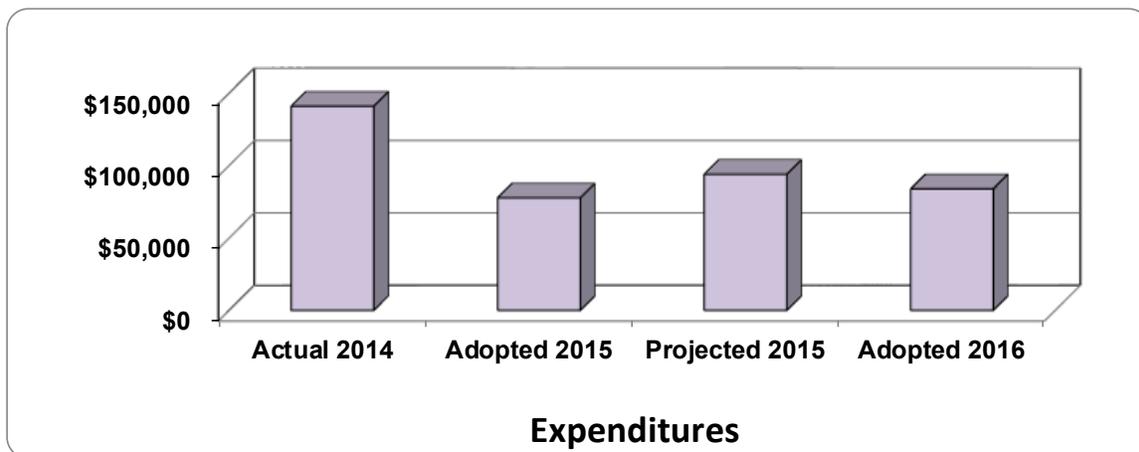
### New Budget Items

- ❖ Traffic signal Software \$30,000
- ❖ Traffic Security Cameras \$20,000

## GRANT FUND

This fund accounts for federal, state and local grants received for a variety of departments and uses. The grant proceeds are typically used for salary reimbursement and the purchase of various types of tools and equipment.

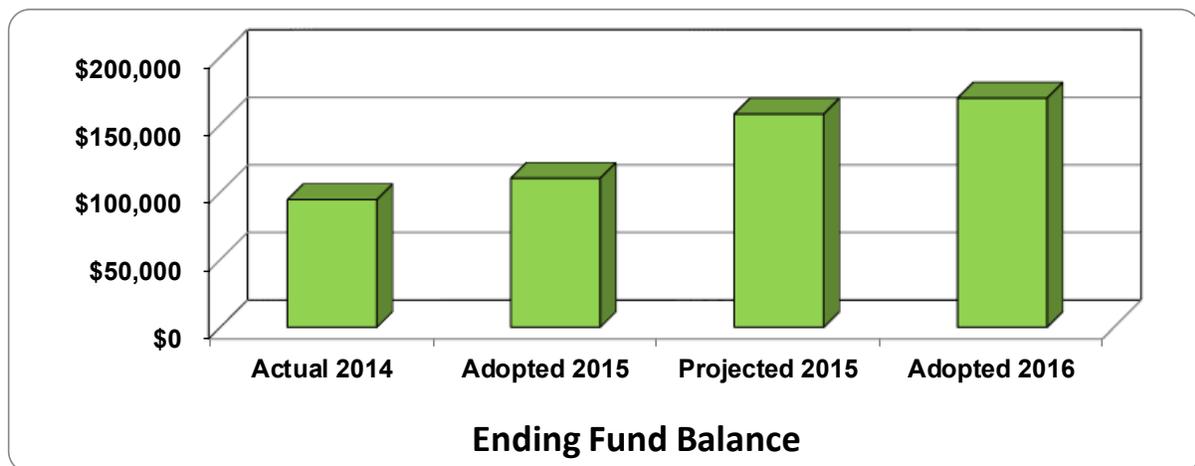
<b>GRANT FUND BUDGET SUMMARY</b>				
<b>FUND 19</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	(\$43,799)	(\$38,581)	(\$79,746)	\$16,440
<b><u>Revenues</u></b>				
Federal Intergovernmental Revenues	66,592	72,470	89,822	69,061
State Intergovernmental Revenues	38,483	5,217	18,364	0
Transfer from General Fund	0	0	82,000	0
<b>Total Revenues</b>	<b>105,075</b>	<b>77,687</b>	<b>190,186</b>	<b>69,061</b>
<b>Funds Available</b>	<b>61,276</b>	<b>39,106</b>	<b>110,440</b>	<b>85,501</b>
<b><u>Expenditures</u></b>				
<b>Police</b>				
Step Speed Grant	36,066	53,115	53,115	61,061
Bullet Proof Vest Grant	3,367	8,255	6,545	2,695
JAG Grant	0	8,000	20,149	20,149
LEOSE Training Grant	4,163	5,217	0	0
<b>Emergency Management</b>				
Urban Area Security Initiative	95,002	3,100	14,191	0
<b>Library</b>				
Library Management Program	2,423	0	0	0
<b>Total Expenditures</b>	<b>141,022</b>	<b>77,687</b>	<b>94,000</b>	<b>83,905</b>
<b>Fund Balance, Ending</b>	<b>(\$79,746)</b>	<b>(\$38,581)</b>	<b>\$16,440</b>	<b>\$1,596</b>



## PEG FUND

PEG stands for Public, Education and Government. This fund was established in Fiscal Year 2014 to segregate the portion of the cable franchise fee that must be used to support the City's government access channel.

<b>PEG FUND BUDGET SUMMARY</b>				
<b>FUND 20</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$0	\$51,000	\$94,453	\$157,693
<b>Revenues</b>				
Public Education and Government Fee	48,652	63,000	63,000	64,000
Interest Income	9	0	240	300
Transfer from General Fund	54,363	0	0	0
<b>Total Revenues</b>	<b>103,024</b>	<b>63,000</b>	<b>63,240</b>	<b>64,300</b>
<b>Funds Available</b>	<b>103,024</b>	<b>114,000</b>	<b>157,693</b>	<b>221,993</b>
<b>Expenditures</b>				
Operations Expenditures	8,571	3,820	0	52,500
<b>Total Expenditures</b>	<b>8,571</b>	<b>3,820</b>	<b>0</b>	<b>52,500</b>
<b>Fund Balance, Ending</b>	<b>\$94,453</b>	<b>\$110,180</b>	<b>\$157,693</b>	<b>\$169,493</b>



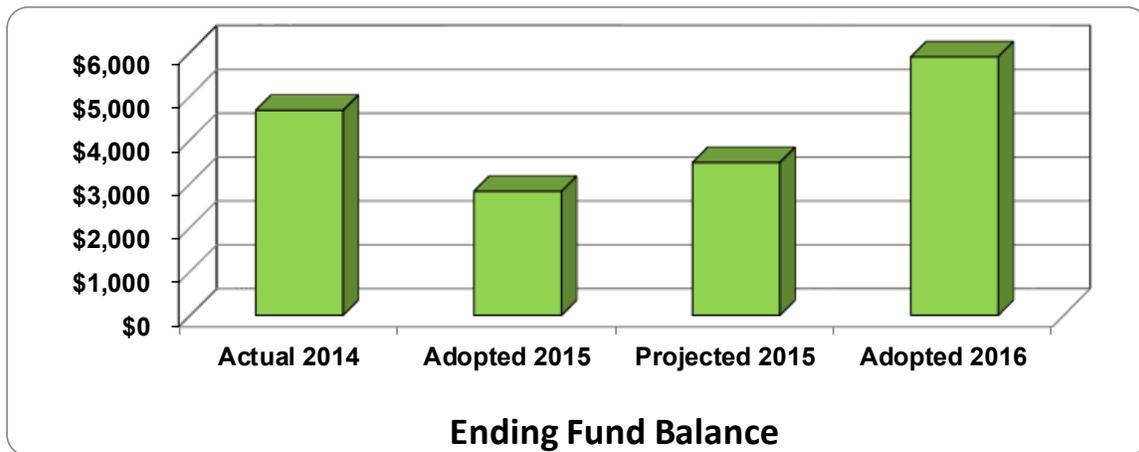
### New Budget Items

- ❖ Lap Top and Workstation \$9,500
- ❖ Cameras and Production System \$25,000
- ❖ Voting System \$18,000

## FIRE DONATION FUND

This fund was established in Fiscal Year 2000 to fund the Fire Services Board. The Board sponsors the free Smoke Detector Program, Fire Safety Clowns, a Fire Safety House and other public fire safety public education programs.

<b>FIRE DONATION FUND BUDGET SUMMARY</b>				
<b>FUND 21</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$4,329	\$3,578	\$4,673	\$3,483
<b>Revenues</b>				
Donations	2,755	2,800	2,400	2,400
Interest Income	(34)	50	10	10
<b>Total Revenues</b>	<b>2,721</b>	<b>2,850</b>	<b>2,410</b>	<b>2,410</b>
<b>Funds Available</b>	7,050	6,428	7,083	5,893
<b>Expenditures</b>				
Operations Expenditures	2,377	3,600	3,600	0
<b>Total Expenditures</b>	<b>2,377</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>
<b>Fund Balance, Ending</b>	\$4,673	\$2,828	\$3,483	\$5,893



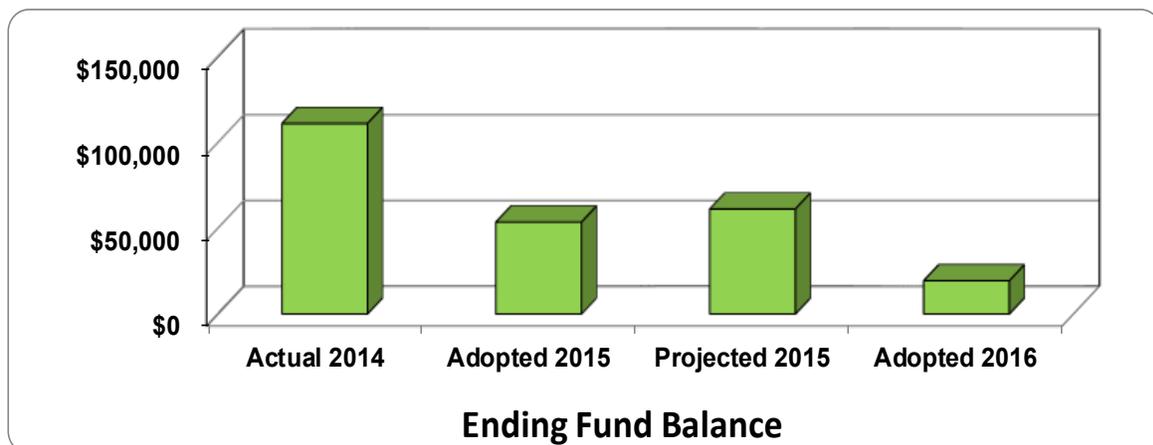
## LIBRARY DONATION FUND

This fund supplements resources available through the Library Department in the General Fund. It is funded through voluntary contributions by citizens of the City.

A Library Board, appointed by the City Council, makes budgetary recommendation for approval by the City Council.

Some of the accomplishments made possible by this fund include: purchase of furniture and equipment for meeting rooms, implementation of a computer education program, purchase of publications on CD-ROMS, and annual photo contest.

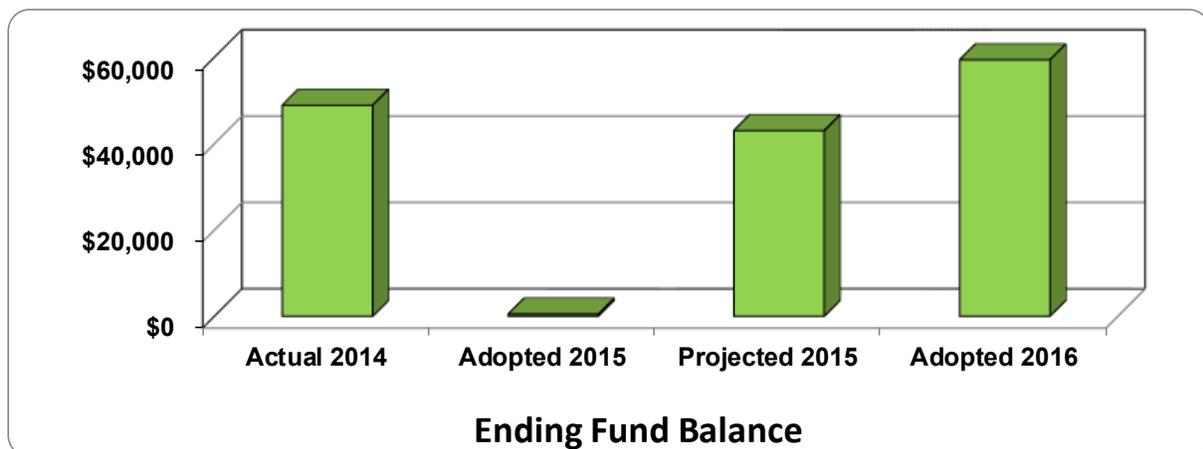
<b>LIBRARY DONATION FUND BUDGET SUMMARY</b>				
<b>FUND 22</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$89,478	\$97,818	\$111,073	\$61,233
<b><u>Revenues</u></b>				
Donations	25,511	20,100	11,700	11,700
Interest income	(831)	400	160	160
Copy Sales	19,084	17,000	20,000	20,000
Coffee Sales	1,118	1,200	1,200	1,200
<b>Total Revenues</b>	<b>44,883</b>	<b>38,700</b>	<b>33,060</b>	<b>33,060</b>
<b>Funds Available</b>	<b>134,361</b>	<b>136,518</b>	<b>144,133</b>	<b>94,293</b>
<b><u>Expenditures</u></b>				
Operations Expenditures	23,288	82,900	82,900	74,900
<b>Total Expenditures</b>	<b>23,288</b>	<b>82,900</b>	<b>82,900</b>	<b>74,900</b>
<b>Fund Balance, Ending</b>	<b>\$111,073</b>	<b>\$53,618</b>	<b>\$61,233</b>	<b>\$19,393</b>



## POLICE FORFEITURE FUND

Resources for this fund are provided through the sale of property confiscated from illegal drug activities. The money is used by the Police Department to further reduce criminal activities in the City. Some of the purchases made possible with these funds have been: tactical uniforms and equipment, raid jackets (for detectives), a mobile data terminal and a negotiator's telephone.

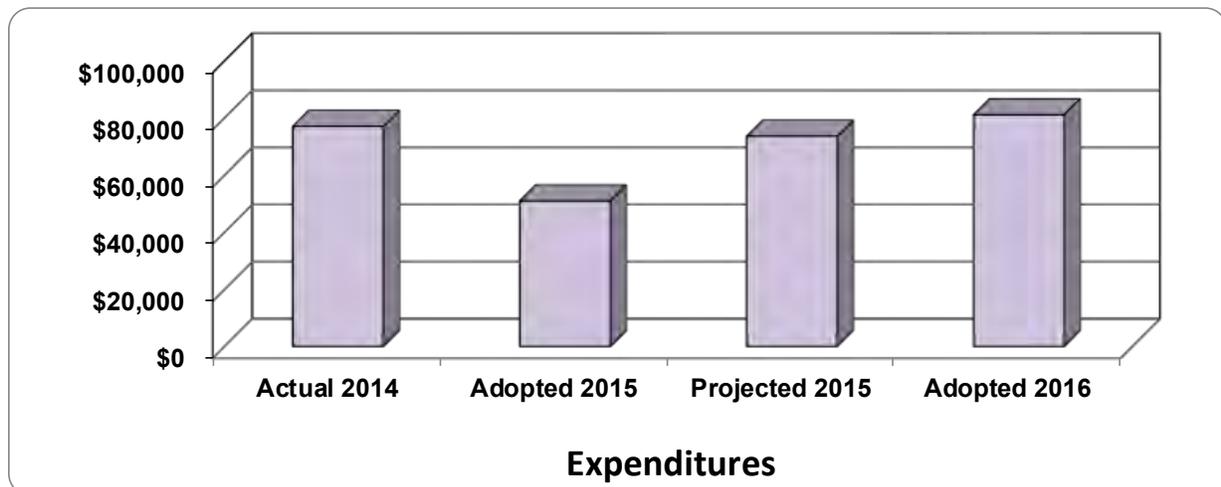
<b>POLICE FORFEITURE FUND BUDGET SUMMARY</b>				
<b>FUND 23</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$79,195	\$20,996	\$48,927	\$43,027
<b>Revenues</b>				
Awarded property revenue	20,440	25,000	25,000	25,000
Interest income	(298)	500	100	20
<b>Total Revenues</b>	<b>20,142</b>	<b>25,500</b>	<b>25,100</b>	<b>25,020</b>
<b>Funds Available</b>	<b>99,337</b>	<b>46,496</b>	<b>74,027</b>	<b>68,047</b>
<b>Expenditures</b>				
Operations Expenditures	50,410	45,000	30,000	8,600
Transfer to CART Fund	0	1,000	1,000	0
<b>Total Expenditures</b>	<b>50,410</b>	<b>46,000</b>	<b>31,000</b>	<b>8,600</b>
<b>Fund Balance, Ending</b>	<b>\$48,927</b>	<b>\$496</b>	<b>\$43,027</b>	<b>\$59,447</b>



## PARK DONATION FUND

This fund is supported through voluntary contributions by the Citizens of Haltom City. The Park Board, appointed by the City Council makes budgetary recommendations for approval by the City Council. Annual activities include the Spring Fest, the Haltom City Stampede, Back to School Health Fair and the Halloween Carnival.

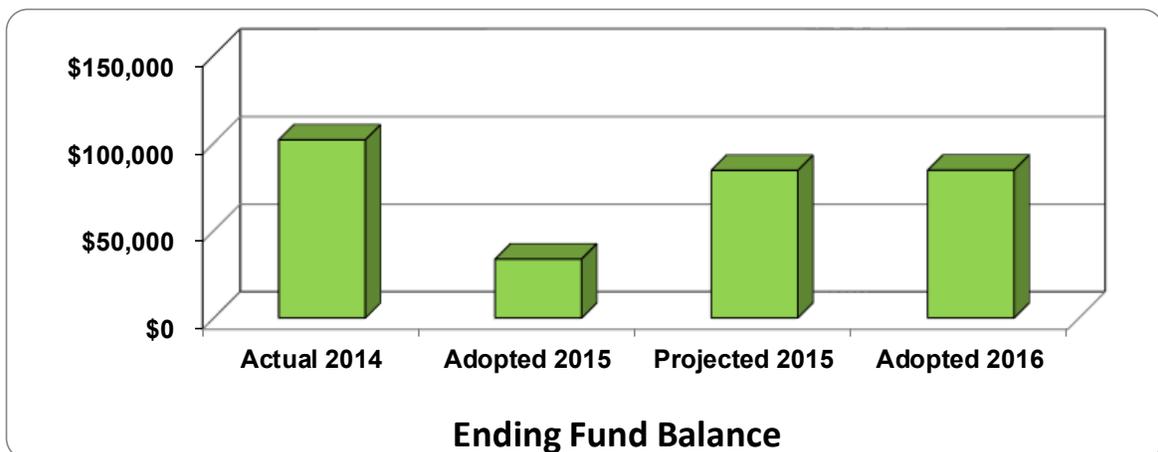
<b>PARK DONATION FUND BUDGET SUMMARY</b>				
<b>FUND 24</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$28,144	\$29,848	\$23,069	\$10,619
<b>Revenues</b>				
Monthly Donations	11,395	10,000	10,000	10,000
Special Events Donations	6,886	8,000	8,000	8,000
Back to School Health Fair Donations	43,714	30,000	40,000	50,000
Arts Festival Donations	1,884	1,500	1,000	1,000
Interest income	(94)	150	50	75
Miscellaneous Revenue	8,184	2,100	2,100	2,100
<b>Total Revenues</b>	<b>71,969</b>	<b>51,750</b>	<b>61,150</b>	<b>71,175</b>
<b>Funds Available</b>	<b>100,113</b>	<b>81,598</b>	<b>84,219</b>	<b>81,794</b>
<b>Expenditures</b>				
Operation Expenditures	3,094	10,600	13,100	10,600
Special Events Expenditures	6,071	15,000	15,000	15,000
Back to School Healthfair Expenditures	41,051	10,000	40,000	50,000
Arts Festival Expenditures	734	350	500	500
Capital Outlay	26,094	15,000	5,000	5,000
<b>Total Expenditures</b>	<b>77,044</b>	<b>50,950</b>	<b>73,600</b>	<b>81,100</b>
<b>Fund Balance, Ending</b>	<b>\$23,069</b>	<b>\$30,648</b>	<b>\$10,619</b>	<b>\$694</b>



## PARK DEDICATION FUND

This City has a Park Dedication Ordinance which requires developers of any residential property in the City to either dedicate park land or pay cash in lieu of land dedication. Money received must be used for park development and park improvements. There is no appropriation for this fund for FY2016.

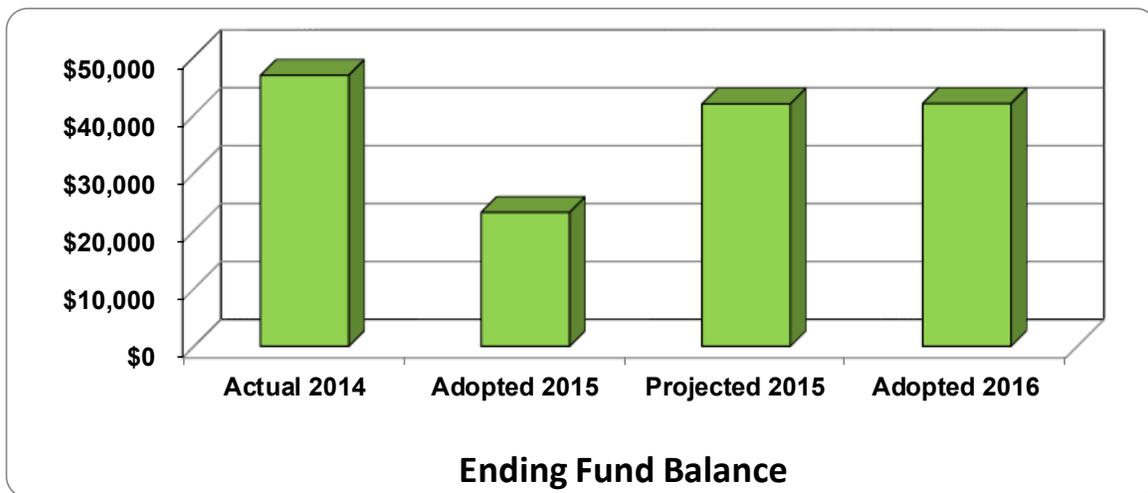
<b>PARK DEDICATION FUND BUDGET SUMMARY</b>				
<b>FUND 25</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$41,263	\$33,253	\$101,745	\$84,345
<b>Revenues</b>				
Developer Contributions	61,524	0	0	0
Interest Income	(1,042)	400	100	100
<b>Total Revenues</b>	<b>60,482</b>	<b>400</b>	<b>100</b>	<b>100</b>
<b>Funds Available</b>	<b>101,745</b>	<b>33,653</b>	<b>101,845</b>	<b>84,445</b>
<b>Expenditures</b>				
Operations Expenditures	0	0	0	0
Transfer to EDC Fund	0	0	17,500	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>17,500</b>	<b>0</b>
<b>Fund Balance, Ending</b>	<b>\$101,745</b>	<b>\$33,653</b>	<b>\$84,345</b>	<b>\$84,445</b>



## SAFE PATHWAYS FUND

In July 2003, the City adopted Ordinance 0-2003-011-15 which created the “Safe Pathways Program” to build sidewalks. This fund tracks donations made to the City in accordance with this program. Funds must be used in the sub-division from which they were received unless special approval is granted by the City Council to use the funds within two miles of the sub-division. Fund must be used within ten years of collection. There is no planned expenditure for this fund for FY2016.

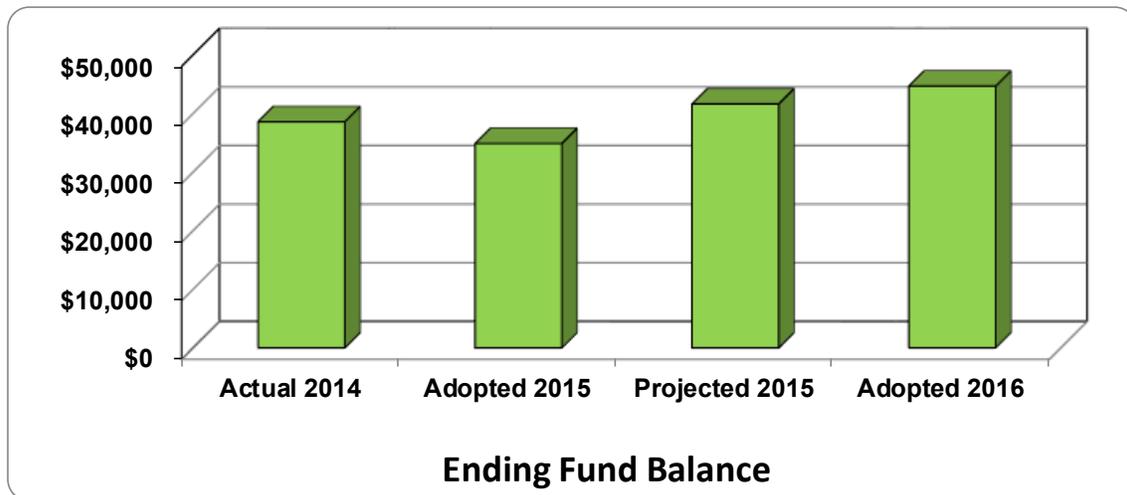
<b>SAFE PATHWAYS FUND BUDGET SUMMARY</b>				
<b>FUND 26</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$32,848	\$27,998	\$46,816	\$41,866
<b>Revenues</b>				
Developer Contributions	14,350	5,000	5,000	0
Interest Income	(382)	150	50	75
<b>Total Revenues</b>	<b>13,968</b>	<b>5,150</b>	<b>5,050</b>	<b>75</b>
<b>Funds Available</b>	<b>46,816</b>	<b>33,148</b>	<b>51,866</b>	<b>41,941</b>
<b>Expenditures</b>				
Streets and Sidewalks	0	10,000	10,000	0
<b>Total Expenditures</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>
<b>Fund Balance, Ending</b>	<b>\$46,816</b>	<b>\$23,148</b>	<b>\$41,866</b>	<b>\$41,941</b>



## ANIMAL SHELTER FUND

This fund was established in Fiscal Year 2000 in recognition of growing community concern to replace the existing animal shelter with a more modern and larger facility. With completion of constructing the facility, this fund will track the donations from the community and the expenditures of the funds. For FY2016, no expenditure is budgeted.

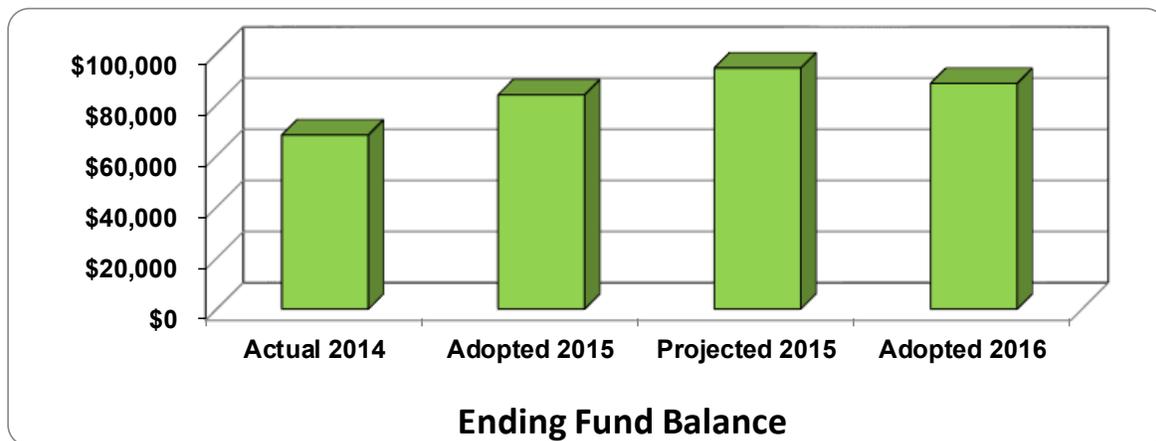
<b>ANIMAL SHELTER FUND BUDGET SUMMARY</b>				
<b>FUND 27</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$32,307	\$32,365	\$38,569	\$41,619
<b>Revenues</b>				
Donations	8,191	7,500	3,000	3,000
Interest Income	(270)	150	50	50
<b>Total Revenues</b>	<b>7,921</b>	<b>7,650</b>	<b>3,050</b>	<b>3,050</b>
<b>Funds Available</b>	<b>40,228</b>	<b>40,015</b>	<b>41,619</b>	<b>44,669</b>
<b>Expenditures</b>				
Animal shelter supplies	1,659	5,150	0	0
<b>Total Expenditures</b>	<b>1,659</b>	<b>5,150</b>	<b>0</b>	<b>0</b>
<b>Fund Balance, Ending</b>	<b>\$38,569</b>	<b>\$34,865</b>	<b>\$41,619</b>	<b>\$44,669</b>



## POLICE DONATION FUND

This special revenue fund is used to provide a safer working environment and help facilitate crime scene investigations. Body armor, tactical safety equipment and crime scene equipment are purchased from this fund. Revenues consist mainly of donations from citizens contributing fifty cents in addition to their regular monthly water bill.

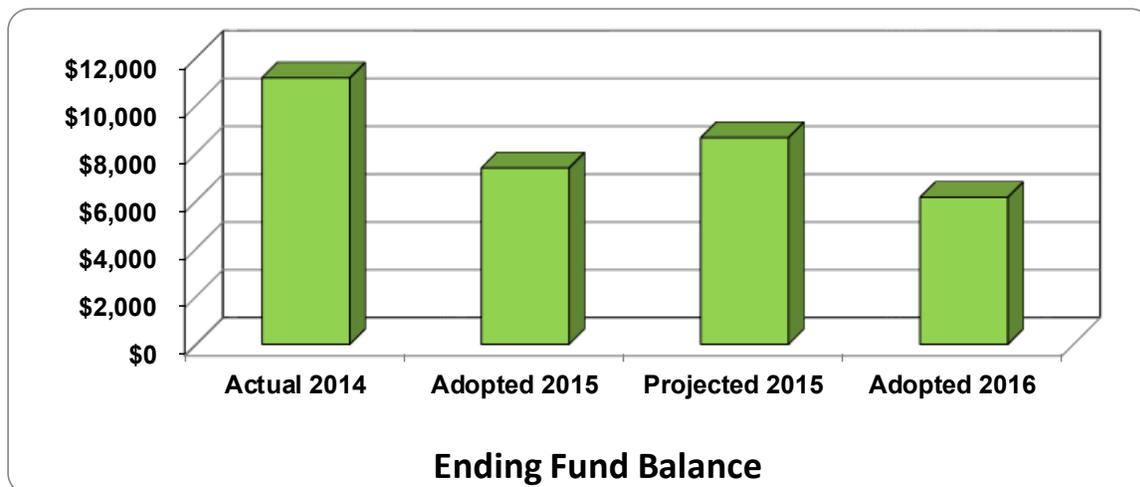
<b>POLICE DONATION FUND BUDGET SUMMARY</b>				
<b>FUND 28</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$118,821	\$111,321	\$68,106	\$94,322
<b>Revenues</b>				
Donations	13,035	70,000	70,000	60,000
DARE Contributions	3,200	3,000	3,000	2,000
Interest income	(1,512)	500	250	300
<b>Total Revenues</b>	<b>14,723</b>	<b>73,500</b>	<b>73,250</b>	<b>62,300</b>
<b>Funds Available</b>	<b>133,544</b>	<b>184,821</b>	<b>141,356</b>	<b>156,622</b>
<b>Expenditures</b>				
Operations Expenditures	65,438	101,000	47,034	68,350
<b>Total Expenditures</b>	<b>65,438</b>	<b>101,000</b>	<b>47,034</b>	<b>68,350</b>
<b>Fund Balance, Ending</b>	<b>\$68,106</b>	<b>\$83,821</b>	<b>\$94,322</b>	<b>\$88,272</b>



## POLICE CART FUND

The Police Child Abduction Response Team (CART) Fund is a special revenue fund used for the multi-jurisdictional effort to properly allocate resources to missing/endangered children cases. Revenues consist mainly of donations from participating agencies of a \$1,000 each. The primary goal of CART is to provide a pool of specialized trained investigators that are available to focus dedicated and intensive investigative efforts shortly after the confirmed incident of an abducted child or children.

<b>POLICE CART FUND BUDGET SUMMARY</b>				
<b>FUND 29</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$11,378	\$8,878	\$11,150	\$8,650
<b>Revenues</b>				
Developer Contributions	0	0	0	0
Interest income	(198)	0	0	0
Transfer from Police Forfeiture Fund	0	1,000	0	0
<b>Total Revenues</b>	<b>(198)</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>Funds Available</b>	<b>11,180</b>	<b>9,878</b>	<b>11,150</b>	<b>8,650</b>
<b>Expenditures</b>				
Operations Expenditures	30	2,500	2,500	2,500
<b>Total Expenditures</b>	<b>30</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Fund Balance, Ending</b>	<b>\$11,150</b>	<b>\$7,378</b>	<b>\$8,650</b>	<b>\$6,150</b>



# CAPITAL PROJECTS FUNDS



Capital Projects Funds are used to account for the financing and construction of major capital facilities or the acquisition of major equipment. Financing is provided primarily through the issuance of tax notes, general obligation bonds or certificates of obligation. The City's Capital Project Funds are currently set up to monitor street reconstruction, storm drainage improvements, water distribution utilities, sewer main collection projects, capital equipment acquisition and other projects and acquisitions.

- ❖ Capital Projects Funds Description
- ❖ Major Capital Projects
- ❖ Fund Summaries
  - Street Reconstruction Fund
  - Capital Projects Fund
  - Capital Replacement Fund
  - Street Assessment Fund
  - Water and Sewer Capital Projects Fund
  - Water and Sewer Impact Fees Fund
  - Drainage Capital Projects Fund



## **CAPITAL PROJECTS FUNDS DESCRIPTION**

The City of Haltom City develops a multi-year financial plan for all capital projects in conjunction with the development of a multi-year operational plan. These capital improvement plans (CIP) are developed during the budget process and are submitted along with the proposed operating budget. The Council considers the CIP budget along with operational decisions.

### **Sources of Funding**

Sources of funding for the capital projects program include:

- Current resources from operations
- Reserve funds or carryover balances from prior years
- Grants and contributions
- Tax supported debt
- Revenue supported debt

### **Criterion for Selection and Budgetary Impact**

Improvements to be included in the CIP are selected and prioritized on the basis of the critical nature of the project and the timeliness of available financing for the project. The effect upon operations of the CIP is factored into the operational budget planning and development. The following operation impacts are considered:

- Demolition and salvage costs
- Increase or decrease in City-wide utility costs
- Increase or decrease in City-wide maintenance costs
- Increase or decrease in personnel costs
- Impact of regulatory compliance upon operations
- Impact of avoided costs
- Impact of deferred maintenance

All improvements completed in the CIP have a useful life that exceeds the life of the financing. Capital equipment considered for inclusion in the CIP must have an initial acquisition cost of at least \$5,000 and a useful life of at least 2 years.

### **Fiscal Year 2016 Capital Plan**

The total of the capital projects planned in the Capital Projects Funds for FY2016 is \$12,437,300. This reflects a \$4,301,581 increase from the \$8,135,719 approved by the City Council for FY2015. A summary of the Capital Project Funds budget appears below:

<b>Capital Projects Funds</b>	<b>Actual FY2014</b>	<b>Adopted FY 2015</b>	<b>Adopted FY 2016</b>
Street Reconstruction Fund	\$7,474,941	\$3,291,799	\$6,656,000
Capital Projects Fund	1,976,091	3,401,309	3,835,000
Street Assessments Fund	\$3,000	1,200	0
Water & Sewer Utility Projects Fund	1,305,912	786,920	1,685,000
Water & Sewer Impact Fees Fund	\$13,546	400,000	0
Drainage Capital Projects	123,715	254,491	261,300
<b>Total</b>	<b>\$10,897,205</b>	<b>\$8,135,719</b>	<b>\$12,437,300</b>

Funding for the FY2016 capital projects are mainly from fund balances, transfers and sales tax.

<b>Capital Projects Funds</b>	<b>Sales Tax</b>	<b>Interest</b>	<b>Transfers</b>	<b>Fund Balances</b>	<b>Total</b>
Street Reconstruction Fund	\$1,558,388	\$12,000		\$5,085,612	\$6,656,000
Capital Projects Fund		1,000	420,000	3,414,000	\$3,835,000
Water & Sewer Utility Projects Fund		1,600	1,400,000	283,400	\$1,685,000
Drainage Capital Projects		500	250,000	10,800	\$261,300
<b>Total</b>	<b>\$1,558,388</b>	<b>\$15,100</b>	<b>\$2,070,000</b>	<b>\$8,793,812</b>	<b>\$12,437,300</b>

# MAJOR CAPTIAL PROJECTS

## Economic Development Fund (11)

The Economic Development Corporation finances projects that promote quality of life and economic health of the community. The following projects with a budget total of \$650,000 is approved.

- *NE Loop 820 Expansion.* The long awaited expansion of the 820 Loop began in earnest in 2011. This expansion of the loop from 4 lanes of highway to 10 lanes of highway and 6 lanes of frontage road creates vast opportunities for the City as the frontage on both sides of the Loop is undeveloped. The City has committed \$27 million to development of backage roads and access roads, of which \$15.1 million is provided by grants. This infrastructure project will spur the development of over 300 acres of highway frontage property. For FY2016, a budget of \$150,000 is allocated for the project. This project is 95% competed as of October 2015.
- *Belknap/Denton Highway Realignment.* A critical phase in the Belknap Road redevelopment is the realignment of the intersection of Belknap and Denton Highway. This current configuration is considered to be one of the most dangerous intersections in the County. It is expected that this project, including right-of-way acquisition, will cost \$4,305,955. The City's share of the cost is currently estimated to be \$993,000. The creation of a new intersection provides for a safer traffic flow, lowered auto emissions and the opportunity to redevelop the four (4) corners created by the realignment of the intersection. The project has commenced in December 2014 and is still in progress. For FY2016, a \$500,000 is budgeted for the project.

## Street Reconstruction Fund (31)

Street improvements are funded by sales tax revenues; bond proceeds, and transfers from the Water and Sewer Fund to cover specific costs for utility replacements. For FY2016, \$6,656,000 are appropriated.

- *McLean Street.* The first project to be financed under the voter's authorization from general obligation bonds is McLean Street. Approximately 4,000 critical feet in one of Haltom City's largest industrial districts will be reconstructed and the water, sewer and drainage infrastructure upgraded. This project will cost more than \$4.5 million by the time of completion. This project is 90% completed as of October 2015. The only remaining construction item is the bypass vault (which is 50% complete) and the upgrading of the railroad signal controls.
- *Webster Street.* This street is an important east-west connector between Denton Highway and Haltom Road. This 1,600-foot street is to be reconstructed, including water and sewer mains, curb and gutter, driveway approaches and sidewalks. Proceeds of the 2013 General Obligation Bonds will finance this essential project.
- *Oakwood Street.* This project includes the replacement of the existing water main and sanitary sewer main. Additionally, the existing asphalt pavement section will

be replaced with a concrete section. The estimated cost for the project is \$1.45 million. A budget of \$1,446,450 was appropriated in FY2015.

- *Montreal Circle, Vicki Street, Joy Lee Street, Swan Street.* These projects include streets and sidewalks, water, sewer and drainage improvements. A total budget of \$6,356,000 is appropriated in FY2016.

### **Capital Projects Fund (32)**

The Capital Projects Fund accounts for projects financed with resources from governmental funds and tax-supported debt. For FY2016 projects, expenditures and transfers totaling \$3,835,000 are approved. Each project under this fund is described in more detail below:

- *Little Fossil Flood Control.* The voters approved this project in 2001 at an estimated cost to the City of \$4 million. Another \$250,000 was approved for the development of hiking and biking trails along the creek. The U.S. Corps of Engineers (USACE) contracted to participate in the project with a match of \$7 million. Delays in the project by USACE has driven the City's share of the cost to \$9 million.

The City will be responsible for maintenance of the creek and improvements along the creek upon completion of the project. It is estimated that this maintenance will approach \$25,000 annually, to be financed through the General Fund, Economic Development Fund and Drainage Fund revenues.

The first phase (from Haltom City's south city limits north to Thomas Road) has basically been completed. The second phase is the replacement of the Carson Street bridge structure (while leaving the SH 121 bridge structure in place during construction). This project will be City-funded but performed by the Texas Department of Transportation (TxDOT). For FY2016, a budget of \$3,195,000 is appropriated for this project.

- *Clay Avenue.* This project includes the replacement of the sanitary sewer main, the installation of drainage infrastructure and the replacement of the existing asphalt pavement section with a heavy-duty concrete pavement section. The cost is estimated at \$900,000. This is a joint project with Mercantile Partners, LP. The cost is estimated at \$900,000. For FY2016, a budget of \$170,000 is appropriated.
- *Meacham Boulevard.* This project is under design. Engineering cost of \$250,000 is budgeted for FY2016.

### **Water & Sewer Utility Projects Fund (42)**

This fund exists to account for capital projects funded with current resources. The source of funds is the Water and Sewer Fund and the proceeds of debt backed by the net revenues of the Water and Sewer Fund. City Council awarded a professional services contract to Gary Burton Engineering, Inc. for the design of projects that include replacing

several water lines and a sanitary sewer main. Total budget of \$1,685,000 are approved for FY2016. Individual projects approved for FY2016 include:

- *Denton Highway Water Project.* For FY2016, \$1,000,000 is appropriated.
- *Denton Highway Sewer Project.* For FY2016, \$535,000 is appropriated.

### **Drainage Utility Capital Fund (46)**

During FY 2003-04, the City engaged consultants to perform a drainage study. The result of the study was a plan that assesses a monthly fee to each residential customer in the City. Commercial interests are billed a per square foot charge based upon the square footage of their property multiplied by a runoff factor.

During FY2004-05, the City engaged another consulting firm to assist in the preparation of a Drainage Master Plan. As a part of the analysis, floodplain maps were studied and the existing drainage system was studied. The results of the study determined that the value of needed drainage projects amounted to approximately \$102 million.

The FY2016 budget includes \$250,000 for replacement of curb and gutter in conjunction with street reconstruction and targeted areas in the City.

### **Impact upon Future Budget and Services of Non-Recurring Capital Outlays**

The impact upon operations of these improvements is reflected in the cost of maintaining streets and drainage systems.

Replacement of storm sewers, curb and gutters does not reduce the annual budget for maintenance. It does allow these scarce dollars to be allocated to other projects for up to 15 years. Every mile of road in which the City rebuilds the storm sewers, curb and gutter allows the City to shift nearly \$40,000 in maintenance materials and labor to other needed projects. Replacing worn and damaged water lines reduces lost water and increases customer billing. Each 1% of lost water that is captured through capital outlay is worth about \$90,000 at current commodity rates.

### **Future Issues**

The City anticipates issuance of \$25.833 million in new debt through the issuance of several issues over the next five years. The schedule below illustrates the planned issuances by fund. As always, economic and other circumstances can affect the timing and form of issuances.

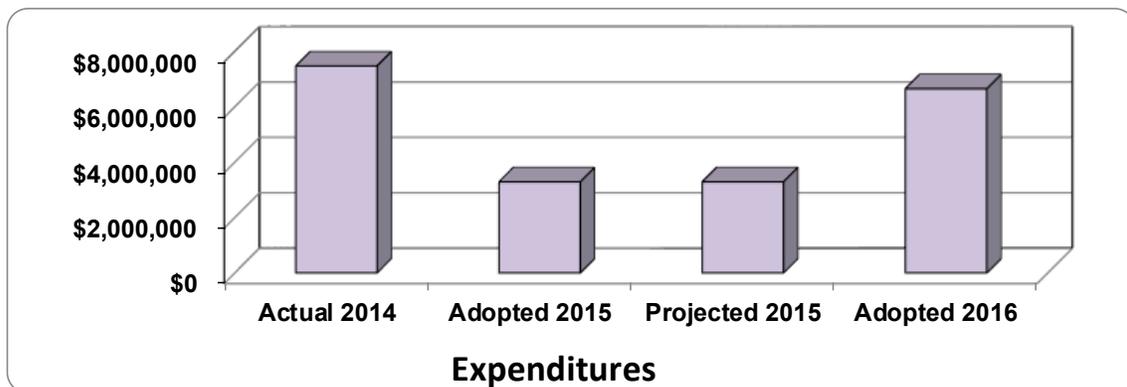
Most prominent among the future issues are the financing planned to reconstruct several streets approved by the voters in the 2010 bond election and to complete the Little Fossil Flood Control Project.

Authorized and unissued debts from the 2010 bond election include \$4,383,000 in Streets and Sidewalks and \$3,800,000 in Parks.

## STREET RECONSTRUCTION FUND

The Street Reconstruction fund is to track revenues and expenditures devoted to street repair, mill and overlay and reconstruction projects. The Street Reconstruction Fund receives ¼ cents allocation of the City's Sales Tax. This allocation was reauthorized by the voters for four (4) years in November 2013.

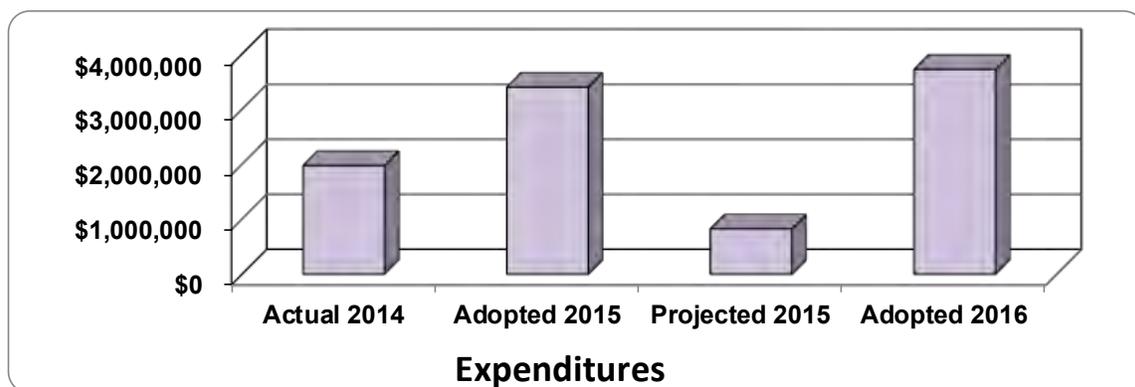
<b>STREET RECONSTRUCTION FUND BUDGET SUMMARY</b>				
<b>FUND 31</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$11,181,070	\$2,207,687	\$6,863,423	\$5,346,519
<b>Revenues</b>				
Sales Tax	1,421,917	1,465,500	1,465,500	1,558,388
Interest income	(31,340)	30,000	11,700	12,000
Bond Proceeds	800,000	0	0	0
Grant Revenues	958,929	0	297,695	0
Miscellaneous	7,788	0	0	0
Transfer from Water Capital Projects				
<b>Total Revenues</b>	<b>3,157,294</b>	<b>1,495,500</b>	<b>1,774,895</b>	<b>1,570,388</b>
<b>Funds Available</b>				
<b>Expenditures</b>				
Engineering	577,355	665,305	665,305	173,000
Street Reconstruction Projects	4,231,157	2,229,244	2,229,244	3,100,000
Utility Portion of Capital Projects	963,829	0	0	2,097,000
Drainage Portion of Capital Projects	294,245	0	0	986,000
Machinery & Equipment	214,490	0	0	0
Mill & Overlay	167,133	300,000	300,000	300,000
Bond Issuance Cost	10,000	47,250	47,250	0
Operating Costs	24,772	50,000	50,000	0
Transfers Out	991,960	0	0	0
<b>Total Expenditures</b>	<b>7,474,941</b>	<b>3,291,799</b>	<b>3,291,799</b>	<b>6,656,000</b>
<b>Fund Balance, Ending</b>	<b>\$6,863,423</b>	<b>\$411,388</b>	<b>\$5,346,519</b>	<b>\$260,907</b>



## CAPITAL PROJECTS FUND

The Capital Project fund is used to track monies received from the issuance of bonds for the construction of buildings and infrastructure and the purchase of various machinery and equipment.

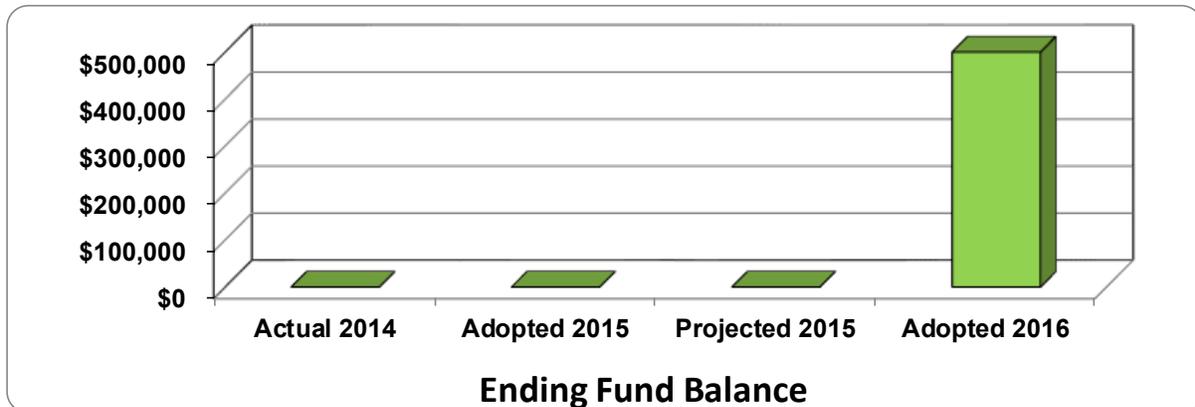
<b>CAPITAL PROJECTS FUND BUDGET SUMMARY</b>				
<b>FUND 32</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$4,416,090	\$3,776,416	\$4,024,711	\$3,571,296
<b>Revenues</b>				
Bond Proceeds	1,575,000	365,000	365,000	0
Interest Income	1,543	7,000	5,254	1,000
Miscellaneous	8,169	0	0	0
Transfer from Economic Development	0	0	0	420,000
<b>Total Revenues</b>	<b>1,584,712</b>	<b>372,000</b>	<b>370,254</b>	<b>421,000</b>
<b>Funds Available</b>	<b>6,000,802</b>	<b>4,148,416</b>	<b>4,394,965</b>	<b>3,992,296</b>
<b>Expenditures</b>				
Machinery and Equipment	1,338,434	266,317	266,317	0
Motor Vehicles	400,226	207,450	203,700	0
Computer Equipment	147,191	305,576	303,576	0
Computer Software	54,590	0	0	0
Capital Projects				
Fire Station #2	581	0	0	0
Little Fossil	4,755	2,570,000	27,776	3,195,000
Clay Avenue	0	0	0	280,000
Meacham Street	0	0	0	250,000
Bond Issuance Cost	30,313	51,966	22,300	0
<b>Total Expenditures</b>	<b>1,976,091</b>	<b>3,401,309</b>	<b>823,669</b>	<b>3,725,000</b>
<b>Fund Balance, Ending</b>	<b>\$4,024,711</b>	<b>\$747,107</b>	<b>\$3,571,296</b>	<b>\$267,296</b>



## CAPITAL REPLACEMENT FUND

The Capital Replacement Fund is for accumulation of resources for the purchase of various machinery and equipment. Funding are from transfers from other funds. There is no appropriation for FY2016.

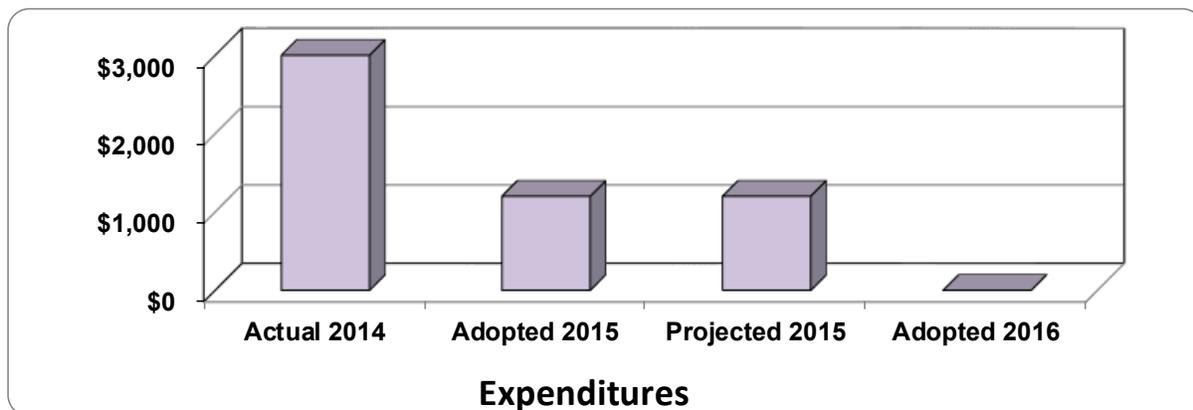
<b>CAPITAL REPLACEMENT FUND BUDGET SUMMARY</b>				
<b>FUND 35</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$0	\$0	\$0	\$0
<b>Revenues</b>				
Transfers	0	0	0	500,000
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>
<b>Funds Available</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>
<b>Expenditures</b>				
Purchase of Vehicles and Equipment	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance, Ending</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>



## STREET ASSESSMENT FUND

The City ceased assessing for street repairs in 1999. There are unpaid assessments for 25 projects that were completed prior to that time. Revenues from these accounts can be very unpredictable as it is often the sale of property that triggers a payment to the City to settle the amount plus penalty that is due. For some commercial properties, the amount can be significant. There is no appropriation budgeted for FY2016.

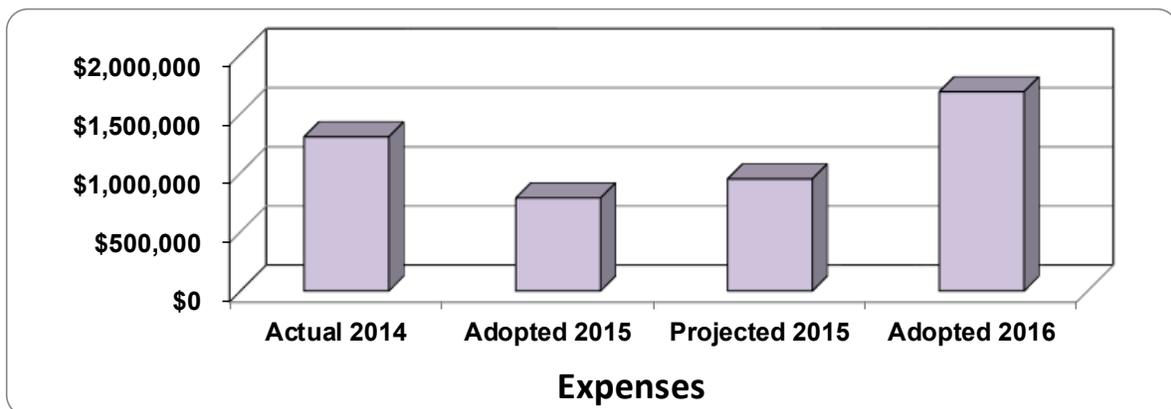
<b>STREET ASSESSMENTS FUND BUDGET SUMMARY</b>				
<b>FUND 39</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Fund Balance, Beginning</b>	\$1,705	\$0	\$1,312	\$8,132
<b><u>Revenues</u></b>				
Assessment Revenue	867	500	3,500	1,000
Street assessment interest	1,746	700	4,500	1,000
Interest from investments	(6)	0	20	0
<b>Total Revenues</b>	<b>2,607</b>	<b>1,200</b>	<b>8,020</b>	<b>2,000</b>
<b>Funds Available</b>	<b>4,312</b>	<b>1,200</b>	<b>9,332</b>	<b>10,132</b>
<b><u>Expenditures</u></b>				
Transfer to General Fund	3,000	1,200	1,200	0
<b>Total Expenditures</b>	<b>3,000</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>
<b>Fund Balance, Ending</b>	<b>\$1,312</b>	<b>\$0</b>	<b>\$8,132</b>	<b>\$10,132</b>



## WATER AND SEWER CAPITAL PROJECTS FUND

This fund is used to record monies transferred from the Water and Sewer Fund for capital projects and equipment purchases.

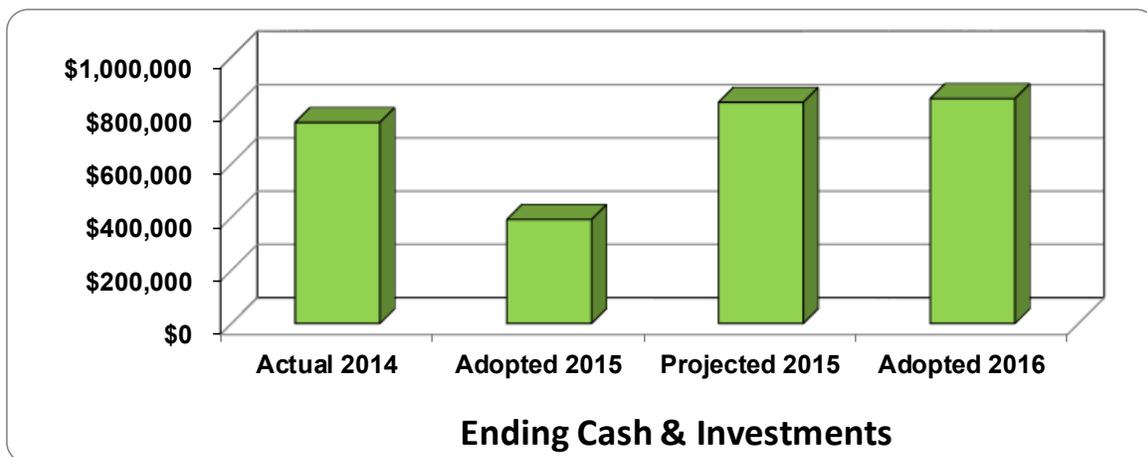
WATER AND SEWER CAPITAL PROJECTS FUND BUDGET SUMMARY				
FUND 42	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
<b>Cash &amp; Investments, Beginning</b>	\$2,783,135	\$283,919	\$2,439,368	\$2,593,535
<b>Revenues</b>				
Interest Income	(7,024)	13,310	1,600	1,600
Transfer from Water Fund	966,925	1,100,000	1,100,000	1,400,000
<b>Total Revenues</b>	<b>959,901</b>	<b>1,113,310</b>	<b>1,101,600</b>	<b>1,401,600</b>
<b>Funds Available</b>	<b>3,743,036</b>	<b>1,397,229</b>	<b>3,540,968</b>	<b>3,995,135</b>
<b>Expenses</b>				
Water and Sewer Projects				
Public Work projects	38,935	0	1,243	150,000
Big Fossil Creek	0	710,000	0	0
Denton Highway Sewer	0	0	0	535,000
Denton Highway Water	0	0	0	1,000,000
Springlake	0	0	946,190	0
Land	(18,183)	0	0	0
Machinery & Equipment	61	0	0	0
Completed Water and Sewer Projects	1,282,856	0	0	0
Motor Vehicles	0	76,920	0	0
<b>Total Expenses</b>	<b>1,303,668</b>	<b>786,920</b>	<b>947,433</b>	<b>1,685,000</b>
<b>Cash &amp; Investments, Ending</b>	<b>\$2,439,368</b>	<b>\$610,309</b>	<b>\$2,593,535</b>	<b>\$2,310,135</b>



## WATER AND SEWER IMPACT FEES FUND

Developers are required to pay a fee for each new residential or commercial construction site. These fees are dedicated to fund improvements that must be made as a result of the additional demand placed on the water and sewer system that is caused by the new development. No expenses were budgeted for FY2016.

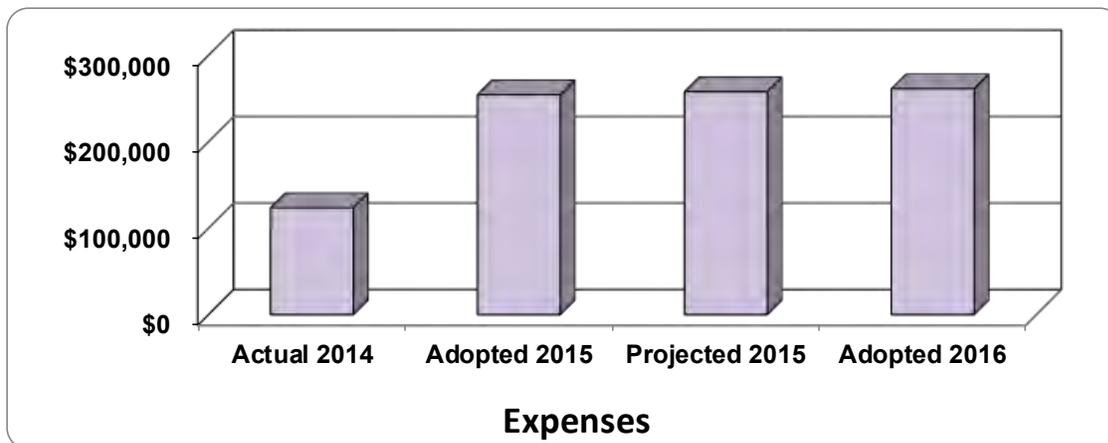
WATER AND SEWER IMPACT FEES FUND BUDGET SUMMARY				
FUND 44	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
<b>Cash &amp; Investments, Beginning</b>	\$698,204	\$773,686	\$754,669	\$830,525
<b><u>Revenues</u></b>				
Water Impact Fees	28,368	7,000	36,151	7,000
Sewer Impact Fees	44,609	7,000	38,705	7,000
Interest Income	(2,966)	3,000	1,000	0
	70,011	17,000	75,856	14,000
<b>Funds Available</b>	768,215	790,686	830,525	844,525
<b><u>Expenses</u></b>				
Engineering	13,546	0	0	0
Springlake Sewer Line	0	400,000	0	0
Total Expenses	13,546	400,000	0	0
<b>Cash &amp; Investments, Ending</b>	\$754,669	\$390,686	\$830,525	\$844,525



## DRAINAGE CAPITAL PROJECTS FUND

This fund is used to track monies received from the issuance of debt for the construction of drainage infrastructure and the purchase of various machinery and equipment.

<b>DRAINAGE CAPITAL PROJECTS FUND BUDGET SUMMARY</b>				
<b>FUND 46</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Cash &amp; Investments, Beginning</b>	\$244,477	\$40,318	\$486,689	\$444,192
<b>Revenues</b>				
Interest Income	(6,074)	0	500	500
Transfer from Oil and Gas Fund	160,000	0	0	0
Transfers from Drainage Utility Fund	212,000	215,000	215,000	250,000
<b>Total Revenues</b>	<b>365,926</b>	<b>215,000</b>	<b>215,500</b>	<b>250,500</b>
<b>Funds Available</b>	<b>610,403</b>	<b>255,318</b>	<b>702,189</b>	<b>694,692</b>
<b>Expenses:</b>				
Engineering Expense	14,756	0	0	0
Contract Services	5,098	4,491	7,997	11,300
Curb and Gutter Maintenance	92,932	250,000	250,000	250,000
Land	10,929	0	0	0
<b>Total Expenses</b>	<b>123,715</b>	<b>254,491</b>	<b>257,997</b>	<b>261,300</b>
<b>Cash &amp; Investments, Ending</b>	<b>\$486,689</b>	<b>\$827</b>	<b>\$444,192</b>	<b>\$433,392</b>



## PROPRIETARY FUNDS



There are two types of proprietary funds – enterprise funds and internal service funds. Enterprise funds are used for services provided to the public on a user charge basis, similar to the operation of a commercial enterprise. Internal service funds are used for operations serving other funds or departments within a government on a cost-reimbursement basis. The City has two enterprise funds and no internal service fund. The two enterprise funds are:

- ❖ Water and Sewer Fund
- ❖ Drainage Fund



## **WATER AND SEWER FUND**

The Water and Sewer Fund is used to account for the provision of water and sewer services to residents and commercial business of the City. Activities necessary to provide such services include Public Works Administration, Engineering, Environmental Services, Construction, Maintenance, Collection and Distribution, Meters and Utility Billing.

The Water and Sewer Fund is responsible for maintaining 305 miles of water distribution mains, 141 miles of sewer collection lines, 1,662 fire hydrants and related pumping and storage facilities. Typical duties include responding to customer requests, cleaning, inspecting and repairing sewer lines, installing water/sewer services upon request, repairing water lines, valves and fire hydrants and providing technical support for water/sewer capital improvement projects, meter reading, billing and collection of fees.

The ending cash and investment balance is estimated at \$4,226,586 to reach a level of approximately 20% operating expenses. Policy requires a minimum of 20%.

### **Mission Statement**

To supply safe uninterrupted water and sewer services to residents and businesses while recording the consumption of those services in an accurate and timely manner.

### **Accomplishments of FY2015**

- ✓ Completed over \$11 million in new and rehabilitated public and private street, drainage, water and sewer improvements:
  - Completion of Edith Lane reconstruction
  - Alleviated inadequate water mains and relocated service lines and valves on Highland Road
- ✓ Performed maintenance and painted all fire hydrants in the City
- ✓ Completed analysis of capital assets to accurately map via GPS surveys.
- ✓ Completed evaluation and analysis of construction plans and other infrastructure records for management.
- ✓ Create a valve program to exercise water valves in the water system

### **Objectives for FY 2016**

- Monitor water and sewer system in accordance with Environmental Protection Agency and Texas Commission of Environmental Quality Rules and regulations
- Maintain water supply with minimal interruptions
- Maintain quality of water with minimal testing error
- Maintain water pressure throughout the community
- Perform necessary repairs and maintenance to water and sewer systems, lift stations, fire hydrates, water meters and valves
- Provide for expedient repair to all water main breaks and leaks

- Minimize sanitary sewer overflows through television equipment and sampling
- Continue an environmental complaint response program
- Maintain integrated mosquito control practice
- Provide safety training for employees
- Continue to improve customer service and customer access

### New Budget Items

- ❖ Waterline Maintenance \$55,000
- ❖ Meter Reading Handheld Units \$28,000

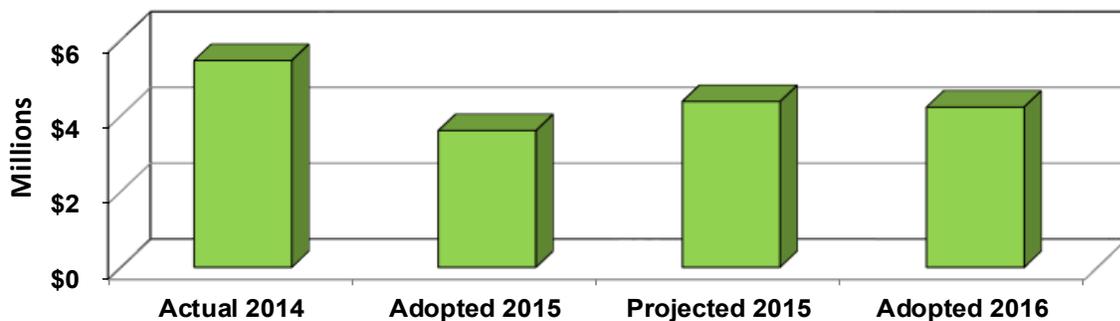
<b>STAFFING</b>	<b>Class</b>	<b>Range</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
Director of Public Works	2601	86	1	1	1	1
Asst. Director of Public Works/City Engineer	2602	77	1	1	1	1
Water Production and Facilities Manager	2902	70	1	1	1	1
Engineer	2802	67	1	1	1	1
Engineering Associate	2801	62	1	1	1	1
Utilities Construction Supervisor	2903	62	0.5	0.5	0.5	0.5
Water/Sewer Maintenance Supervisor	2904	62	1	1	1	1
Utility Billing Manager	2301	61	1	1	1	1
Environmental Services Coordinator	2701	54	1	1	1	1
Utility Billing Supervisor	2302	51	1	1	1	1
Construction Inspector	2803	50	2	2	2	2
Public Works Crewleader	2905	48	4	4	4	4
Senior Equipment Operator*	2906	43	1	1	1	0
Administrative Secretary	2003	41	1	1	1	1
Water Production Operator	2907	41	4	4	4	4
Equipment Operator	2910	40	2	2	2	2
Customer Service Representative	2304	37	4	4	4	4
Public Works Dispatch Clerk	2702	36	1	1	1	1
Public Works Maintenance Worker*	2911	36	15	15	15	11
Water Meter Reader	2305	35	3	3	3	3
<b>Total</b>			<b>46.5</b>	<b>46.5</b>	<b>46.5</b>	<b>41.5</b>

\*Reduced Senior Equipment Operator position and 4 Public Works Maintenance Workers in FY2016

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY2013</b>	<b>ACTUAL FY2014</b>	<b>ESTIMATE FY2015</b>	<b>TARGET FY2016</b>
Percent of permitted industries with no wastewater discharge violations	94%	100%	94%	100%
New water mains and services installed	1,400	1,530	1,260	1,000
New sewer mains and services installed	1,450	950	1,600	1,000
Feet of sewer lines cleaned	259,705	91,853	250,000	260,000
Number of water main break repairs performed	149	54	160	150
Number of water meters replaced	976	976	893	920
Billions of gallons of water purchased	1.77	1.71	1.88	1.88
Billions of gallons of sewage collected	1.35	1.48	1.50	1.50

**WATER AND SEWER FUND  
BUDGET SUMMARY**

<b>FUND 41</b>	<b>Actual FY2014</b>	<b>Adopted FY2015</b>	<b>Projected FY 2015</b>	<b>Adopted FY 2016</b>
<b>Cash &amp; Investments, Beginning</b>	\$6,222,441	\$3,931,075	\$5,458,288	\$4,377,352
<b>Revenues:</b>				
Water Sales Revenue	8,495,923	9,892,966	9,000,000	9,990,000
Water Service Fees	303,413	309,000	309,000	320,000
Water Connection Fees	16,700	13,550	15,000	15,000
Penalty Revenue	380,865	331,455	331,455	330,000
Sewer Service Revenue	5,083,096	5,092,376	5,092,376	6,212,699
Sewer Surcharge Revenue	2,258,591	2,238,391	2,238,391	2,730,837
Sewer Connection Fees	2,710	1,900	1,900	2,000
Lab Service Fees	45,129	38,541	65,000	50,000
Interest Income	(19,800)	31,000	6,000	6,000
Miscellaneous	52,540	7,530	72,220	5,000
Drainage Billing Fees	50,750	52,273	52,275	52,275
<b>Total Revenues</b>	<b>16,669,917</b>	<b>18,008,982</b>	<b>17,183,617</b>	<b>19,713,811</b>
<b>Cash &amp; Investments Available</b>	<b>22,892,358</b>	<b>21,940,057</b>	<b>22,641,905</b>	<b>24,091,163</b>
<b>Expenses:</b>				
Public Works Administration	404,706	281,332	321,760	448,567
Engineering	438,054	444,822	501,964	371,785
Environmental Services	0	90,501	92,932	100,464
W&S Construction	657,418	400,779	378,404	372,157
W&S Maintenance	875,518	1,127,845	1,204,974	1,362,669
Collection & Distribution	493,796	435,535	463,790	466,341
Purchased Water	4,112,583	4,830,435	4,830,434	5,313,479
Sewer Treatment Fee	1,526,424	1,570,855	1,570,855	1,743,649
Sewer Surcharge Fee	1,359,851	1,581,979	1,581,979	1,914,195
Meter Maintenance	138,407	140,532	142,417	180,146
Utility Billing	472,070	457,779	425,726	482,282
Debt Service	1,075,919	1,941,097	1,828,363	1,796,602
Non-Departmental	4,629,766	4,679,543	4,647,556	4,732,242
Transfer Out: Fund 01 (PILOT)	507,079	511,330	511,330	520,000
Transfer Out: Debt Service	62,063	62,068	62,068	60,000
Transfer Out: Water Capital Project Fund	966,925	1,100,000	1,100,000	1,400,000
<b>Total Expenses</b>	<b>\$17,720,577</b>	<b>\$19,656,432</b>	<b>\$19,664,553</b>	<b>\$21,264,576</b>
<b>Non-cash adjustments:</b>				
Depreciation/Amortization/Others	\$286,507	\$1,325,000	\$1,400,000	\$1,400,000
<b>Cash &amp; Investments, Ending</b>	<b>\$5,458,288</b>	<b>\$3,608,625</b>	<b>\$4,377,352</b>	<b>\$4,226,586</b>
Change in Cash Inc/(Dec)	(\$764,153)	(\$322,450)	(\$1,080,936)	(\$150,766)
Ending Cash & Investments as a % of Total Expenses (City Policy is 20%)	31%	18%	22%	20%



**Ending Cash and Investments**

## **DRAINAGE FUND**

The Drainage Fund is to track revenues and expenses related to watershed and storm drainage improvements throughout the City. The drainage system includes curb and gutter, storm drains and channels. In November 2004 the City Council created the Utility to address long-standing flooding and drainage issues. The source of funds is a monthly fee charged to customers based upon a rate factor multiplied by the run-off coefficient factor developed for each parcel of property in the City. Each residential property is charged \$6.19 per month. Each commercial property is charged approximately \$51.40 per month for each acre, with adjustments made for variances in the run-off coefficient.

As the City is landlocked, it will not be possible to increase operating revenues by increasing the amount of land available for billing. It is further unlikely that an adjustment in the rate structure will be sufficient to finance future capital projects. This represents a challenge to the City because the Drainage Master Plan has identified slightly more than \$100 million of projects that need to be addressed. Progress toward accomplishing these projects will be slow. The future projects will compete with other projects for financing with property tax revenues and oil and gas proceeds.

The ending cash and investment balance is estimated at \$896,931 to reach a level of approximately 48% operating expenses. Policy requires a minimum of 20%.

### **Mission Statement**

To provide service in a professional manner that complies with Federal and State guidelines; implement and maintain an effective storm water management program, flood control, development review, water quality programs, and to be a steward of our natural resources.

### **Accomplishments of FY2015**

- ✓ Completed Little Fossil Creek Project at Walthall Bridge
- ✓ Integrated the completion of Little Fossil Creek revitalization project into the maintenance routine
- ✓ Corrected deficiencies noted in the Texas Department of Transportation's bridge inspection lists
- ✓ Maintained weed control at lift station with herbicide application

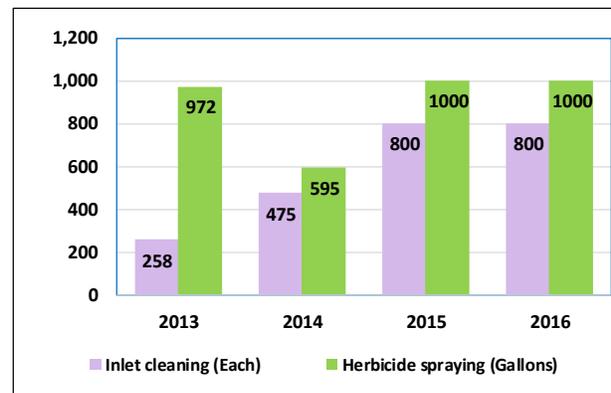
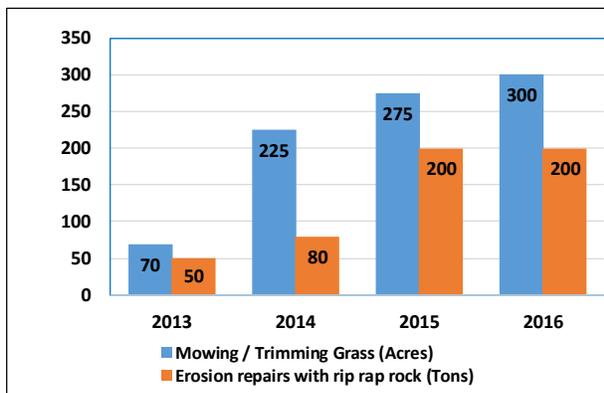
## Objectives for FY 2016

- Continue to maintain and improve current drainage system
- Implement new procedures and programs based on the new state storm water requirements
- Assist in identifying future drainage projects
- Reshaping and grading of channels
- Cleaning debris from road and bridge crossings
- Cleaning inlets and catch basins
- Weed controls through mowing and herbicide applications
- Responding to customer requests pertaining to the drainage system
- Larviciding ditches

STAFFING	Class	Range	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
Street Maintenance Supervisor	2901	62	0.5	0.5	0.5	0.5
Utilities Construction Supervisor	2903	62	0.5	0.5	0.5	0.5
Public Works Crewleader	2905	48	1	1	1	1
Senior Equipment Operator	2906	43	2	2	2	2
Public Works Maintenance Worker*	2911	36	4	4	4	3
<b>Total</b>			<b>8</b>	<b>8</b>	<b>8</b>	<b>7</b>

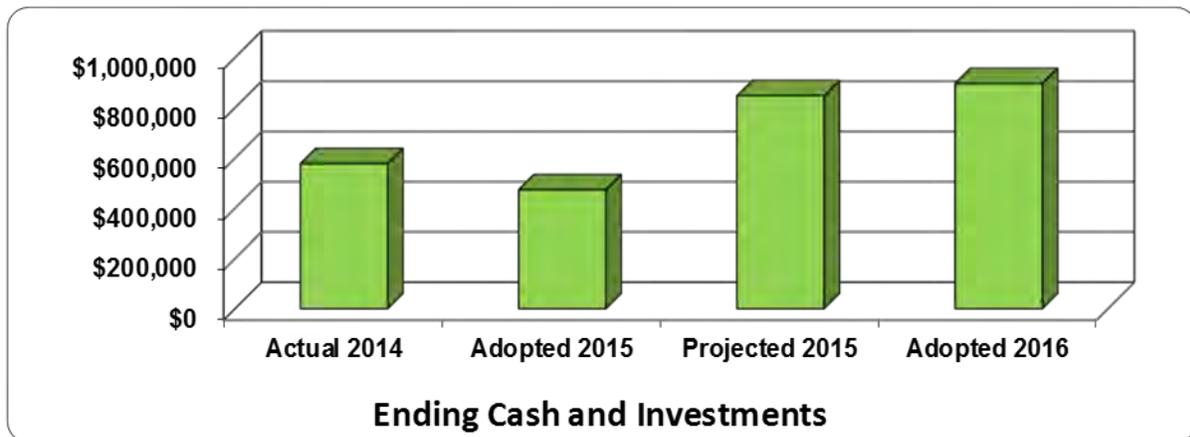
Reduced 1 Public Works Maintenance Worker in FY2016

PERFORMANCE MEASURES	ACTUAL FY2013	ACTUAL FY2014	ESTIMATE FY2015	TARGET FY2016
Mowing / Trimming Grass (Acres)	70	225	275	300
Erosion repairs with rip rap rock (Tons)	50	80	200	200
Inlet cleaning (Each)	258	475	800	800
Herbicide spraying (Gallons)	972	595	1000	1000
Graffiti Cover-up (Gallons)	10	22	50	60
Bridge inspections and debris removal (Each)	14	14	14	14



**DRAINAGE FUND  
BUDGET SUMMARY**

FUND 45	Actual FY2014	Adopted FY2015	Projected FY 2015	Adopted FY 2016
<b>Cash &amp; Investments, Beginning</b>	\$185,538	\$300,841	\$578,258	\$848,045
<b>Revenues</b>				
Drainage Fee Revenues	1,658,461	1,649,795	1,649,795	1,600,000
Penalty Revenues	62,174	63,212	63,212	55,000
Interest Income	(4,532)	5,000	2,400	1,500
Miscellaneous	5,150	0	0	0
Net adjustments to reconcile operating income to cash Revenues	(62,938)			
<b>Total Revenues</b>	<b>1,658,316</b>	<b>1,718,007</b>	<b>1,715,407</b>	<b>1,656,500</b>
<b>Cash &amp; Investments Available</b>	<b>1,843,854</b>	<b>2,018,848</b>	<b>2,293,665</b>	<b>2,504,545</b>
<b>Expenses</b>				
Drainage Maintenance	382,180	491,827	404,808	533,578
Debt Service	189,271	298,440	278,522	279,250
Non Departmental	699,713	686,495	710,995	712,511
Transfer to General Fund	111,260	111,260	114,020	120,000
Billing Fee to Water Fund	0	52,275	52,275	52,275
Transfer to Drainage Capital Project Func	212,000	215,000	215,000	250,000
<b>Total Expenses</b>	<b>\$1,594,424</b>	<b>\$1,855,297</b>	<b>\$1,775,620</b>	<b>\$1,947,614</b>
<b>Non-cash adjustments:</b>				
Depreciation/Amortization	\$328,828	\$310,000	\$330,000	\$340,000
<b>Cash &amp; Investments, Ending</b>	<b>\$578,258</b>	<b>\$473,551</b>	<b>\$848,045</b>	<b>\$896,931</b>
Increase in Cash & Investments	\$392,720	\$172,710	\$269,787	\$48,886
Ending Cash & Investments as a % of Total Expenses (City Policy is 20%)	36%	26%	48%	46%



## SUPPLEMENTAL INFORMATION



This section provides additional information relating to the City of Haltom City that may be of interest to the reader.

- ❖ Financial Management Policies
- ❖ Fund Structure
- ❖ Accounting System and Budget Control
- ❖ Budget Process and Long-Term Financial Plans
- ❖ Authorized Positions
- ❖ Organizational Charts - Departments / Divisions
- ❖ Community Profile
- ❖ Historical Overview
- ❖ Current Boards and Commissions
- ❖ Past Mayors
- ❖ Acronyms and Abbreviations
- ❖ Glossary of Key Budget Terms



# **CITY OF HALTOM CITY FINANCIAL MANAGEMENT POLICIES**

## **Purpose**

The financial management policies of the City are designed to ensure the financial integrity of the City's government and assist the City in achieving the following:

- A. Quality basic City services that meet the needs and desires of the citizens.
- B. A financial base sufficient to maintain or enhance City assets required to support community service demands.
- C. Responsiveness to constant changing needs, desires and service requirements of the City.
- D. Prudent and professional financial management practices to assure residents of Haltom City and the financial community that City government is well managed and in sound fiscal condition.
- E. Cost effective services to citizens through cooperation with other government entities.
- F. An adequate capital improvement program that maintains and enhances the public's assets.

## **General Goals**

Audit. The City will follow a five-year review and rotation of an outside (independent) auditor as provided in the City Charter. The auditors must demonstrate breadth and depth of staff necessary to handle the City's audit in a timely manner. The audited financial statements shall be submitted to the City Council within 180 days of the close of the fiscal year.

In compliance with City Policy, a committee of four (4) members of the City Council will be selected to operate as the City Council Audit Committee. Three of the members are active members and the fourth serves as an alternate. This committee reviews the financial statements and audit findings with the independent outside auditors and recommends Council action concerning the audited financial statements.

Annual/Interim Reporting. Annual reporting will be done within the guidelines set forth in the Governmental Accounting and Auditing Financial Review and under the standards promulgated by the Governmental Accounting Standards Board. Interim activity reports will be made available to council and management each month. Financial systems will be maintained to monitor expenditures and revenues on monthly basis with a thorough analysis and adjustment (as required) at the end of each quarter. Budgets for all funds are adopted on basis consistent with generally accepted accounting principles (GAAP). Annual appropriated budgets are adopted for most funds. All annual appropriations remain open for 60 days subsequent to year-end.

The City will strive to maintain accounting policies and practices in the preparation of its annual financial report. The report will be presented to the Government Finance Officers Association for review of qualifications that meet those necessary to obtain the *Certificate of Achievement for Excellence in Financial Reporting*. In addition, the City will submit its annual budget to GFOA for review to receive the *Distinguished Budget Presentation Award*.

Staffing. Staffing levels shall be adequate for the departments of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Possible ways to increase efficiency shall be explored before adding staff. However, the staffing levels shall not be inadequate or marginal such that the City's internal controls are jeopardized.

## **Revenue Objectives**

Revenue System. The City shall strive to operate a revenue system that is simple and reliable so assurances can be provided that the revenue base will materialize according to budget planning. Consistent monitoring and collection policies will be maintained to ensure the integrity of the revenue system. Revenue collections will be consolidated under the finance department.

Revenue Analysis. Monthly reports shall be prepared to compare actual revenues to budget and to determine the variances and associated corrective action necessary. These reports will be presented to the City Council in open session.

Fee Schedule. The City will maintain a centralized list of fees adopted by ordinance and updated annually by resolution. Each year the City will review its fee structure to ensure that revenue collections are adequate to meet corresponding expenditures (cost of service concept). Such reviews will be conducted in concert with the budget preparation process.

Administrative/Internal Services. The Enterprise Funds, being the Water & Sewer Fund and the Drainage Utility Fund, engage in transactions with other funds of the City. All services rendered by this fund for other funds of the governmental jurisdiction should be billed at pre-determined rates, and all services received by this fund from other funds should be paid for on the same basis that other users are charged.

Franchise Fees. The Enterprise Funds will pay a franchise fee based on the same rationale as used with the electric, gas, and telephone companies. A franchise fee is paid to compensate the city for public property, street and alley usage.

## **Expenditure Objectives**

Interim Reporting. Monthly reports shall be prepared showing actual expenditures compared to original budget. Each monthly report will contain an executive summary disclosing significant trends affecting the financial performance of the City. These reports will be presented to the City Council in open session.

Budget Amendments. Modifications to the approved annual budget may be made within the following specific guidelines. Modifications within the operating categories (supplies, maintenance, services, and sundry) may be made with Finance Director approval. Modifications within the personnel and capital categories may be made with the approval of the City Manager.

Modifications to reserve categories, inter-fund totals, or overall budget increases shall be done only with City Council consent, after a public hearing held in accordance with the City Charter and applicable State law.

Performance Measures. Performance measures and productivity indicators shall be used as expenditure guidelines. The measures will be illustrative of departmental and organizational goals. These measures will be reviewed annually for efficiency and effectiveness. This information shall be included in the annual budgeting process and in the approved budget document. Further, performance and productivity data will be reported to the City Council periodically throughout the fiscal year.

Purchasing. Purchases over \$50,000 shall conform to a formal bidding process as defined by the laws of the State of Texas and ordinances of the City of Haltom City. Recommendation of bids shall be made to the City Council for approval. Historically underutilized businesses (HUB's) will be sought for proposals on any purchases of \$3,000 or greater.

Procedures shall be taken so as to maximize any discounts offered by creditors. Current liabilities shall be paid within 30 days of receiving the invoice in accordance with applicable Texas law. Accounts Receivable procedures shall target collection within 30 days from date of service.

## **Budget Concepts**

Balanced Budget. The City shall prepare a budget for each fund and each program within the fund. The budget should be balanced with current revenues equal to or greater than current expenditures. In order to accomplish this aim emphasis will be placed first on encouraging increased productivity and recovering costs through fees. Reserves above the required levels are available for one-time expenditures. Non-essential services that cannot generate revenues to support some or all of operations may be reduced or eliminated. Tax increases will be considered only in the event that the above strategies fail to address essential service levels that cannot be reduced.

Planning. The City shall prepare a proposed itemized budget for each operational fund annually. For each operating fund, the annual budget will be a component of a five-year financial plan. The budget process will be performance-based and focused on goals, objectives and performance indicators.

Revenue Projection. Projections of revenues will be realistic and based upon historical trends coupled with current economic conditions. Current operating revenue, coupled with available resources, will be sufficient to support current operating expenditures.

Revenues are projected for the current fiscal year, proposed fiscal year and not less than 4 succeeding years. The estimates for outlying years are reviewed annually and revised as needed.

Expenditures/Expenses. Increases in proposed spending must be supported with new revenues or offset with expenditure savings. All new spending will be analyzed for its impact upon the five-year financial plan. The budget will provide adequate funding for maintenance and replacement of capital plant and equipment.

The City will pay for all current expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures or accruing future year's revenues. Fund balances in excess of policy minimums may be used for capital outlays or one-time expenditures.

Debt or bond financing will not be used to finance current expenditures. Budgets for the use of bond proceeds will be developed in accordance with the use of proceeds covenant in the bond ordinance.

Revenues are projected for the current fiscal year, proposed fiscal year and not less than 4 succeeding years. The estimates for outlying years are reviewed annually and revised as needed.

### **Budget Assumptions and Short-Term Policies**

The objective of this budget is to preserve current service levels while seeking opportunities to expand self-sustaining services and pursuing economic development possibilities. Other significant assumptions include:

- *Modest property value growth.* This is reflected in the average growth in assessed property values of 1.0% over the past 5 years. There has been little population growth in the City since 2000 and new home development has been modest at best. It is to be expected that the current economic recession will result in flat to lower property values in the short run and slow growth in the long run.
- *Sales Tax.* It can be expected that sales tax collections will be moderate to above average for the next year and return to historical growth rates thereafter.
- *Utilities.* Growth in revenues from utility operations will come primarily from increased rates. Expense growth must be restrained as the City seeks to maintain a competitive position in Northeast Tarrant County. Cost increases from Fort Worth Water will continue to be passed directly through to the customers.
- *Realistic projections of revenues and expenditures.* Conservative projections help ensure that adequate resources will always be available to meet budgeted obligations. Projections are based upon the last 5 years of actual history adjusted for known current events and statutory changes.
- *Annual Review of all significant fees.* Fees are reviewed annually and adjusted as needed. Frequent, but moderate, increases are preferable to infrequent, but large, rate increases.
- *Maintain or enhance target fund balances.* This strategy is essential to the preservation of financial integrity. The funds targeted for protection are the General Fund and the Water and Sewer Fund. The General Fund target balance will be lower than the reserve requirement due to projected revenues lower than expenditures. This will be a temporary situation for FY2016. The Water and Sewer Fund reserve is almost at the required level. Revenues and expenses will be monitored to ensure the reserve will not deteriorate.
- *Wage Adjustments.* Salary adjustment with step increase for sworn officers and an increase of 2% for other full time eligible employees and a \$0.5 per hours for part-time employees are included in the budget.

## **Fund Balance/Operating Position Concepts**

Required Reserves. The City will maintain an unallocated fund balance (cash and investments) to be used for unanticipated emergencies of at least 20 percent of the expenditure budgets of the major operating funds (General, Water & Sewer, Drainage Utility Funds). These monies will be used to avoid cash-flow interruptions, generate interest income, reduce the need for short-term borrowing and assist in maintaining an investment-grade bond rating. All other funds are expected to maintain positive fund balances. Each fund may borrow internally from other City funds to provide cash flow requirements. These loans will be on a short-term basis.

Use of Surplus. It is the intent of the City to use surpluses to accomplish three goals: meeting reserve requirements, avoidance of tax or rate increases in ensuing years, and avoidance of future debt.

## **Capital Planning Criteria**

Multi-year Planning. The City will develop a multi-year plan for capital improvements and update the plan annually. The City will enact an annual capital budget based on the multi-year Capital Improvement Plan.

Capital Improvement Budget. The City will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts. The estimated costs and potential funding sources for each capital project will be identified before the project is submitted to the City Council for approval.

Alternative Capital Financing. The City shall explore funding alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, capital recovery fees, and current funds.

Intergovernmental assistance will be used to finance only those capital improvements that are consistent with the Capital Improvement Plan and City priorities. As well as those operating and maintenance costs which have been included in the operating budget.

## **Debt Management**

Limits. The City will strive to limit general obligation annual debt requirements to 25% of general government expenditures. Furthermore, the debt service portion of the tax rate will not exceed \$0.25 per \$100 to service the bonds as approved by the voters in 2010.

Long-Term debt shall not be used for financing current operations. The life of the bonds shall not exceed the useful life of the projects. Capital items financed with debt should have a minimum useful life of four (4) years.

Required Coverage. Revenue bond coverage (Water & Sewer) shall be maintained at a minimum of revenues, less operating expenses, exceeding the annual debt service cost by 25% (1.25 times coverage). This exceeds our covenanted standard of 1 times coverage,

Continuing Disclosure. Full disclosure of operations and open lines of communication shall be made to rating agencies. The City staff, with the assistance of bond advisors, shall prepare the necessary materials and presentation to the rating agencies. Inter-period reporting of material events to rating agencies and other oversight agencies is required as events occur.

Variable Rate / Floating Rate Debt. Debt instruments structured with variable rate or floating rate features (including derivatives) are to be utilized only after careful review by the City's financial advisor and bond counsel and subject to continuous monitoring and reporting.

## **Cash and Investment Management Concepts**

Objectives. The City shall manage and invest its cash with three objectives, listed in order of priority: safety, liquidity, and yield. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

Management. The City shall maintain a comprehensive cash management program, which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to ensure maximum cash availability and maximum yield on short-term investment of idle cash.

Review. Periodic review of cash flow position shall be performed to determine performance of cash management and investment policies. Detail policy structures (City Investment Policy and Depository Agreement) shall be followed with respect to Cash/Treasury management.

Interest earned from investment of available funds, whether pooled or not, shall be distributed to the funds from which monies were provided to be invested.

In accordance with the Texas Public Funds Investment Act the written Investment Policy is submitted annually to the City Council for review and formal approval.

## **Performance Measurement**

Every year, the City Council evaluates the strategic priorities established the previous year. Priorities are added and dropped as appropriate to develop a new set of strategic priorities for the coming budget year.

From the strategic priorities, each department develops goals that outline measures to accomplish the strategic priorities. The goals are supported by performance measures. Performance measurements should objectively monitor and project the degree of success in accomplishing the goals as outlined.

## **Conformity**

The City has received the GFOA Certificate of Achievement for the fiscal year years ending 1987 through 2014. The budgets prepared for submission has been recognized with the GFOA Distinguished Budget Award annually since 1989 with exception of one year. The City intends to continue to participate successfully in these two programs.

## **CITY OF HALTOM CITY FUND STRUCTURE**

The accounts of the City of Haltom City are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are summarized as follows:

### **GOVERNMENTAL FUND TYPES:**

#### **General Fund**

The General Fund is the operating fund of the City. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in this fund. The General Fund records the general operating expenditures, the fixed charges, and the capital improvement costs that are not paid through other funds. Activities operating in the General Fund include:

- General Government (City Manager's Office, City Secretary, City Council, Human Resources, Planning, Code Enforcement and Information Technology).
- Finance (Accounting, Purchasing, and Municipal Court),
- Police (Police and Animal Controls,
- Fire,
- Public Works (Fleet, Building Maintenance and Streets).
- Parks and Recreation (Parks, Recreation, Senior Services)
- Library

#### **Debt Service Fund**

The Debt Service Fund is used to account for monies accumulated for the payment of principal, interest, and related costs of general long-term liabilities paid from taxes levied by the City. This is administered by the Finance Department and considered a Finance function.

#### **Special Revenue Funds**

The Special Revenue Funds are used to account for the specific revenue sources that are legally restricted to expenditure for specified purposes. Financing is provided by Personal Property Financing Notes, Park and Library Contributions, Hotel Occupancy Taxes, and Sales Tax. Current Special Revenue Funds include:

- Economic Development Fund, administered by City Manager's Office through the Economic Development Department.
- Crime Control and Prevention District, administered by the Police Department.
- Oil and Gas Fund, administered by the Finance Department.
- Hotel/Motel Tax Fund, administered by City Manager's Office through Recreation Division.
- Court Security Fund, administered by Finance through the Municipal Court.
- Court Technology Fund, administered by Finance through the Municipal Court.
- Red Light Camera Fund, administered by the Police Department
- Juvenile Case Manager Fund, administered by Finance through the Municipal Court.

- Grant Fund administered by Finance and the grantor departments.
- PEG Fund administered by Finance and Information Technology Department.
- Fire Donation Fund, administered by the Fire Department.
- Library Donation Fund, administered by City Manager's Office through the Library.
- Police Forfeiture Fund, administered by the Police Department.
- Park Donation Fund, administered by City Manager's Office through the Parks and Recreation Department.
- Park Dedication Fund, administered by City Manager's Office through the Parks and Recreation Department.
- Safe Pathways fund, administered by Public Works.
- Animal Shelter Fund, administered by Police Department through Animal Services.
- Police Donation Fund, administered by the Police Department.
- Police CART Fund, administered by Police Department.

### **Capital Projects Funds**

The Capital Projects Funds are used to account for the financing and construction of major capital facilities. Financing was provided primarily by the sale of general obligation or certificate of obligation bonds. The City's Capital Projects funds are currently devoted to general purposes, street, drainage, water, and sewer projects. Administration of the capital projects funds is shared between the Finance Department and Public Works for system improvements and the Finance Department and the affected departments for equipment and facility improvements.

### **PROPRIETARY FUND TYPES:**

#### **Enterprise / Business-Type Funds**

This fund type is used to account for the provision of fee-based services to residents of the City. These funds include the Water and Sewer Fund and the Drainage Utility Fund. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, public works administration, environment services, operations, maintenance, financing and related debt service. Billing and collection services are shared between the two funds. Operation oversight of the Enterprise Funds is the responsibility of Public Works. Utility Billing and Collection is a function of the Finance Department.

**RELATIONSHIP BETWEEN THE CITY'S BUDGETING UNITS AND FUND STRUCTURE FOR FINANCIAL REPORTING:**

Departments	Funds			
	General	Special Revenue	Capital Projects	Business Type
City Manager's Office	✓			
City Secretary	✓			
City Council	✓			
Finance	✓			
Human Resources	✓			
Planning & Inspections	✓			
Information Technology	✓	✓		
Fleet Services	✓			
Building Maintenance	✓			
Police	✓	✓		
Fire	✓	✓		
Municipal Court	✓	✓		
Public Works	✓			
Streets	✓	✓	✓	
Water & Sewer			✓	✓
Drainage			✓	✓
Parks & Recreation	✓	✓	✓	
Library	✓	✓		
Economic Development		✓		
Non-Departmental	✓	✓		✓

## **CITY OF HALTOM CITY ACCOUNTING SYSTEM AND BUDGETARY CONTROL**

Haltom City's accounting and financial reporting system follows the principles established by the Governmental Accounting Standards Board. An annual audit of the City's system is performed by an independent public accounting firm with the subsequent issuance of a comprehensive annual financial report.

The accounts of the City are organized on the basis of funds or accounts groups, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts, which comprise its assets, liabilities, retained earnings/fund balance, revenues and expenses/expenditures. The various funds are grouped by type in the financial statements. The City's accounting records for the Water and Sewer Fund and the Drainage Utility Fund are maintained on an accrual basis whereby revenues and expenses are recorded in the accounting period in which they are earned or incurred. The remainder of the City's funds are maintained on the modified accrual basis whereby revenue is recorded when measurable and available and expenditures are recorded when the liability is incurred except for interest on general long-term debt.

One of the objectives of the City's financial accounting system is to provide internal controls. Internal controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the evaluation of costs and benefits requires estimates and judgment by management.

Budgetary Control is accomplished by the adoption of an annual operating budget for various funds of the City. Detail control is accomplished by maintaining appropriations and expended balances by line item account within each operating department within each budgeted fund. Purchase orders or payments that would result in an over expenditure of a line item account are not processed without the approval of the Finance Director or the City Manager.

### **BASIS OF BUDGETING**

The financial data throughout this document, for all funds, is presented to you using a cash basis of budgeting. This means that expenditures and revenues are measured and forecasted on an inflow, outflow basis for the 12 months that comprise the budget year. Capital outlay and debt service are included in the Water and Sewer Fund budget as a budgetary control of cash expenditures. Under Generally Accepted Accounting Principles (GAAP), these items will be reported as additions to capitalized assets and as a reduction of a liability, respectively. Certain accounting adjustments based on GAAP will be applied when the City closes its books for the year but these types of adjustments are not part of the budget presentation. The application of GAAP forms the basis of accounting for the city using the cash, accrual, and modified accrual methods of revenue and expenditure measurement. Where applicable, the effect of these end-of-year adjustments for historical data has been reversed to maintain the cash basis of budgeting consistently throughout the document.

# **CITY OF HALTOM CITY**

## **BUDGET PROCESS AND LONG-TERM FINANCIAL PLANS**

### **Overview**

The Charter of Haltom City specifies that an Operating Budget be adopted prior to the first day of the fiscal year beginning October 1st. The City's budget preparation process is a seven-month cycle, which begins in mid February and ends in mid September. The City Council, management, departments, and the public have opportunities to participate in the preparation of the budget at various stages in the process. Throughout the process, the City Manager presents reports delineating particular areas of concern to the Council. The Council provides the direction and guidance necessary to implement the goals and objectives of the City.

### **Preparation of the Operating Budget**

In March, the Finance Department distributes a budget preparation manual for the upcoming fiscal year. Departments submit budget proposals by mid May. During the months of May, June, and July, the City Manager develops the recommended budget based on the policy direction received from Council. The City's Charter requires that the proposed budget be submitted to the Council at least forty-five (45) days prior to the beginning of the fiscal year. This submission normally occurs during mid-July followed by a series of public budget work sessions between July 25 and August 10. The first and second readings of the budget ordinance occur at the council meetings in August and September. If the city council fails to adopt a budget in final form before the first day of the fiscal year, the city charter requires that the budget proposed by the City Manager shall be deemed to have been adopted.

In preparation of the proposed budget, each department develops measures, objectives and details accomplishments for use in the budget. By identifying the goals of the department and compiling past and current workload statistics, the department is able to determine early in the budget process which areas will require future resource adjustments. Departments prepare base budget requests to continue the current level of service. Any new projects that the department wants considered for funding are submitted as prioritized budgetary items. The department must also submit a prioritized list of budget reduction options. The consequences of not funding these items must also be provided. A departmental budget request is comprised of a line-item expenditure request that is supplemented with detailed justification. All requests for funding must be related to specific project needs and must be measurable in terms of effectiveness and/or efficiency indicators.

### **Integration with Other Long Term Planning Processes**

Information Technology – The Information Technology Plan was commissioned in late 2006 and completed in the summer of 2007. The City Council subsequently accepted the plan. This plan recommends staffing levels and operating guidelines for system maintenance. It also provides guidance for the development of equipment/software schedules. Both the operational and equipment maintenance assumptions figure prominently in budget development. The annual impact of the IT plan is expected to be near \$120 thousand annually over the next five (5) years.

Drainage Improvement – The Drainage Improvement Plan was approved by the City Council in 2006. It encompasses an assessment of the current drainage challenges posed by run-off from

neighboring towns through Haltom City and southward to Fort Worth. Nearly \$101 million of needed improvements have been identified. Each year eligible projects are included in the capital-financing portion of the annual budget process as resources permit. The Little Fossil Creek project, Vicki Street project are included in the overall FY2016 budget. Approximately \$250 thousand of additional projects are included in the City's annual budget. The investment required to address the plan in a meaningful way must come from new debt.

**Parks Usage and Improvement** – The Economic Development Corporation financed an outside study that analyzed the current state of Haltom City park facilities, recreation facilities and open spaces. The thrust of the study was to determine the current and future community needs and to recommend strategies to meet the challenges as outlined. This plan was unveiled in 2008. The Little Fossil Park Renovation and the White's Branch Creek Park Projects were the first projects financed using a combination of voter approved bonds and resources of the Economic Development Fund. For the FY2016 budget, no major park project was included.

**Belknap Revitalization** – The Economic Development Corporation financed an outside study to assess the potential for redevelopment of the City's original business corridor. The intent of the study was to gauge the business community interest in redevelopment as well as neighborhood willingness to advocate change. The results of the study became available in 2007. Since that time the study recommendations are being used for requesting changes to be made in traffic patterns on State Highway 377 that will enhance traffic safety and access for businesses. These changes are anticipated in the capital projects to be financed with Federal Funds and Economic Development Corporation resources.

**Street Improvement** – Since 2005 the Public Works Staff has maintained a database of all streets and thoroughfares. The condition of the transportation infrastructure is updated annually and projects scoring high in priority are submitted for financing in the budget process. A new, system-wide, assessment was completed in FY2012. This program drives the project selection in the Street Reconstruction Fund. Major street projects for FY2016 include Montreal, Vicki and Joy Lee.

**Comprehensive Land Use Plan (CLUP)** – A high Council priority was the update of the CLUP in 2009. The plan had not updated since 2002. This update effected changes to the existing zoning of the City that maximizes future development possibilities and allows for the efficient use of Code Enforcement Staff and the related operating budget resources.

**Multi-year Financial Plans** – Multi-year financial plans figure prominently in the development of the annual budget. The financial plan applies the short-term assumptions made in the beginning of the budget cycle, projected economic data and potential decision packages to a model that reflects the annual operating results for 20 years. Only five years are examined for the annual budget process. The development of the annual budget is predicated upon the impact of decisions over the 5-year window. The debt service plan projects the availability of resources for debt service payments over a 30-year period (though only 10 years are used in the annual budget process). The flow of resources realized from the model determines the amount of financing possible to meet the capital needs as identified by the foregoing processes and the annual budget requests.

The most prominent of the major plans is the General Fund. While the General Fund represents only 40% of the total operating budget of the City it remains the functional center of the City.

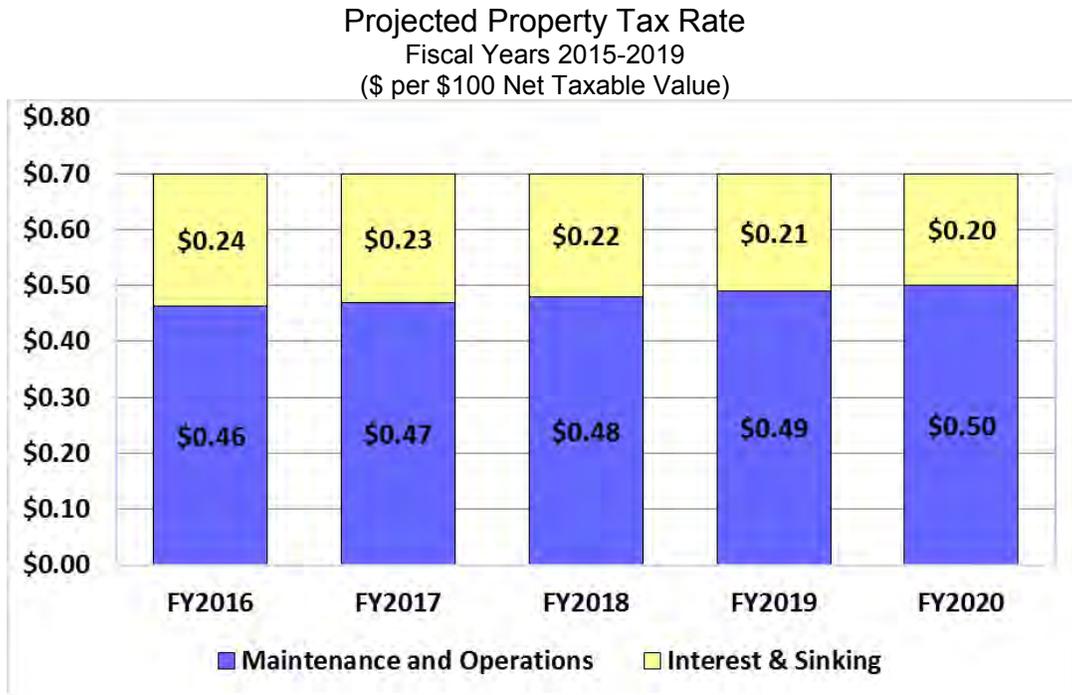
Projections of revenues from taxes and other revenues are coupled with projected outlays representing projected changes from inflation, statutory changes and management decisions.

A brief summary of the General Fund over the next five years appears below:

**CITY OF HALTOM CITY  
MULTI-YEAR FINANCIAL OUTLOOK  
GENERAL FUND**

	Fiscal Year Ending September 30				
	Budgeted 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020
<b>REVENUES</b>					
Property Taxes	\$7,816,093	\$8,050,576	\$8,292,093	\$8,706,698	\$9,142,032
Sales & Use Taxes	6,248,150	6,435,594	6,628,662	6,960,095	7,308,100
Franchise Fees	4,008,000	4,088,160	4,169,923	4,253,322	4,338,388
Licenses/Permits/Fees	461,415	470,643	480,056	489,657	499,450
Intergovernment Revenues	89,800	89,800	89,800	89,800	89,800
Charges For Service	1,850,763	1,887,778	1,925,534	1,964,045	2,003,325
Fines and Fees	1,700,550	1,751,567	1,804,113	1,858,237	1,913,984
Interest Income	20,000	20,400	20,808	21,224	21,649
Miscellaneous Revenues	143,000	147,290	151,709	156,260	160,948
Interfund Transfers	1,427,600	1,441,876	1,456,295	1,470,858	1,485,566
<b>Total Revenues</b>	<b>\$23,765,371</b>	<b>\$24,383,684</b>	<b>\$25,018,993</b>	<b>\$25,970,195</b>	<b>\$26,963,243</b>
Percent increase/(decrease) from previous year	0.92%	2.6%	2.6%	3.8%	3.8%
<b>EXPENDITURES</b>					
	<b>\$26,239,766</b>	<b>\$24,927,778</b>	<b>\$25,177,055</b>	<b>\$25,680,596</b>	<b>\$26,194,208</b>
Percent increase/(decrease) from previous year	8.27%	-5.0%	1.0%	2.0%	2.0%
Revenues Over/(Under) Expenditures	(2,474,395)	(544,094)	(158,062)	289,598	769,034
<b>ENDING FUND BALANCE</b>					
	<b>\$4,927,982</b>	<b>\$4,383,888</b>	<b>\$4,225,826</b>	<b>\$4,515,424</b>	<b>\$5,284,458</b>
Fund Balance Target (20% Expenditures)	\$5,247,953	\$4,985,556	\$5,035,411	\$5,136,119	\$5,238,842
Percent of current year Expenditures	18%	18%	17%	18%	20%

The projection assumes not increase in the overall as shown below:



The structural imbalance will be corrected by FY2019 with moderate revenue growth and disciplined spending for the coming few years.

The Water and Sewer Fund generates the greatest portion of the Charges for Services realized by the City. The City projects costs of services provided by the Fort Worth Water as well as the ongoing pressures upon the cost of service for personnel, operating costs and capital projects. Rates are projected forward as estimates of the cost of meeting service requirements and other obligations. Below is a recap of projected rates for water services and wastewater fees for the next (5) fiscal years:

	<b>Fiscal Year Ending September 30</b>				
	<b>Budgeted 2016</b>	<b>Projected 2017</b>	<b>Projected 2018</b>	<b>Projected 2019</b>	<b>Projected 2020</b>
<b>Water</b>					
Base Charge	\$13.69	\$13.96	\$14.24	\$14.53	\$14.82
Volume Charge (per 1,000 gallons)	6.38	6.51	6.64	6.77	6.91
<b>Sewer</b>					
Base Charge	9.31	9.59	9.88	10.17	10.48
Volume Charge (per 1,000 gallons)	4.29	4.42	4.55	4.69	4.83

Rates supporting the Drainage Utility are expected to remain at current levels until FY2018. A study will be performed before the rates will be adjusted.

## **Public Input in the Budget Process**

Several boards and commissions advise the City Council in the development of the annual budget. The Library Board advises the Council on Library operational and capital needs. The Economic Development Corporation (EDC) and the Crime District Board have the authority to review the EDC and CCPD annual budgets submitted by Staff and approve the plan prior to Council consideration. The Beautification Boards advises the Council on budget matters pertaining to parks, open spaces, entryways and other community issues. The various boards and commissions meet in public sessions.

All Council workshops and public hearings concerning the proposed budget are posted meetings open to the public.

## **Implementation of the Approved Budget**

Upon adoption of the budget, staff prepares the Approved Annual Budget document for printing, incorporating all changes from the proposed budget. The Approved Annual Budget is published in mid-December.

## **Budget Transfers and Amendments**

By City Charter, the City Manager may make certain changes within the total operating budget of the City to increase, decrease or transfer appropriations among departments. The City Manager is restricted to the total funds authorized by the City Council for expenditures unless the budget is amended by the same public notice procedure called for in adopting the budget.

**CITY OF HALTOM CITY  
AUTHORIZED POSITIONS**

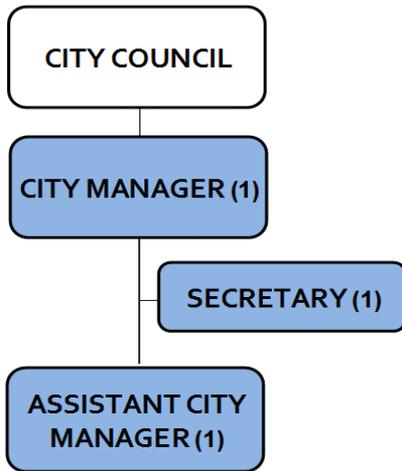
GENERAL FUND	Fiscal Year				Difference 2015 to 2016
	2013	2014	2015	2016	
City Manager's Office	3.0	3.0	3.0	3.0	0.0
City Secretary	2.0	2.0	2.0	2.0	0.0
City Council	0.0	0.0	0.0	0.0	0.0
Finance	7.0	7.0	7.0	6.0	-1.0
Human Resources	3.0	3.0	3.0	4.0	1.0
Planning & Inspections	8.0	10.0	10.0	9.0	-1.0
Information Technology	5.0	5.0	5.0	5.0	0.0
Fleet Services	6.0	6.0	6.0	6.0	0.0
Building Maintenance	1.0	1.0	1.0	2.0	1.0
Police	79.0	82.0	82.0	81.0	-1.0
Fire	54.0	54.0	54.0	53.0	-1.0
Municipal Court	9.0	9.0	9.0	8.0	-1.0
Street & Drainage	11.5	11.5	11.5	11.5	0.0
Parks & Recreation	13.0	13.0	13.0	12.0	-1.0
Library	13.0	13.0	13.0	13.0	0.0
<b>Total General Fund</b>	<b>214.5</b>	<b>219.5</b>	<b>219.5</b>	<b>215.5</b>	<b>-4.0</b>
<b>OTHER FUNDS</b>					
Park Performance Fund	1.0	1.0	1.0	0.0	-1.0
Economic Development	7.0	7.0	7.0	6.0	-1.0
Crime Control & Prevention District	4.0	4.0	4.0	5.0	1.0
Water and Sewer	46.5	46.5	46.5	41.5	-5.0
Drainage	8.0	8.0	8.0	7.0	-1.0
<b>Total Other Funds</b>	<b>66.5</b>	<b>66.5</b>	<b>66.5</b>	<b>59.5</b>	<b>-7.0</b>
<b>TOTAL ALL FUNDS</b>	<b>281.0</b>	<b>286.0</b>	<b>286.0</b>	<b>275.0</b>	<b>-11.0</b>

**AUTHORIZED POSITION CHANGES**

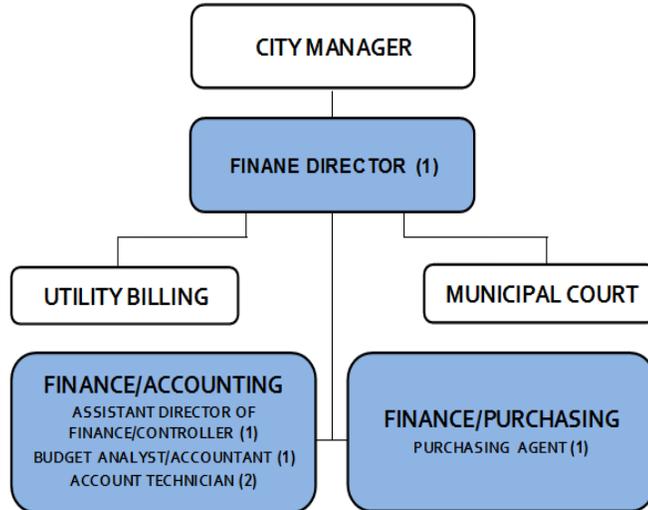
GENERAL FUND	Eliminated Position	Added Position	Total
City Manager's Office	Executive Assistant	Secretary	0
Finance	Secretary		-1
Human Resources		Human Resources Specialist	1
Planning & Inspections	Administrative Secretary		-1
Building Maintenance		Maintenance Crewleader	1
Police	Police Records Clerk		-1
Fire	Deputy Fire Chief		-1
Municipal Court	Deputy Court Clerk		-1
Parks & Recreation	Parks & Recreation Director Park Maintenance Worker	Athletic Coordinator	-1
<b>OTHER FUNDS</b>			
Parks Performance	Recreation Assistant		-1
Economic Development	Business Dev Coordinator		-1
Crime Control & Prevention		School Resources Officer	1
Water and Sewer	Senior Equipment Operator	4 Maintenance Workers	-5
Drainage		1 Maintenance Worker	-1
<b>TOTAL</b>			<b>-11</b>

# ORGANIZATIONAL CHARTS - DEPARTMENTS / DIVISIONS

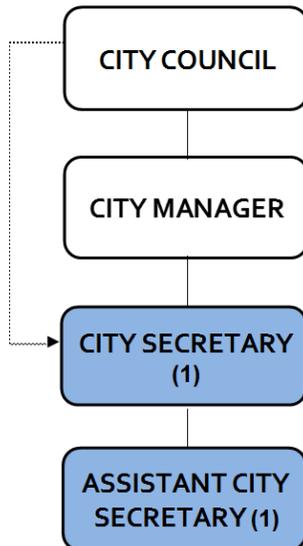
## City Manager's Office



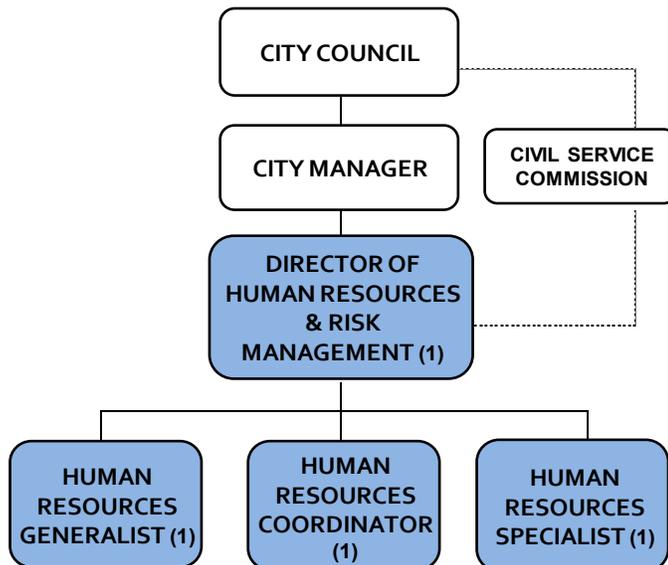
## Finance



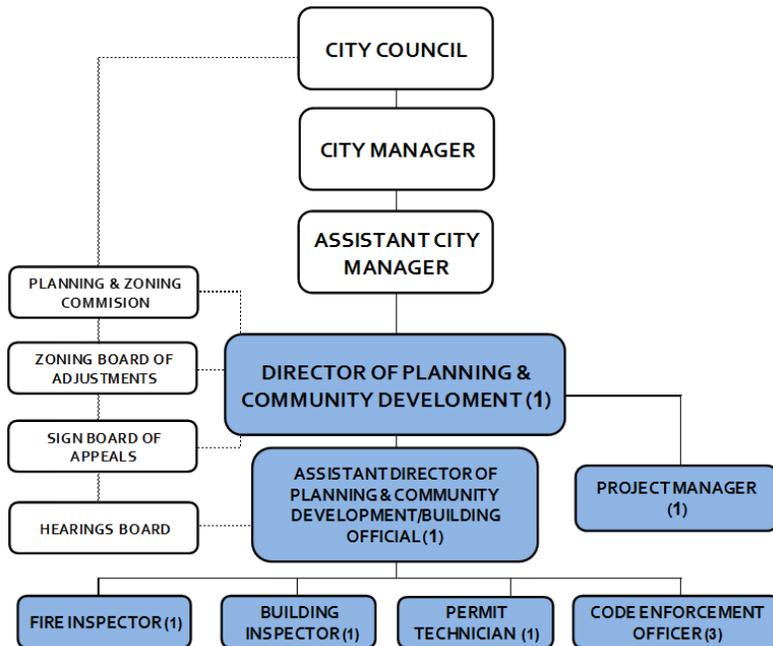
## City Secretary



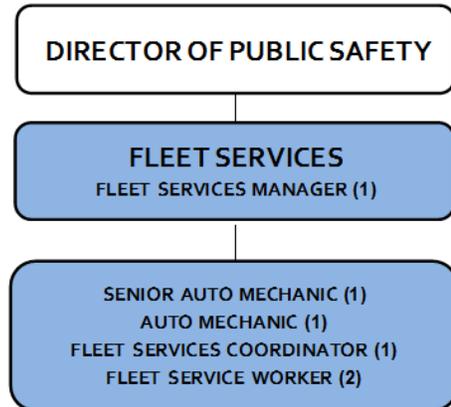
## Human Resources



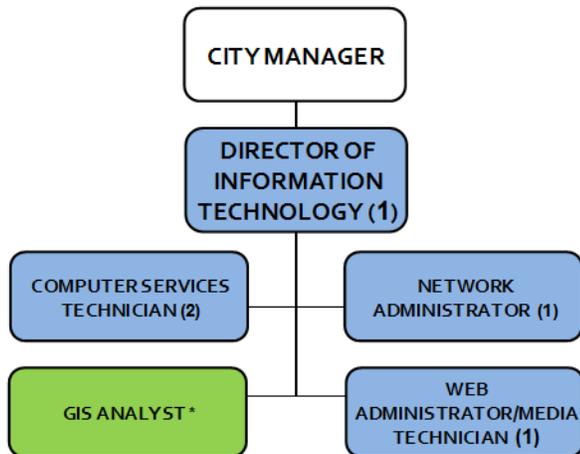
## Planning & Inspections



## Fleet Services

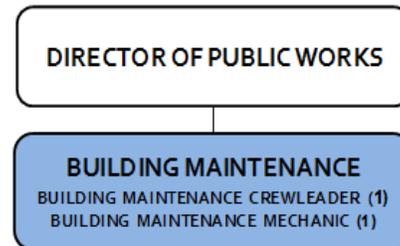


## Information Technology

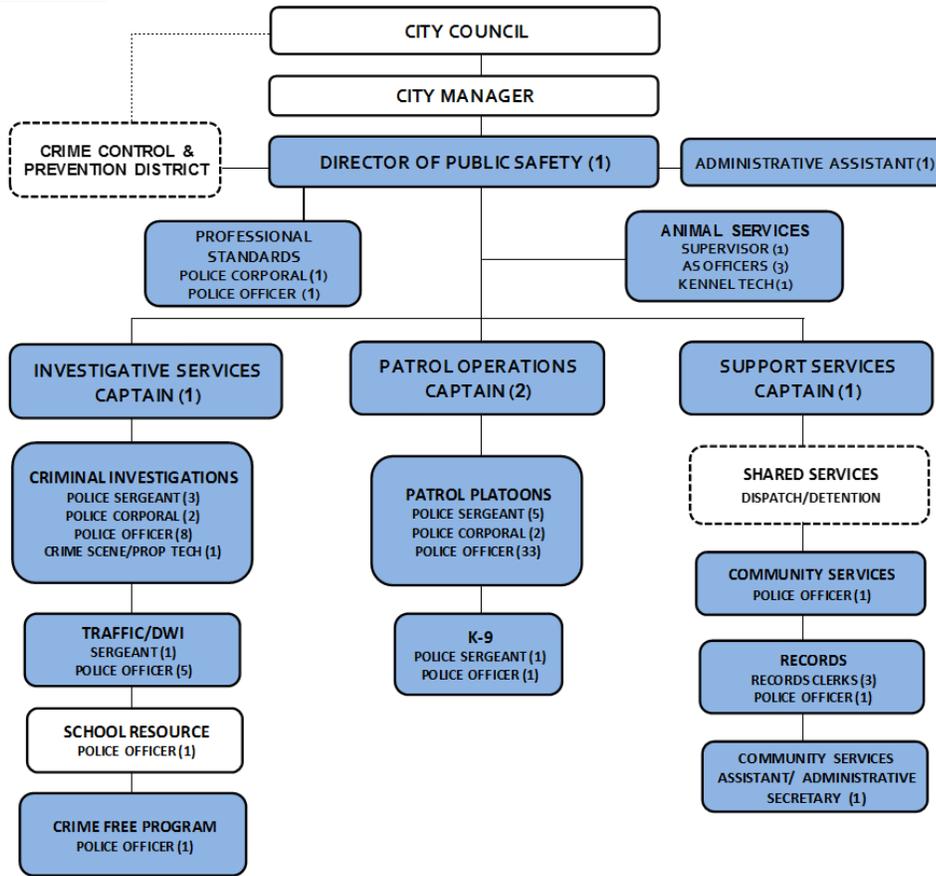


\* Funding from Economic Development Fund

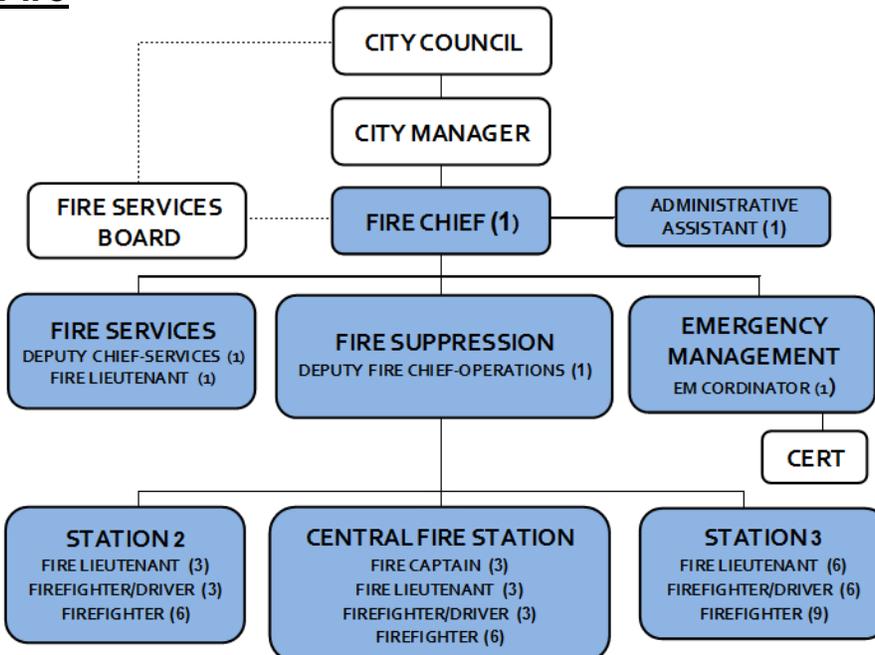
## Building Maintenance



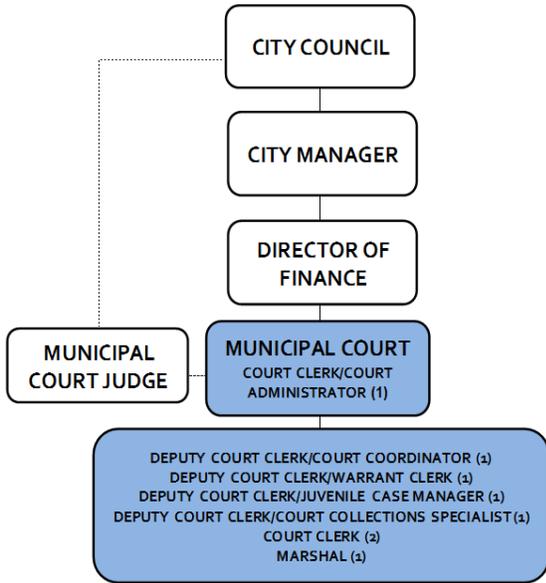
# Police



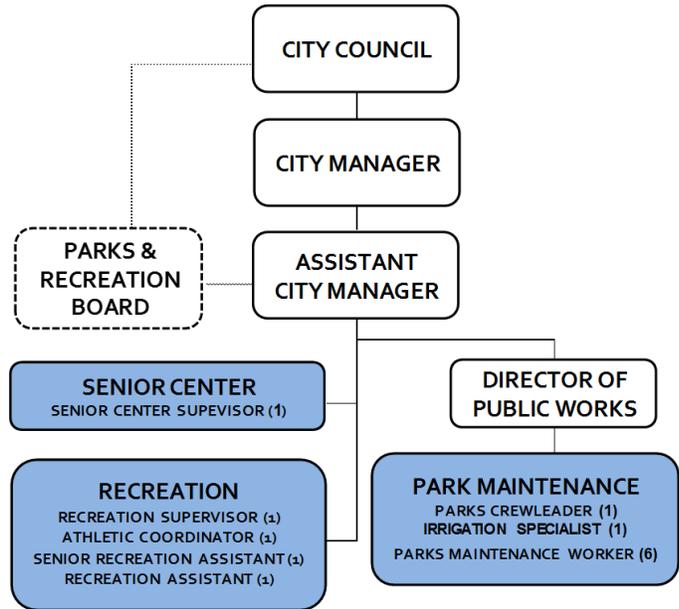
# Fire



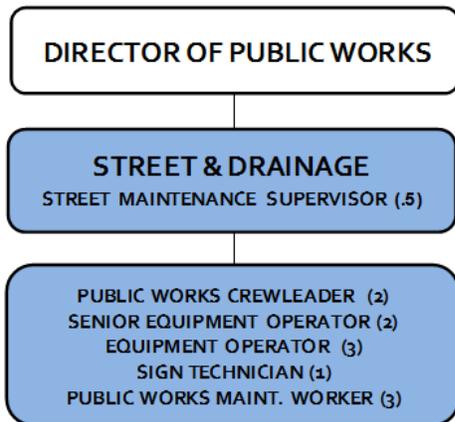
## Municipal Court



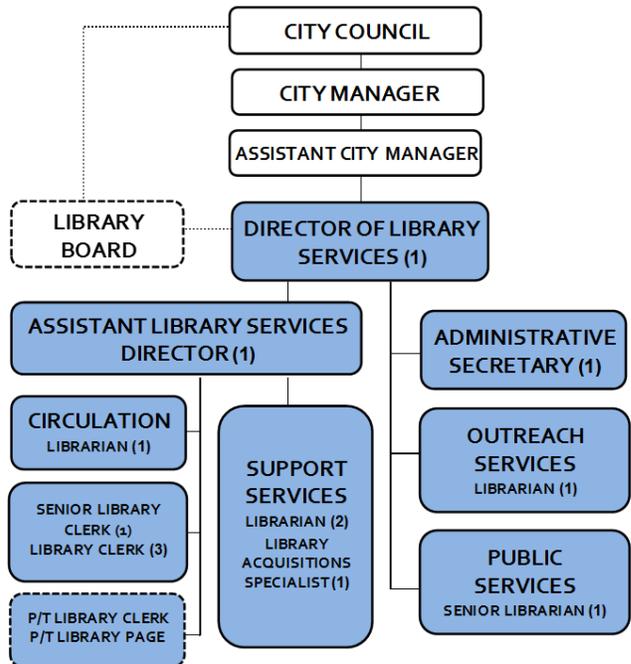
## Parks and Recreation



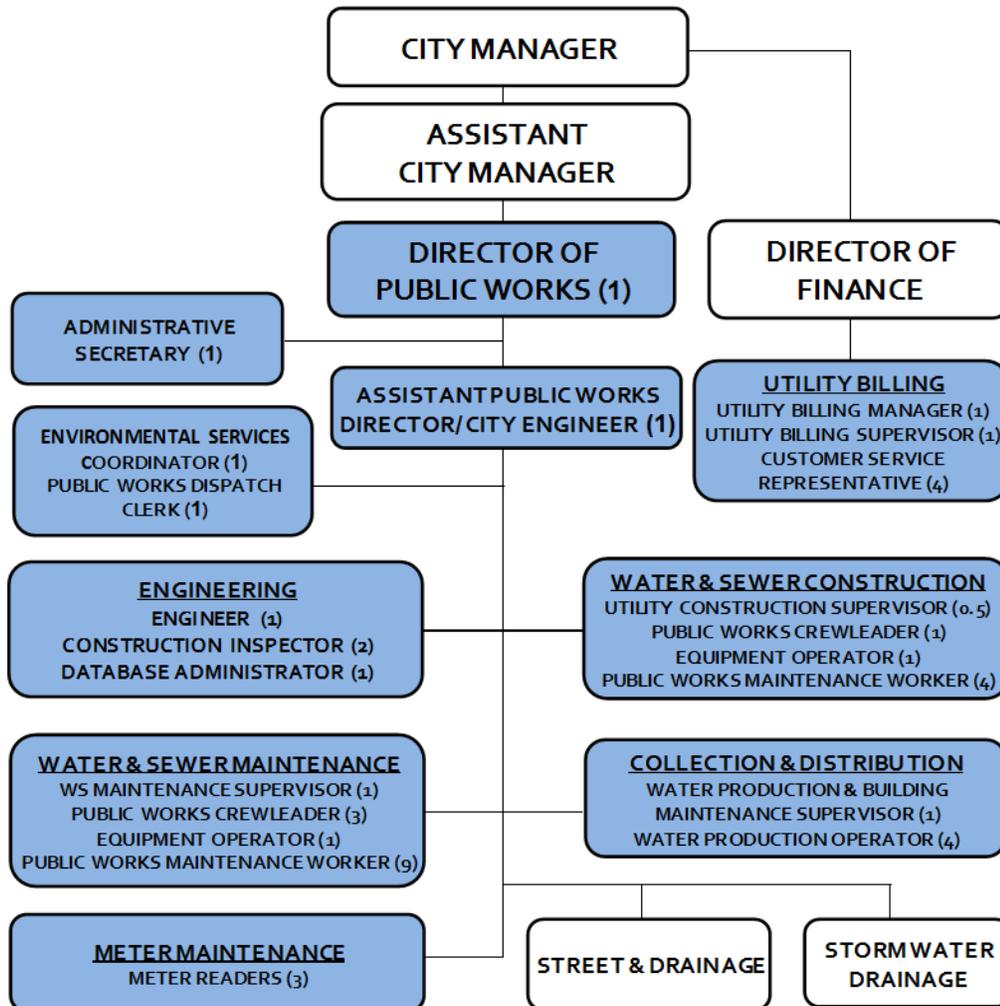
## Street and Drainage



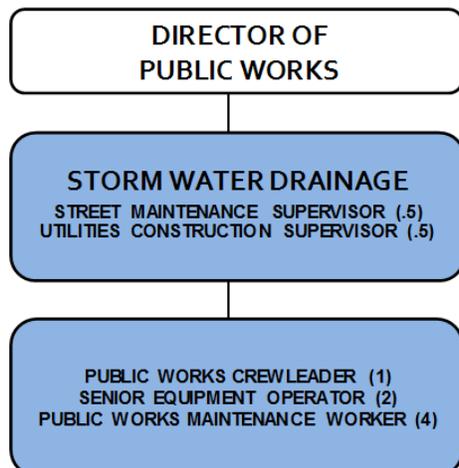
## Library



## Water and Sewer Fund



## Drainage Fund



# City of Haltom City Community Profile

Date of Incorporation as Combined City	1950
Form of Government	Council/Manager
Area	12.4 square miles
Miles of streets	171 miles
Number of street lights	1,707

## Demographics:

Population	43,851
Median age	34.6
Median household income	\$43,677
Median home value	\$88,938
Number of housing units	16,626
Homeownership rate	55.9%
Housing units in multi-unit structures	30.2%
Composition of population:	
White	44.0%
Hispanic	40.1%
Asian	8.2%
Black or African American	5.3%
Two or more races	1.5%
American Indian	0.5%
Some other race	0.4%

## Fire Protection:

Number of stations	3
Number of Fire Administrative Personnel	5
Number of firefighters and ranked officers	49
Number of fire hydrants	1,662

## Police Protection:

Number of stations	1
Number of Police Administrative Personnel	5
Number of police officers	76
Number of patrol units on duty at any one time	5

## Municipal Water Department:

Average daily consumption	5.18 million gallons/day
Miles of water mains	305 miles
Number of water connections	13,456

## Sewers:

Sanitary sewers	141 miles
Storm sewers	306 miles
Number of sewer connections	14,069

## Building permits issued (FY2014-2015)

Residential	313
-------------	-----

Residential Value	\$2,688,300
Commercial	298
Commercial Value	\$53,338,479
Residential/New Single Family	4
Residential/New Single Family Value	\$465,452
Commercial/New Buildings	17
Commercial/New Buildings Value	\$26,092,355

**Culture and Recreation:**

Number of parks	10
Acres of park land	218
Number of picnic areas	8
Number of libraries	1
Number of volumes	137,772
Average monthly circulation	17,925

**Employees: (Staffing as of October 1, 2015)**

Civil Service/Sworn	124
Appointed	17
Non-Sworn Employees	136

**Economics:**

2015 Appraised Value:	
Real Property	\$1,734,649,330
Personal Property	\$ 365,739,280
Total 2015 Appraised Value:	\$2,100,388,610

**Tax Rate per \$100 Valuation:**

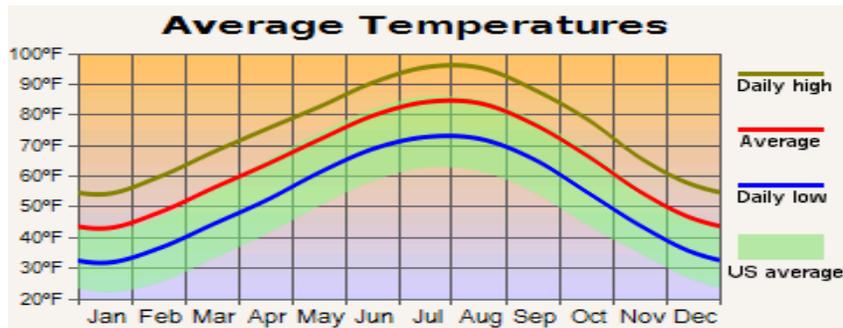
Haltom City	0.699990
Birdville Independent School District	1.435900
Tarrant County	0.264000
Tarrant County Hospital District	0.227897
Tarrant County College District	0.149500
Total Tax Rate per \$100 Valuation:	2.776390

**Average Single Family Home Appraised Value** \$84,350

**Bond Rating:**

Moody's	Aa3
Standard & Poor's	AA-

**Average Temperatures:**



**Hospitals/Medical Centers near Haltom City:**

- North Hills Hospital (about 5 miles)
- Healthsouth Rehabilitation Center (about 6 miles)
- Southwest Surgical Hospital (about 7 miles)
- Baylor All Saints Medical Center at Fort Worth (about 7 miles)
- Harris Methodist Fort Worth Hospital (about 7 miles)

**Airports certified for carrier operations nearest to Haltom City:**

- Fort Worth Meacham International (about 6 miles)
- Fort Worth NAS JRB/Carswell Field (about 12 miles)
- Fort Worth Alliance (about 12 miles)
- Fort Worth Spinks Airport (about 20 miles)

**Other public-use airports nearest to Haltom City:**

- Saginaw (about 7 miles)
- Hicks Field (about 12 miles)
- Sycamore Strip (about 15 miles)
- Dallas/Fort Worth International Airport (about 17 miles)

**Colleges/Universities with over 2000 students nearest to Haltom City:**

- ATI Career Training Center (about 2 miles)
- Texas Christian University (about 9 miles)
- Southwestern Baptist Theological Seminary (about 11 miles)
- Tarrant County College (about 6 miles)
- Texas Wesleyan University (about 7 miles)
- The University of Texas at Arlington (about 11 miles)
- North Lake College (about 21 miles)
- University of Dallas (about 22 miles)
- University of North Texas (about 33 miles)

**MAJOR EMPLOYERS:**

<b>Name</b>	<b>Industry</b>	<b>Number of Employees</b>
Birdville ISD	Education	3,088
Hillshire Brands	Food Products	735
City of Haltom City	Municipal Government	286
Medtronic Midas Rex	Mfr. of Medical Devices	270
GST Manufacturing	Metal Fabrication	260
Liberty Carton	Manufacturing	175
Lewis & Lambert Metal	Manufacturing	150
Nurse Assist	Manufacturing	126
Falcon Steel Company	Steel Fabrication	121
Blackmon Mooring	Restoration	120
Unifirst	Uniforms and Workwear	120
Mica Corporation	Manufacturing	100

## Major Roads and Thoroughfares:



## **CITY OF HALTOM CITY HISTORICAL OVERVIEW**

Haltom City, whose municipal boundaries include the first Tarrant County seat of Birdville, is located near the geographic center of the county. Haltom City's land area extends three to six miles northeast of downtown Fort Worth. It is surrounded on the northwest, west, and south by Fort Worth city limits; on the east by Richland Hills and North Richland Hills; and on the northeast by Watauga. It is bisected by Big and Little Fossil Creeks and borders the Trinity River flood plain on the south. The city is situated in an area which was once rolling grassland.

Established from a ranching and farming community, Haltom Village was founded in 1932 and named to honor G. W. Haltom (1872-1944), a Fort Worth jeweler whose family ranch holdings comprised much of the new area. Gradual growth was due in part to Haltom's Meadow Oaks Corporation and the bisection of the village by major new highways affording easier access to Fort Worth, northeastern Tarrant County and Dallas. Also in 1932, the routing of State Highways 10 (E. Belknap Street) and 121 one-quarter mile south of the old Birdville business district presented local business leaders with a momentous decision regarding the future of their businesses and property investments. Most businesses chose to relocate, in order to take advantage of greater convenience and accessibility for customers, increased traffic flow, and a chance to build anew.

Haltom City was originally incorporated on August 22, 1944. On July 3, 1950 Haltom City and the City of Oak Knoll consolidated under the name of Haltom City. Since 1950 the City has gradually expanded, annexing Garden of Eden, Meadow Oaks, East Ridge and, in 1955, unincorporated portions of Birdville. Haltom City elected Home Rule Charter with a city manager, mayor and council form of government on October 10, 1955.



The City purchased the complete water systems (3,975 customer accounts) serving the entire City on August 21, 1952 and has provided water and sewer services since that time.

Today the city is traversed by five major roads: State Highway 121-Airport Freeway; State Highway 183-Northeast 28th Street-Midway Road; U. S. Highway 377-E Belknap Street-Denton Highway; Loop 452-Grapevine Highway 26; and Northeast Loop 820. The historic name of Birdville is carried on in the names of two churches, a cemetery, two roads, an independent school district, and in the memories of its residents.

First encroachment into the Birdville vicinity occurred as early as the spring of 1840, when Captain Jonathan Bird and 20 three-month service Texas Rangers from Lamar and Red

River Counties were sent into the frontier by General Sam Houston. Their mission was to establish a fort, make the area safe for settlement, and guard the area from Indian attacks to the north and west. Bird's Fort was situated about twelve miles southeast of Birdville and six miles north of Arlington on the north bank of the Trinity where Calloway's Lake is located. In 1841, General Edward H. Tarrant led a successful militia force against an Indian encampment at present-day Arlington in the Battle of Village Creek. Such action



served notice to hostile tribes along the frontier that a peace treaty was advisable. General Houston, Indian Commissioners and several early settlers and trappers signed and witnessed a treaty at Bird's Fort on September 29, 1843, with the chiefs of nine tribes. Soon after this, the fort was abandoned. Settlements gravitated around a few homesteads, water sources and trading posts. On June 6, 1849, Camp Worth was established by General Ripley A. Arnold and his troops nine miles west of Birdville on a bluff overlooking the confluence of the West Fork and the Clear Fork of the Trinity River. Named to honor Brigadier General William Jennings Worth,

the new outpost offered welcome protection to fledgling settlements around Birdville and Denton until 1853, when the troops were sent to Fort Belknap. Birdville in 1849 had an estimated fifty people in town surrounded by scattered farms and ranches. Roads radiated out to Johnson Station, Dunneville (now Grapevine), Dallas and new settlements springing up on the prairie around Fort Worth.

In an effort to obtain self-government, some one hundred area residents petitioned the State Legislature for a new county and elected temporary county officials. On December 20, 1849, the Texas Legislature created the new county, and called it Tarrant in honor of General E. H. Tarrant. Tarrant County consisted of parts of Navarro County and Peter's Colony. Birdville area resident Ed Terrell offered his log cabin for an election polling site to choose the new county seat and to elect officers who would succeed the temporary persons appointed the preceding December, 1849. The election, on August 5, 1850, was won by Birdville. Tarrant County in 1850 had a population of 599 whites and 65 slaves, and covered 877 square miles.

The First Tarrant County Courthouse was a wood-frame structure located in the vicinity of the present-day W.G. Thomas Coliseum.

An eighty-acre tract, bounded by Walker, Carson and Broadway Streets, was donated by George Akers and William Norris in August, 1851, for the erection of county buildings. A plat of the new town drawn the same year depicts 12 city blocks, including a public square. Bonds valued at \$17,000 were issued to insure completion of the construction work by W. S. Suggs and others. Bricks were collected and a



foundation excavated. The first annual jury list drawn up at Birdville's temporary courthouse in 1855 by District Clerk William Quayle showed 280 men qualified to serve.

The permanent courthouse was never completed because in November, 1856, in a highly contested special election, Fort Worth won the county seat by a margin of three to thirteen votes (the official count varies). Jubilant Fort Worth citizens took the county records, equipment, and furniture back to Fort Worth for deposit in their own temporary courthouse. All early Tarrant County records were later lost in a courthouse fire on March 29, 1876.



Birdville, until 1856, had the Monday county court sessions and the associated commercial benefits. It also had two newspapers, the Birdville Western Express, with John J. Courtney as its editor; and The Birdville Union, with Colonel A. G. Walker as its editor. Walker killed Courtney in a shoot-out stemming from disagreements concerning the elections and states' rights

regarding slavery.

Haltom City's population was reported at 107 in 1930 and at 40 with seven businesses in 1936, just four years after the business district moved south to the new location. In 1950, the population rose to 3,000 within an incorporated area of four square miles, and in 1960 to 23,000, the result of continuing growth and annexations.

Haltom City continued to grow through the 1960's and the City's population reached 28,000 by 1970. Growth during the 1970's was more modest as developments to the east around the Dallas-Fort Worth airport drew residential and commercial development.

Haltom City was rediscovered as a place to live in the 1980's. Despite the recession of the early 1980's and the real estate bust of the late 1980's Haltom City grew from 29,000 in 1980 to nearly 33,000 in 1990. The north end of town, north of Loop 820 became a focal point of real development in the 1990's and the population in the City climbed to 39,000 in 2000.

Today the City is home to an estimated 43,310 residents and some 3,468 businesses. Estimates by demographic experts are that the City is 78% developed and should achieve build-out prior to 2030. The population at build out is estimated to reach 44,000.

The composition of the population has changed markedly over the years. For much of its early history Haltom City was primarily white. Since the more recent growth spurt of the past 25 years the demographics have changed. The 2010 Census indicates Hispanics make up 39% of the population and Asians another 8%. African-Americans comprised 4% of the population and whites 47%.



Prominent among the businesses located in Haltom City is the Sara Lee plant responsible for the State Fair Corndogs and Medtronics, a major medical supplier. Today, Haltom City is the location of a rapidly growing Asian community and a vibrant Asian commercial district, which is redeveloping Belknap Street on the south side of Haltom City.

Haltom City, by virtue of its strategic location in Tarrant County, is attractive for new development and redevelopment. The City created the Haltom City Economic Development Corporation in 1995 in order to provide for cultural, recreational and economic opportunities. The City was also a founding member of the Northeast Tarrant County Chamber of Commerce in 1968. The Chamber, located in Haltom City, works for business development in Haltom City, North Richland Hills, Richland Hills and Watauga.

In 2006 the City engaged a firm to assist in the creation of a redevelopment plan for the Belknap Street Business Corridor. This community focused effort will include participation by businesses along Belknap as well as nearby residents in order to develop a vision for a revitalized business sector. The master plan was completed during 2007 and continued through review by Boards, Commissions and the City Council during 2008. The plan is now a component of the City's 2009 Comprehensive Land Use Plan (CLUP). In FY2013 the realignment of the intersection of Belknap and Denton Highway will enhance the traffic patterns in the corridor and create new redevelopment opportunities.

The long-awaited expansion of Loop 820 presents for Haltom City a unique opportunity for new development in the last large open space in the City. Improved access from the widening project will make the property on both the north and side sides of the highway attractive for development. Business campuses are envisioned for the area along with a possible town center.

## **CITY OF HALTOM CITY CURRENT BOARDS AND COMMISSIONS**

Approximately 86 volunteers serve on 14 boards and commissions. These committees were created either by City Code, City Ordinance, or Resolution. The responsibilities, powers, terms of office, membership size, qualifications and meeting schedules vary for each board and commission.

The City Council seeks nominations of citizens interested in serving as vacancies arise. Information regarding the duties and responsibilities of the boards and commissions and how to apply for a position on a board or commission can be obtained through the City Secretary's Office.

### **ANIMAL ADVISORY COMMITTEE**

The purpose is to assist the city in complying with the requirements of V.T.C.A., Health and Safety Code Ch. 823, which regulates the operation of local government animal shelters. The Animal Advisory Committee consists of five members nominated and appointed by the city council at large. One member is a licensed veterinarian, one member a municipal official, one member represents an animal welfare organization, one member has duties that include the daily operation of an animal shelter, and the fifth member is a citizen of the city. The committee holds meetings at least three times a year.

### **ADVISORY BEAUTIFICATION AND REVITALIZATION BOARD**

The purpose of this board is to confer with council and staff and to assist in the development and execution of beautification, cleanliness, and revitalization programs within the city and to encourage participation in an ongoing effort. The responsibility of the board is to communicate with the residents of the city various means in which to improve the city's image through methods and projects presented and developed by the board. There are 8 members and the board meets on the third Monday of each month at 7 p.m. in City Hall.

### **CIVIL SERVICE COMMISSION**

The Civil Service Commission consists of three citizens who meet specific criteria in their years of residency, age, and prior elective office service. The members are directed to administer the civil service ordinance and when sitting as a board of appeals for a suspended or aggrieved employee, they are to conduct such hearing fairly and impartially and are to render a fair and just decision, considering only the evidence presented before them in such hearing. Members are considered to be officers of the City of Haltom City, are appointed by the Mayor for three (3) year terms, and the Commission meets as needed.

### **CRIME CONTROL AND PREVENTION DISTRICT**

The major purpose of the Crime Control and Prevention District Board is to combat, reduce, and prevent crime within Haltom City. The CCPD administers the expenditures

of the ¼ cent crime tax that was approved by the voters in 1995. The board is also responsible for assembling a budget for each fiscal year. Resolution No. R-2006-002-01 removed the membership of the City Council as the Board of Directors and allows citizens of Haltom City to be appointed by the City Council. Members are considered to be officers of the City of Haltom City.

### **RED LIGHT CAMERA - CITIZEN ADVISORY COMMITTEE**

The City Council appoints a Citizen Advisory Committee consisting of one person appointed by each Council member. The committee shall review the traffic engineering study and advise the City Council on the installation and operation of the photographic traffic signal enforcement systems installed within the City limits based solely on such study. The committee shall not have any authority over the photographic traffic signal enforcement systems other than to make recommendations to the City Council with respect to decision concerning the installation of such systems based solely on the traffic engineering study. The members of the CCPD Board serve as the Red Light Camera – Citizen Advisory Committee.

### **CITIZENS BOND ADVISORY COMMITTEE**

The Committee serves in an advisory capacity to assist the City Council in determining what specific projects serve in the best interest of the community for the spending of bond election funds. The committee is not a standing board or commission and is active when activated by the Council for a potential bond program. The board consists of eight members and is appointed by the Council members for an individual bond program.

### **ECONOMIC DEVELOPMENT CORPORATION**

The corporation was organized for the purpose of benefiting and accomplishing the promotion of industrial and manufacturing enterprises, to promote and encourage employment, and preserve the public welfare of the city. There are seven members and four must be members of the city council. The board meets in odd-numbered months and as needed.

### **FIRE SERVICES BOARD**

The purpose is to improve fire safety by providing information and giving direction to the community through fire safety programs and education. The board consists of eight citizens of the city and meets the third Tuesday of each month at 6:00 p.m. at the Central Fire Station.

### **HOUSING AUTHORITY**

The Housing Authority is responsible for the administration of Federal Public Housing in the City of Haltom City and each member is appointed by the Mayor. The board meets on an as needed basis.

### **LIBRARY BOARD**

The purpose of the Library Board is to confer with the city council and the administrative staff of the city and assist in the development of public library services in the city. The

board consists of eight citizens of the city and is an advisory board. It reviews and comments on the annual operating budget and capital improvement requests. The board meets the fourth Tuesday of each month at the Library Board Meeting Room at 6 p.m.

### **PARK AND RECREATIONAL BOARD**

The board makes studies and project plans for the improvement and acquisition of public park and open spaces with a view to its development and extension, recommends to council recreation programs for all segments of the population, and acts with and assists other municipal boards in formulating proper plans for municipal park and open space development. The board consists of eight citizens and meets the first Tuesday of each month at 6 p.m. at the Recreation Center.

### **PLANNING AND ZONING COMMISSION**

The purpose is to consider plats, hold public meetings on zoning and rezoning, and make recommendations to Council. The P & Z acts as an advisory board and has such duties and powers as specified by the laws of the State of Texas, the Charter, and the Ordinances of the City. The Commission consists of 7 regular members and two alternate members and meets the second and fourth Tuesday of each month at 7 p.m. in City Hall.

### **SIGN BOARD OF APPEALS**

The purpose of the Sign Board of Appeals is to grant variances from size, spacing, height, set-back, location and other requirements of the ordinance, both as to off-premises and on-premises signs. Members of the Zoning Board of Adjustments serve on this board and it meets on an as-needed basis

### **ZONING BOARD OF ADJUSTMENT**

The Zoning Board of Adjustment hears and decides cases where it is alleged there is an error in any requirement, decision, or determination made by the Zoning Ordinance or the Building Official in the enforcement of the ordinances and has the power to establish public notice and hearing to alter previous action in such matters. The ZBA consists of 8 regular members and 1 alternate member. The alternate serves in the absence of a regular member when requested by the Chairman. The board meets the second and fourth Tuesday of each month at 5:30 p.m. in City Hall. This board also serves as the Hearings Board and the Sign Board of Appeals.

**CITY OF HALTOM CITY  
PAST MAYORS**

**Leon Rhineheart**  
1945 - 1947

**J.C. Gunter**  
1947 - 1953  
1957 - 1963

**Virgil Goodman**  
1953 - 1955

**Robert R. Black**  
1955 - 1957

**Marvin L. Ward**  
1963 - 1965

**Virgil M. Daniels**  
1965 - 1971

**Johnnie B. Lee**  
1971 - 1984

**Jack O. Lewis**  
1984 - 1991

**Charles Womack**  
1991 - 1993

**Trae Fowler**  
1993 - 1995

**Gary Larson**  
1995 - 1999

**Nancy Watkins**  
1999 - 2001

**Calvin White**  
2001 - 2006

**Bill Landford**  
2006 - 2011

**Richard Hutchison**  
2011 - 2015

## **CITY OF HALTOM CITY ACRONYMS AND ABBREVIATIONS**

The following acronyms and abbreviations are used throughout the fiscal year 2013-2014 Annual Budget document:

**A/C** – Air Conditioning  
**ACO** – Animal Control Officer  
**B.O.D.** – Biological Oxygen Demand  
**CAD/RMS** – Computer Aided Dispatch / Record Management System  
**Cobra** – Consolidated Omnibus Budget Reconciliation Act  
**CCPD** – Crime Control & Prevention District.  
**CDBG** – Community Development Block Grant  
**CIP** – Capital Improvement Plan  
**CLUP** – Comprehensive Land Use Plan  
**CO or C.O.** – Certificate of Obligation  
**CVC** – Crime Victim Coordinator  
**EDC** – Haltom City Economic Development Corporation  
**EMS** – Emergency Medical Service  
**EPA** – United States Environmental Protection Agency  
**FEMA** – Federal Emergency Management Agency  
**GAAP** – Generally Accepted Accounting Policies  
**GASB** – Governmental Accounting Standards Board  
**GFOA** – Government Finance Officers Association  
**GFOAT** – Government Finance Officers Association of Texas  
**HCTV** – Haltom City Cable Television  
**I&S** – Interest and Sinking  
**LLEBG** – Local Law Enforcement Block Grant  
**M&O** – Maintenance and Operations  
**NPDES** – National Pollution Discharge Elimination System  
**PAM** – Payment Authorization Memo  
**P & Z** – Planning and Zoning  
**TAD** – Tarrant Appraisal District  
**TML** – Texas Municipal League  
**TMRS** – Texas Municipal Retirement System  
**TP&W** – Texas Department of Parks and Wildlife  
**T.S.S.** – Total Suspended Solids  
**TxDOT** – Texas Department of Transportation  
**V.T.C.S.** – Vernon' Texas Civil Statutes  
**W&S** – Water and Sewer  
**ZBA** – Zoning Board of Adjustments

## **CITY OF HALTOM CITY GLOSSARY OF KEY BUDGET TERMS**

**Abatement:** A complete or partial cancellation of a levy imposed by the City, usually applied to tax levies, special assessments and service charges.

**Account:** A separate financial reporting unit for budgeting, management or accounting purposes. All budgetary transactions, whether revenue or expenditure, are recorded in accounts.

**Accrual Basis of Accounting:** A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of the related cash flows.

**Ad Valorem Tax:** A tax computed from the assessed valuation of land, improvements and properties.

**Amendment:** In budgetary terms, a revision to the Appropriation Ordinance approved by the City Council.

**Appropriation:** An authorization made by the legislative body of a government that permits officials to incur obligations against and to make expenditures of governmental resources. Specific appropriations are usually made at the fund level and are granted for a one-year period.

**Appropriation Ordinance:** The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

**Assessed Valuation:** A valuation set upon real estate or other property by a government as a basis for levying taxes. Sometimes called appraised value.

**Assets:** Resources owned or held by that have monetary value.

**Balanced Budget:** The fiscal condition reached when reserves on hand, coupled with projected current period revenues, equals the adopted budget of expenditures or expenses.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, streets, bridges, infrastructures, drainage, water systems and sewer systems.

**Budget:** The City's financial plan for a specific fiscal year that contains both the estimated revenues to be received during the year and the proposed expenditures to be incurred to achieve stated objectives.

**Budget Calendar:** A schedule of key dates or milestones that the City departments follow in the preparation, adoption and administration of the budget.

**Budgetary Basis of Accounting:** The method used to determine when revenues and expenditures are recognized for budgetary purposes.

**Capital Expenditure:** Acquisition of property, facilities or equipment with an initial acquisition cost of \$5,000 and a useful life greater than two years (see also capital outlay).

**Capital Improvement Plan:** A multi-year plan for capital expenditures to be accomplished over a five-year period. It contains the list, purpose and financing of projects.

**Capital Outlay:** An expenditure which results in the acquisition of or addition to capital assets and meets these criteria: has a value that is over the capitalization threshold established by the City; has an anticipated useful life of more than one year; can be permanently identified as an individual unit of property; constitutes a permanent addition to the value of City assets; and does not constitute repair or maintenance (see also capital expenditure).

**Capital Projects Funds:** Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds.)

**Capitalization Threshold:** The dollar value at which a government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. The capitalization threshold for City of Haltom City is at \$5,000.

**Cash Basis of Accounting:** A method of accounting that recognizes transactions or events when related cash amounts are received or disbursed.

**Current Taxes:** Taxes that are levied and due within one year.

**Debt Service:** The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

**Debt Service Fund:** Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Delinquent Taxes:** Taxes that remain unpaid on and after the date which a penalty for non-payment is attached.

**Department:** An entity within the City for the administration of specifically enumerated duties. A department head is responsible for the accomplishment of the tasks assigned and the fiscal administration of the department.

**Depreciation:** The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

**Drainage Fund:** This fund was created during the FY05 budget preparation process in order to generate revenue needed to address flooding and drainage issues in Haltom City. Projects have been undertaken and studies conducted on the Big Fossil Creek, the required National Pollution Discharge Elimination System (NPDES), Haltom Pond and Solona Drive.

**Enterprise Fund:** A proprietary fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenses. Enterprise funds in Haltom City are established for water and sewer service and drainage utility.

**Expenditures:** This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services received.

**Expenses:** Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest, and other charges.

**Fiscal Year:** The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Haltom City has specified October 1 to September 30 as its fiscal year.

**Fund:** A fully self-contained accounting entity used for measuring the operating activities of a standalone operational unit of the City.

**Fund Balance:** The difference between assets and liabilities reported in a governmental fund.

**General Fund:** The General Fund accounts for many of the financial resources of the government. General Fund revenues include taxes, franchise fees, licenses and permits, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, administration, park and recreation, libraries, streets, and building maintenance.

**General Obligation Bonds:** Bonds that finance a variety of public projects such as streets, buildings and improvements. The repayment of these bonds is usually made from the general revenues of the entity. These bonds are backed by the full faith and credit of the issuing government.

**Generally Accepted Accounting Principles (GAAP):** Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

**Governmental Funds:** Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

**Impact Fees:** Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development (e.g. parks, sidewalks).

**Internal Service Fund:** A fund used to account for the financing of goods and services provided by one City department or cost center to other department, on a cost-reimbursement basis.

**Interfund Transfers:** Flows of assets (such as cash or goods) between funds and blended component units of the primary government without equivalent flows of assets in return and without a requirement for repayment.

**Interest and Sinking (I&S):** That portion of the property tax rate and subsequent property tax revenue appropriated to the retirement of principal and interest on bonded debt.

**Legal Debt Margin:** The excess of the amount of debt legally authorized over the amount of debt outstanding.

**Liabilities:** Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded, at some future date.

**Maintenance and Operation (M&O):** That portion of the property tax rate and subsequent property tax revenue appropriated to the financing of general government operations within the General Fund.

**Modified Accrual Basis of Accounting:** Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

**Long Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Operating Budget:** The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel.

**Operating Fund:** The City classifies General and Enterprise Funds as Operating Funds.

**Payment in Lieu of Taxes:** A payment that a property owner not subject to taxation makes to a government to compensate it for services that the property owner receives that normally are financed through property taxes.

**Performance Measures:** Specific quantitative and qualitative measures of work performed as and objective of the department.

**Property Tax:** Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

**Proprietary Funds:** Funds that focus on the determination of operating income, changes in net assets, financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

**Revenue:** Funds that the government receives as income. Revenue includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, and interest income.

**Revenue Bonds:** Bonds usually sold for constructing a project that will produce revenue for the government. All or part of the revenue is used to pay the principal and interest of the bond.

**Special Assessment:** A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Special Revenue Funds:** A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted or expenditure for specified purposes.

**Storm Water:** See Drainage Fund.

**Structural Balance:** The structural budget balance represents what government revenues and expenditure would be if output were at its potential level. Structural imbalance usually refers to expenditures higher than revenues in assessing fiscal sustainability.

**Tax Rate:** A percentage applied to all taxable property to raise general revenue. It is derived by dividing the total tax levy by the taxable net property valuation.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.



**Annual Budget FY2016**