

Welcome to
Groves

FAMILY • COMMUNITY • OPPORTUNITY



2015-2016
Budget

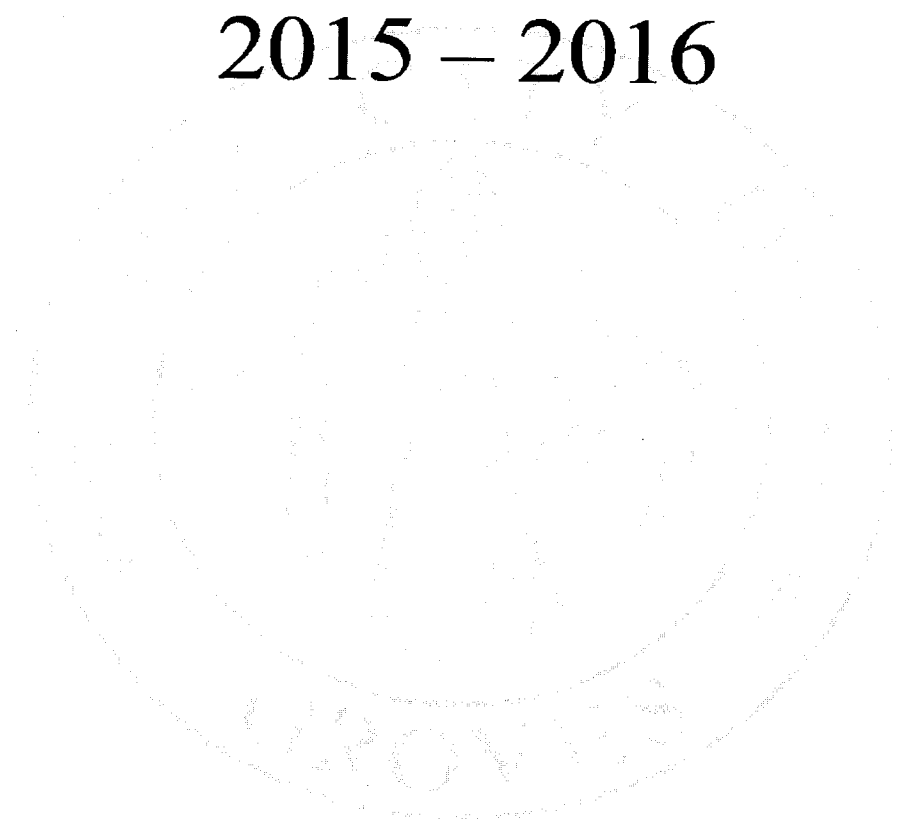
City of Groves



CITY OF GROVES

ANNUAL FISCAL BUDGET

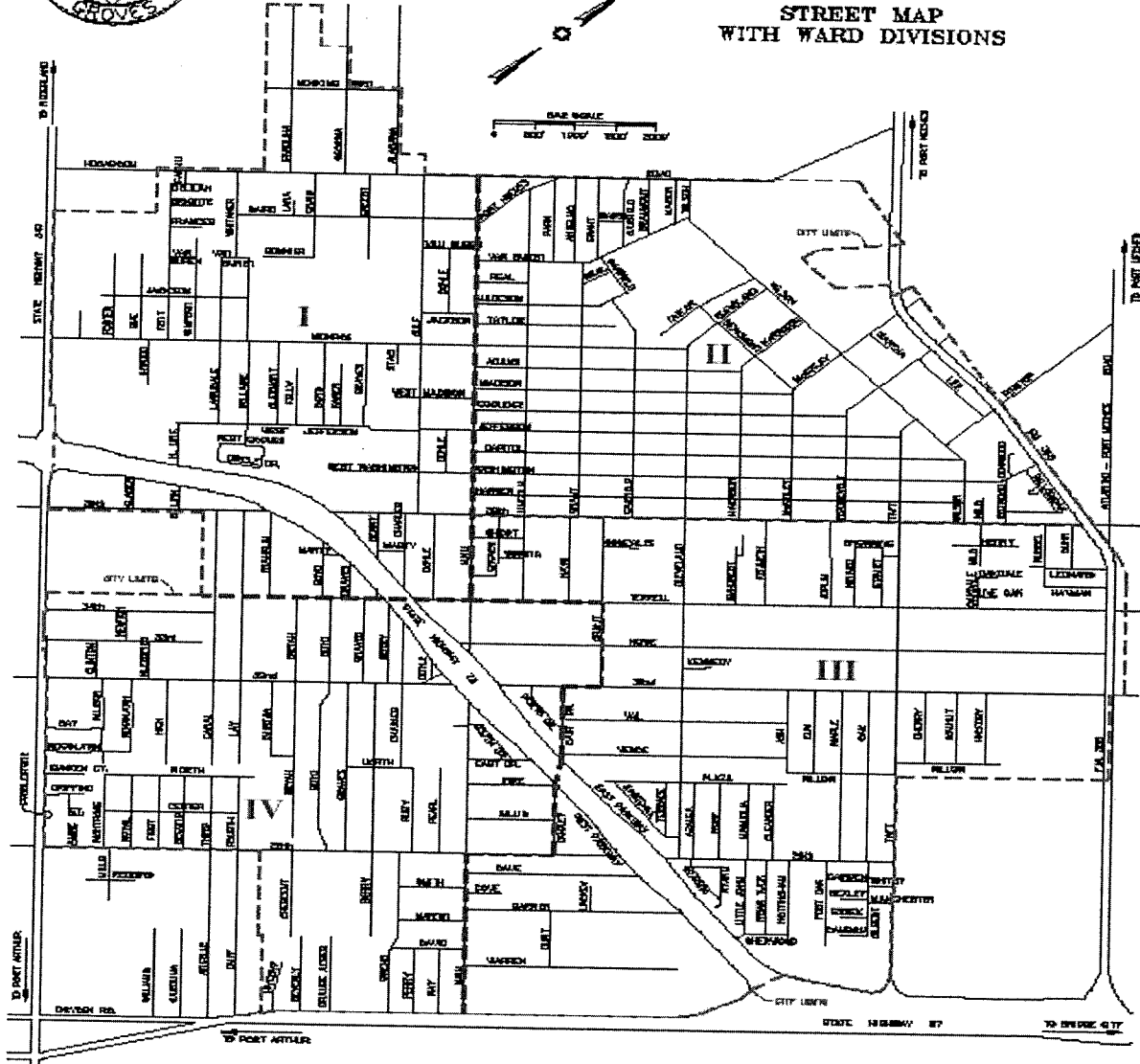
2015 – 2016





CITY OF GROVES

STREET MAP WITH WARD DIVISIONS



CITY OF GROVES

CITY COUNCIL

Brad P. Bailey

Mayor

James Rasa

Councilmember, Ward I

Karen Theis

Councilmember, Ward II

Sidney Badon

Councilmember, Ward III

Kyle Hollier

Councilmember, Ward IV

Submitted by

D. E. Sosa, City Manager

City of Groves
 Annual Fiscal Budget
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INTRODUCTION

Mission Statement

The goals of the City Government are to create a strong, safe and clean community, foster a high quality of life, promote neighborhood strength and integrity, to support sound community and economic development and to conserve and wisely utilize City resources to safeguard the health, safety and welfare of City Residents.



CITY OF GROVES

P.O. BOX 846 • GROVES, TEXAS 77619
(409) 962-4471 • FAX (409) 963-3388

August 15, 2015

The Honorable Mayor
And City Council members
City of Groves
Groves, Texas 77619

Gentlemen:

As this is the **THIRTEENTH** under my tenure as city manager it is important to comment on the dedication and productivity of the city's employees. Every department has risen to the challenges created by the circumstances of a difficult but improving economy, land locked city trying to preserve its identity, and the issues of growing our local economy, expanding housing and development opportunities, to create and expand revenue streams that will take pressure off of the property tax. It is in large part the council's leadership and progressive attitude coupled with the employee's commitment to productivity, savings, and service that has allowed the city to move forward. However, it is important to remember that our resources are limited and tax rates, utility rates, and sales tax rebates have their limits. The city will be making deliberate efforts in the coming fiscal year **to reduce and restructure the work force where practical.**

This is the first time in five years where the city has an increase in values instead of a loss or just experienced a small increase in values; the city has shown a healthy increase in total values. The city's values for this budget year are **\$704,234,592** or **\$13,471,177** higher than last fiscal year. The city's real estate values continue to improve primarily through new construction. Gross new construction value for this budget is **\$3,000,000**. This is roughly the amount that we have seen in new property values every year for the last several years. However, this is the first time we are seeing these values show up as a positive increase in overall city property values. In past budgets the city's value losses have been offset by a combination of increases in taxes, shifting more revenue from the sanitation in the form of franchise fees, as well as restructuring and shrinking the workforce. This budget did not require the use of all of these processes.

This budget's objective is to fund the services required by the citizens at a competitive cost and within available financing resources. Managements challenge remains to increase and improve productivity, efficiency, city services, and infrastructure. As well as, recognize and develop employee strengths, contributions, and compensation, while maintaining fair and just tax and user rates. In addressing these objectives the city strives to act in the best interest of the Citizens of Groves. We feel that this budget is a positive step in the attainment of the objectives and challenges listed.

Submitted herewith is the proposed budget for the fiscal year October 1, 2015 through September 30, 2016.

The attached document with supporting schedules is submitted pursuant to the provisions of Section I, Article VII of the Charter of the City of Groves, and it is the proposed financial plan for operating the City during the forthcoming fiscal year.

Total revenues for general fund are estimated to be **\$8,620,654** for 2015/2016. Total revenues for 2014/2015 were **\$8,504,480** this represents an increase of **\$116,174** over last year's operating revenues for general fund. This increase is primarily made up of the cost of living increases for all employees.

TAX VALUES

The Jefferson County Appraisal District has estimated the 2015-16 net taxable value to be **\$704,234,592**, an increase of **\$13,471,177** in value from the **\$690,763,415** in values of 2014-15. New taxable value of new improvements residential and commercial is **\$3,000,000** making the net increase in value for the city **\$10,471,177** or a healthy increase from last year's values. Ironically the city has seen new residential and commercial construction generate over **\$9,000,000** of value in the last three fiscal years, this is the first year we are experiencing a true increase in values.

The total effective tax rate is **69.36 cents** or **1.24 cents** less than the current rate of **70.60 cents**. It is recommended that the tax rate of **69.36 cents** be adopted. This would be a decrease of **1.23 cents** below the current rate changing the current fiscal year rate of **70.60¢** per \$100 valuation to **69.36 cents** per \$100 valuation. Of this amount **58.66 cents** will be allocated to the General Fund, for maintenance and operations. The remaining amount of **10.70 cents** will go to Interest & Sinking Fund for debt retirement. This would decrease the M and O by **1.63 cents** below the current budget M and O rate of **60.27 cents** and increase the Debt Service amount by **.0037 cents** above the current rate of **10.33 cents**. The increase on debt service is primarily an adjustment to the additional cost to service the bonds sold two years ago to pay the city's portion of the Police Station/ EOC grant. These tax adjustments of **0.37 cents** increase on debt service and a **1.61 cent** decrease to the M & O will be a net decrease of the total tax rate by **1.24 cents** cutting **\$12.35** a year from the current tax bill per **\$100,000** of value.

GENERAL FUND

This year General Fund costs will increase by **\$116,174** compared with last year's decrease of **\$1,367,267**.

The increase in expenditures is primarily due to the COLA for all employees. This is in stark contrast to last year's decrease in expenditures that was attributable to the completion of the Police Station and EOC. The completion of that project removed nearly **1.5 million** dollars from the general fund.

Capital Outlay: Equipment replacement this year is proposed in the amount of **\$241,400** for all departments. These are capital acquisitions with the exception of heavy equipment that must be purchased in order to continue the work program and insure the productivity of the city departments. These items range from books for the library to computer software to lease payments for patrol cars to fire fighter equipment.

Equipment Replacement Transfers Transfers from the equipment replacement fund to general fund are budgeted at a modest **\$32,000**. Transfers from all departments except

solid waste to equipment replacement are at lower levels due to the city values and desire to keep the tax rate as low as possible. The current economy has improved to the point where the sales tax is up 9 % and approaching record levels. The result is that the city has forgone any transfers to the equipment replacement fund in order to keep personnel wages competitive and city services and at their current levels. It is hoped that this will be short term and as the economy improves and values increase these transfers will be reinstated.

SOLID WASTE FUND

Revenues are estimated at **\$1,413,000** this represents increasing the current rates to residential and commercial garbage customers. Expenditures including transfers to other funds are also projected at **\$1,413,000**. The rate for these services will increase **0.50** per month from **\$16.86** to **\$17.36** in this budget. This increase will be used to fund the clean-up and neighborhood initiatives faced by Neighborhood Services. New construction clean up, demolition of dangerous and empty structures, and the maintaining and restoring peace and dignity of neighborhoods is what this increase will be funding.

Capital Outlay: There is no major purchase of a garbage truck scheduled for the 2015-2016 budget. There is a transfer to equipment replacement scheduled in 2014-2015.

Transfers: There two transfers scheduled to be made from this fund. One transfer is to equipment replacement budgeted in the 2014-2015 budgets from Solid Waste in the amount of **\$45,000**. The second is in the amount of **\$340,000** to city franchise fee. This allows an increase of **\$50,000** that will go to keep the streets rehabilitation budget at **\$300,000** for 2015-2016.

SYSTEMS FUND

Total revenues are projected from all sources except transfers are expected to be **\$4,974,500**. This is the same as last year's estimate. There is a **0.20 per 1000** gallon proposed increase on the water and a **0.20 per 1000** gallon increase on sewer over **2000** gallons. This will add about **\$1.00** to the **5,500** gallon average consumption utility bills. The average customer consumption has dropped from nearly **7000** gallons 5 to 7 years ago to about **5500** gallons today. This has caused a lower than expected revenues. **At the same time the city has experienced lower expenditures.** Over the next three years as the Cleveland water tower is painted and the septage receiving, station and water meter debt service is satisfied; we should be able to remove about **\$300,000** from the expenditure side of this budget next year then **\$150,000** the following year and another **\$225,000** the year after that. This added to the fact that revenue prediction are the same for the last two budgets and incrementally increasing fees should have this system fund balancing for the 2017-2018 budget at around **\$4,200,000**. This is right at the historical revenue amount the city has been generating in this fund for the last few years.

Capital Outlay: There are **\$602,000** budgeted to Capital Outlay for the Systems Fund. This represents painting the Cleveland water tower at **\$290,000**. Pay debt service of **\$225,000** on the meter upgrades. The remainder of **\$87,000** is allocated to purchase one truck, heavy equipment, building repairs and other small equipment and tools.

Transfers: Transfers from Systems are **\$1,153,054** with **\$608,054** to general fund as a franchise fee down from the current **\$655,000** and **\$545,000** debt service. Sales tax fund will provide **\$75,000** to debt service and EDC Fund will provide **\$475,000** to the Interest & Sinking Fund for debt service.

DEBT RETIREMENT

Certificates of Obligation: The debt service is set up to pay the refinanced 1996 series certificates for the construction of the city waste water plant. Additional debt was incurred from TWDB certificates of 5.7 million to begin the inflow and infiltration remediation. The amount budgeted to pay this debt service for 2016 which includes the city Emergency Operations Center and Police Station is **\$1,835,616**. A portion of this will be paid with tax revenue in the amount of **\$740,616** and the remainder will be paid from systems fund in the amount of **\$545,000**, sales tax fund in the amount of **\$75,000** and the EDC fund in the amount of **\$475,000**.

In the next budget 2016-2017 debt service will drop by **\$200,000** to **\$1,660,933** it will remain at that level for an additional year and then in 2018-2019 it will drop to **\$607,000** and remain at that level for the next 9 years. When this debt service drops the city needs to divert a large portion of those funds to a major street improvements project. My recommendation would be **\$1,000,000** per year for five to eight years paying as we go. This would require an additional **\$700,000** be added to the current street program. Taking into consideration the two upcoming drops in debt service, this will free up **\$200,000** in 2017 and 2018 and **\$1,000,000** in 2019 and thereafter.

PERSONNEL

Wages & Benefits: It is important to recognize the contributions of all the city employees. These contributions and dedication to their jobs insures a productive work force and a well-maintained city. The city employees are a valuable resource and should be treated accordingly. As a result of the reorganization and shrinking of the workforce and the step increase given to all eligible employees in the current budget; this budget has a recommendation to provide a COLA with 1.5% in October and 1.5% in April for all employees.

This budget recommends a COLA increase of 3% for all eligible employees delivered in two installments. This would cost the city about **\$120,000** across all funds, General, Sanitation and Systems.

Health Insurance: The Texas Municipal League Intergovernmental Employee Benefits Pool notified the City that premiums will go up slightly for the current plan. However, the city will be offered seven additional plans. These plans will have different deductibles and different coinsurance percentages. Employees now have the option to review and yearly choose the plan that is best for their particular situation. The city will increase the funding for health insurance from **\$630.00** per month to **\$650.00** per month an increase of **\$20.00** per month and continue to subsidize the dependent insurance by **\$280.00**. If the employee chooses a plan, out of the 8 plans offered, that has lower premiums than the amount provided by the city, the employee will be able to buy down their dependent

coverage or place the health savings account that will allow them to access the savings for other medical needs and services. This choice allows the employee to obtain coverage and deductibles that are designed to serve his individual family needs, and pay the corresponding amount for those higher or lower deductibles.

SALES TAX STATUS

The increase of Sales Tax Revenue was the foremost concern in the preparation of this budget, as these funds are intertwined into all major areas of the budget. Although current sales tax revenues increased by 3% to 5% over 2015 and are expected to increase by 5% to 9% for 2016 budget predictions, it is still prudent to be practical and cautious in budgeting this revenue.

Basically, our Sales Tax revenues flow into two areas in the budget. The first area is the Economic Development Corp. Fund, which receives the amount derived from the ½ cent sales tax that was adopted by the voters pursuant to Section 4-B of the Development Corporation Act of 1979. This amount is specifically dedicated to the retirement of debt applicable to the construction of the Wastewater Treatment Facility. The second stream of revenue flows into the General Fund, and is used to partially cover the various operations in that fund.

This budget predicts a projected increase of **\$100,000** over the current estimate of **\$1,300,000**. In the 2015 fiscal year the sales tax was showing about a **5% to 9%** increase. The expansion projects announced for local plants with associated construction estimates in the billions of dollars and current increases in sales tax rebates gives us confidence to raise this revenue by **\$100,000**. There are current indicators in the sales tax and the hotel motel tax that give us good reason to be more optimistic about increasing this revenue stream. The condition of the economy was the major reason for the 2008 slump in sales tax. We are optimistic that the economy has improved and that we will see an increase in this revenue stream to pre 2008 numbers. It is prudent to make realistic but cautious predictions about the future of this revenue stream. General Fund allocation will be predicted at **\$1,400,000**. The EDC amount will also increase proportionally at **\$700,000**.

It is difficult, if not impossible; to accurately predict factors that may affect buying trends and private business decisions that may be made in the next year. The sales tax predictions shown are the best estimates that could be achieved through a studied assessment of all information that was available at the time that this budget was formulated. In addition the proactive reaction of the city and chamber has helped to improve the business climate in the city.

CONCLUSION

- This budget should be reviewed in light of the objectives it was designed to accomplish:
- The careful review of current operations and the search for new revenue sources and maximizing of current revenue sources.
- The continuation of quality city services at a reasonable cost by reviewing current procedures and making improvements to operations.

- The Council's concern to balance the service demand and the ability of taxpayers to pay for that demand by establishing a reasonable tax rate of **69.36** cents. A decrease of **1.24** cents below the current rate of **70.60** cents. This budget has an M and O rate of **58.66** cents and an I and S rate of **10.70** cents.
- Recognition of the value and needs of all employees and their role in the efficient delivery of services; Employee initiated ideas have allowed for the cultivation of new revenue sources, purchasing savings, and much improved productivity.
- The timely replacement of capital and the maintenance and improvement of facilities for continued optimum use; the septage treatment program is expected to continue to generate additional revenue for this budget.
- Conformation of long-term goals designed to meet the basic infrastructure and utility needs of the city today and for the future.

The insight and guidance that was provided by members of the Council during the formative stages of this budget is appreciated.

Respectfully submitted,



D.E. Sosa
City Manager

ORDINANCE NO. 2015-10

ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF GROVES FOR THE 2015-2016 FISCAL YEAR, APPROPRIATING FUNDS FOR DISBURSEMENT FOR THE VARIOUS PURPOSES AND USES OF THE CITY, PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Charter of the City of Groves provides that the City Council shall adopt an appropriation ordinance each year, after public hearing and publication as provided in said Charter, showing the estimated income of the City from all sources and the disbursements for the various purposes for the fiscal year 2015-2016; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GROVES:

SECTION 1: - That the proposed budget for the fiscal year October 1, 2015 through September 30, 2016, of the City of Groves has been duly filed with the City Council of said City.

SECTION 2: - That proper public notice of the public hearing of such budget was made stating the place, date, and hour of such hearing, which was held in the Groves City Council Chamber in the City of Groves, Texas, 3947 Lincoln Avenue, on the 24th day of August, 2015, immediately following the regularly scheduled City Council meeting at 5:30 p.m., as required by law.

SECTION 3: - That the estimated amount of revenues to be made available from all sources for the fiscal year October 1, 2015, through September 30, 2016, is \$18,318,770.

SECTION 4: - That the sum of \$18,318,770 is appropriated and shall be disbursed for the following purposes and uses:

General Government - Mayor & City Council.....	\$	71,641
General Government - City Manager.....	\$	321,687
General Government - Human Resources.....	\$	220,765

General Government - Finance.....	\$ 441,053
Municipal Court.....	\$ 153,621
Library.....	\$ 339,905
Parks & Recreation.....	\$ 219,530
Police.....	\$ 2,876,318
Fire.....	\$ 1,496,649
Animal Control.....	\$ 74,700
Animal Shelter.....	\$ 31,400
Emergency Management.....	\$ 30,733
Inspections & Permits.....	\$ 123,700
Public Works & Engineering.....	\$ 226,565
Garage.....	\$ 364,251
Warehouse.....	\$ 8,876
Streets.....	\$ 1,079,786
City Property Maintenance.....	\$ 317,084
Special Items - General Fund.....	\$ 222,390
Solid Waste.....	\$ 1,073,000
Special Items - Solid Waste.....	\$ 340,000
Water Plant.....	\$ 1,465,276
Wastewater Plant.....	\$ 959,457
Customer Service.....	\$ 417,369
Water Distribution.....	\$ 973,344
Special Items - Systems Fund.....	\$ 1,159,054
General Obligation Debt Service.....	\$ 1,835,616
Special Items - Sales Tax Fund.....	\$ <u>1,475,000</u>
TOTAL.....	\$ 18,318,770

SECTION 5: - That the proposed budget for the fiscal year aforesaid, submitted to the City Council and on file and of record, is hereby adopted and approved.

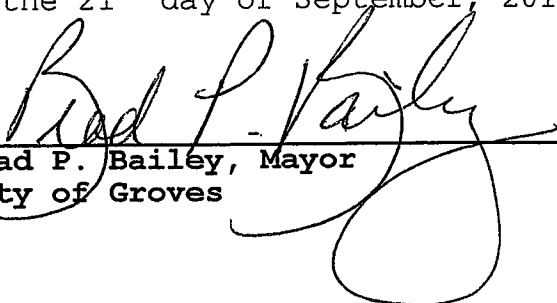
SECTION 6: - That pursuant to **Article VII, Section 2** of the City Charter, following the final public hearing, a summary of the information in this ordinance was published in the official newspaper of the city, that is, the Port Arthur News.

SECTION 7: - That this Annual Appropriation Ordinance is hereby adopted at least ten (10) days after its publication, and not later than September 30, 2014, as provided in the Charter of the City of Groves.

SECTION 8: - That if any provision, section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall for any reason be held to be unconstitutional, void, or invalid, such invalidity shall not affect the validity of the remaining provisions of this ordinance; and to this end all provisions of this ordinance are declared to be severable.


SECTION 9: - That this ordinance shall be in effect from and after its passage.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 21st day of September, 2015.



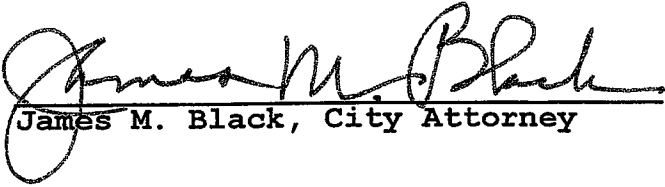
Brad P. Bailey, Mayor
City of Groves

ATTEST:



Kimbra B. Lowery, City Clerk

The foregoing ordinance, including all the provisions thereof, is hereby approved as to form and legality.


James M. Black, City Attorney

ORDINANCE NO. 2015-11

AN ORDINANCE APPROVING THE TAX ASSESSMENT ROLLS FOR THE YEAR 2015, LEVYING AND ASSESSING TAXES FOR THE SUPPORT OF THE CITY OF GROVES AND THE MUNICIPAL GOVERNMENT THEREOF; APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND LEVYING AND ASSESSING A HOTEL OCCUPANCY TAX; PROVIDING THE DATE FOR THE COLLECTION OF TAXES; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, pursuant to the provisions of the Tax Code of the State of Texas, the tax assessment rolls to be used for the collection of taxes for the captioned year, wherein the value of all property situated within the City of Groves, subject to ad valorem taxes for the year 2015, was fixed by Angela Bellard, Chief Appraiser of Jefferson County Appraisal District, at a total value of \$783,742,202; now therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GROVES:

SECTION 1: - That the tax assessment roll furnished to the City Council by the Tax Assessor of the City, based upon the certified roll furnished to the Tax Assessor by Angela Bellard, Chief Appraiser of Jefferson County Appraisal District, certifying a total value of \$783,792,202, less all exemptions provided by either State law or City ordinance in the amount of \$79,557,610, for a total taxable value of \$704,234,592, shall become the tax assessment roll of the City of Groves for the year 2015.

SECTION 2: - That there is hereby levied for the current year 2015, and there shall be collected for the use and support of the municipal government of the City of Groves, and to provide interest and sinking funds for the fiscal year ending September 30, 2016, upon all property, real, personal, and mixed, within the corporate limits of said City subject to taxation, a tax of 69.3650 cents on each \$100.00 valuation of property; said tax being so levied and apportioned to the specific purposes hereinafter set forth:

(a) For the maintenance and support of the general government (General Fund), 58.6618 cents on each \$100 valuation of property; and

(b) For the Interest & Sinking Fund, 10.7032 cents of each \$100 valuation of property.

SECTION 3: - That the Jefferson County Tax Assessor-Collector (who, pursuant to contract, is the Tax Assessor-Collector for the City of Groves) is hereby directed to prepare Tax Statements and proceed with the collections of the 2015 taxable year, and the amounts collected shall be deposited in the Depository of the City of Groves, to be distributed in accordance with this Ordinance.

SECTION 4: - That there is hereby levied a hotel occupancy tax as provided by State law which shall be collected as

provided by State law.

SECTION 5: - That except as provided by Sections 31.031, 31.032 and 31.04 of the Property Tax Code, the ad valorem taxes hereby levied for the year 2015 shall become due and payable on receipt of the tax bill and are delinquent if not paid before February 1, 2016, as provided by Section 31.02 of the Property Tax Code.

(a) As provided by Section 33.01 of the Property Tax Code, after delinquency, the following penalty shall be due and payable thereon, to-wit: During the month of February, six percent (6%); during the month of March, seven percent (7%); during the month of April, eight percent (8%); during the month of May, nine percent (9%); during the month of June, ten percent (10%); and on and after the first day of July, twelve percent (12%).

(b) The split-payment option for payment of taxes as authorized by Section 31.03 of the Property Tax Code, is hereby revoked.

(c) A delinquent tax also accrues interest at a rate of one percent (1%) for each month or portion of a month the tax remains unpaid, to compensate the taxing unit for revenue lost because

of the delinquency, as provided by Section 33.01 of the Property Tax Code.

(d) The additional penalties for collection costs provided by Sections 33.07 and 33.08 of the Property Tax Code are also adopted.

(e) The Tax Assessor-Collector shall, as of July 1, 2016, compile a list of the lands, lots, and/or property on which any taxes for the year 2015 are delinquent, charging against the same all unpaid taxes assessed against the owner thereof on the rolls for that year.

Penalties, interest, and costs accrued against any land, lots, and/or property need not be entered by the Tax Assessor-Collector on said list, but in each and every instance, all such penalties, interest, and costs shall be and remain a statutory charge with the same force and effect as if entered on said list. Also, the Tax Assessor-Collector shall calculate and charge all such penalties, interest, and costs on all delinquent tax receipts issued by her.

Said list, on the rolls or books on file in the office of the Tax Assessor-Collector, shall be

prima facie evidence that all the requirements of the law have been complied with as to regularity of listing, assessing, and levying all taxes therein set out, and that the amount assessed against said real estate is a true and correct charge. If the description of the real estate in said list or assessment rolls or books is not sufficient to identify the same, but a sufficient description exists in the office of the Tax Assessor-Collector, then such description shall be admissible as evidence of the description of the property.

SECTION 6: - That all receipts of the City not specifically apportioned by this ordinance are hereby made payable to the General Fund of said City.


SECTION 7: - That the tax rate and the calculations used to determine the tax rate together with the estimated amount of Interest and Sinking Fund balances and the estimated amount of Maintenance and Operation, or General Fund balances, remaining at the end of the current fiscal year which are not encumbered with or by corresponding existing debt obligation, was published in the Port Arthur News, a newspaper of general circulation within the City of Groves, in a manner designated to come to the attention of

all owners of property in the City, as provided by Section 26.04 (e), V.T.C.A. Tax Code.

SECTION 8: - That if any provision, section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall for any reason be held to be unconstitutional, void, or invalid, such invalidity shall not affect the validity of the remaining provisions of this ordinance; and to this end all provisions of this ordinance are declared to be severable.

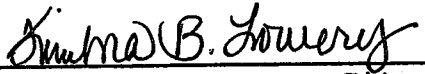
SECTION 9: - That this ordinance shall be in effect from and after its passage.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 21st day of September, 2015.



Brad P. Bailey, Mayor
City of Groves

ATTEST:



Kimbra B. Lowery, City Clerk

The foregoing ordinance, including all the provisions thereof, is hereby approved as to form and legality.



James M. Black, City Attorney

CITY OF GROVES

MAYOR/CITY COUNCIL

ALL BOARDS & COMMITTEES

CITY MARSHAL

MUNICIPAL COURT
 1 Court Clk.
 1 P/T Judge
 1 P/T Bailiff

POLICE DEPT.
 1 Marshal 19 Officers
 5 Crossing Guards
 1 Sec. 2 P/T Sec.

CITY ATTORNEY

CITY JUDGE

CITY MANAGER
 1 City Manager

CITY AUDITOR

EMERGENCY MANAGEMENT

DIRECTOR OF LIBRARY

LIBRARY
 1 Director
 1 Lib. Asst I
 1 Lib. Asst II
 1 P/T ee
 1 P/T student ee

BUILDING OFFICIAL

INSPECTIONS & PERMITS
 1 Director
 1 Drafting Tech
 1 Asst.
 1 P/T Office
 2 P/T Inspectors

CITY CLERK/ EXECUTIVE ASSISTANT
 1 City Clk/Asst.

DIRECTOR OF HUMAN RESOURCES

HUMAN RESOURCES
 1 Director
 1 Asst.

PARKS & RECREATION
 1 Asst
 2 Laborer I
 1 Custodian
 1 Lt Equip Opr
 2 P/T Facility
 1 P/T

PUBLIC WORKS Director

WWATER PLANT
 1 Chf WWP Opr
 2 WWP Oprs
 ½ Laborer II

WATER PLANT
 1 Chf WP Opr
 4 WP Opr.
 ½ Laborer II

WATER DISTRIBUTION
 1 Supervisor
 2 Laborer II
 1 Hwy Equip Opr II
 1 Laborer I

WASTEWATER COLLECTION
 1 Hwy Equip Opr I
 1 Hwy Equip Opr II
 2 Laborer II
 1 Laborer I

GARAGE/SOLID WASTE
 1 Supv
 3 Mechanics

SOLID WASTE
 5 SW Equipment Opr.

STREETS
 1 Foreman
 1 Utility Opr
 1 Hwy Equip Opr II
 1 Lt Equip Opr I
 1 Laborer II
 2 Laborer I

DRAINAGE
 1 Hwy Equip Opr
 3 Laborer II

DIRECTOR OF FINANCE

FINANCE
 Director
 1 Asst
 1 Warehouse Clk

CUSTOMER SERVICE
 Supervisor
 2 Reps
 1 P/T Rep
 1 Meter Reader

FIRE CHIEF

FIRE
 1 Chief
 1 Asst Chf
 3 Captains
 9 Fighters

EMERGENCY MANAGEMENT

ANIMAL CONTROL
 ANIMAL SHELTER
 1 Agent

COMMUNICATIONS SYSTEMS

BUDGET SUMMARIES

**City of Groves
Annual Fiscal Budget
2015-2016**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Revenue	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
General Fund	\$ 11,488,244	\$ 8,504,480	\$ 10,609,744	\$ 8,620,655
Solid Waste Fund	1,297,260	1,413,000	1,135,793	1,413,000
Systems Fund	4,469,498	4,974,500	3,940,922	4,974,500
Sales Tax Fund	1,787,966	1,404,501	1,210,253	1,475,000
Debt Service Fund	1,527,276	1,837,882	1,838,587	1,835,616
Total Revenue	\$ 20,570,244	\$ 18,134,363	\$ 18,735,299	\$ 18,318,771
Expenditures				
General Fund	\$ 9,658,650	\$ 8,504,481	\$ 12,118,020	\$ 8,620,654
Solid Waste Fund	1,376,693	1,413,000	1,132,079	1,413,000
Systems Fund	4,337,901	4,974,501	3,738,992	4,974,500
Sales Tax Fund	1,798,515	1,404,500	1,475,000	1,475,000
Debt Service Fund	1,605,704	1,837,882	1,828,019	1,835,616
Total Expenditures	\$ 18,777,463	\$ 18,134,362	\$ 20,292,110	\$ 18,318,770
Revenues Over(Under) Expenditures	\$ 1,792,781	\$ -	\$ (1,556,811)	\$ -

City of Groves
Annual Fiscal Budget
2015-2016

SUMMARY STATEMENT OF EXPENDITURES BY DEPARTMENT

	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
General Fund				
Mayor & Council	\$ 65,814	\$ 65,599	\$ 63,185	\$ 71,641
City Manager	299,523	304,289	297,194	321,687
Human Resources	195,921	211,593	195,506	220,765
Finance	351,124	419,196	329,768	441,053
Municipal Court	116,547	149,900	127,321	153,621
Library	289,634	325,418	320,608	339,905
Parks & Recreation	226,858	209,708	243,586	219,530
Police	3,554,586	2,904,902	5,798,039	2,876,318
Fire	1,495,051	1,454,667	1,387,649	1,496,649
Animal Control	73,894	71,743	101,430	74,700
Emergency Management	14,247	30,669	6,570	30,733
Animal Shelter	24,838	31,400	23,347	31,400
Inspections & Permits	113,375	122,654	111,759	123,700
Public Works & Administration	193,760	229,709	210,359	226,565
Garage	300,241	348,426	306,002	364,251
Warehouse	70,298	8,876	7,921	8,876
Streets	780,632	1,224,985	602,610	1,079,786
Drainage	335,971	-	302,391	-
City Property Maintenance	159,626	179,647	167,535	317,084
Special Items	996,717	211,100	1,515,253	222,390
Total General Fund	\$ 9,658,650	\$ 8,504,481	\$ 12,118,020	\$ 8,620,654
Solid Waste Fund				
Solid Waste	\$ 1,196,693	\$ 1,054,890	\$ 852,077	\$ 1,073,000
Administration	180,000	358,110	280,000	340,000
Total Solid Waste Fund	\$ 1,376,693	\$ 1,413,000	\$ 1,132,079	\$ 1,413,000
Systems Fund				
Water Plant	\$ 1,055,093	\$ 1,395,962	\$ 1,094,348	\$ 1,465,276
Wastewater Plant	977,209	955,762	768,779	959,457
Customer Service	290,852	503,611	487,296	417,369
Water Distribution	417,832	895,379	809,579	973,344
Wastewater Collection	580,427	-	16,745	-
Administration	1,016,488	1,223,786	562,245	1,159,054
Total Systems Fund	\$ 4,337,901	\$ 4,974,501	\$ 3,738,992	\$ 4,974,500
Sales Tax Fund				
Transfers	\$ 1,798,515	\$ 1,404,500	\$ 1,475,000	\$ 1,475,000
Total Sales Tax Fund	\$ 1,798,515	\$ 1,404,500	\$ 1,475,000	\$ 1,475,000
Interest & Sinking Fund				
Debt Retirement	\$ 1,605,704	\$ 1,837,882	\$ 1,828,019	\$ 1,835,616
Total I & S Fund	\$ 1,605,704	\$ 1,837,882	\$ 1,828,019	\$ 1,835,616
Total Expenditures	\$ 18,777,463	\$ 18,134,364	\$ 20,292,110	\$ 18,318,770

GENERAL FUND

City of Groves Annual Fiscal Budget 2015-2016

GENERAL FUND SUMMARY #01

Beginning Year Gross Fund Balance 10-01-14	\$	852,291
 FYE 2015		
Current Estimated Revenues		10,609,744
Current Estimated Expenses		(12,118,020)
		(1,508,276)
 Projected Gross Fund Balance 9-30-15	 \$	 (655,985)
 FYE 2016		
Estimated Gross Fund Balance 10-01-15	\$	(655,985)
Proposed Revenues		8,620,654
Total FYE 2016 Resources	\$	7,964,669
 Proposed M&O Expenditures	 \$	 (8,388,754)
Proposed Capital Outlay		(231,900)
Proposed Transfer to Equipment Replacement		-
Total Proposed Expenditures	\$	(8,620,654)
 Gross Fund Balance	 \$	 (655,985)
 Restricted/Designated Fund Balance Items:		
Municipal Court Security	\$	26,005
Municipal Court Technology		32,800
Hotel Occupancy		228,274
	\$	287,079
 Projected Undesignated Fund Balance 9-30-16	 \$	 (943,064)

**City of Groves
Annual Fiscal Budget
2015-2016**

STATEMENT OF REVENUES AND EXPENDITURES

General Fund

Revenue	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Current Taxes	\$ 4,041,386	\$ 4,105,400	\$ 3,912,029	\$ 4,048,500
Delinquent Taxes	118,446	195,000	122,307	185,000
Hotel Tax	53,320	100,000	55,942	100,000
Liquor License	2,165	3,000	2,143	3,000
Penalties & Interest	73,225	90,000	90,842	90,000
Permits	81,472	91,500	79,907	102,500
Franchise Fees	967,774	1,050,000	891,139	1,100,000
License Fees	16,748	17,200	15,232	23,500
Demolition Revenue	969	1,000	151	5,000
Animal Control	(45,260)	1,500	1,660	24,700
Grass Cutting	10,148	5,000	12,237	10,000
Recreation Fees	40,842	42,000	36,548	52,000
Library Income	6,935	59,700	21,859	11,700
Fines & Court Costs	160,534	223,200	121,689	230,200
Miscellaneous	4,019,942	1,219,480	3,945,202	1,234,054
Earnings of Investments	38	500	450	500
Transfers In	1,939,560	1,300,000	1,300,407	1,400,000
Total Revenue	\$ 11,488,244	\$ 8,504,480	\$ 10,609,744	\$ 8,620,654
Expenditures				
Personnel Services	\$ 5,835,665	\$ 6,030,867	\$ 5,702,625	\$ 6,045,353
Supplies	237,348	254,500	230,540	261,600
Maintenance	121,873	143,825	129,456	157,600
Services	686,319	706,895	538,354	726,025
Miscellaneous	1,896,485	1,149,494	5,359,119	1,177,176
Capital Outlay	880,967	218,900	157,939	241,900
Transfers Out	-	-	-	11,000
Total Expenditures	\$ 9,658,657	\$ 8,504,481	\$ 12,118,033	\$ 8,620,654
Revenues Over(Under) Expenditures	\$ 1,829,587	\$ -	\$ (1,508,289)	\$ -

**City of Groves
Annual Fiscal Budget
2015-2016**

STATEMENT OF REVENUES

General Fund	01-4-00
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Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Taxes					
310-48	Delinquent Taxes	\$ 118,446	\$ 195,000	\$ 122,307	\$ 185,000
310-49	Current Taxes	4,041,386	4,105,400	3,912,029	4,048,500
312-10	Hotel Tax	53,320	100,000	55,942	100,000
312-15	Liquor License	2,165	3,000	2,143	3,000
319-00	Current Penalty & Interest	42,384	40,000	41,135	40,000
319-10	Delinquent Penalty & Interest	30,841	50,000	49,707	50,000
Total Taxes		\$ 4,288,542	\$ 4,493,400	\$ 4,183,263	\$ 4,426,500
Permits, Fees & Other					
322-10	Building Permits	\$ 52,657	\$ 60,000	\$ 49,152	\$ 70,000
322-15	Electrical Permits	11,701	12,000	11,935	12,000
322-20	Plumbing Permits	9,352	10,000	11,917	11,000
322-60	Cert of Occupancy - Residential	500	1,000	600	1,000
322-65	Cert of Occupancy - Commercial	200	1,000	200	1,000
322-70	Rental Property Inspec Fees	7,062	7,500	6,103	7,500
322-80	Franchise Fees	967,774	1,050,000	891,139	1,100,000
322-90	License Fees	7,488	5,000	5,370	10,000
322-95	Demolition Revenue	969	1,000	151	5,000
325-10	License Fee - General Contactor	-	-	-	-
325-11	License Fee - Gen Contactor Renewal	1,300	1,000	1,050	1,500
325-20	License Fee - Elect - Master	3,000	2,000	2,400	3,000
325-21	License Fee - Elect - Journeyman	495	500	390	500
325-30	License Fee - Plumber	75	-	-	-
325-40	License Fee - Mechanical	1,500	1,500	1,650	2,000
325-50	License Fee - Firealarm/suppr	645	1,200	1,175	1,500
338-10	Animal Shelter	(50,053)	-	-	16,200
338-11	Crematorium Reimbursement	4,425	-	-	7,000
344-90	Return Check Fee	75	-	25	-
345-50	Animal Control	368	1,500	1,660	1,500
346-00	Grass Cutting	10,148	5,000	12,237	10,000
347-50	Recreation Building Rentals	38,366	40,000	34,295	50,000
347-51	Library Building Rentals	-	12,000	25	1,000
347-60	Library Fees	3,128	3,500	3,260	3,500
347-61	Library Copy Machine	2,185	2,200	2,193	2,200
347-62	Library Miscellaneous	1,622	42,000	6,885	5,000
347-80	Class Fees	2,476	2,000	2,253	2,000
350-00	Accident Reports	1,346	1,200	925	1,200
350-50	Birth/Death Certificates	2,015	2,000	2,052	2,000
351-10	Municipal Court Fees	144,747	210,000	107,042	210,000
352-10	Warrant Fees	10,637	10,000	11,670	12,000
353-10	Court Restitution	(45)	-	-	-
359-10	Misc. Police Grants	1,834	-	-	5,000
359-11	Misc. Fire Grants	1,000	-	-	1,000
359-12	Sane Exam Reimbursement	-	-	-	-
360-00	Miscellaneous	35,804	36,000	50,181	40,000
361-10	Earnings on Investments	38	500	450	500

361-30	Hebert Grant	-	-	7,000	-
362-10	Trailer Licenses-Annual	54	1,000	68	1,000
362-20	Trailer Licenses-Monthly	2,191	5,000	3,129	4,000
363-10	Water Tower Advertising	2,500	1,000	-	3,000
363-30	Garbage Truck Advertising	300	-	300	-
367-09	Tx State Library Grant	-	-	2,496	-
369-10	Insurance Reimbursement	39,447	40,000	23,007	25,000
369-30	Sale of Equipment	266	2,000	-	2,000
369-50	Sale of Park ILand	-	-	-	90,000
Total Permits, Fees & Other		\$ 1,319,592	\$ 1,570,600	\$ 1,254,385	\$ 1,721,100
Miscellaneous					
370-01	PD Leose State Grant	\$ -	\$ -	\$ 1,937	\$ -
370-03	2013 SHSP-LETPP	\$ -	-	\$ 17,725	-
375-02	2009 SHSP - LEAP	-	-	-	-
375-03	2010 SHSP	-	-	-	-
375-04	Port Security Grant - EOC	654,513	-	1,584,940	-
375-05	Donated Land - EOC	-	-	-	-
375-06	2011 SHSP Grant	16,598	-	-	-
375-07	2011 SHSP-LETPA Grant	17,344	-	-	-
375-08	Jag Grant	-	-	30,618	-
375-09	2015 Jag Grant	-	19,980	-	-
376-00	Impact Grant Reimbursement-Library	6,500	-	-	-
376-01	TSLAC-Edge Grant Reimbursement	-	-	4,837	-
377-00	Forest Service Grant	595	500	-	-
380-00	City Franchise Fee	620,000	995,000	820,000	948,054
380-10	EDC Administration Fee	125,000	125,000	125,000	125,000
901-11	2013 Bond Proceeds	2,500,000	-	-	-
906-25	Other - FEMA	-	-	1,286,632	-
Total Miscellaneous		\$ 3,940,550	\$ 1,140,480	3,871,689	\$ 1,073,054
Operating Transfers In					
390-24	Transfer from PD Drug Forfeiture	\$ 145	\$ -	-	\$ -
390-30	Transfer from Sales Tax Fund	1,905,515	1,300,000	1,275,000	1,400,000
390-45	Transfer from Systems	3,000	-	-	-
390-55	Transfer from Equipment Replacement	30,900	-	25,407	-
Total Operating Transfers		\$ 1,939,560	\$ 1,300,000	\$ 1,300,407	\$ 1,400,000
Total General Fund Revenue		\$ 11,488,244	\$ 8,504,480	\$ 10,609,744	\$ 8,620,654

City Council

The City Council, as a legislative and policy representative of the citizens, establishes policies as a guide for all City activities. Every operation within the City is conceived within the framework of the Ordinances and Resolutions adopted by the elected City Council.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund	
Department - City Council	01-5-01

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 3,530	\$ 1,700	\$ 6,428	\$ 1,700
01-040	Social Security	1,531	1,599	1,577	1,599
01-080	Workers Compensation	7	-	3	42
01-100	Expense Allowance	7,680	19,200	6,080	9,600
	Total Personnel Services	\$ 12,748	\$ 22,499	\$ 14,088	\$ 12,941
Supplies					
02-010	Office Supplies	\$ 167	\$ 300	\$ 210	\$ 300
02-040	Miscellaneous Supplies	188	200	366	200
02-050	Data Supplies	-	100	28	100
	Total Supplies	\$ 355	\$ 600	\$ 604	\$ 600
Services					
04-200	Communication	\$ 328	\$ 500	\$ 528	\$ 500
	Total Utilities & Telephone	\$ 328	\$ 500	\$ 528	\$ 500
Miscellaneous					
06-330	City Attorney	\$ 36,000	\$ 36,000	\$ 33,000	\$ 36,000
07-010	Training	9,238	2,000	9,150	14,600
07-020	TML Conference	1,600	1,000	910	1,000
07-030	TML Region 16 Meetings	50	300	-	300
07-390	Insurance & Bonds	74	200	137	200
07-420	Contingencies	5,421	2,500	4,768	5,500
	Total Miscellaneous	\$ 52,383	\$ 42,000	\$ 47,965	\$ 57,600
Department Total		\$ 65,814	\$ 65,599	\$ 63,185	\$ 71,641

City Manager

The City Manager coordinates and directs the activities of various City functions so policies of the City Council will be carried out in an efficient and economical manner. He is responsible to and serves at the will and pleasure of the City Council; he may be removed at any time by a majority vote of that body.

He is the Chief Administrative Officer of the City and is charged with the responsibility of properly executing the laws, ordinances and policies adopted by the governing body. He acts as the Budget Officer for the City.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - City Manager 01-5-02

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 199,279	\$ 204,411	\$ 195,570	\$ 218,639
01-040	Social Security	14,193	16,188	13,890	16,726
01-050	TMRS	20,446	20,331	20,448	19,798
01-070	Hospitalization	17,352	18,869	17,760	19,349
01-080	Workers Compensation	505	326	442	407
01-160	ICMA	6,900	7,035	7,032	7,272
01-250	Life Insurance	1,031	1,329	1,039	1,396
	Total Personnel Services	\$ 259,706	\$ 268,489	\$ 256,181	\$ 283,587
Supplies					
02-010	Office Supplies	\$ 2,308	\$ 2,400	\$ 3,736	\$ 2,400
02-040	Miscellaneous Supplies	3,043	-	2,060	1,000
05-050	Data Processing Supplies	-	1,000	28	-
02-100	Postage	-	500	44	-
	Total Supplies	\$ 5,351	\$ 3,900	\$ 5,868	\$ 3,400
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 700	\$ 375	\$ 400
03-030	Equipment Maint. & Repair	639	300	818	400
	Total Maintenance	\$ 639	\$ 1,000	\$ 1,193	\$ 800
Services					
04-200	Communication	\$ 4,176	\$ 3,200	\$ 3,573	\$ 3,200
	Total Services	\$ 4,176	\$ 3,200	\$ 3,573	\$ 3,200
Miscellaneous					
06-050	Ordinance Codification	\$ 2,358	\$ 2,000	\$ 2,160	\$ 2,000
06-090	Dues & Subscriptions	6,530	6,500	6,267	6,500
07-010	Training	5,588	5,000	6,645	5,000
07-050	Auto	7,200	7,200	7,222	7,200
07-080	Election	3,532	2,000	3,290	5,000
07-390	Insurance & Bonds	4,443	5,000	4,795	5,000
	Total Miscellaneous	\$ 29,651	\$ 27,700	\$ 30,379	\$ 30,700
Department Total		\$ 299,523	\$ 304,289	\$ 297,194	\$ 321,687

Human Resources

Functions of the Human Resource Department includes recruitment of employees at all levels, risk management, safety, insurance, job analysis, job classification, compensation administration, evaluation and maintenance of benefits, personnel policy administration and development, grievance resolution, worker's compensation administration, maintenance of personnel files and records, labor negotiations, maintaining employee data base.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Dept. - Human Resources 01-5-03

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-215	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 123,781	\$ 127,042	\$ 122,565	\$ 129,819
01-020	Overtime	-	200	-	-
01-040	Social Security	9,250	9,719	9,140	9,931
01-050	TMRS	12,240	12,206	12,384	11,755
01-070	Hospitalization	17,352	18,824	17,760	19,304
01-080	Workers Compensation	293	326	279	407
01-160	ICMA	4,467	5,082	4,996	5,193
	Life Insurance	729	844	770	906
	Total Personnel Services	\$ 168,112	\$ 174,243	\$ 167,894	\$ 177,315
Supplies					
02-010	Office Supplies	\$ 750	\$ 1,000	\$ 625	\$ 1,000
02-040	Miscellaneous Supplies	461	1,000	600	1,000
02-050	Data Processing Supplies	192	400	28	900
02-100	Postage & Rental	10,128	10,200	10,621	11,400
	Total Supplies	\$ 11,531	\$ 12,600	\$ 11,874	\$ 14,300
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ -	\$ 24	\$ -
03-030	Equipment Maint. & Repair	2,476	1,000	130	1,000
	Total Maintenance	\$ 2,476	\$ 1,000	\$ 154	\$ 1,000
Services					
04-200	Communication	\$ 2,249	\$ 2,650	\$ 2,397	\$ 2,650
	Total Services	\$ 2,249	\$ 2,650	\$ 2,397	\$ 2,650
Miscellaneous					
06-090	Dues & Subscriptions	\$ 805	\$ 1,000	\$ 140	\$ 1,000
06-146	State Fees	88	150	59	150
07-010	Training	527	1,500	36	5,000
07-015	EAP	-	1,600	1,508	1,600
07-020	Safety Program	4,100	2,600	2,565	4,500
07-390	Insurance & Bonds	261	500	362	500
07-450	Service Awards	1,453	2,250	580	2,250
07-620	Pre-employment Screening	3,304	4,000	5,529	5,500
07-650	Legal Fees	1,015	7,500	2,408	3,000
	Total Miscellaneous	\$ 11,553	\$ 21,100	\$ 13,187	\$ 23,500

Capital Outlay

05-03-09-670 Equipment Replacement
Total Capital Outlay

\$ 2,000
\$ 2,000

Department Total

\$ 195,921 \$ 211,593 \$ 195,506 \$ 220,765

Finance

The Finance Department is responsible for the financial administration, accounting, treasury, cash management, and utility billing functions of the City. The Director of Finance administers all fiscal affairs of the City, including duties and responsibilities pertaining to the City's accounting system, disbursement of funds, collection of revenue, financial reporting, etc. The Department manages the annual audit, assists the City Manager in preparation of the annual budget and advises management on all aspects of financial planning and debt management of the City.

The Director of Finance is the designated Computer Network Administrator for the City. Responsibilities include overall administration, maintenance, monitoring and security of all computers owned by the City.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund	
Department - Finance	01-5-05

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 133,479	\$ 170,742	\$ 129,455	\$ 183,962
01-020	Overtime	-	100	-	-
01-040	Social Security	9,900	13,903	9,547	14,073
01-050	TMRS	13,253	17,461	13,086	16,658
01-070	Hospitalization	17,352	26,579	17,760	27,299
01-080	Workers Compensation	331	326	303	407
01-160	ICMA	3,548	5,492	4,235	5,613
01-250	Life Insurance	767	1,143	784	1,191
	Total Personnel Services	\$ 178,630	\$ 235,746	\$ 175,170	\$ 249,203
Supplies					
02-010	Office Supplies	\$ 566	\$ 500	\$ 206	\$ 500
02-040	Miscellaneous Supplies	898	400	679	400
02-050	Data Processing Supplies	820	2,500	676	2,500
02-100	Postage	16	100	-	-
	Total Supplies	\$ 2,300	\$ 3,500	\$ 1,561	\$ 3,400
Maintenance					
03-020	Furniture & Fixtures	\$ 96	\$ 250	\$ 30	\$ 250
03-030	Equipment Maint. & Repair	360	250	-	250
	Total Maintenance	\$ 456	\$ 500	\$ 30	\$ 500
Services					
04-200	Communication	\$ 913	\$ 1,000	\$ 995	\$ 1,000
	Total Services	\$ 913	\$ 1,000	\$ 995	\$ 1,000
Miscellaneous					
06-020	City Auditor	\$ 37,000	\$ 42,000	\$ 41,500	\$ 27,000
06-060	Single Appraisal Payment	49,809	56,000	35,695	56,000
06-090	Dues & Subscriptions	1,358	2,000	608	2,000
06-185	Lien Filing Fees	2,080	1,500	3,810	3,000
06-195	Lot Cleanup/Grass Cutting	6,060	3,000	4,928	5,000
06-270	Contract Services	16,247	18,000	16,549	18,000
06-300	Collection Contract	3,289	3,500	3,248	3,500
07-010	Training	-	1,000	240	1,000
07-390	Insurance & Bonds	490	950	589	950
	Total Miscellaneous	\$ 116,333	\$ 127,950	\$ 107,167	\$ 116,450

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund	
Department - Finance	01-5-05

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Capital Outlay					
09-010	Capital Outlay	\$ 36,722	\$ -	\$ -	
09-770	Equipment	-	500	-	500
09-900	Computer System/Software	15,770	50,000	44,845	70,000
	Total Capital Outlay	<u>\$ 52,492</u>	<u>\$ 50,500</u>	<u>\$ 44,845</u>	<u>\$ 70,500</u>
Transfers to Equip. Replacement					
05-05-55-670	Equip. Replacement Transfer				<u>\$ -</u>
	Total Transfer to Equip. Rep.				<u>\$ -</u>
Department Total		<u>\$ 351,124</u>	<u>\$ 419,196</u>	<u>\$ 329,768</u>	<u>\$ 441,053</u>

Municipal Court

Municipal Court enforces Class C misdemeanor criminal laws and ordinances of the City. It supports the local community by providing efficient and effective services through the promotion of justice. The Municipal Court is responsible for maintaining accurate records of all cases.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund	
Department - Municipal Court	01-5-13

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 67,393	\$ 92,140	\$ 64,662	\$ 93,219
01-020	Overtime	2,529	5,000	3,292	5,000
01-040	Social Security	5,331	7,049	5,314	7,131
01-050	TMRS	5,118	4,724	5,195	8,441
01-070	Hospitalization	10,356	11,070	10,560	11,310
01-080	Workers Compensation	167	326	217	407
01-160	ICMA	1,554	1,475	1,608	1,507
01-250	Life Insurance	272	306	281	316
	Total Personnel Services	\$ 92,720	\$ 122,090	\$ 91,129	\$ 127,331
Supplies					
02-010	Office Supplies	\$ 1,260	\$ 1,300	\$ 1,229	\$ 1,300
02-040	Miscellaneous Supplies	282	300	184	300
02-050	Data Processing Supplies	-	1,250	-	1,250
02-120	Contract Labor - Judge	320	1,000	460	1,000
	Total Supplies	\$ 1,862	\$ 3,850	\$ 1,873	\$ 3,850
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 300	\$ 229	\$ 300
03-030	Equipment Maint. & Repair	-	700	-	700
	Total Maintenance	\$ -	\$ 1,000	\$ 229	\$ 1,000
Services					
05-200	Communication	\$ 568	\$ 1,020	\$ 527	\$ 2,000
	Total Services	\$ 568	\$ 1,020	\$ 527	\$ 2,000
Miscellaneous					
06-010	City Prosecutor	\$ 8,700	\$ 12,000	\$ 11,000	\$ 12,000
06-090	Dues & Subscriptions	811	1,500	2,258	1,500
07-010	Training	2,547	2,500	1,101	2,500
07-390	Insurance & Bonds	149	440	261	440
	Total Miscellenous	\$ 12,207	\$ 16,440	\$ 14,620	\$ 16,440
Capital Outlay					
09-230	Court Security	\$ 3,150	\$ 3,000	\$ 4,125	\$ 3,000
09-240	Court Technology	6,040	2,500	14,818	-
09-670	Transfer to Equipment Replacement	-	-	-	-
	Total Capital Outlay	\$ 9,190	\$ 5,500	\$ 18,943	\$ 3,000
Department Total		\$ 116,547	\$ 149,900	\$ 127,321	\$ 153,621

Library

To provide books and other reading material for the use of Citizens in order to broaden the cultural life of the individual and to encourage reading for the purpose of self improvement and relaxation.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund	
Department - Library	01-5-21

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 162,296	\$ 182,999	\$ 164,109	\$ 184,921
01-040	Social Security	12,138	13,999	12,236	14,146
01-050	TMRS	14,181	14,400	14,182	15,012
01-070	Hospitalization	24,348	26,323	24,960	34,843
01-080	Workers Compensation	401	324	379	273
01-160	ICMA	4,393	4,581	4,475	4,733
01-250	Life Insurance	832	942	851	977
	Total Personnel Services	<u>\$ 218,589</u>	<u>\$ 243,568</u>	<u>\$ 221,192</u>	<u>\$ 254,905</u>
Supplies					
02-010	Office Supplies	\$ 2,269	\$ 2,000	\$ 2,654	\$ 2,200
02-040	Miscellaneous Supplies	2,226	2,000	3,371	2,200
02-100	Postage	(173)	500	1,039	-
	Total Supplies	<u>\$ 4,322</u>	<u>\$ 4,500</u>	<u>\$ 7,064</u>	<u>\$ 4,400</u>
Maintenance					
03-010	Building & Grounds	\$ 3,858	\$ 6,300	\$ 15,007	\$ 6,500
03-030	Equipment Maint. & Repair	5,289	6,200	5,717	6,500
	Total Maintenance	<u>\$ 9,147</u>	<u>\$ 12,500</u>	<u>\$ 20,724</u>	<u>\$ 13,000</u>
Services					
04-010	Electricity	\$ 9,299	\$ 11,000	\$ 8,688	\$ 10,000
04-100	Natural Gas	865	900	1,255	950
04-200	Communication	4,437	6,000	5,895	4,000
	Total Services	<u>\$ 14,601</u>	<u>\$ 17,900</u>	<u>\$ 15,838</u>	<u>\$ 14,950</u>

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Library 01-5-21

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Miscellaneous					
06-080	Periodicals	\$ 1,243	\$ 850	\$ 396	\$ 850
06-090	Dues & Subscriptions	502	750	766	850
06-270	Contract Services	1,229	4,000	3,616	7,500
07-010	Training	25	550	995	650
07-200	Reading Clubs	1,394	1,800	2,043	1,800
07-250	Summer Reading Program	44	-	498	
07-291	Texas Impact Grant	6,316	-	566	
07-292	TSLAC-Edge Grant	-		4,870	
07-390	Insurance & Bonds	9,941	12,000	10,656	12,000
	Total Miscellaneous	<u>\$ 20,694</u>	<u>\$ 19,950</u>	<u>\$ 24,406</u>	<u>\$ 23,650</u>
Capital Outlay					
09-040	Books	14,301	15,000	15,417	16,000
09-240	Audiotapes	4,733	5,000	3,263	5,500
09-770	Equipment	3,147	2,000	1,527	2,500
09-860	Building Maint & Projects	100	5,000	11,177	5,000
	Total Capital Outlay	<u>\$ 22,281</u>	<u>\$ 27,000</u>	<u>\$ 31,384</u>	<u>\$ 29,000</u>
Interfund Transfers					
55-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u>\$ 289,634</u>	<u>\$ 325,418</u>	<u>\$ 320,608</u>	<u>\$ 339,905</u>

Parks and Recreation

The Parks and Recreation Department is responsible for developing and supervising a comprehensive recreation program for the benefit of Groves citizens as well as scheduling and supervising private rentals of the activity building.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Parks & Recreation 01-5-25

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 83,334	\$ 88,599	\$ 115,452	\$ 91,641
01-020	Overtime	-	1,000	294	1,000
01-040	Social Security	6,390	6,778	8,888	7,011
01-050	TMRS	4,443	4,270	8,656	4,112
	Hospitalization	6,996	7,755	14,079	7,994
01-080	Workers Compensation	2,042	522	2,601	368
01-160	ICMA	1,797	1,778	2,687	1,817
01-250	Life Insurance	301	356	310	337
	Total Personnel Services	\$ 105,303	\$ 111,058	\$ 152,967	\$ 114,280
Supplies					
02-010	Office Supplies	\$ 377	\$ 300	\$ 223	\$ 300
02-020	Minor Apparatus & Tools	-	500	2	500
02-030	Vehicle Supplies	-	-	-	-
02-040	Miscellaneous Supplies	2,833	3,500	1,584	4,000
02-050	Data Processing Supplies	57	300	28	500
02-100	Postage	-	100	-	-
02-160	Building Deposit Refunds	8,338	-	10,209	-
02-180	Recreation Supplies	176	500	-	500
	Total Supplies	\$ 11,781	\$ 5,200	\$ 12,046	\$ 5,800
Maintenance					
03-010	Building & Grounds	\$ 5,811	\$ 8,000	\$ 4,685	\$ 8,000
03-020	Furniture & Fixtures	5	250	-	250
03-030	Equipment Maint. & Repair	1,652	100	24	100
03-040	Motor Vehicles	-	-	-	-
03-070	Parks	4,197	5,000	455	5,000
03-230	Park Restroom Repairs	985	1,000	39	1,000
	Total Maintenance	\$ 12,650	\$ 14,350	\$ 5,203	\$ 14,350
Utilities & Telephone					
04-010	Electricity	\$ (474)	\$ -	\$ -	\$ -
04-020	Electricity-City Parks	4,880	5,000	7,272	5,000
04-030	Electricity-Ball Parks	7,515	8,000	6,518	8,000
04-040	Electricity-Activity Building	11,699	10,000	11,279	10,000
04-200	Communication	1,424	1,000	1,337	1,000
	Total Services	\$ 25,044	\$ 24,000	\$ 26,406	\$ 24,000

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Parks & Recreation 01-5-25

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Materials & Contracts					
05-010	Summer Program	\$ 13,196	\$ 10,000	\$ 14,583	\$ 15,000
05-150	Tx. Dept. of Corrections	485	-	-	
	Total Materials & Contracts	\$ 13,681	\$ 10,000	\$ 14,583	\$ 15,000
Miscellaneous					
06-090	Dues & Subscriptions	\$ -	\$ 100	\$ -	\$ 100
07-390	Insurance & Bonds	9,471	10,000	9,010	11,000
07-600	Mo Pmt - Sr Citizens Association	24,000	24,000	22,000	24,000
	Total Miscellaneous	\$ 33,471	\$ 34,100	\$ 31,010	\$ 35,100
Capital Outlay					
09-010	Capital Outlay	\$ 18,800	\$ -	\$ -	\$ -
09-770	Equipment	2,165	3,000	1,371	3,000
09-860	Building Maintenance & Repairs	3,963	8,000	-	8,000
	Total Capital Outlay	\$ 24,928	\$ 11,000	\$ 1,371	\$ 11,000
Department Total		\$ 226,858	\$ 209,708	\$ 243,586	\$ 219,530

Police

The function of the City of Groves Police Department is to enforce City Ordinances, state and federal laws to maintain public order and improve quality of life. This includes the protection of life and property, preservation of peace and suppression of disorder, crime prevention and traffic safety.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund	
Department - Police	01-5-31

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 1,313,256	\$ 1,406,320	\$ 1,301,650	\$ 1,404,710
01-020	Overtime	276,099	175,000	209,368	175,000
01-040	Social Security	120,243	109,678	114,911	107,421
01-050	TMRS	153,003	131,308	148,793	122,792
01-070	Hospitalization	162,818	239,315	177,820	202,462
01-080	Workers Compensation	32,638	23,980	28,385	20,355
01-160	ICMA	36,157	30,505	33,867	27,478
01-250	Life Insurance	6,616	8,366	6,770	7,498
	Total Personnel Services	\$ 2,100,830	\$ 2,124,472	\$ 2,021,564	\$ 2,067,716
Supplies					
02-010	Office Supplies	\$ 4,075	\$ 4,000	\$ 3,904	\$ 4,000
02-020	Minor Apparatus & Tools	2,826	6,000	6,283	7,500
02-030	Vehicle Supplies	58,112	50,000	60,601	50,000
02-040	Miscellaneous Supplies	1,695	2,000	2,010	2,000
02-050	Data Processing Supplies	3,026	3,000	3,477	4,000
02-051	System Maintenance and Support		5,000		5,000
02-100	Postage	495	500	69	-
	Total Supplies	\$ 70,229	\$ 70,500	\$ 76,344	\$ 72,500
Maintenance					
03-010	Building & Grounds	\$ 741	\$ 1,200	\$ 3,490	\$ 1,200
03-020	Furniture & Fixtures	242	200	278	200
03-030	Equipment Maint. & Repair	1,636	3,000	3,403	3,000
03-040	Motor Vehicles	25,450	15,000	14,387	15,000
	Total Maintenance	\$ 28,069	\$ 19,400	\$ 21,558	\$ 19,400
Utilities & Telephone					
04-010	Electricity	\$ 6,478	\$ 19,400	\$ 21,940	\$ 25,000
04-100	Natural Gas	1,088	2,500	3,321	3,500
04-200	Communication	17,586	27,000	28,793	27,000
04-201	Regional Radio Maintenance	-	25,000	15,989	25,000
	Total Services	\$ 25,152	\$ 73,900	\$ 70,043	\$ 80,500

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund	
Department - Police	01-5-31

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Miscellaneous					
06-090	Dues & Subscriptions	\$ 4,861	\$ 5,000	\$ 3,710	\$ 5,000
06-120	Central Dispatching	397,359	434,050	320,656	450,000
06-140	Sane Examinations	3,618	4,000	8,933	4,000
06-160	Jail Contract	22,438	20,000	29,508	25,000
07-010	Training	8,838	11,000	8,236	11,000
07-012	Training - LEOSE Eligible	-	1,800	250	1,800
07-050	Auto Allowance/Reimburse	6,600	13,800	6,600	6,600
07-290	Uniform Allowance	9,900	11,000	13,673	11,000
07-294	2013 SHSP-LETPP Grant	-	-	17,725	-
07-295	Body Armor - BJP Eligible	2,157	3,000	4,314	3,000
07-300	EOC Port Security Grant	817,912	-	3,122,068	-
07-301	2013 JAG Grant	-	-	14,993	-
07-302	2015 Jag Grant	-	19,980	-	-
07-303	2014 Port Security Grant	-	40,000	-	40,000
07-390	Insurance & Bonds	28,669	30,000	45,838	45,000
07-420	Contingencies	911	3,000	1,036	2,802
	Total Miscellaneous	<u>\$ 1,303,263</u>	<u>\$ 596,630</u>	<u>\$ 3,597,540</u>	<u>\$ 605,202</u>
Capital Outlay					
09-010	Capital Outlay	24,987	-	-	-
09-140	Automobile	-	15,000	10,595	15,000
09-760	Auto Equipment	2,056	5,000	395	5,000
	Total Capital Outlay	<u>\$ 27,043</u>	<u>\$ 20,000</u>	<u>\$ 10,990</u>	<u>\$ 20,000</u>
Transfer to Equipment Replacement					
55-320	Equipment Replacement				11,000
	Total Transfers				<u>11,000</u>
Department Total		<u>\$ 3,554,586</u>	<u>\$ 2,904,902</u>	<u>\$ 5,798,039</u>	<u>\$ 2,876,318</u>

Fire

The City of Groves Fire Department is comprised of both paid and volunteer firefighters. This department is responsible for the protection of life and property from fire within the City. This responsibility includes firefighting activities and non-firefighting activities.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Fire 01-5-32

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 877,897	\$ 881,622	\$ 847,157	\$ 923,883
01-020	Overtime	77,002	60,000	79,132	60,000
01-040	Social Security	72,258	69,023	70,394	70,677
01-050	TMRS	94,189	86,019	93,714	83,658
01-070	Hospitalization	104,322	123,278	107,825	125,558
01-080	Workers Compensation	17,136	14,371	15,371	11,276
01-160	ICMA	24,713	19,652	23,239	17,644
01-250	Life Insurance	4,860	5,202	4,874	5,653
	Total Personnel Services	\$ 1,272,377	\$ 1,259,167	\$ 1,241,706	\$ 1,298,349
Supplies					
02-010	Office Supplies	\$ 1,532	\$ 2,400	\$ 1,058	\$ 2,400
02-020	Minor Apparatus & Tools	1,944	13,000	318	13,000
02-030	Vehicle Supplies	16,138	14,500	16,355	14,500
02-035	Class A Foam	1,365	1,500	680	1,500
02-040	Miscellaneous Supplies	4,807	5,900	4,398	5,900
02-050	Data Processing Supplies	-	-	28	-
02-100	Postage	-	1,200	-	-
02-130	Medical Supplies	1,280	1,800	1,596	1,800
	Total Supplies	\$ 27,066	\$ 40,300	\$ 24,433	\$ 39,100
Maintenance					
03-010	Building & Grounds	\$ 9,046	\$ 4,000	\$ 5,150	\$ 4,000
03-020	Furniture & Fixtures	-	500	32	500
03-030	Equipment Maint. & Repair	2,963	6,000	9,316	15,000
03-040	Motor Vehicles	43	2,000	648	2,500
03-100	SCBA Yearly Maint. & Inspection	2,678	4,550	3,604	4,550
03-110	Inspections - Pumpers	2,540	3,000	1,540	3,000
03-120	Certification Testing	-	3,000	-	3,000
03-220	Radio Maintenance	425	800	5	800
	Total Maintenance	\$ 17,695	\$ 23,850	\$ 20,295	\$ 33,350
Services					
04-010	Electricity	\$ 8,075	\$ 10,000	\$ 7,337	\$ 9,000
04-100	Natural Gas	3,311	3,500	4,571	3,500
04-200	Communication	5,416	5,000	5,372	5,500
	Total Services	\$ 16,802	\$ 18,500	\$ 17,280	\$ 18,000

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Fire 01-5-32

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Miscellaneous					
06-090	Dues & Subscriptions	\$ 1,912	\$ 2,400	\$ 1,450	\$ 2,400
06-100	Payments to Volunteers	5,635	3,900	3,575	3,900
06-270	Contract Services	-	1,000	-	-
07-010	Training	5,385	7,000	1,204	7,000
07-100	State Certification	1,635	1,500	1,285	1,500
07-170	Lamar Training	804	2,500	-	2,500
07-180	A&M Fire School	2,654	5,500	4,929	5,500
07-190	Sabine Chiefs Association	250	250	250	250
07-210	Fire Prevention	636	800	102	800
07-220	State Convention	-	500	-	500
07-250	Volunteer Pension	7,776	8,000	4,788	8,000
07-260	Uniform Service	7,877	9,100	8,527	9,100
07-294	2012 SHSP Grant	4,724	-	10,901	-
07-390	Insurance & Bonds	19,949	25,000	22,512	25,000
	Total Miscellaneous	\$ 59,237	\$ 67,450	\$ 59,523	\$ 66,450
Capital Outlay					
09-010	Capital Outlay	\$ 79,436	\$ 10,000	\$ -	\$ 6,000
09-470	Air Packs	7,979	8,600	7,271	8,600
09-690	Bunker Sets	5,623	6,200	5,544	6,200
09-730	Fire Equipment	2,780	12,500	4,802	12,500
09-770	Equipment	6,056	8,100	6,795	8,100
	Total Capital Outlay	\$ 101,874	\$ 45,400	\$ 24,412	\$ 41,400
Department Total		\$ 1,495,051	\$ 1,454,667	\$ 1,387,649	\$ 1,496,649

Animal Control

To respond to complaints regarding stray, injured, dead or mistreated animals. To administer and enforce City Ordinances pertaining to animals within the City.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Animal Control 01-5-33

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 50,579	\$ 44,367	\$ 73,604	\$ 45,777
01-020	Overtime	163	1,000	151	1,000
01-040	Social Security	3,908	3,394	5,649	3,502
01-050	TMRS	5,039	4,263	7,353	4,145
01-070	Hospitalization	8,059	7,604	8,243	7,844
01-080	Workers Compensation	985	861	942	1,168
01-160	ICMA	12	-	12	-
01-250	Life Insurance	252	304	124	314
	Total Personnel Services	\$ 68,997	\$ 61,793	\$ 96,078	\$ 63,750
Supplies					
02-010	Office Supplies	\$ 167	\$ 200	\$ 76	\$ 200
02-020	Minor Apparatus & Tools	6	500	47	500
02-030	Vehicle Supplies	3,318	4,000	2,364	4,000
02-040	Miscellaneous Supplies	383	1,500	297	1,500
02-050	Data Processing Supplies			28	-
	Total Supplies	\$ 3,874	\$ 6,200	\$ 2,812	\$ 6,200
Maintenance					
03-030	Equipment Maint. & Repair	\$ -	\$ 1,000	\$ 407	\$ 1,000
03-040	Motor Vehicles	11	500	61	500
	Total Maintenance	\$ 11	\$ 1,500	\$ 468	\$ 1,500
Miscellaneous					
07-010	Training	\$ -	\$ 1,200	\$ 1,074	\$ 1,200
07-017	Veteranarian Fees				\$ 1,000
07-260	Uniform Service	546	550	564	550
07-390	Insurance & Bonds	466	500	434	500
	Total Miscellaneous	\$ 1,012	\$ 2,250	\$ 2,072	\$ 3,250
Department Total		\$ 73,894	\$ 71,743	\$ 101,430	\$ 74,700

Emergency Management

The purpose of the Emergency Management Department is to avoid or lessen the impact of conditions caused by accidental or natural disasters, civil disorder, nuclear attack, radioactive fallout and industrial disasters in order to protect lives and property. This department has the responsibility to prepare for implementation of emergency functions to prevent, minimize, repair and recover from injury and damage as a result of a disaster situation.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Dept. - Emergency Mgmt. 01-5-34

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 4,912	\$ 5,011	\$ 4,818	\$ 5,011
01-040	Social Security	366	383	358	383
01-050	TMRS	487	281	487	454
01-070	Hospitalization	498	-	495	-
01-080	Workers Compensation	103	109	111	-
01-250	Life Insurance	-	35	-	35
01-160	ICMA	197	200	201	200
	Total Personnel Services	\$ 6,563	\$ 6,019	\$ 6,470	\$ 6,083
Supplies					
02-040	Miscellaneous Supplies	\$ 4,395	\$ -	\$ -	\$ -
	Total Supplies	\$ 4,395	\$ -	\$ -	\$ -
Maintenance					
03-030	Equipment Maint. & Repair	\$ -	\$ 50	\$ -	\$ 50
	Total Maintenance	\$ -	\$ 50	\$ -	\$ 50
Services					
04-200	Communication	\$ -	\$ 600	\$ -	\$ 600
	Total Services	\$ -	\$ 600	\$ -	\$ 600
Miscellaneous					
06-090	Dues & Subscriptions	\$ -	\$ 1,000	\$ 100	\$ 1,000
07-005	Reverse 911	2,084	13,000	-	13,000
07-010	Training	905	2,000	-	2,000
07-120	State Emergency Mgmt Conf	300	3,000	-	3,000
	Total Sundry	\$ 3,289	\$ 19,000	\$ 100	\$ 19,000
Capital Outlay					
09-770	Equipment	-	5,000	-	5,000
	Total Capital Outlay	\$ -	\$ 5,000	\$ -	\$ 5,000
Department Total		\$ 14,247	\$ 30,669	\$ 6,570	\$ 30,733

Animal Shelter

The Animal Shelter is a joint operation of the City of Groves and the City of Port Neches which provides for the housing and care of animals that are sick, injured, running loose or abandoned within the city limits of Groves and Port Neches.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Animal Shelter 01-5-35

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 358	\$ -	\$ 269	
01-020	Overtime	7,194	7,250	7,166	7,250
01-040	Social Security	579	-	570	
01-050	TMRS	749	-	747	
01-070	Hospitalization	1,174	-	1,202	
01-080	Workers Compensation	160	-	149	
01-160	ICMA	48	-	38	
	Total Personnel Services	\$ 10,262	\$ 7,250	\$ 10,141	\$ 7,250
Supplies					
20-020	Minor Apparatus & Tools	\$ -	\$ 50	\$ -	\$ 50
02-040	Miscellaneous Supplies	1,253	2,000	1,396	2,000
02-230	Miscellaneous Supplies-Crematorium	-	-	-	-
	Total Supplies	\$ 1,253	\$ 2,050	\$ 1,396	\$ 2,050
Maintenance					
03-010	Building & Grounds	\$ 52	\$ 2,500	\$ 1,115	\$ 2,500
03-020	Furniture & Fixtures	-	-	-	-
03-260	Crematorium Maintenance	76	2,500	-	2,500
	Total Maintenance	\$ 128	\$ 5,000	\$ 1,115	\$ 5,000
Services					
04-010	Electricity	\$ -	\$ 2,000	\$ -	\$ 2,000
04-060	Electricity-Crematorium	2,367	2,500	2,495	2,500
04-110	Natural Gas-Crematorium	5,968	6,000	6,641	6,000
04-200	Communication	777	500	687	500
	Total Services	\$ 9,112	\$ 11,000	\$ 9,823	\$ 11,000
Miscellaneous					
07-390	Insurance & Bonds	\$ 813	\$ 1,100	\$ 872	\$ 1,100
	Total Miscellaneous	\$ 813	\$ 1,100	\$ 872	\$ 1,100
Capital Outlay					
09-770	Equipment	3,270	5,000	-	5,000
	Total Capital Outlay	\$ 3,270	\$ 5,000	\$ -	\$ 5,000

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Animal Shelter 01-5-35

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Interfund Transfers					
09-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 24,838</u></u>	<u><u>\$ 31,400</u></u>	<u><u>\$ 23,347</u></u>	<u><u>\$ 31,400</u></u>

Inspections and Permits

The function of the Inspections and Permits Department is to administrate, interpret and enforce zoning, building, housing, plumbing and electrical codes; issue all building, plumbing and electrical permits in accordance with the ordinances and codes of the City; inspect all building, plumbing and electrical work performed in the City.

This department acts as a local repository where flood insurance, maps and rate schedules are made available for public inspection and to work in conjunction with, and attend meetings of the Board of Adjustments and Appeals, Planning and Zoning Commission and Zoning Board of Adjustments.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund	
Department - Inspections	01-5-38

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 82,565	\$ 87,944	\$ 82,165	\$ 90,235
01-020	Overtime	-	-	-	-
01-040	Social Security	6,069	6,728	6,297	6,903
01-050	TMRS	7,953	7,908	7,935	8,171
01-070	Hospitalization	6,996	7,754	7,200	7,994
01-080	Workers Compensation	461	365	413	300
01-160	ICMA	3,219	3,293	3,274	3,384
01-250	Life Insurance	477	537	488	563
	Total Personnel Services	\$ 107,740	\$ 114,529	\$ 107,772	\$ 117,550
Supplies					
02-010	Office Supplies	\$ 631	\$ 1,000	\$ 96	\$ 800
02-030	Vehicle Supplies	1,005	1,000	1,113	1,000
02-040	Miscellaneous Supplies	278	300	173	300
02-050	Data Processing Supplies	1,086	200	28	200
02-100	Postage	-	1,200	-	-
	Total Supplies	\$ 3,000	\$ 3,700	\$ 1,410	\$ 2,300
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 50	\$ -	\$ 100
03-030	Equipment Maint. & Repair	82	100	4	100
03-040	Motor Vehicles	40	275	407	400
	Total Maintenance	\$ 122	\$ 425	\$ 411	\$ 600
Services					
04-200	Communication	\$ 1,134	\$ 1,100	\$ 1,231	\$ 1,100
	Total Services	\$ 1,134	\$ 1,100	\$ 1,231	\$ 1,100
Miscellaneous					
06-090	Dues & Subscriptions	\$ 386	\$ 600	\$ 416	\$ 600
06-270	Contract Services	-	-	-	-
07-010	Training	475	1,500	85	750
07-390	Insurance & Bonds	383	800	434	800
07-590	Building-Plumbing School	85	-	-	-
	Total Miscellaneous	\$ 1,329	\$ 2,900	\$ 935	\$ 2,150
Capital Outlay					
09-560	Abatements & Demolition Program	\$ 50	\$ -	\$ -	\$ -
	Total Capital Outlay	\$ 50	\$ -	\$ -	\$ -

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund	
Department - Inspections	01-5-38

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
	Transfer to Equip. Replacement				
	05-38-55-670 Equipment Replacement				<u>\$ 25,000</u>
	Total Transfer to Equip. Rep.				<u><u>\$ 25,000</u></u>
 Department Total		 <u><u>\$ 113,375</u></u>	 <u><u>\$ 122,654</u></u>	 <u><u>\$ 111,759</u></u>	 <u><u>\$ 123,700</u></u>

Public Works Administration

Public Works Administration furnishes field engineering for all construction and maintenance functions, prepares field surveys for planning projects, acquires necessary rights-of-way, drafts and maintains all City maps and engineering drawings, inspects subdivision developments, coordinates work of contractors with City efforts, and performs other tasks which may be assigned by the City Manager.

**City of Groves
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2015-2016**

EXPENDITURE DETAIL

General Fund
Dept. - Public Works Admin. 01-5-41

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 96,518	\$ 97,942	\$ 95,347	\$ 100,172
01-020	Overtime	-	-	-	-
01-040	Social Security	7,402	7,493	7,302	7,663
01-050	TMRS	9,359	9,410	9,535	9,071
01-070	Hospitalization	14,092	15,359	14,458	15,839
01-080	Workers Compensation	232	1,784	245	1,276
01-160	ICMA	3,324	3,430	3,439	3,508
01-250	Life Insurance	606	692	641	737
	Total Personnel Services	\$ 131,533	\$ 136,110	\$ 130,967	\$ 138,266
Supplies					
02-010	Office Supplies	\$ 331	\$ 800	\$ 331	\$ 800
02-020	Minor Apparatus & Tools	-	100	-	100
02-030	Vehicle Supplies	671	1,500	473	1,500
02-040	Miscellaneous Supplies	1,735	1,950	1,220	1,950
02-050	Data Processing Supplies	831	5,000	28	5,000
02-100	Postage	-	300	-	-
	Total Supplies	\$ 3,568	\$ 9,650	\$ 2,052	\$ 9,350
Maintenance					
03-010	Building & Grounds	\$ 5,272	\$ 2,250	\$ 3,553	\$ 2,250
03-020	Furniture & Fixtures	326	2,500	-	2,500
03-030	Equipment Maint. & Repair	2,948	3,300	3,081	3,300
03-040	Motor Vehicles	36	300	15	300
	Total Maintenance	\$ 8,582	\$ 8,350	\$ 6,649	\$ 8,350
Services					
04-010	Electricity	\$ 36,194	\$ 40,000	\$ 41,737	\$ 40,000
04-100	Natural Gas	936	775	1,279	775
04-200	Communication	6,713	7,000	6,638	7,000
	Total Services	\$ 43,843	\$ 47,775	\$ 49,654	\$ 47,775

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Dept. - Public Works Admin. 01-5-41

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Miscellaneous					
06-027	Contract Services	\$ -	\$ 5,300	\$ -	\$ 5,300
06-090	Dues & Subscriptions	753	1,000	1,026	1,000
06-190	Janitorial Services	831	924	709	924
07-010	Training	1,240	2,500	678	2,500
07-050	Auto Allowance/Reimbursement	-	-	-	-
07-050	Secretary Auto Reimbursement	-	250	-	250
07-390	Insurance & Bonds	3,389	2,850	3,692	2,850
	Total Miscellaneous	<u>\$ 6,213</u>	<u>\$ 12,824</u>	<u>\$ 6,105</u>	<u>\$ 12,824</u>
Capital Outlay					
09-510	Building Improvements	21	15,000	14,932	10,000
	Total Capital Outlay	<u>\$ 21</u>	<u>\$ 15,000</u>	<u>\$ 14,932</u>	<u>\$ 10,000</u>
Department Total		<u><u>\$ 193,760</u></u>	<u><u>\$ 229,709</u></u>	<u><u>\$ 210,359</u></u>	<u><u>\$ 226,565</u></u>

Garage

The Garage maintains equipment used in the City's operations which includes reconditioning, overhauling, tune-ups, paint and body work, brake and front-end repair and all other work associated with the maintenance of automobiles, trucks, tractors, motor graders, pumps, etc., owned by the City of Groves.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund	
Department - Garage	01-5-42

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 190,839	\$ 204,851	\$ 190,914	\$ 214,161
01-020	Overtime	783	5,000	170	5,000
01-040	Social Security	13,905	15,954	13,818	16,336
01-050	TMRS	19,388	20,037	19,720	19,336
01-070	Hospitalization	37,583	40,709	38,327	41,669
01-080	Workers Compensation	5,899	4,700	5,325	4,700
01-160	ICMA	5,993	6,403	6,242	6,552
01-250	Life Insurance	1,215	1,352	1,237	1,407
	Total Personnel Services	\$ 275,605	\$ 299,006	\$ 275,753	\$ 309,161
Supplies					
02-020	Minor Apparatus & Tools	\$ 327	\$ 3,000	\$ 2,115	\$ 3,000
02-030	Vehicle Supplies	3,140	3,000	3,176	3,000
02-040	Miscellaneous Supplies	4,671	4,500	4,317	3,500
02-050	Data Processing Supplies	-	-	28	-
02-060	Small Parts Stock	362	700	649	700
	Total Supplies	\$ 8,500	\$ 11,200	\$ 10,285	\$ 10,200
Maintenance					
03-010	Building & Grounds	\$ 3,055	\$ 2,000	\$ 2,499	\$ 2,500
03-020	Furniture & Fixtures	-	500	-	500
03-030	Equipment Maint. & Repair	147	700	467	1,000
03-040	Motor Vehicles	133	600	375	600
	Total Maintenance	\$ 3,335	\$ 3,800	\$ 3,341	\$ 4,600
Services					
04-010	Electricity	\$ -	\$ 2,500	\$ -	\$ 2,500
04-100	Natural Gas	1,767	1,700	1,982	1,700
04-200	Communication	1,338	1,350	1,450	1,350
	Total Services	\$ 3,105	\$ 5,550	\$ 3,432	\$ 5,550
Contractual					
05-220	Disposal-Regulated Waste	\$ -	\$ 300	\$ -	\$ 300
	Total Contractual	\$ -	\$ 300	\$ -	\$ 300

**City of Groves
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2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Garage 01-5-42

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Miscellaneous					
07-010	Training	-	3,000	1,030	3,000
07-050	Auto Allowance				4,320
07-260	Uniform Services	\$ 1,843	\$ 1,650	\$ 1,281	\$ 3,200
07-270	Tool Allowance	4,320	4,320	4,320	4,320
07-390	Insurance & Bonds	3,533	3,600	3,648	3,600
	Total Miscellaneous	<u>\$ 9,696</u>	<u>\$ 12,570</u>	<u>\$ 10,279</u>	<u>\$ 18,440</u>
Capital Outlay					
09-010	Capital Outlay	\$ -	\$ 8,000	\$ -	\$ 8,000
09-770	Equipment	-	8,000	2,912	8,000
	Total Capital Outlay	<u>\$ -</u>	<u>\$ 16,000</u>	<u>\$ 2,912</u>	<u>\$ 16,000</u>
Interfund Transfers					
09-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 300,241</u></u>	<u><u>\$ 348,426</u></u>	<u><u>\$ 306,002</u></u>	<u><u>\$ 364,251</u></u>

Warehouse

The Warehouse is responsible for purchasing inventory items of the best quality at the lowest possible price, maintaining proper inventory levels, and distributing inventory as required by the various departments of the City.

The Warehouse is to maintain proper safekeeping of inventory assets.

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EXPENDITURE DETAIL

General Fund	
Department - Warehouse	01-5-43

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 45,249	\$ -	\$ -	\$ -
01-020	Overtime	-	-	-	-
01-040	Social Security	3,469	-	1	-
01-050	TMRS	4,482	-	164	-
01-070	Hospitalization	6,996	-	300	-
01-080	Workers Compensation	1,810	-	-	-
01-160	ICMA	907	-	34	-
01-250	Life Insurance	275	26	284	26
	Total Personnel Services	<u>\$ 63,188</u>	<u>\$ 26</u>	<u>\$ 783</u>	<u>\$ 26</u>
Supplies					
02-010	Office Supplies	\$ 283	\$ 250	\$ 76	\$ 250
20-020	Minor Apparatus & Tools	-	50	-	50
02-040	Miscellaneous Supplies	326	100	-	100
02-050	Data Processing Supplies	-	150	-	150
	Total Supplies	<u>\$ 609</u>	<u>\$ 550</u>	<u>\$ 76</u>	<u>\$ 550</u>
Maintenance					
03-010	Building & Grounds	\$ 188	\$ 500	\$ -	\$ 500
03-020	Furniture & Fixtures	-	50	-	50
03-030	Equipment Maint. & Repair	646	500	419	500
	Total Maintenance	<u>\$ 834</u>	<u>\$ 1,050</u>	<u>\$ 419</u>	<u>\$ 1,050</u>
Services					
04-010	Electricity	\$ -	\$ 1,500	\$ -	\$ 1,500
04-100	Natural Gas	2,114	2,000	3,251	2,000
04-200	Communication	954	700	720	700
	Total Services	<u>\$ 3,068</u>	<u>\$ 4,200</u>	<u>\$ 3,971</u>	<u>\$ 4,200</u>
Miscellaneous					
07-010	Training	\$ -	\$ 50	\$ -	\$ 50
07-390	Insurance & Bonds	2,599	3,000	2,672	3,000
	Total Miscellaneous	<u>\$ 2,599</u>	<u>\$ 3,050</u>	<u>\$ 2,672</u>	<u>\$ 3,050</u>
Department Total		<u><u>\$ 70,298</u></u>	<u><u>\$ 8,876</u></u>	<u><u>\$ 7,921</u></u>	<u><u>\$ 8,876</u></u>

Streets

The Street Department is responsible for the streets located within the city limits of the City of Groves, not including state highways that run through the City, and to implement the annual construction program which consists of rebuilding approximately five to six miles of streets per year.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund	
Department - Streets	01-5-44

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 263,511	\$ 450,619	\$ 249,180	\$ 366,180
01-020	Overtime	4,145	37,000	1,343	37,000
01-040	Social Security	19,481	34,411	18,334	28,013
01-050	TMRS	26,440	43,217	25,461	33,158
01-070	Hospitalization	54,308	108,086	55,162	73,002
01-080	Workers Compensation	18,406	22,358	16,375	10,870
01-160	ICMA	1,874	3,522	2,202	3,600
01-250	Life Insurance	2,169	3,042	2,367	2,333
	Total Personnel Services	\$ 390,334	\$ 702,255	\$ 370,424	\$ 554,156
Supplies					
02-020	Minor Apparatus & Tools	\$ 58	\$ 2,200	\$ 387	\$ 2,200
02-030	Vehicle Supplies	31,440	45,000	26,199	45,000
02-040	Miscellaneous Supplies	7,669	7,500	2,525	7,500
02-050	Data Processing Supplies	-	-	28	7,400
02-080	Streets & Traffic Signs	3,067	10,000	14,143	10,000
02-120	Contract Labor	1,475	-	-	-
	Total Supplies	\$ 43,709	\$ 64,700	\$ 43,282	\$ 72,100
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 550	\$ -	\$ 550
03-030	Equipment Maint. & Repair	11,729	25,000	11,199	20,000
03-040	Motor Vehicles	859	2,000	904	2,000
03-160	Traffic Signals	4,374	6,000	2,175	6,000
03-180	Street Striping	510	3,500	248	3,500
	Total Maintenance	\$ 17,472	\$ 37,050	\$ 14,526	\$ 32,050
Contractual					
05-030	Equipment Rental	\$ 42	\$ 10,000	\$ 10,583	\$ 10,000
05-070	Culverts and Drain Boxes	\$ -	\$ 42,000	\$ -	\$ 42,000
05-079	Stormwater Permits	-	\$ 10,000	-	\$ 10,000
05-100	Streets Materials	319,814	300,000	145,845	300,000
	Total Contractual	\$ 319,856	\$ 362,000	\$ 156,428	\$ 362,000
Miscellaneous					
06-270	Contract Services	-	23,000	-	23,000
	Total Miscellaneous	-	23,000	-	23,000
07-010	Training	\$ 80	\$ 1,500	\$ -	\$ 2,000

**City of Groves
Annual Fiscal Budget
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EXPENDITURE DETAIL

General Fund	
Department - Streets	01-5-44

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
07-260	Uniform Allowance	1,700	3,900	2,124	3,900
07-390	Insurance & Bonds	7,481	13,580	7,676	13,580
07-640	Drug Testing	-	-	-	-
	Total Miscellaneous	<u>\$ 9,261</u>	<u>\$ 18,980</u>	<u>\$ 9,800</u>	<u>\$ 19,480</u>
Capital Outlay					
09-010	Capital Outlay	\$ -	\$ -	\$ -	\$ -
09-770	Equipment	-	17,000	8,150	17,000
	Total Capital Outlay	<u>-</u>	<u>17,000</u>	<u>8,150</u>	<u>17,000</u>
Interfund Transfers					
09-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 780,632</u></u>	<u><u>\$ 1,224,985</u></u>	<u><u>\$ 602,610</u></u>	<u><u>\$ 1,079,786</u></u>

Drainage

The Drainage Department installs and maintains the storm sewers, catch basins, manholes and culverts in the City. It is the responsibility of this department to maintain roadside ditches, outfall ditches and weed control. This department assists the Street Department during the annual construction program.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Drainage 01-5-45

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 163,866	\$ -	\$ 153,012	\$ -
01-020	Overtime	1,032	-	71	-
01-040	Social Security	12,143	-	11,288	-
01-050	TMRS	16,430	-	15,520	-
01-070	Hospitalization	34,642	-	34,225	-
01-080	Workers Compensation	11,244	-	10,167	-
01-160	ICMA	377	-	215	-
01-250	Life Insurance	992	-	1,009	-
	Total Personnel Services	\$ 240,726	\$ -	\$ 225,507	\$ -
Supplies					
02-020	Minor Apparatus & Tools	\$ 325	\$ -	\$ -	\$ -
02-030	Vehicle Supplies	21,855	-	14,271	-
02-040	Miscellaneous Supplies	3,349	-	1,865	-
20-050	Data Processing Supplies	-	-	28	-
	Total Supplies	\$ 25,529	\$ -	\$ 16,164	\$ -
Maintenance					
03-020	Furniture & Fixtures	\$ 260	\$ -	\$ -	\$ -
03-030	Equipment Maint. & Repair	6,953	-	22,377	-
03-040	Motor Vehicles	1,069	-	860	-
	Total Maintenance	\$ 8,282	\$ -	\$ 23,237	\$ -
Contractual					
05-070	Culverts and Drain Boxes	41,513	-	17,883	-
05-079	Stormwater Permits	13,058	-	12,235	-
05-080	Rights-of-Way	(24)	-	-	-
	Total Contractual	\$ 54,547	\$ -	\$ 30,118	\$ -
Miscellaneous					
06-270	Contract Services	\$ -	\$ -	\$ 13	\$ -
07-260	Uniform Allowance	1,391	-	1,854	-
07-390	Insurance & Bonds	5,496	-	5,498	-
07-640	Drug Testing	-	-	-	-
	Total Miscellaneous	\$ 6,887	\$ -	\$ 7,365	\$ -
Department Total		\$ 335,971	\$ -	\$ 302,391	\$ -

City Property Maintenance

The City Property Maintenance Department maintains the grounds for all City facilities, including City Hall, library, activity building, police station, animal shelter, public works, water plants, water towers and wastewater plants.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Property Maint. 01-5-46

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 91,615	\$ 96,598	\$ 90,682	\$ 183,394
01-020	Overtime	229	1,000	-	1,000
01-040	Social Security	6,889	7,390	6,693	13,968
01-050	TMRS	8,976	9,281	9,189	16,534
01-070	Hospitalization	20,845	26,623	23,840	46,348
01-080	Workers Compensation	2,205	-	5,396	-
01-160	ICMA	943	1,045	1,039	1,075
01-250	Life Insurance	-	610	-	1,165
	Total Personnel Services	\$ 131,702	\$ 142,547	\$ 136,839	\$ 263,484
Supplies					
02-010	Office Supplies	\$ -	\$ 200	\$ 20	\$ 200
02-020	Minor Apparatus & Tools	380	800	54	800
02-030	Motor Vehicle Supplies	6,841	8,000	8,874	8,000
02-040	Miscellaneous Supplies	777	2,500	2,096	2,500
	Total Supplies	\$ 7,998	\$ 11,500	\$ 11,044	\$ 11,500
Maintenance					
03-010	Building & Grounds	\$ 35	\$ -	\$ -	\$ -
03-020	Furniture & Fixtures	-	-	-	-
03-030	Equipment Maint. & Repair	5,239	4,000	4,170	9,000
03-040	Motor Vehicles	582	1,000	360	1,000
03-070	Parks	1,940	4,500	670	4,500
03-230	Parks Restroom Repairs	43	1,000	20	1,000
	Total Maintenance	\$ 7,839	\$ 10,500	\$ 5,220	\$ 15,500
Utilities & Telephone					
04-010	Electricity	\$ -	\$ -	\$ -	\$ -
04-100	Natural Gas	-	-	-	-
04-200	Communication	-	100	-	100
	Total Utilities and Telephone	\$ -	\$ 100	\$ -	\$ 100
Materials & Contracts					
05-030	Equipment Rental	\$ -	\$ 500	\$ -	\$ 500
05-150	Texas Department of Corrections	10,635	12,500	12,423	13,500
	Total Materials & Contracts	\$ 10,635	\$ 13,000	\$ 12,423	\$ 14,000

Miscellaneous

07-010	Training	\$ -	\$ -	\$ -	
07-260	Uniform Allowance	149	500	281	500
07-390	Insurance & Bonds	-	-	1,728	
	Total Miscellaneous	<u>\$ 149</u>	<u>\$ 500</u>	<u>\$ 2,009</u>	<u>\$ 500</u>

Capital Outlay

09-240	Minor Equipment	-	500	-	-
09-770	Equipment	1,303	1,000	-	12,000
	Total Capital Outlay	<u>\$ 1,303</u>	<u>\$ 1,500</u>	<u>\$ -</u>	<u>\$ 12,000</u>

Interfund Transfers

09-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Department Total

		<u>\$ 159,626</u>	<u>\$ 179,647</u>	<u>\$ 167,535</u>	<u>\$ 317,084</u>
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Miscellaneous

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

General Fund
Department - Special Items 01-5-99

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-090	Sick Leave Accumulation	\$ -	\$ -	\$ -	\$ -
	Total Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies					
02-040	Miscellaneous Supplies	\$ 116	\$ -	\$ 352	\$ -
	Total Supplies	\$ 116	\$ -	\$ 352	\$ -
Maintenance					
03-010	Buildings & Grounds	\$ 4,136	\$ 2,500	\$ 3,468	\$ 5,500
03-020	Ofc. Furniture, fixture M & R	\$ -		\$ 1,216	
	Total Maintenance	\$ 4,136	\$ 2,500	\$ 4,684	\$ 5,500
Services					
04-010	Electricity	\$ 1,950	\$ 1,600	\$ 1,880	\$ 1,600
04-090	Street Lighting	146,190	120,000	129,647	130,000
	Total Services	\$ 148,140	\$ 121,600	\$ 131,527	\$ 131,600
Miscellaneous					
06-021	IT Support	\$ 15	\$ -	\$ 14,498	
06-025	Hurricane Ike	-	-	1,254,931	
06-080	Bank Fees	48,450	-	390	
06-090	Dues & Subscriptions	4,829	6,000	4,829	4,000
06-140	Advertising & Publicity	9,085	6,000	8,164	2,000
06-150	Chamber of Commerce	56,600	40,000	44,184	40,000
06-170	Programming & Maintenance	25,041	-	7,668	
06-260	Hotel Tax Expenditure	61,205	35,000	43,576	35,000
07-400	Healthy Initiatives	150	-	-	3,150
07-410	Flu Shots	410	-	450	1,140
07-420	Contingencies	25	-	-	-
	Total Miscellaneous	\$ 205,810	\$ 87,000	\$ 1,378,690	\$ 85,290
Capital Outlay					
09-521	Transfer to Sales Tax	\$ 630,515	\$ -	\$ -	\$ -
09-525	Transfer to Federal Forfeiture	8,000	-	-	-
	Total Capital Projects	\$ 638,515	\$ -	\$ -	\$ -
	Total Special Items	\$ 996,717	\$ 211,100	\$ 1,515,253	\$ 222,390

SOLID WASTE FUND

**City of Groves
Annual Fiscal Budget
2015-2016**

SOLID WASTE FUND SUMMARY #05

Beginning Year Gross Fund Balance 10-01-14	\$ 531,337
FYE 2015	
Current Estimated Revenues	\$ 1,135,793
Current Estimated Expenses	<u>\$ (1,132,077)</u>
Projected Gross Fund Balance 9-30-15	<u>\$ 535,053</u>
FYE 2016	
Estimated Gross Fund Balance 10-01-15	\$ 535,053
Proposed Revenues	<u>\$ 1,413,000</u>
Total FYE 2016 Resources	\$ 1,948,053
Proposed M&O Expenditures	\$ (1,360,844)
Proposed Capital Outlay	\$ -
Proposed Transfer to Equipment Replacement	<u>\$ (52,156)</u>
Total Proposed Expenditures	<u>\$ (1,413,000)</u>
Projected Undesignated Fund Balance 9-30-16	<u>\$ 535,053</u>

**City of Groves
Annual Fiscal Budget
2015-2016**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Solid Waste Fund

Revenue	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Solid Waste	\$ 1,282,437	\$ 1,400,000	\$ 1,117,000	\$ 1,400,000
Garbage Bags	13,042	12,000	11,735	12,000
Miscellaneous	1,781	1,000	7,058	1,000
Earnings on Investments	-	-	-	-
Sale of Equipment	-	-	-	-
Transfer from Equip Replacement	-	-	-	-
Total Revenue	\$ 1,297,260	\$ 1,413,000	\$ 1,135,793	\$ 1,413,000
Expenditures				
Personnel Services	\$ 319,907	\$ 319,642	\$ 304,716	\$ 336,556
Supplies	112,357	117,800	107,751	117,800
Maintenance	48,817	62,350	61,132	62,350
Utilities	1,814	3,000	1,880	3,000
Contractual Services	389,428	445,000	356,030	483,500
Miscellaneous	200,844	375,208	300,568	357,638
Capital Outlay	-	-	-	-
Transfers Out	-	90,000	-	52,156
Total Expenditures	\$ 1,073,167	\$ 1,413,000	\$ 1,132,077	\$ 1,413,000
Revenues Over(Under) Expenditures	\$ 224,093	\$ -	\$ 3,716	\$ -

**City of Groves
Annual Fiscal Budget
2015-2016**

STATEMENT OF REVENUES

Solid Waste Fund	05-4-00
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Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Permits, Fees & Other					
344-10	Solid Waste Sales	\$ 1,282,437	\$ 1,400,000	\$ 1,117,000	\$ 1,400,000
344-60	Garbage Bag Sales	13,042	12,000	11,735	12,000
344-96	Miscellaneous Garbage	1,506	-	3,319	
360-00	Miscellaneous Income	275	1,000	3,739	1,000
361-10	Earnings on Investments	-	-	-	
369-30	Sale of Equipment	-	-	-	
	Total Permits, Fees & Other	<u>\$ 1,297,260</u>	<u>\$ 1,413,000</u>	<u>\$ 1,135,793</u>	<u>\$ 1,413,000</u>
Interfund Transfers					
390-55	Transfer from Equip Replacement	\$ -	\$ -	\$ -	\$ -
	Total Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Solid Waste Fund Revenue		<u><u>\$ 1,297,260</u></u>	<u><u>\$ 1,413,000</u></u>	<u><u>\$ 1,135,793</u></u>	<u><u>\$ 1,413,000</u></u>

Solid Waste

The Solid Waste Department has the responsibility to collect all types of refuse, including household garbage and dry trash.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

Solid Waste Fund
Department - Solid Waste 05-5-55

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 225,702	\$ 220,895	\$ 213,464	\$ 226,965
01-020	Overtime	1,443	14,000	979	14,000
01-040	Social Security	17,061	16,940	16,690	17,363
01-050	TMRS	22,462	21,274	22,252	20,552
01-070	Hospitalization	38,551	38,322	37,736	42,882
01-080	Workers Compensation	7,432	2,289	6,875	8,735
01-160	ICMA	6,003	4,504	5,413	4,600
01-250	Life Insurance	1,253	1,418	1,307	1,459
	Total Personnel Services	\$ 319,907	\$ 319,642	\$ 304,716	\$ 336,556
Supplies					
02-010	Office Supplies	\$ 300	\$ 700	\$ 220	\$ 700
02-020	Minor Apparatus & Tools	-	100	-	100
02-030	Vehicle Supplies	81,240	78,000	74,312	78,000
02-040	Miscellaneous Supplies	1,678	2,000	1,024	2,000
02-050	Data Processing Supplies	-	-	28	-
02-100	Postage	8,724	7,000	7,200	7,000
02-440	Garbage Bags	15,167	15,000	12,780	15,000
02-600	Garbage Containers	5,248	15,000	12,187	15,000
	Total Supplies	\$ 112,357	\$ 117,800	\$ 107,751	\$ 117,800
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 300	\$ -	\$ 300
03-030	Equipment Maint. & Repair	-	50	-	50
03-040	Motor Vehicles	1,833	2,000	2,151	2,000
03-050	Solid Waste Trucks	46,984	60,000	58,981	60,000
	Total Maintenance	\$ 48,817	\$ 62,350	\$ 61,132	\$ 62,350
Utilities					
04-010	Electricity	\$ 1,614	\$ 2,500	\$ 1,880	\$ 2,500
04-100	Natural Gas	200	-	-	-
04-200	Communication	-	500	-	500
	Total Services	\$ 1,814	\$ 3,000	\$ 1,880	\$ 3,000
Contractual Services					
05-020	Landfill Fee	\$ 339,065	\$ 400,000	\$ 314,308	\$ 400,000
05-050	Container Service	2,080	5,000	2,040	3,500
05-100	Recycling	4,327	30,000	779	30,000
05-110	Demolition	23,180	10,000	26,903	10,000

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

Solid Waste Fund	
Department - Solid Waste	05-5-55

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
05-160	Green Waste Contract	20,776	-	12,000	40,000
	Total Contractual Services	<u>\$ 389,428</u>	<u>\$ 445,000</u>	<u>\$ 356,030</u>	<u>\$ 483,500</u>
Miscellaneous					
06-140	Advertising & Publicity	\$ -	\$ 458	\$ -	\$ 458
07-050	Auto Allowance	\$ -	\$ -	\$ -	\$ 540
07-260	Uniform Service	1,748	2,100	1,635	2,100
07-270	Tool Allowance	90	540	540	540
07-390	Insurance & Bonds	19,006	14,000	18,393	14,000
	Total Miscellaneous	<u>\$ 20,844</u>	<u>\$ 17,098</u>	<u>\$ 20,568</u>	<u>\$ 17,638</u>
Capital Outlay					
09-770	Equipment	\$ -	\$ -	\$ -	\$ -
	Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Transfer to Capital Projects					
50-520	Transfer to capital projects	\$ 190,000	\$ -	\$ -	\$ -
	Total transfers to capital projects	<u>\$ 190,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Transfer to Equipment Replacemen					
55-670	Transfer to Equipment Replacement	-	90,000	-	52,156
55-555	Depreciation	113,526	-	-	-
	Total transfer to equip repl.	<u>\$ 113,526</u>	<u>\$ 90,000</u>	<u>\$ -</u>	<u>\$ 52,156</u>
Department Total		<u><u>\$ 1,196,693</u></u>	<u><u>\$ 1,054,890</u></u>	<u><u>\$ 852,077</u></u>	<u><u>\$ 1,073,000</u></u>

Miscellaneous

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

Solid Waste Fund	
Department - Solid Waste Admin.	05-5-99

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Miscellaneous					
06-020	City Auditor	\$ -	\$ -	\$ -	
06-170	Programming & Maintenance	-	-	-	
07-100	City Franchise Fee	180,000	340,000	280,000	340,000
07-420	Contingencies	-	18,110	-	
	Total Miscellaneous	<u>\$ 180,000</u>	<u>\$ 358,110</u>	<u>\$ 280,000</u>	<u>\$ 340,000</u>
Department Total		<u>\$ 180,000</u>	<u>\$ 358,110</u>	<u>\$ 280,000</u>	<u>\$ 340,000</u>

SYSTEMS FUND

**City of Groves
Annual Fiscal Budget
2015-2016**

SYSTEMS FUND SUMMARY #11

Beginning Year Gross Fund Balance 10-01-14	\$ 578,265
 FYE 2015	
Current Estimated Revenues	\$ 3,940,922
Current Estimated Expenses	<u>\$(3,738,992)</u>
 Projected Gross Fund Balance 9-30-15	 <u>\$ 780,195</u>
 FYE 2016	
Estimated Gross Fund Balance 10-01-15	\$ 780,195
Proposed Revenues	<u>\$ 4,974,500</u>
Total FYE 2016 Resources	\$ 5,754,695
 Proposed M&O Expenditures	 \$(3,827,500)
Proposed Capital Outlay	\$ (602,000)
Proposed Transfer to General Fund	\$ -
Proposed Transfer to Equipment Replacement	\$ -
Proposed Transfer to Interest and Sinking	<u>\$ (545,000)</u>
Total Proposed Expenditures	<u>\$(4,974,500)</u>
 Gross Fund Balance	 <u>\$ 780,195</u>
 Restricted/Designated Fund Balance Items:	
Customer Deposits	<u>\$ 631,050</u>
	\$ 631,050
 Projected Undesignated Fund Balance 9-30-16	 <u>\$ 149,145</u>

**City of Groves
Annual Fiscal Budget
2015-2016**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Systems Fund

Revenue	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Septage Hauling	\$ 214,980	\$ 350,000	\$ 245,157	\$ 350,000
Water Taps	4,839	6,000	4,688	6,000
New Service	20,525	15,000	20,665	15,000
Wastewater Taps	4,750	5,000	3,000	5,000
Water Sales	1,657,005	2,000,000	1,557,095	2,000,000
Wastewater Sales	1,663,460	2,000,000	1,544,831	2,000,000
Sewer Maintenance Fee	388,462	400,000	354,466	400,000
System Extensions	-	15,000	33,707	15,000
Delinquent Penalties	186,753	178,500	166,325	178,500
Miscellaneous	206,837	5,000	2,602	5,000
Earnings of Investments	-	-	8,386	-
Transfers In	121,887	-	-	-
Total Revenue	\$ 4,469,498	\$ 4,974,500	\$ 3,940,922	\$ 4,974,500
Expenditures				
Personnel Services	\$ 1,700,973	\$ 1,672,803	\$ 1,593,798	\$ 1,622,389
Supplies	490,360	513,600	491,623	524,980
Maintenance	286,231	323,250	186,840	334,300
Services	216,543	315,100	231,556	282,100
Miscellaneous	950,699	1,103,747	965,336	1,063,731
Capital Outlay	125,095	486,000	269,839	602,000
Transfers Out	568,000	560,000	-	545,000
Total Expenditures	\$ 4,337,901	\$ 4,974,500	\$ 3,738,992	\$ 4,974,500
Revenues Over(Under) Expenditures	\$ 131,597	\$ -	\$ 201,930	\$ -

**City of Groves
Annual Fiscal Budget
2015-2016**

STATEMENT OF REVENUES

System Fund	11-4-00
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Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Permits, Fees & Other					
330-50	Septage Hauling	\$ 214,980	\$ 350,000	\$ 245,157	\$ 350,000
344-30	Water Taps	4,839	6,000	4,688	6,000
344-35	New Service Fees	20,525	15,000	20,665	15,000
344-40	Wastewater Taps	4,750	5,000	3,000	5,000
344-50	Water Sales	1,657,005	2,000,000	1,557,095	2,000,000
344-70	Wastewater Sales	1,663,460	2,000,000	1,544,831	2,000,000
344-75	Sewer Maintenance Fee	388,462	400,000	354,466	400,000
344-80	System Extensions	-	15,000	33,707	15,000
344-85	Service Fees	41,197	36,000	31,505	36,000
344-90	Return Check Fee	1,950	2,500	2,250	2,500
351-30	Delinquent Penalties	143,606	140,000	132,570	140,000
360-00	Miscellaneous Income	19,388	3,000	1,669	3,000
360-01	Funds Recovery	-		8,386	-
369-30	Sale of Equipment	143	2,000	933	2,000
	Total Permits, Fees & Other	<u>\$4,160,305</u>	<u>\$ 4,974,500</u>	<u>\$3,940,922</u>	<u>\$4,974,500</u>
Miscellaneous					
375-00	Subdivision Reimbursements	\$ 90,000	\$ -		\$ -
375-10	TCDBG 710299 Reimbursements	97,306	-		-
	Total Miscellaneous	<u>\$ 187,306</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Transfers In					
390-35	Transfer from I & S Fund	\$ 121,887	\$ -	\$ -	\$ -
	Total Transfers	<u>\$ 121,887</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Systems Fund Revenue		<u>\$4,469,498</u>	<u>\$ 4,974,500</u>	<u>\$ 3,940,922</u>	<u>\$ 4,974,500</u>

Water Plant

The Water Plant Department operates and maintains the water treatment plants, sludge dewatering system and water storage facilities of the City of Groves.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

Systems Fund
Department - Water Plant 11-5-63

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 284,148	\$ 385,480	\$ 268,317	\$ 381,812
01-020	Overtime	126,454	90,000	117,093	90,000
01-040	Social Security	31,438	29,948	30,113	29,209
01-050	TMRS	41,433	37,611	40,993	34,573
01-070	Hospitalization	59,231	77,952	62,999	71,922
01-080	Workers Compensation	13,214	4,273	11,741	7,307
01-160	ICMA	5,362	6,518	6,048	5,295
01-250	Life Insurance	2,201	2,558	2,308	2,520
	Total Personnel Services	\$ 563,481	\$ 634,340	\$ 539,612	\$ 622,638
Supplies					
02-010	Office Supplies	\$ 479	\$ 1,500	\$ 240	\$ 1,500
02-020	Minor Apparatus & Tools	139	200	93	1,000
02-030	Vehicle Supplies	2,776	1,500	1,553	1,500
02-040	Miscellaneous Supplies	2,693	2,000	2,636	-
02-050	Forms and Printing	-	-	-	2,400
02-090	Water Plant Supplies				2,500
02-100	Postage	1,936	3,000	1,248	4,500
02-110	Water Purchased	162,216	150,000	170,214	150,000
02-120	Chemicals	148,300	170,000	187,880	170,000
	Total Supplies	\$ 318,539	\$ 328,200	\$ 363,864	\$ 333,400
Maintenance					
03-010	Building & Grounds	\$ 86	\$ 100	\$ 170	\$ 500
03-020	Furniture & Fixtures	2,394	100	-	500
03-030	Equipment Maint. & Repair	556	500	383	500
03-040	Motor Vehicles	15	200	239	200
03-080	Water Plant	40,081	40,000	45,753	40,000
03-280	Water Tanks	(11,500)	4,000	-	4,000
	Total Maintenance	\$ 31,632	\$ 44,900	\$ 46,545	\$ 45,700
Services					
04-010	Electricity	\$ 389	\$ 85,000	\$ 297	\$ -
04-050	Electricity-Water Production	37,286	-	38,788	50,000
04-200	Communication	6,062	4,000	9,381	4,500
	Total Services	\$ 43,737	\$ 89,000	\$ 48,466	\$ 54,500

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

Systems Fund
Department - Water Plant 11-5-63

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Miscellaneous					
06-090	Dues & Subscriptions	\$ 100	\$ 500	\$ -	\$ 500
06-180	Fees & Permits	15,750	16,000	15,650	16,000
06-220	Laboratory Charges	10,070	15,000	10,955	15,000
06-270	Contract Services	15,352	10,000	9,216	17,494
07-010	Training	2,757	3,000	936	3,000
07-050	Auto Allowance/Reimbursement	6,000	6,000	6,000	6,000
07-100	Certification	444	222	111	444
07-260	Uniform Service	1,527	2,200	2,227	3,000
07-390	Insurance & Bonds	45,214	50,000	49,822	50,000
07-480	Water Utility Assoc. Dues	490	600	944	600
	Total Miscellaneous	<u>\$ 97,704</u>	<u>\$ 103,522</u>	<u>\$ 95,861</u>	<u>\$ 112,038</u>
Capital Outlay					
09-770	Equipment				7,000
09-840	Vehicles	\$ -	\$ 21,000	\$ -	\$ -
09-885	Elevated Storage Tank	-	175,000	-	290,000
	Total Capital Outlay	<u>\$ -</u>	<u>\$ 196,000</u>	<u>\$ -</u>	<u>\$ 297,000</u>
Interfund Transfers					
55-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 1,055,093</u></u>	<u><u>\$ 1,395,962</u></u>	<u><u>\$ 1,094,348</u></u>	<u><u>\$ 1,465,276</u></u>

Wastewater Plant

The Wastewater Plant operates and maintains the wastewater facilities and lift stations of the City of Groves.

**City of Groves
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EXPENDITURE DETAIL

Systems Fund	
Dept. - Wastewater Plant	11-5-64

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 169,899	\$ 154,285	\$ 160,517	\$ 155,931
01-020	Overtime	7,122	-	4,181	
01-040	Social Security	13,570	11,803	13,054	11,929
01-050	TMRS	17,815	14,823	17,183	14,120
01-070	Hospitalization	27,993	26,623	27,836	33,869
01-080	Workers Compensation	2,087	2,472	2,707	1,950
01-160	ICMA	7,162	6,171	7,000	4,275
01-240	Unemployment Compensation	-	-	-	
01-250	Life Insurance	908	1,004	924	752
	Total Personnel Services	\$ 246,556	\$ 217,181	\$ 233,402	\$ 222,826
Supplies					
02-010	Office Supplies	\$ 675	\$ 500	\$ 381	\$ 500
02-011	Supplies-Septage	23	1,200	165	2,000
02-020	Minor Apparatus & Tools	240	500	186	500
02-030	Vehicle Supplies	2,482	2,650	2,254	2,650
02-040	Miscellaneous Supplies	5,839	5,000	3,142	5,000
02-100	Postage	41	400	-	400
02-130	Wastewater Plant Supplies	-	300	-	300
02-140	Wastewater Plant Chemicals	85,655	110,000	63,533	110,000
02-200	Water Purchased - P.A.	96	100	133	100
	Total Supplies	\$ 95,051	\$ 120,650	\$ 69,794	\$ 121,450
Maintenance					
03-010	Building & Grounds	\$ 7	\$ 300	\$ 37	\$ 300
03-030	Equipment Maint. & Repair	1,000	500	481	750
03-040	Motor Vehicles	347	350	51	350
03-090	Lift Station	14,569	20,000	19,687	40,000
03-110	Plant	76,231	100,000	29,775	90,000
	Total Maintenance	\$ 92,154	\$ 121,150	\$ 50,031	\$ 131,400
Services					
04-010	Electricity	\$ 159,318	\$ 170,000	\$ 170,439	\$ 170,000
04-070	Electricity-Sewer Operations	-	45,500	-	45,500
04-100	Natural Gas	2,415	2,500	905	4,000
04-200	Communication	7,199	5,000	7,935	5,000
	Total Services	\$ 168,932	\$ 223,000	\$ 179,279	\$ 224,500

**City of Groves
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EXPENDITURE DETAIL

Systems Fund	
Dept. - Wastewater Plant	11-5-64

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Miscellaneous					
05-170	Sludge Disposal	\$ 136,685	\$ 130,000	\$ 122,545	\$ 130,000
06-090	Dues & Subscriptions	-	250	-	250
06-180	Fees & Permits	34,109	28,000	30,400	28,000
06-220	Laboratory Charges	31,751	40,000	32,230	40,000
07-010	Training	556	1,000	1,050	1,000
07-100	Certification	927	333	111	333
07-260	Uniform Service	821	900	1,631	1,400
07-390	Insurance & Bonds	45,151	48,048	48,096	48,048
07-480	Water Utility Assoc. Dues	210	250	210	250
	Total Miscellaneous	\$ 250,210	\$ 248,781	\$ 236,273	\$ 249,281
Capital Outlay					
09-115	Plant Repairs	\$ 124,306	\$ -	\$ -	\$ -
09-860	Building Maint. And Repairs	\$ -	\$ 25,000	-	\$ 10,000
	Total Capital Outlay	\$ 124,306	\$ 25,000	\$ -	\$ 10,000
Interfund Transfers					
55-670	Transfer to Equipment Replacement	-	\$ -	\$ -	\$ -
	Total Interfund Transfers	\$ -	\$ -	\$ -	\$ -
Department Total		\$ 977,209	\$ 955,762	\$ 768,779	\$ 959,457

Customer Service

The Customer Service Department is responsible for the cashier functions for the City of Groves including billing and collection of City receivables. This department interacts with various departments by providing billing and collection services for all City Departments.

This department is responsible for reading, maintenance and repair of customer water meters and to compile and maintain customer records.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

Systems Fund
Department - Customer Service 11-5-66

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 170,268	\$ 174,345	\$ 163,742	\$ 110,130
01-020	Overtime	708	500	1,472	500
01-040	Social Security	12,832	13,337	12,745	8,425
01-050	TMRS	15,675	15,690	16,172	8,886
01-070	Hospitalization	32,299	33,883	33,091	23,444
01-080	Workers Compensation	4,736	4,599	4,242	2,552
01-160	ICMA	888	932	924	440
01-250	Life Insurance	873	1,025	924	712
	Total Personnel Services	\$ 238,279	\$ 244,311	\$ 233,312	\$ 155,089
Supplies					
02-010	Office Supplies	\$ 4,333	\$ 3,500	\$ 5,102	\$ 3,500
02-020	Minor Apparatus & Tools	207	500	1,549	500
02-030	Vehicle Supplies	5,019	3,000	4,393	3,000
02-040	Miscellaneous Supplies	4,215	2,500	1,970	480
02-050	Forms and Printing	1,570	2,500	28	2,500
02-100	Postage	14,680	14,000	14,635	14,000
	Total Supplies	\$ 30,024	\$ 26,000	\$ 27,677	\$ 23,980
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 1,000	\$ 6	\$ 1,000
03-030	Equipment Maint. & Repair	1,731	2,000	1,744	2,000
03-040	Motor Vehicles	1,038	1,000	1,060	1,000
03-140	Meters	17,496	5,000	3,145	5,000
	Total Maintenance	\$ 20,265	\$ 9,000	\$ 5,955	\$ 9,000
Services					
04-200	Communication	\$ 1,160	\$ 1,500	\$ 1,028	\$ 1,500
	Total Services	\$ 1,160	\$ 1,500	\$ 1,028	\$ 1,500
Miscellaneous					
07-010	Training	\$ -	\$ 1,000	\$ 616	\$ 1,000
07-260	Uniform Service	218	300	311	300
07-390	Insurance & Bonds	906	1,500	1,128	1,500
	Total Miscellaneous	\$ 1,124	\$ 2,800	\$ 2,055	\$ 2,800

**City of Groves
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2015-2016**

EXPENDITURE DETAIL

Systems Fund	
Department - Customer Service	11-5-66

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Capital Outlay					
09-140	Automobile	\$ -	\$ -	\$ -	\$ -
09-770	Equipment / Meter Lease		220,000	217,269	225,000
	Total Capital Outlay	<u>\$ -</u>	<u>\$ 220,000</u>	<u>\$ 217,269</u>	<u>\$ 225,000</u>
Interfund Transfers					
55-670	Transfer to Equipment Replacement	-	-	-	-
55-840	Replace Equipment				
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 290,852</u></u>	<u><u>\$ 503,611</u></u>	<u><u>\$ 487,296</u></u>	<u><u>\$ 417,369</u></u>

Water Distribution

The Water Distribution Department is responsible for water line extensions, water taps, replacing deteriorated cast iron lines, flushing lines, repair water breaks, and responds to citizen requests relative to the water distribution system.

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

Systems Fund
Department - Water Distribution 11-5-67

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 167,495	\$ 356,376	\$ 401,963	\$ 403,985
01-020	Overtime	23,136	39,000	17,019	39,000
01-040	Social Security	14,048	27,211	31,836	30,854
01-050	TMRS	18,766	34,174	42,144	36,520
01-070	Hospitalization	35,682	89,801	82,052	92,201
01-080	Workers Compensation	5,058	25,504	10,460	14,261
01-090	Stick Leave Accumulation	-	-	-	-
01-160	ICMA	175	2,392	5,151	2,447
01-240	Unemployment Compensation	-	-	-	-
01-250	Life Insurance	1,273	2,513	1,905	2,568
	Total Personnel Services	\$ 265,633	\$ 576,971	\$ 592,530	\$ 621,836
Supplies					
02-010	Office Supplies	\$ 297	\$ 650	\$ 290	\$ 650
02-020	Minor Apparatus & Tools	2,036	4,000	2,616	4,000
02-030	Vehicle Supplies	12,095	23,000	13,646	23,000
02-040	Miscellaneous Supplies	6,556	11,000	5,333	11,000
02-050	Data Processing Supplies	-	-	-	7,400
02-100	Postage	-	100	-	100
	Total Supplies	\$ 20,984	\$ 38,750	\$ 21,885	\$ 46,150
Maintenance					
03-020	Furniture & Fixtures	\$ 1,016	\$ 1,250	\$ -	\$ 1,250
03-030	Equipment Maint. & Repair	9,114	20,000	13,360	20,000
03-040	Motor Vehicles	459	1,950	445	1,950
03-060	Service Lines	-	25,000	2,660	25,000
03-240	Cast Iron Lines	29,938	30,000	-	30,000
03-270	Water Lines	80,556	70,000	61,397	70,000
03-271	Inventory Adjustment	-	-	-	-
	Total Maintenance	\$ 121,083	\$ 148,200	\$ 77,862	\$ 148,200
Services					
04-200	Communication	\$ -	\$ 600	\$ -	\$ 600
	Total Services	\$ -	\$ 600	\$ -	\$ 600

**City of Groves
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2015-2016**

EXPENDITURE DETAIL

Systems Fund
Department - Water Distribution 11-5-67

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Miscellaneous					
05-030	Equipment Rental	\$ 1,658	\$ 2,000	\$ -	\$ 2,000
06-040	Construction Materials	-	40,000	35,945	40,000
06-090	Dues & Subscriptions	-	750	-	750
06-270	Contract Services	1,650	17,000	8,838	17,000
07-010	Training	701	3,800	2,540	4,500
07-100	Certification	111	666	240	666
07-260	Uniform Service	2,170	4,200	3,231	4,200
07-390	Insurance & Bonds	2,773	16,442	14,025	16,442
07-480	Water Utility Assoc. Dues	280	1,000	560	1,000
07-640	Drug Testing	-	-	-	-
	Total Miscellaneous	<u>\$ 9,343</u>	<u>\$ 85,858</u>	<u>\$ 65,379</u>	<u>\$ 86,558</u>
Capital Outlay					
09-600	Heritage Point Subdivision	\$ -	\$ -	\$ 51,711	\$ -
09-770	Equipment	789	13,000	212	70,000
09-910	Heavy Equipment	-	32,000	-	-
	Total Capital Outlay	<u>\$ 789</u>	<u>\$ 45,000</u>	<u>\$ 51,923</u>	<u>\$ 70,000</u>
Interfund Transfers					
55-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u>\$ 417,832</u>	<u>\$ 895,379</u>	<u>\$ 809,579</u>	<u>\$ 973,344</u>

Wastewater Collection

The Wastewater Collection Department is responsible for sewer line extensions, sewer taps, replacement of deteriorated lines, preventative maintenance programs, cleaning lines and responding to citizen requests relative to the wastewater collection system.

**City of Groves
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EXPENDITURE DETAIL

Systems Fund
Department-Wastewater Collection 11-5-68

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Personnel Services					
01-010	Salaries & Wages	\$ 257,752	\$ -	\$ (8,079)	\$ -
01-020	Overtime	11,969	-	-	-
01-040	Social Security	20,420	-	(2)	-
01-050	TMRS	26,764	-	911	-
01-070	Hospitalization	42,363	-	1,632	-
01-080	Workers Compensation	19,745	-	-	-
01-160	ICMA	6,679	-	277	-
01-250	Life Insurance	1,332	-	203	-
	Total Personnel Services	\$ 387,024	\$ -	\$ (5,058)	\$ -
Supplies					
02-010	Office Supplies	\$ 311	\$ -	\$ 76	\$ -
02-020	Minor Apparatus & Tools	1,657	-	975	-
02-030	Vehicle Supplies	15,910	-	5,869	-
02-040	Miscellaneous Supplies	7,884	-	1,483	-
02-100	Postage	-	-	-	-
	Total Supplies	\$ 25,762	\$ -	\$ 8,403	\$ -
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -
03-030	Equipment Maint. & Repair	8,265	-	2,911	-
03-040	Motor Vehicles	439	-	430	-
03-060	Service Lines	12,393	-	3,106	-
	Total Maintenance	\$ 21,097	\$ -	\$ 6,447	\$ -
Services					
04-200	Communication	\$ 899	\$ -	\$ 903	\$ -
	Total Services	\$ 899	\$ -	\$ 903	\$ -

**City of Groves
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2015-2016**

EXPENDITURE DETAIL

Systems Fund
Department-Wastewater Collection 11-5-68

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Miscellaneous					
05-030	Equipment Rental	\$ 24,968	\$ -	\$ -	\$ -
05-040	Construction Materials	104,196	-	3,936	-
06-090	Dues & Subscriptions	-	-	-	-
06-270	Contract Services	3,063	-	618	-
07-010	Training	406	-	325	-
07-100	Certification	111	-	-	-
07-260	Uniform Service	639	-	524	-
07-390	Insurance & Bonds	11,842	-	-	-
07-480	Water Utility Assoc. Dues	420	-	-	-
	Total Miscellaneous	<u>\$ 145,645</u>	<u>\$ -</u>	<u>\$ 5,403</u>	<u>\$ -</u>
Capital Outlay					
09-500	Sewer Extensions	\$ -	\$ -	\$ 647	\$ -
	Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 647</u>	<u>\$ -</u>
Department Total		<u>\$ 580,427</u>	<u>\$ -</u>	<u>\$ 16,745</u>	<u>\$ -</u>

**City of Groves
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EXPENDITURE DETAIL

Systems Fund	
Dept. - Systems Admin.	11-5-99

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Services					
04-010	Electricity	\$ 1,815	\$ 1,000	\$ 1,880	\$ 1,000
04-100	Natural Gas	-	-	-	-
	Total Services	<u>\$ 1,815</u>	<u>\$ 1,000</u>	<u>\$ 1,880</u>	<u>\$ 1,000</u>
Miscellaneous					
06-020	City Auditor	\$ -	\$ -	\$ -	\$ -
06-170	Programming & Maintenance	-	-	-	-
07-400	Healthy Initiative Fees	-	-	150	-
07-100	City Franchise Fee	440,000	655,000	540,000	608,054
07-420	Contingencies	600	786	13,487	-
07-580	Subdivider Rebates	6,073	7,000	6,728	5,000
07-900	Allowance for Bad Debt	-	-	-	-
	Total Miscellaneous	<u>\$ 446,673</u>	<u>\$ 662,786</u>	<u>\$ 560,365</u>	<u>\$ 613,054</u>
Interfund Transfers					
09-500	Transfer to General Fund	\$ 3,000	\$ -	-	\$ -
53-040	Transfer to Interest & Sinking	565,000	560,000	-	545,000
09-670	Transfer to Equipment Replace	-	-	-	-
	Total Interfund Transfers	<u>\$ 568,000</u>	<u>\$ 560,000</u>	<u>\$ -</u>	<u>\$ 545,000</u>
Department Total		<u><u>\$ 1,016,488</u></u>	<u><u>\$ 1,223,786</u></u>	<u><u>\$ 562,245</u></u>	<u><u>\$ 1,159,054</u></u>

Miscellaneous

SALES TAX FUND

**City of Groves
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2015-2016**

SALES TAX FUND SUMMARY #21

Beginning Year Gross Fund Balance 10-01-14	\$ 770,114
FYE 2015	
Current Estimated Revenues	\$ 1,210,253
Current Estimated Expenses	<u>\$(1,475,000)</u>
Projected Gross Fund Balance 9-30-15	<u>\$ 505,367</u>
FYE 2016	
Estimated Gross Fund Balance 10-01-15	\$ 505,367
Proposed Revenues	<u>\$ 1,475,000</u>
Total FYE 2015 Resources	<u>\$ 1,980,367</u>
Proposed Transfer to General Fund	<u>\$(1,475,000)</u>
Total Proposed Expenditures	<u>\$(1,475,000)</u>
Projected Undesignated Fund Balance 9-30-16	<u>\$ 505,367</u>

**City of Groves
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SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Sales Tax Fund

Revenue	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Sales Tax	\$ 1,153,438	\$ 1,300,000	\$ 1,206,879	\$ 1,400,000
Mixed Beverage Tax	3,614	3,500	3,116	3,500
Earnings of Investments	399	1,000	258	1,000
Fund Balance Transfer	-	100,000	-	70,500
Total Revenue	<u>\$ 1,157,451</u>	<u>\$ 1,404,500</u>	<u>\$ 1,210,253</u>	<u>\$ 1,475,000</u>
Expenditures				
Transfers Out	\$ 1,798,515	\$ 1,404,500	\$ 1,475,000	\$ 1,475,000
Total Expenditures	<u>\$ 1,798,515</u>	<u>\$ 1,404,500</u>	<u>\$ 1,475,000</u>	<u>\$ 1,475,000</u>
Revenues Over(Under) Expenditures	<u>\$ (641,064)</u>	<u>\$ -</u>	<u>\$ (264,747)</u>	<u>\$ -</u>

**City of Groves
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STATEMENT OF REVENUES

Sales Tax Fund **21-4-00**

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Taxes					
313-00	Sales Tax Receipts	\$ 1,153,438	\$ 1,300,000	\$ 1,206,879	1400000
390-11	Fund Balance Transfer	-	100,000	-	70500
390-01	Transfer from General Fund	630,515	-	-	
	Total Taxes	<u>\$1,783,953</u>	<u>\$ 1,400,000</u>	<u>\$1,206,879</u>	<u>\$ 1,470,500</u>
Miscellaneous					
320-00	Mixed Beverage Tax	\$ 3,614	\$ 3,500	\$ 3,116	\$ 3,500
361-10	Earnings on Investments	399	1,000	258	1,000
	Total Miscellaneous	<u>\$ 4,013</u>	<u>\$ 4,500</u>	<u>\$ 3,374</u>	<u>\$ 4,500</u>
Total Sales Tax Fund Revenue		<u><u>\$1,787,966</u></u>	<u><u>\$ 1,404,500</u></u>	<u><u>\$ 1,210,253</u></u>	<u><u>\$ 1,475,000</u></u>

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

Sales Tax Fund	
Department - Sales Tax	21-5-99

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Miscellaneous					
07-420	Contingencies	\$ -	\$ 29,500	\$ -	
	Total Miscellaneous	<u>\$ -</u>	<u>\$ 29,500</u>	<u>\$ -</u>	<u>\$ -</u>
Interfund Transfers					
51-313	Transfer to General Fund	\$ 1,405,515	\$ 1,300,000	\$ 1,400,000	\$ 1,400,000
51-335	Transfer to I&S	393,000	75,000	75,000	75,000
	Total Interfund Transfers	<u>\$ 1,798,515</u>	<u>\$ 1,375,000</u>	<u>\$ 1,475,000</u>	<u>\$ 1,475,000</u>
Department Total		<u><u>\$ 1,798,515</u></u>	<u><u>\$ 1,404,500</u></u>	<u><u>\$ 1,475,000</u></u>	<u><u>\$ 1,475,000</u></u>

INTEREST AND SINKING FUND

**City of Groves
Annual Fiscal Budget
2015-2016**

INTEREST & SINKING FUND SUMMARY #35

Beginning Year Gross Fund Balance 10-01-14	\$	12,832
 FYE 2015		
Current Estimated Revenues	\$	1,838,587
Current Estimated Expenses		<u>\$(1,828,019)</u>
 Projected Gross Fund Balance 9-30-15	 \$	 <u>23,400</u>
 FYE 2016		
Estimated Gross Fund Balance 10-01-15	\$	23,400
Proposed Revenues		<u>\$ 1,835,616</u>
Total FYE 2016 Resources		\$ 1,859,016
 Proposed I&S Expenditures		 <u>\$(1,835,616)</u>
Total Proposed Expenditures		<u>\$(1,835,616)</u>
 Projected Undesignated Fund Balance 9-30-16	 \$	 <u>23,400</u>

**City of Groves
Annual Fiscal Budget
2015-2016**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Interest & Sinking Fund

Revenue	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Current Taxes	\$ 327,881	\$ 692,200	\$ 438,694	\$ 710,000
Delinquent Taxes	10,885	26,682	10,654	20,616
Current Penalty & Interest	3,419	3,000	4,613	5,000
Delinquent Penalty & Interest	3,089	6,000	4,603	5,000
Interest on Investments	98	-	23	-
Economic Development	223,904	475,000	20,000	475,000
Transfers	958,000	635,000	1,360,000	620,000
Total Revenue	\$ 1,527,276	\$ 1,837,882	\$ 1,838,587	\$ 1,835,616
Expenditures				
Principal	\$ 1,192,000	\$ 1,440,000	\$ 1,375,000	\$ 1,495,000
Interest	412,204	396,382	451,519	339,116
Fees & Charges	1,500	1,500	1,500	1,500
Contingencies	-	-	-	-
Total Expenditures	\$ 1,605,704	\$ 1,837,882	\$ 1,828,019	\$ 1,835,616
Revenues Over(Under) Expenditures	\$ (78,428)	\$ -	\$ 10,568	\$ -

**City of Groves
Annual Fiscal Budget
2015-2016**

STATEMENT OF REVENUES

Interest & Sinking Fund	35-4-00
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Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Taxes					
310-49	Current Taxes	\$ 327,881	\$ 692,200	\$ 438,694	\$ 710,000
310-48	Delinquent Taxes	10,885	26,682	10,654	20,616
319-00	Current Penalty & Interest	3,419	3,000	4,613	5,000
319-10	Delinquent Penalty & Interest	3,089	6,000	4,603	5,000
	Total Taxes	<u>\$ 345,274</u>	<u>\$ 727,882</u>	<u>\$ 458,564</u>	<u>\$ 740,616</u>
Permits, Fees & Other					
361-10	Interest on Investments	\$ 98	\$ -	\$ 23	\$ -
	Total Permits, Fees & Other	<u>\$ 98</u>	<u>\$ -</u>	<u>\$ 23</u>	<u>\$ -</u>
Operating Transfers In					
390-00	Transfer from Systems Fund	\$ 565,000	\$ 560,000	\$ -	\$ 545,000
390-11	Transfer from Fund Balance	-	-	-	-
390-21	Transfer from Sales Tax Fund	393,000	75,000	1,360,000	75,000
390-30	Transfer from EDC	223,904	475,000	20,000	475,000
	Total Operating Transfers	<u>\$1,181,904</u>	<u>\$1,110,000</u>	<u>\$1,380,000</u>	<u>\$1,095,000</u>
	Total Interest & Sinking Revenue	<u>\$1,527,276</u>	<u>\$1,837,882</u>	<u>\$1,838,587</u>	<u>\$1,835,616</u>

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

Interest & Sinking Fund	
Department - Debt Retirement	35-5-84

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Debt Retirement					
08-040	Principal	\$ 1,192,000	\$ 1,440,000	\$ 1,375,000	\$ 1,495,000
08-050	Interest	412,204	396,382	451,519	339,116
08-060	Fees & Charges	1,500	1,500	1,500	1,500
	Total Debt Retirement	<u>\$ 1,605,704</u>	<u>\$ 1,837,882</u>	<u>\$ 1,828,019</u>	<u>\$ 1,835,616</u>
	Department Total	<u>\$ 1,605,704</u>	<u>\$ 1,837,882</u>	<u>\$ 1,828,019</u>	<u>\$ 1,835,616</u>

**GROVES
ECONOMIC
DEVELOPMENT
CORPORATION
FUND**

**City of Groves
Annual Fiscal Budget
2015-2016**

ECONOMIC DEVELOPMENT FUND SUMMARY #30

Beginning Year Gross Fund Balance 10-01-14	\$ 354,916
 FYE 2015	
Current Estimated Revenues	\$ 497,379
Current Estimated Expenses	<u>\$ (641,930)</u>
 Projected Gross Fund Balance 9-30-15	 <u>\$ 210,365</u>
 FYE 2016	
Estimated Gross Fund Balance 10-01-15	\$ 210,365
Proposed Revenues	<u>\$ 700,000</u>
Total FYE 2016 Resources	\$ 910,365
 Proposed Expenditures	 \$ (225,000)
Proposed I&S Expenditures	<u>\$ (475,000)</u>
Total Proposed Expenditures	<u>\$ (700,000)</u>
 Projected Undesignated Fund Balance 9-30-16	 <u>\$ 210,365</u>

**City of Groves
Annual Fiscal Budget
2015-2016**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Economic Development Fund

Revenue	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Sales Taxes	\$ 576,719	\$ 650,000	\$ 497,370	\$ 700,000
Interest on Investments	1,344	-	9	-
Total Revenue	\$ 578,063	\$ 650,000	\$ 497,379	\$ 700,000
Expenditures				
Supplies	\$ -	\$ -	\$ 3,918	\$ 5,000
Miscellaneous	202,667	175,000	237,195	220,000
Materials & Contracts	-	-	817	-
Transfers	223,904	475,000	400,000	475,000
Total Expenditures	\$ 426,571	\$ 650,000	\$ 641,930	\$ 700,000
Revenues Over(Under) Expenditures	\$ 151,492	\$ -	\$ (144,551)	\$ -

**City of Groves
Annual Fiscal Budget
2015-2016**

STATEMENT OF REVENUES

Economic Development Fund 30-4-00

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Taxes					
313-00	Sales Taxes	\$ 576,719	\$ 650,000	\$ 497,370	\$ 700,000
	Total Taxes	<u>\$ 576,719</u>	<u>\$ 650,000</u>	<u>\$ 497,370</u>	<u>\$ 700,000</u>
Permits, Fees & Other					
361-10	Interest on Investments	\$ 13		\$ 9	\$ -
370-00	Reimbursements	1,331	-	-	-
	Total Fees & Other	<u>\$ 1,344</u>	<u>\$ -</u>	<u>\$ 9</u>	<u>\$ -</u>
Total EDC Fund Revenue		<u><u>\$ 578,063</u></u>	<u><u>\$ 650,000</u></u>	<u><u>\$ 497,379</u></u>	<u><u>\$ 700,000</u></u>

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

Economic Development Fund
Department - Special Items 30-5-99

Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Supplies					
02-040	Miscellaneous Supplies	\$ -	\$ -	\$ 3,918	\$ 5,000
	Total Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,918</u>	<u>\$ 5,000</u>
Miscellaneous					
06-100	Grant Disbursement	\$ 64,255	\$ 37,500	\$ 75,859	\$ 83,000
06-270	Contract Services	13,412	12,500	36,336	12,000
07-100	Administration Fee	125,000	125,000	125,000	125,000
08-060	Fees & Charges	-	-	-	-
	Total Miscellaneous	<u>\$ 202,667</u>	<u>\$ 175,000</u>	<u>\$ 237,195</u>	<u>\$ 220,000</u>
Materials & Contracts					
05-040	Construction Materials	\$ -	\$ -	\$ 817	\$ -
	Total Materials & Contracts	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 817</u>	<u>\$ -</u>
Transfers					
36-000	Transfer 96 Cert, Oblig. I & S	\$ 223,904	\$ 475,000	\$ 400,000	\$ 475,000
	Total Transfers	<u>\$ 223,904</u>	<u>\$ 475,000</u>	<u>\$ 400,000</u>	<u>\$ 475,000</u>
Department Total		<u><u>\$ 426,571</u></u>	<u><u>\$ 650,000</u></u>	<u><u>\$ 641,930</u></u>	<u><u>\$ 700,000</u></u>

EQUIPMENT REPLACEMENT

**City of Groves
Annual Fiscal Budget
2015-2016**

EQUIPMENT REPLACEMENT FUND SUMMARY #55

Beginning Year Gross Fund Balance 10-01-14	\$ 568,369
FYE 2015	
Current Estimated Revenues	\$ 12
Current Estimated Expenses	<u>\$ (230,556)</u>
Projected Gross Fund Balance 9-30-15	<u>\$ 337,825</u>
FYE 2016	
Estimated Gross Fund Balance 10-01-15	\$ 337,825
Proposed Revenues	<u>\$ 63,206</u>
Total FYE 2016 Resources	\$ 401,031
Proposed Capital Outlay	<u>\$ -</u>
Total Proposed Expenditures	\$ -
Projected Undesignated Fund Balance 9-30-16	<u>\$ 401,031</u>

**City of Groves
Annual Fiscal Budget
2015-2016**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Equipment Replacement Fund

Revenue	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Transfers In	\$ -	\$ 90,000	\$ -	\$ 63,156
Interest on Investments	53	500	12	50
Total Revenue	<u>\$ 53</u>	<u>\$ 90,500</u>	<u>\$ 12</u>	<u>\$ 63,206</u>
Expenditures				
Capital Outlay	25,407	-	230,556	-
Total Expenditures	<u>\$ 25,407</u>	<u>\$ -</u>	<u>\$ 230,556</u>	<u>\$ -</u>
Revenues Over(Under) Expenditures	<u>\$ (25,354)</u>	<u>\$ 90,500</u>	<u>\$ (230,544)</u>	<u>\$ 63,206</u>

**City of Groves
Annual Fiscal Budget
2015-2016**

STATEMENT OF REVENUES

Equipment Replacement Fund	55-4-00
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Acct #	Account Description	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015
Operating Transfers In					
349-05	Finance	\$ -	\$ -	\$ -	\$ -
349-13	Municipal Court	-	-	-	-
349-21	Library	-	-	-	-
349-25	Parks & Recreation	-	-	-	-
349-31	Police	-	-	-	11,000
349-32	Fire	-	-	-	-
349-33	Animal Control	-	-	-	-
349-35	Animal Shelter	-	-	-	-
349-38	Inspections	-	-	-	-
349-41	Public Works Admin.	-	-	-	-
349-42	Garage	-	-	-	-
349-43	Warehouse	-	-	-	-
349-44	Streets	-	-	-	-
349-45	Drainage	-	-	-	-
349-55	Solid Waste	-	90,000	-	52,156
349-63	Water Plant	-	-	-	-
349-66	Customer Service	-	-	-	-
349-67	Water Distribution	-	-	-	-
349-68	Wastewater Collection	-	-	-	-
	Total Operating Transfer:	\$ -	\$ 90,000	\$ -	\$ 63,156
Permits, Fees & Other					
361-10	Interest on Investments	\$ 53	\$ 500	\$ 12	\$ 50
	Total Fees & Other	\$ 53	\$ 500	\$ 12	\$ 50
Total Equipment Replacement Rev		\$ 53	\$ 90,500	\$ 12	\$ 63,206

**City of Groves
Annual Fiscal Budget
2015-2016**

EXPENDITURE DETAIL

Equipment Replacement Fund	55-5
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Acct #	Account Description	Actual 2013-2014	Budget 2014-2015	Estimated 2014-2015	Proposed 2015-2016
Capital Outlay					
99-09-671	Transfer To General Fund	\$ -	\$ -	\$ -	\$ -
99-09-672	Transfer To GF EOC Project	25,407	-	230,556	-
	Total Capital Outlay	<u>\$ 25,407</u>	<u>\$ -</u>	<u>\$ 230,556</u>	<u>\$ -</u>
Department Total		<u>\$ 25,407</u>	<u>\$ -</u>	<u>\$ 230,556</u>	<u>\$ -</u>

CAPITAL OUTLAY PURCHASES

**City of Groves
Annual Fiscal Budget
2015-2016**

Proposed Capital Outlay Purchases

Department	Description	Amount
Finance	Equipment	\$ 500
	Computer/Software	70,000
Total Finance		<u>\$ 70,500</u>
Municipal Court	Court Security	\$ 3,000
	Court Technology	-
Total Municipal Court		<u>\$ 3,000</u>
Library	Books	\$ 16,000
	Audiotapes	\$ 5,500
	Equipment	\$ 2,500
	Building Maint. & Projects	5,000
Total Library		<u>\$ 29,000</u>
Parks & Recreation	Equipment	\$ 3,000
	Building Main. & Repairs	\$ 8,000
Total Parks & Recreation		<u>\$ 11,000</u>
Police	Automobile	\$ 15,000
	Auto Equipment	5,000
Total Police		<u>\$ 20,000</u>
Fire	Air Packs	\$ 8,600
	Capital Outlay	\$ 6,000
	Bunker Sets	\$ 6,200
	Fire Equipment	\$ 12,500
	Equipment	8,100
Total Fire		<u>\$ 41,400</u>
Emergency Mgmt.	Equipment	\$ 5,000
Total Emergency Mgmt.		<u>\$ 5,000</u>
Animal Shelter	Equipment	\$ 5,000
Total Animal Shelter		<u>\$ 5,000</u>
Public Works Admin.	Building Improvements	\$ 10,000
Total Public Works Admin.		<u>\$ 10,000</u>

Garage	Capital Outlay	\$ 8,000
	Equipment	\$ 8,000
Total Garage		\$ 16,000
Streets	Equipment	\$ 17,000
Total Streets		17,000
Property Maintenance	Minor Equipment	\$ -
	Equipment	12,000
Total Property Maintenance		\$ 12,000
Total General Fund		\$ 239,900

Systems

Water Plant	Equipment	\$ 7,000
	Elevated Storage Tank	\$ 290,000
Total Water Plant		\$ 297,000
Customer Service	Equipment/Meter Lease	\$ 225,000
Total Customer Service		\$ 225,000
Water Distribution	Equipment	70,000
	Heavy Equipment	\$ -
Total Water Distribution		\$ 70,000
WastewaterPlant	Building Maint. & Repairs	\$ 10,000
Total Wastewater Plant		\$ 10,000
Total Systems Fund		\$ 602,000

INTERFUND TRANSFERS

**City of Groves
Annual Fiscal Budget
2015-2016**

Proposed Interfund Transfers

General Fund	Source/Destination	Amount
Transfers In		
General	Sales Tax Fund	\$ 1,400,000
General	Equipment Replacement	\$ -
Total Transfers In		<u>\$ 1,400,000</u>
 Transfers Out		
Municipal Court	Court Security (Restricted)	5,000
Municipal Court	Court Technology (Restricted)	3,800
Total Transfers Out		<u>\$ 8,800</u>
Total General Fund Transfers		<u>\$ 1,391,200</u>
 Solid Waste Fund		
Transfers Out		
Solid Waste	Equipment Replacement	52,156
Total Transfers Out		<u>\$ 52,156</u>
Total Systems Fund Transfers		<u>\$ (52,156)</u>
 Systems Fund		
Transfers Out		
Systems	Interest & Sinking	545,000
Total Transfers Out		<u>\$ 545,000</u>
Total Systems Fund Transfers		<u>\$ (545,000)</u>
 Sales Tax Fund		
Transfers Out		
Sales Tax	General Fund	\$ 1,400,000
Sales Tax	Interest & Sinking	\$ 75,000
Total Transfers Out		<u>\$ 1,475,000</u>
Total Sales Tax Fund Transfers		<u>\$ (1,475,000)</u>
 Interest & Sinking Fund		
Transfers In		
Interest & Sinking	Systems Fund	\$ 545,000
Interest & Sinking	Sales Tax	\$ 75,000
Interest & Sinking	Economic Development Corporation	\$ 475,000
Total Transfers In		<u>\$ 1,095,000</u>
Total Interest & Sinking Fund Transfers		<u>\$ 1,095,000</u>

**City of Groves
Annual Fiscal Budget
2015-2016**

Proposed Interfund Transfers

Economic Development Corporation Fund		
Transfers Out		
E.D.C.	Interest & Sinking	\$ 475,000
Total Transfers Out		<u><u>\$ 475,000</u></u>
Total E.D.C. Fund Transfers		<u><u>\$ (475,000)</u></u>
Total Interfund Transfers		<u><u>\$ (8,800)</u></u>

DEBT SCHEDULES

City of Groves
Annual Fiscal Budget
2015-2016

SUMMARY OF TOTAL BONDED INDEBTEDNESS

Issue/Series	Maturity	Issue	Balance
Certificates of Obligation 2004	2026	\$ 715,000	\$ 460,000
General Obligation Refunding Bonds 2005	2018	10,855,000	3,230,000
Certificates of Obligation 2006	2027	5,000,000	3,415,000
Tax Notes Series 2010	2016	890,000	170,000
Certificates of Obligation 2013	2033	2,500,000	2,450,000
Total		\$ 19,960,000	\$ 9,725,000

City of Groves
Annual Fiscal Budget
2015-2016

SCHEDULE OF DEBT REQUIREMENTS TO MATURITY

Year	Principal	Interest	Total
2016	1,495,000.00	339,116.26	1,834,116.26
2017	1,375,000.00	285,932.50	1,660,932.50
2018	1,430,000.00	232,640.00	1,662,640.00
2019	430,000.00	177,037.50	607,037.50
2020	445,000.00	162,817.50	607,817.50
2021	455,000.00	147,932.50	602,932.50
2022	470,000.00	132,715.00	602,715.00
2023	490,000.00	116,775.00	606,775.00
2024	505,000.00	99,955.00	604,955.00
2025	525,000.00	82,430.00	607,430.00
2026	535,000.00	64,165.00	599,165.00
2027	505,000.00	45,305.00	550,305.00
2028	165,000.00	27,690.00	192,690.00
2029	170,000.00	23,400.00	193,400.00
2030	175,000.00	18,980.00	193,980.00
2031	180,000.00	14,430.00	194,430.00
2032	185,000.00	9,750.00	194,750.00
2033	190,000.00	4,940.00	194,940.00
	<u>\$ 9,725,000.00</u>	<u>\$ 1,986,011.26</u>	<u>\$ 11,711,011.26</u>

City of Groves
Annual Fiscal Budget
2015-2016

RECAP OF OUTSTANDING DEBT

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2016	1,495,000.00	167,858.13	171,258.13	1,834,116.26	8,230,000.00
2017	1,375,000.00	142,966.25	142,966.25	1,660,932.50	6,855,000.00
2018	1,430,000.00	116,320.00	116,320.00	1,662,640.00	5,425,000.00
2019	430,000.00	88,518.75	88,518.75	607,037.50	4,995,000.00
2020	445,000.00	81,408.75	81,408.75	607,817.50	4,550,000.00
2021	455,000.00	73,966.25	73,966.25	602,932.50	4,095,000.00
2022	470,000.00	66,357.50	66,357.50	602,715.00	3,625,000.00
2023	490,000.00	58,387.50	58,387.50	606,775.00	3,135,000.00
2024	505,000.00	49,977.50	49,977.50	604,955.00	2,630,000.00
2025	525,000.00	41,215.00	41,215.00	607,430.00	2,105,000.00
2026	535,000.00	32,082.50	32,082.50	599,165.00	1,570,000.00
2027	505,000.00	29,380.00	15,925.00	550,305.00	1,065,000.00
2028	165,000.00	13,845.00	13,845.00	192,690.00	900,000.00
2029	170,000.00	11,700.00	11,700.00	193,400.00	730,000.00
2030	175,000.00	9,490.00	9,490.00	193,980.00	555,000.00
2031	180,000.00	7,215.00	7,215.00	194,430.00	375,000.00
2032	185,000.00	4,875.00	4,875.00	194,750.00	190,000.00
2033	190,000.00	2,470.00	2,470.00	194,940.00	-

City of Groves
Annual Fiscal Budget
2015-2016

CERTIFICATES OF OBLIGATION SERIES 2004

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2016	35,000.00	8,933.75	8,933.75	52,867.50	425,000.00
2017	35,000.00	8,330.00	8,330.00	51,660.00	390,000.00
2018	35,000.00	7,708.75	7,708.75	50,417.50	355,000.00
2019	40,000.00	7,070.00	7,070.00	54,140.00	315,000.00
2020	40,000.00	6,330.00	6,330.00	52,660.00	275,000.00
2021	40,000.00	5,570.00	5,570.00	51,140.00	235,000.00
2022	45,000.00	4,800.00	4,800.00	54,600.00	190,000.00
2023	45,000.00	3,922.50	3,922.50	52,845.00	145,000.00
2024	45,000.00	3,022.50	3,022.50	51,045.00	100,000.00
2025	50,000.00	2,100.00	2,100.00	54,200.00	50,000.00
2026	50,000.00	1,062.50	1,062.50	52,125.00	-

City of Groves
Annual Fiscal Budget
2015-2016

GENERAL OBLIGATION REFUNDING BONDS 2005

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2016	1,035,000.00	63,953.13	63,953.13	1,162,906.26	2,195,000.00
2017	1,075,000.00	43,900.00	43,900.00	1,162,800.00	1,120,000.00
2018	1,120,000.00	22,400.00	22,400.00	1,164,800.00	-

City of Groves
Annual Fiscal Budget
2015-2016

CERTIFICATES OF OBLIGATION SERIES 2006

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2016	230,000.00	63,121.25	63,121.25	356,242.50	3,185,000.00
2017	240,000.00	59,211.25	59,211.25	358,422.50	2,945,000.00
2018	250,000.00	55,011.25	55,011.25	360,022.50	2,695,000.00
2019	260,000.00	50,573.75	50,573.75	361,147.50	2,435,000.00
2020	270,000.00	45,893.75	45,893.75	361,787.50	2,165,000.00
2021	275,000.00	40,966.25	40,966.25	356,932.50	1,890,000.00
2022	285,000.00	35,947.50	35,947.50	356,895.00	1,605,000.00
2023	300,000.00	30,675.00	30,675.00	361,350.00	1,305,000.00
2024	310,000.00	25,050.00	25,050.00	360,100.00	995,000.00
2025	320,000.00	19,160.00	19,160.00	358,320.00	675,000.00
2026	330,000.00	13,080.00	13,080.00	356,160.00	345,000.00
2027	345,000.00	13,455.00	-	358,455.00	-

City of Groves
Annual Fiscal Budget
2015-2016

TAX NOTES SERIES 2010

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2016	170,000	-	3,400.00	173,400.00	-

City of Groves
Annual Fiscal Budget
2015-2016

CERTIFICATES OF OBLIGATION SERIES 2013

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2016	25,000.00	31,850.00	31,850.00	88,700.00	2,425,000.00
2017	25,000.00	31,525.00	31,525.00	88,050.00	2,400,000.00
2018	25,000.00	31,200.00	31,200.00	87,400.00	2,375,000.00
2019	130,000.00	30,875.00	30,875.00	191,750.00	2,245,000.00
2020	135,000.00	29,185.00	29,185.00	193,370.00	2,110,000.00
2021	140,000.00	27,430.00	27,430.00	194,860.00	1,970,000.00
2022	140,000.00	25,610.00	25,610.00	191,220.00	1,830,000.00
2023	145,000.00	23,790.00	23,790.00	192,580.00	1,685,000.00
2024	150,000.00	21,905.00	21,905.00	193,810.00	1,535,000.00
2025	155,000.00	19,955.00	19,955.00	194,910.00	1,380,000.00
2026	155,000.00	17,940.00	17,940.00	190,880.00	1,225,000.00
2027	160,000.00	15,925.00	15,925.00	191,850.00	1,065,000.00
2028	165,000.00	13,845.00	13,845.00	192,690.00	900,000.00
2029	170,000.00	11,700.00	11,700.00	193,400.00	730,000.00
2030	175,000.00	9,490.00	9,490.00	193,980.00	555,000.00
2031	180,000.00	7,215.00	7,215.00	194,430.00	375,000.00
2032	185,000.00	4,875.00	4,875.00	194,750.00	190,000.00
2033	190,000.00	2,470.00	2,470.00	194,940.00	-

INVESTMENT POLICY

Adopted: 10/09/95
Revised: 12/16/96
Revised: 04/20/98
Revised: 08/23/99
Revised: 10/02/00
Revised: 09/10/01
Revised: 10/08/01
Revised: 09/23/02
Revised: 11/27/06
Revised: 09/14/09

CITY OF GROVES

INVESTMENT POLICY

It is the policy of the City of Groves to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds, including the Public Funds Investment Act of 1995 as stated in Chapter 2256, Government Code and subsequent amendments thereto.

I. SCOPE

This investment policy applies to all transactions involving the financial assets and related activity for all the foregoing funds. However, this policy does not apply to the assets administered for the benefit of the City by outside agencies under deferred compensation or retirement programs. The funds to which this policy applies are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- **General Fund**
- **Special Revenue Funds**
- **Debt Service Funds**
- **Capital Project Funds**
- **Enterprise Fund**
- **Trust and Agency Funds**
- **(any new fund created by the legislative body unless specifically exempted)**

II. OBJECTIVES

The City of Groves shall manage and invest its cash with four objectives, listed in order of priority: Safety, Liquidity, Yield, and Public Trust. 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. 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 insure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

SAFETY

The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they be from securities defaults or erosion of market value.

LIQUIDITY

The City's investment portfolio shall be structured such that the City is able to meet all operating requirements which might be reasonably anticipated.

YIELD

The City's cash management portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

PUBLIC TRUST

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transactions which might impair public confidence in the City's ability to govern effectively.

III. RESPONSIBILITY AND CONTROL

DELEGATION OF AUTHORITY AND TRAINING

Authority to manage the City's investment program is derived from the Charter of the City of Groves. The Director of Finance and the City Manager are designated as investment officers of the City and are responsible for investment decisions and activities. The investment officers shall exercise the judgement and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs. This does not prohibit an investment officer from using the entity's employees or the services of a contractor of the entity to aid the investment officer in the execution of the officer's duties under this policy.

The investment officers shall attend at least one training session containing at least ten (10) hours of instruction relating to the officer's responsibility under the Act within twelve (12) months after assuming duties. An investment officer also shall attend a training session not less than once in a two-year period and may receive not less than ten (10) hours of instruction relating to investment responsibilities from an independent source approved by the City Council. Such training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with state law pertaining to investment of public funds.

INTERNAL CONTROLS

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss,

theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgements by management.

Accordingly, the Director of Finance shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures.

PRUDENCE

The standard of prudence to be applied by the investment officer shall be the “prudent investor” rule which states: “Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.” In determining whether an officer has exercised prudence with respect to investment decision, the determination shall be made taking into consideration:

- A. The investment of all funds, or funds under the City’s control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.**
- B. Whether the investment decision was consistent with the investment policy of the City.**

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

ETHICS AND CONFLICTS

City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City; and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City’s portfolio, particularly with regard to timing of purchases and sales.

An investment officer of the City who has a personal business relationship, as defined by state law, with a business organization offering to engage in an investment transaction with the City shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity.

IV. REPORTING

QUARTERLY REPORTING

The Director of Finance shall submit a signed quarterly investment report that summarizes investment transactions for all funds covered under this policy for the preceding reporting period.

METHODS

The quarterly investment report shall be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report must:

- A. Describe in detail the investment position of the City on the date of the report;**
- B. Be prepared jointly by all investment officers of the City;**
- C. Be signed by each investment officer of the City;**
- D. Contain a summary statement prepared in compliance with generally accepted accounting principles of each pooled fund group that states the:**
 - (1) beginning market value for the reporting period,**
 - (2) additions and changes to the market value during the period, and**
 - (3) ending market value for the period;**
- E. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested that has a maturity date;**
- F. State the maturity date of each separately invested asset that has a maturity date; and**
- G. State the account or fund or pooled group fund in the City for which each individual investment was acquired.**

ANNUAL AUDIT

If the City invests in other than money market mutual funds, investment pools, or accounts offered by its depository bank in the form of certificates of deposit, money market accounts, or similar accounts, the above required reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the City Council by that auditor.

V. INVESTMENT PORTFOLIO

INVESTMENTS

Assets of the City of Groves may be invested in the following instruments provided, however, that at no time shall assets of the City be invested in any instrument or security not authorized for investment under the Act, as the Act may from time to time be amended.

AUTHORIZED INSTRUMENTS

- A. Obligations, including letters of credit, of the United States of America, its agencies and instrumentalities
- B. Direct obligations of the State of Texas and agencies thereof
- C. Other obligations, the principal of and interest on which are unconditionally guaranteed by the State of Texas or United States of America
- D. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than "A" or its equivalent.
- E. Certificates of Deposit of state and national banks or savings banks domiciled in Texas, or state or federal credit unions in Texas, guaranteed or insured by the Federal Deposit Insurance or its successor or secured by obligations described in A through D above, which are intended to include all direct agency or instrumentally issued mortgage backed securities rated AAA by a nationally recognized rating agency, or by Article 2529b-1, V.T.C.S., and that have a market value of not less than the principal amount of the certificates
- F. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities pledged with a third party, selected by the Director of Finance, other than an agency for the pledgor. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in Texas. Investments in this type of instrument may not exceed \$20,000 in total.
- G. Joint pools of political subdivisions in the State of Texas which invest in instruments and follow practices allowed by current law.
- H. No-load money market mutual funds registered with and regulated by the Securities and Exchange Commission with a dollar-weighted average stated maturity of 90 or fewer days and included in its investment objectives the maintenance of a stable net asset value of \$1 for each share.

No-load mutual funds are also authorized if they are registered with the Securities and Exchange Commission, have an average weighted maturity of less than two years, and

are invested in obligations authorized in this section. Such mutual funds must be continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent and conform to the requirements set forth in current law relating to the eligibility of investment pools to receive and invest funds of investing entities.

Amounts invested in money market mutual funds and no-load mutual funds described above may not exceed \$20,000 in total and must meet the requirements of state law.

UNAUTHORIZED INSTRUMENTS

The City's authorized investments options are more restrictive than those allowed by State law. State law specifically prohibits investment in the following investments securities.

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal**
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest**
- C. Collateralized mortgage obligations that have a stated final maturity date of more than ten years**
- D. Collateralized mortgage obligations, the interest rate of which is determined by an index that adjusts opposite to the changes in a market index**

EXISTING INVESTMENTS

The City is not required to liquidate investments that were authorized investments at the time of purchase.

HOLDING PERIOD

The City of Groves intends to match the holding periods of investment funds with liquidity needs of the City. In no case will the average maturity of investments of the City's operating funds exceed one year. This dollar weighted average maturity will be calculated using the stated final maturity dates of each security.

Investments in all funds shall be managed in such a way that the market price losses resulting from interest rate volatility would be offset by coupon income and current income received from the volume of the portfolio during a 12 month period.

RISK AND DIVERSIFICATION

The City of Groves recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity.

Risk is controlled through portfolio diversification which shall be achieved by the following general guidelines.

- A. Risk of issuer default is controlled by limiting investments to those instruments allowed by the Act which are described herein.
- B. Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector and avoidance of over-concentration of assets in specific instruments other than U. S. Treasury Securities and Insured or Collateralized Certificates of Deposits.
- C. Risk of illiquidity due to technical complications shall be controlled by selection of securities dealers as described herein.

The following maximum limits, by instrument, are established for the City's total portfolio:

<u>1. U.S. Treasury Securities</u>	<u>100%</u>
<u>2. Certificates of Deposit</u>	<u>100%</u>
<u>3. Agencies and Instrumentalities</u>	<u>75%</u>
<u>4. Authorized Pools</u>	<u>50%</u>
<u>5. Other Obligations Described in V. B-C</u>	<u>50%</u>
<u>6. Repurchase Agreements</u>	<u>5%</u>
<u>7. Money Market Mutual Funds</u>	<u>5%</u>
<u>7. Collateralized Accounts</u>	<u>100%</u>

MONITORING

Market price of investments acquired with public funds will be based on values listed in the Wall Street Journal.

SETTLEMENT

All transactions, except investment pool funds and mutual funds, are to be settled on a delivery versus payment basis.

VI. SELECTION OF BROKERS/DEALERS

SELECTION OF AUTHORIZED BROKERS

The City Council shall at least annually review, revise, and adopt a list of qualified brokers authorized to engage in investment transactions with the City.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- certification of having read the City's investment policy signed by a qualified representative of the organization

- **acknowledgement that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the entity's entire portfolio or requires an interpretation of subjective investment standards.**

VII. SAFEKEEPING AND CUSTODY

INSURANCE OR COLLATERAL

All deposits and investments of City funds in certificates of deposit or repurchase agreements shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC or FSLIC. Evidence of the pledged collateral shall be maintained by the Director of Finance or a third party financial institution. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. Collateral shall be reviewed monthly to assure that the market value of the pledged securities is adequate. Collateral will be registered in the City's name and held by third party custodian.

SAFEKEEPING AGREEMENT

Collateral pledged to secure deposits of the City shall be held by a Safekeeping Agreement which clearly defines the procedural steps for gaining access to the collateral should the City of Groves determine that the City's funds are in jeopardy. The safekeeping institution, or Trustee, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral.

COLLATERAL DEFINED

The City of Groves shall accept only the following securities as collateral:

- A. FDIC insurance coverage;**
- B. Direct obligations of the United States of America, its agencies and instrumentalities, which have a liquid market with a readily determinable market value.**
- C. Obligations the principal and interest on which are unconditionally guaranteed or insured by the State of Texas; or**
- D. A bond of the State of Texas, or of a county, city or other political subdivision of the State of Texas, having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten years or less.**

SUBJECT TO AUDIT

All collateral shall be subject to inspection and audit by the Director of Finance or the City's independent auditors.

VIII. INVESTMENT POLICY ADOPTION

The City of Groves investment policy shall be adopted by resolution of the City Council. The policy and strategies shall be reviewed on an annual basis by the City Council. The City Council shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies; and the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

IX. INVESTMENT STRATEGY

The City of Groves maintains portfolios which utilize four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios:

- A. Investment strategies for governmental and proprietary fund types, other than debt service and capital projects funds, will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short-to medium-term securities which will complement each other in a laddered or Barbell maturity structure.**
- B. Investment strategies for debt service funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be of high quality and, except as may be required by the bond ordinance specific to an individual issue, of short-to intermediate-term maturities.**
- C. Investment strategies for capital projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date.**
- D. For pooled fund groups, the maximum dollar-weighted average maturity allowed, based on the stated maturity date, for the portfolio may not exceed 365 days.**

GLOSSARY
of
COMMON TREASURY TERMINOLOGY

AGENCIES: Federal agency securities

ASKED: Price at which securities are offered

BID: Price offered for securities

BOOK VALUE: The original acquisition cost of an investment, plus or minus the accrued amortization or accretion.

BROKER: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in inter-dealer markets.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): Official annual report for the City of Groves which includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. Also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY vs. PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U. S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., savings and loans, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A Federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Federal funds are traded. This rate is currently pledged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-à-vis member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA'S securities are also highly liquid and widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open-market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks, and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks,

savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U. S. Government. Ginnie Mae securities are backed by FHA, VA, or FMHM mortgages. The term pass-through is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable quantities can be purchased at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): Aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The current face or par value of an investment, multiplied by the net selling price of the security as quoted by a recognized market pricing source quoted on the valuation date.

MASTER REPURCHASE AGREEMENT: To protect investors, many public investors will request that repurchase agreements be preceded by a master repurchase agreement between the investor and the financial institution or dealer. The master agreement should define the nature of the transaction, identify the relationship between the parties, establish normal practices regarding ownership and custody of the collateral securities during the term of the investment, provide remedies in the case of default by either party, and clarify issues of ownership. The master repurchase agreement protects the investor by eliminating the uncertainty of ownership and hence, allowing investors to liquidate collateral if a bank or dealer defaults during the term of the agreement.

MATURITY: Date on which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: Market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: Group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include the Securities and Exchange Commission (SEC), registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence,

discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their own capital as well as the probable income to be derived.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

QUALIFIED REPRESENTATIVE: A person, holding a position with a business organization, who is authorized to act on behalf of the business organization and who is one of the following:

- for a business organization doing business regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers;
- for a state or federal bank, savings bank, or state or federal credit union, a member of the loan committee for the bank or branch of the bank, or a person authorized by corporate resolution to act on behalf of and bind the banking institution; or
- for an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool and to sign the written instrument on behalf of the investment pool; or
- for an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or, if not subject to registration under that Act, registered with the State Securities Board, a person who is an officer or principal of the investment management firm.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be amortized yield to maturity on a bond or the current income return.

REPURCHASE AGREEMENT (RP or REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate for this. Dealers use RP extensively to finance their positions. Exception-when the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: Service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SEC RULE 15C3-1: See uniform net capital rule.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

TREASURY BILLS: Non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BOND: Long-term U. S. Treasury securities having initial maturities of more than ten years.

TREASURY NOTES: Intermediate-term coupon bearing U. S. Treasury securities having initial maturities from one to ten years.

YIELD: Rate of annual income return on an investment, expressed as a percentage. (a) **Income Yield** is obtained by dividing the current dollar income by the current market price of the security. (b) **Net Yield or Yield to Maturity** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called **NET CAPITAL RULE** and **NET CAPITAL RATIO**. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.