AGENDA
CITY OF WINDCREST, TEXAS
SPECIAL CITY COUNCIL MEETING/BUDGET WORKSHOP
FY 2011/2012
FY 2012/2013

July 31, 2012

Special City Council Meeting/Budget Workshop
10:00 A.M. – 3:00 P.M.

NOTICE IS HEREBY GIVEN THAT A SPECIAL WINDCREST CITY COUNCIL MEETING / BUDGET WORKSHOP WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 31st DAY OF JULY 2012 STARTING AT 10:00 A.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COUNCIL MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF JULY 31, 2012 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, AUGUST 01, 2012 AT 10:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

IT IS ANTICIPATED THAT MEMBERS OF OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY ATTEND THE MEETING IN NUMBERS THAT MAY CONSTITUTE A QUORUM OF SUCH OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES, SO THAT NOTICE IS HEREBY GIVEN THAT THE MEETING IS ALSO A MEETING OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE. THE MEMBERS OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY PARTICIPATE IN DISCUSSIONS WHICH OCCUR AT THE MEETING, BUT NO ACTION WILL BE TAKEN BY THE OTHER BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE.

Ordinance No. 618 (09/20/10), Repealing Ordinance No. 593
At all City Council, City Commission or City Board meetings, the agenda shall include a "citizens to be heard" item. It is suggested that Citizens wishing to speak during this item sign in on the sign up roster prior to the meeting. During "citizens to be heard" comments, each individual may speak on an agenda item or any other matter affecting the city. In addition to the "citizens to be heard" portion of meetings, a person may make comments on agenda items prior to the vote on the agenda item. A member of the public will have a total of six (6) minutes to be heard during a City Council, City Commission or City Board Meeting. This does not include any responses from the body. The six (6) minutes time limit authorized herein may not be transferred to another speaker in whole or in part. The presiding Officer or his/her designee will assign a Time Keeper to each meeting. The Time Keeper will maintain strict compliance of the six (6) minute rule, stopping speakers who exceed the allotted time. As authorized by Section 551.042 of the Texas Government Code, the Presiding Officer may direct a City Official to make: a statement of specific factual information in response to an inquiry made by a member of the public or of the City Council, or; a recitation of existing policy in response to an inquiry made by a member of the public or the City Council. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any question posed by a Citizen, Council Member, Board Member or Commission Member for which an answer is not available at a meeting shall be answered by a member of the staff or Presiding Officer at the next regular meeting of the Body, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

REQUEST ALL PAGERS AND CELL PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL. CITIZENS ARE ASKED TO REFRAIN FROM TALKING DURING COUNCIL PROCEEDINGS.

Meeting Chair: please remind each participant in your meeting that they must speak into a microphone; the recording is the Official Minutes of your meeting and all who speak must be recorded. All guest speakers and citizens to be heard must speak from podium. Please interrupt speakers during meeting if you recognize that they are not speaking into microphone and have them do so.

I. Call to Order, Pledge of Allegiance & Invocation

II. Citizens to be Heard

A member of the public will have three (3) minutes to discuss topics not listed on the agenda.

A member of the public will have six (6) minutes to discuss topics listed on the agenda.

III. Presentation

1. Sarah Mangham, Municipal Finance Officer, will present City Council the Year End Projections for Fiscal Year 2011/2012.

IV. Budget Workshop

1. City Council will review and discuss the following FY 2012-2013 Proposed Budgets: (Att. 1)
   A. General Fund
   B. Garbage Fund
   C. Debt Service Fund
   D. Asset Seizure Fund (Federal)
   E. Asset Seizure Fund (State)
   F. County Fire Contribution Fund
   G. School Crossing Guard Fund
   H. Police Donation Fund
   I. Police Education Training Fund
   J. Roosevelt Scholarship Fund
   K. Court Technology Fund
   L. Court Building Security Fund
   M. Hotel Occupancy Tax Fund
   N. Economic Development Corporation (EDC)
   O. Crime Control Prevention District (CCPD)
   P. Street Fund (CIP)

2. Mayor and City Council comments on the proposed FY 2012/2013 budget.

3. City Council will review, discuss and may take action on possible schedule of public hearings regarding the proposed FY2012/2013 budget.

4. City Council will review, discuss and may take action on the proposed tax rate.

5. City Council will discuss and may take action on setting public hearing dates on the proposed tax rate.

V. **Ordinances** **"In conjunction with the first reading of an ordinance, a motion should be made to either "reject the proposed ordinance" or "to forward the proposed ordinance to a subsequent City Council meeting for final adoption at its second reading".**

1. City Council will discuss and may take action on Ordinance No. 2011-654B, an ordinance extending the carport moratorium on construction of carports and prohibiting the acceptance of applications for carport building permits adopted on December 5, 2011 for an additional sixty days (60) from the moratorium's expiration. ***Second Reading*** *(Rafael Castillo, Jr., City Manager Request)* (Att. 2)

2. City Council will review, discuss and may take action on Ordinance No. 2012-669, an ordinance amending Chapter 16, Parks and Open Areas, of the Code of Ordinances of the City of Windcrest, Texas, by prohibiting drilling and mining operations in public parks and open areas. ***Second Reading*** *(Rafael Castillo Jr., City Manager Requested)*(Att.3)

VI. **Resolutions**

1. City Council will review, discuss and may take action on Resolution No. 2012-386 (R), a resolution approving a contract for an insurance agent of record and authorizing the City Manager to negotiate and execute a contract for such services. (Att. 4)

VII. **Discuss and Act**

1. City Council will discuss and may take action on the Fixed Assets Policy.

2. City Council will discuss and may take action on the Purchasing Policy. (Att. 5a & b)

VIII. **General Announcements & Future Agenda Items Requested**

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for *consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.*

IX. **Adjournment**

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two hours prior to the meeting on July 31, 2012.

By: Kelly Rodriguez **, Asst. City Secretary**

In compliance with the Americans With Disabilities Act, the City of Windcrest Council Chambers are wheelchair accessible, and accessible parking spaces are available. The City of Windcrest will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact Heather Weidenbach, City Secretary, at 210-655-0022 ext. 2150 or Fax 210-655-8776.

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the ____ July, 2012.

______________________________ Title: _________________________

City of Windcrest

Summary of Proposed Budget

Fiscal Year 2012-13

This proposed budget provides the following:

General Fund Revenues

- 2% Reduction Property Taxes
- 5% Increase in Sales Tax
- 42% Increase in Court Fines (.5 Warrant Officer added to budget)

General Fund Expenditures

- Proposing a Stipend for all employees
- Proposing Retirement to go from 1.5 to 1 to 2 to 1.
- Hazardous Duty Pay for Police
- Proposing addition funds to assist with employees health care costs
- 2.5 New Police Officers
- 0.5 Warrant Officer
- 1.0 Accountant
- 0.5 Post/Admin
- $150K allocated for Capital Expenditures in the Parks Department
- 2 additional Public Work Employees to complete all landscaping tasks around the City.
- Re-organization within the Administrative staff
- Additional funds allocated for Light Up and other Special Events

Garbage Fund

- Allocated funding for alley repairs and additional Citywide santation events

Streets Capital Improvements

- $950K allocated for Street Improvements

WCCPD

- 2 Police Vehicles

Investment in the Community

- Parks - $150,000
- Streets - $950,000
- Alley Repairs - $75,000
- Sanitation Events - $10,000

Fund Balance

- Total fund balance equals a total of 8.38 months
- General fund balance $2,652,277 (rainy day fund $1,811,396 CIP $864,632)

CITY OF WINDCREST, TEXAS
FUND SUMMARY
FISCAL YEAR 2011-12 AWARDED BUDGET
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

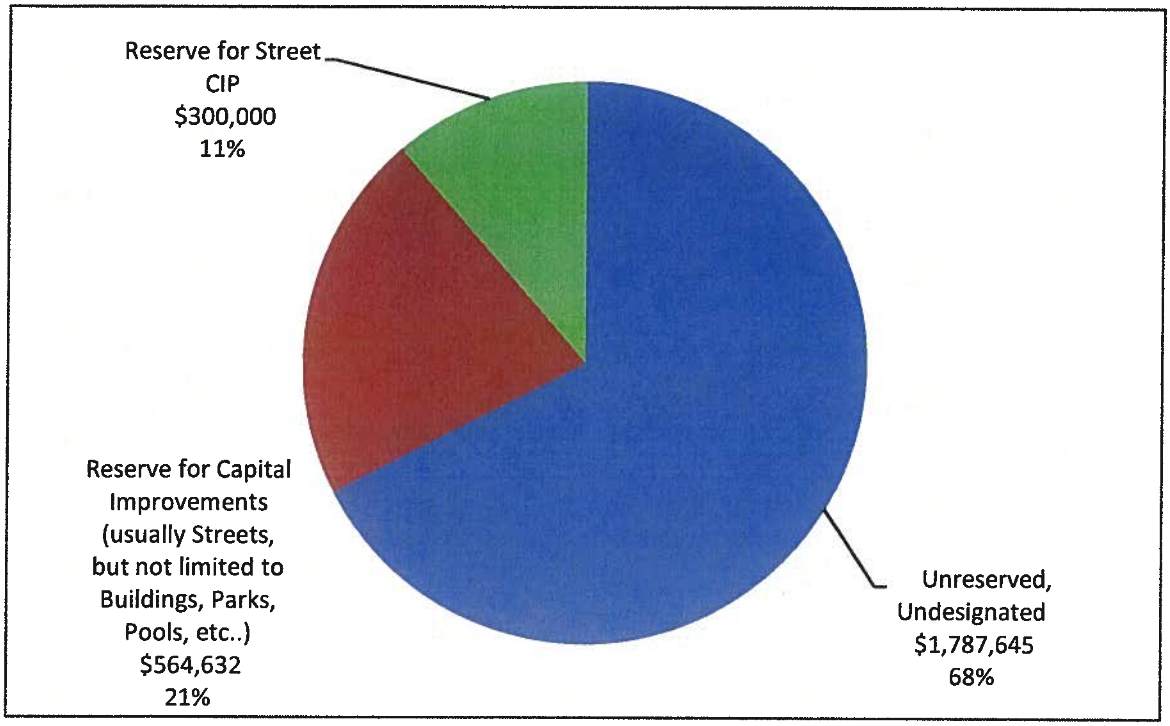
	Beginning Fund Balance	Proposed Revenues	Expenditures	To CIP Reserve	Ending Fund Balance					Months of Fund Balance
					Unreserved, Undesignated	Reserved, Designated	Capital Improvement Reserve	Total		
General Fund	2,034,478.00	5,462,240.00	4,844,441.00	-	1,787,645.00	-	864,632	2,652,277		6.57
Garbage Fund	101,458.23	874,072.24	881,307.43	-	94,223.04	-	-	94,223		1.28
Debt Service Fund	14,448.15	481,158.27	476,592.00	-	19,014.42	-	-	19,014		0.48
Asset Seizure Fund (Federal)	346.84	-	-	-	-	346.84	-	347		-
Asset Seizure Fund (State)	17,890.49	2,678.25	15,000.00	-	-	5,568.74	-	5,569		4.45
County Fire Contribution Fund	11,615.22	21,078.49	22,556.28	-	-	10,137.43	-	10,137		5.39
School Crossing Guard Fund	38,623.33	5,380.53	600.00	-	-	43,403.86	-	43,404		868.08
Police Donations Fund	4,282.96	1,614.21	1,008.93	-	-	4,888.24	-	4,888		58.14
Police Education Training Fund	4,618.43	0.79	-	-	-	4,619.22	-	4,619	2,698,028	-
Roosevelt Scholarship Fund	4,091.83	0.38	-	-	-	4,092.21	-	4,092		-
Court Technology Fund	17,664.43	11,976.20	22,500.00	-	-	7,140.63	-	7,141		3.81
Court Building Security Fund	4,426.31	10,093.75	6,255.59	-	-	8,264.47	-	8,264		15.85
Hotel Occupancy Tax Fund	194,707.68	152,495.05	232,180.00	-	-	115,022.73	-	115,023		5.94
EDC***	1,844,050.00	2,231,513.00	1,841,464.00		-	634,103.00	1,599,996	2,234,099		14.56
WCCPD	188,254.00	399,264.00	441,242.00	-	-	146,276.00	-	146,276		3.98
Friends of Animal Control	-	1,431.40	500.00		-	931.40		931		#DIV/0!
Street Fund (CIP)	726,666.01	386,267.25	195,000.00	-	-	-	917,933	917,933		56.49
										#DIV/0!
Total:	5,207,621.91	10,041,263.81	8,980,647.23	-	1,900,882.46	984,794.77	3,382,561.26	6,268,238.49		8.38

Required Reserves to Rainy Day Fund (Months)		Excess Fund Balance	Excess Fund Balance
3.2	1,526,866.25	374,016.21	4,741,372.24
3.5	1,670,009.96	230,872.50	4,598,228.53
4	1,908,582.81	(7,700.35)	4,359,655.68
5	2,385,728.51	(484,846.05)	3,882,509.98
0			

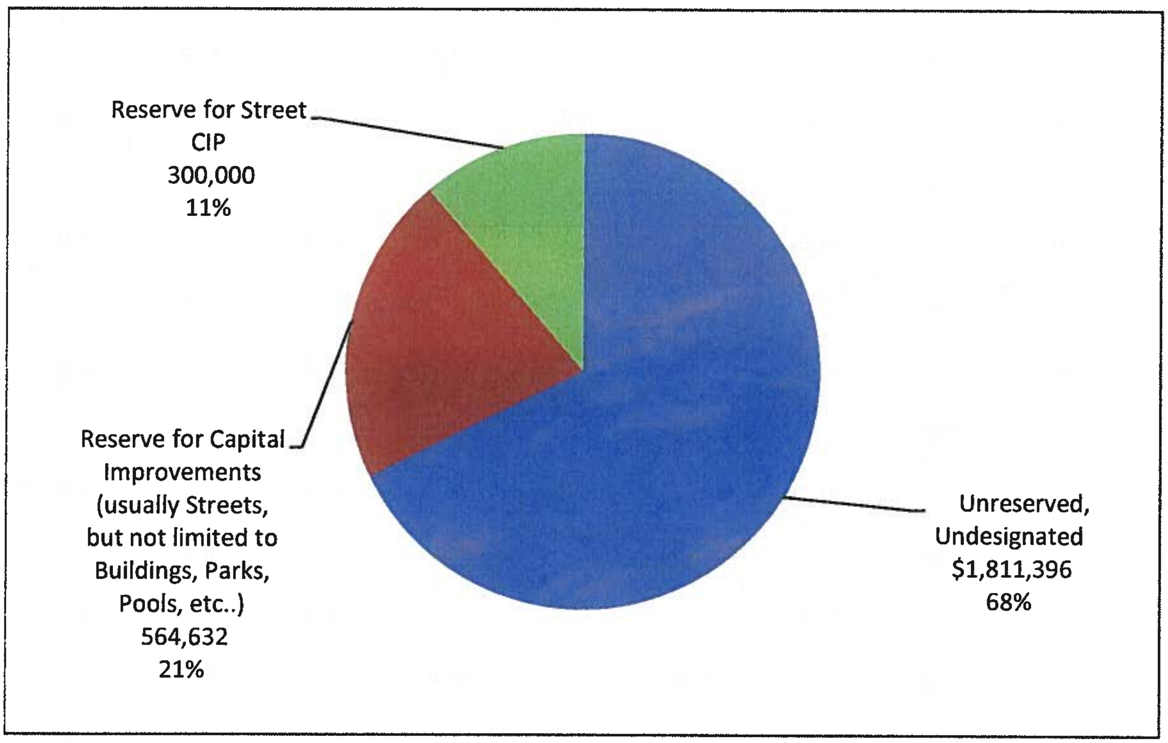
CITY OF WINDCREST, TEXAS
FUND SUMMARY
FISCAL YEAR 2012-13 PROPOSED BUDGET
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	Beginning Fund Balance	Proposed Revenues	Expenditures	Ending Fund Balance
General Fund	2,652,277.00	5,047,134.00	5,023,384.00	2,676,027
Garbage Fund	94,223.04	872,672.98	966,307.43	589
Debt Service Fund	19,014.42	476,585.20	476,584.00	19,016
Asset Seizure Fund (Federal)	346.84	-	-	347
Asset Seizure Fund (State)	5,568.74	-	5,500.00	69
County Fire Contribution Fund	10,137.43	21,077.76	21,216.00	9,999
School Crossing Guard Fund	43,403.86	5,383.53	32,000.00	16,787
Police Donations Fund	4,888.24	1,500.25	1,500.00	4,888
Police Education Training Fund	4,619.22	0.70	2,000.00	2,620
Roosevelt Scholarship Fund	4,092.21	0.38	3,500.00	593
Court Technology Fund	7,140.63	14,384.20	-	21,525
Court Building Security Fund	8,264.47	9,093.75	12,358.22	5,000
Hotel Occupancy Tax Fund	115,022.73	153,997.05	96,847.00	172,173
Friends to Animal Control Fund	-	4,000.25	4,000.00	0
EDC***	2,234,099.00	382,821.00	2,064,594.00	552,326
WCCPD	146,276.00	393,394.00	454,055.00	85,615
Street Fund (CIP)	917,933.26	382,588.25	1,070,000.00	230,522
Total:	**6,267,307.09**	**7,764,633.30**	**10,233,845.65**	**3,798,094.74**

Fiscal Year 2011-12



Fiscal Year 2012-13



City of Windcrest, Texas

List of Principal Officials

City Council

Alan E. Baxter - Mayor

Council Members by Place:

Gerd Jacobi - Place 1
Jim Shelton - Place 2
Pamela Dodson - Place 3, Mayor Pro Tem
Rita Davis - Place 4
John Grertz - Place 5

City Staff

Rafael Castillo Jr., City Manager
Sarah Mangham, Municipal Finance Officer, CGFO
Heather Weidenbach, City Secretary
Michael Brenan, City Attorney
Steve Takas, Municipal Judge
Tom Garcia, Public Works
Chief Al Ballew - Police
Chief Dan Reese – Fire

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Police Education Training Fund	4,618.43	0.79	-	-	-	4,619.22	-	4,619	2,698,028	-
Roosevelt Scholarship Fund	4,091.83	0.38	-	-	-	4,092.21	-	4,092		-
Court Technology Fund	17,664.43	11,976.20	22,500.00	-	-	7,140.63	-	7,141		3.81
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Total:	5,207,621.91	10,041,263.81	8,980,647.23	-	1,900,882.46	984,794.77	3,382,561.26	6,268,238.49		8.38

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Total:	**6,267,307.09**	**7,764,633.30**	**10,233,845.65**	**3,798,094.74**

City of Windcrest, Texas
Personnel Schedule

POSITION TITLE	FY2009-10	FY2010-11	FY2011-12	FY2012-13
ADMINISTRATION				
CITY SECRETARY	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY II	1.00	1.00	1.00	1.00
ADMIN RECORDS CLERK	1.00	1.00	1.00	0.50
ADMINISTRATIVE ASSISTANT	-	-	-	-
SUBTOTAL FTEs	**3.00**	**3.00**	**3.00**	**2.50**
POLICE				
CHIEF OF POLICE	1.00	1.00	1.00	1.00
ASST CHIEF	-	-	-	1.00
PATROL COMMANDER - LT.	1.00	1.00	1.00	1.00
CID COMMANDER - DETECTIVE SGT.	1.00	1.00	1.00	1.00
PATROL - SGT.	1.00	1.00	1.00	1.00
CID DETECTIVE CORPORAL	1.00	1.00	1.00	2.00
PATROL SUPERVISOR CORPORAL	1.00	1.00	1.00	2.00
PATROL OFFICER	10.50	10.50	10.50	11.00
RECORDS MANAGER	1.00	1.00	1.00	1.00
COMMUNICATIONS MANAGER	1.00	1.00	1.00	1.00
ASSIST COMM/RECORDS ADMIN	1.00	1.00	1.00	1.00
DISPATCHER	3.00	3.00	3.00	2.00
SUBTOTAL FTEs	**22.50**	**22.50**	**22.50**	**25.00**
FIRE				
FIRE FIGHTER, VOLUNTEER CHIEF	1.00	1.00	1.00	1.00
FIRE DEPTMENT ADMIN ASST	1.00	1.00	1.00	1.00
FIRE INSPECTOR	1.00	-	-	-
STATION MAINTENANCE TECHNICIAN	0.50	0.50	0.50	0.50
SUBTOTAL FTEs	**3.50**	**2.50**	**2.50**	**2.50**
FLEET MECHANIC				
FLEET MECHANIC	1.00	1.00	1.00	1.00
SUBTOTAL FTEs	**1.00**	**1.00**	**1.00**	**1.00**
SPECIAL SERVICES				
PUBLIC AFFAIRS/PR/MARKETING. EVENT SPECIALIST	-	-	1.00	1.00
SUBTOTAL FTEs	**-**	**-**	**1.00**	**1.00**
COURTS / WARRANT SERVICE				
COURT CLERK	1.00	1.00	1.00	1.00
DEPUTY COURT CLERK	1.00	1.00	1.00	1.00
WARRANTS CLERK	1.00	0.50	0.50	1.00
WARRANT OFFICER	1.00	1.00	1.00	1.50
SUBTOTAL FTEs	**4.00**	**3.50**	**3.50**	**4.50**
TAKAS PARK CIVIC CENTER				
ADMINISTRATIVE SECRETARY I	1.00	-	-	-
PUBLIC WORKS TECHNICIAN I	1.00	1.00	2.00	4.00
SUBTOTAL FTEs	**2.00**	**1.00**	**2.00**	**4.00**
EMERGENCY MGMT / TECH SUPPORT				
EMC COORDINATOR / TECHNOLOGY MANAGER	1.00	1.00	-	-
TECHNOLOGY SUPPORT	1.00	0.50	-	-
SUBTOTAL FTEs	**2.00**	**1.50**	**-**	**-**
PUBLIC WORKS				
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
MECHANIC / PW CREW CHIEF	1.00	1.00	1.00	1.00
PUBLIC WORKS TECHNICIAN I	6.00	6.00	5.00	5.00
PUBLIC WORKS TECHNICIAN II	-	-	0.50	0.50
PUBLIC WORKS TECHNICIAN III	1.00	1.00	1.00	1.00
PUBLIC WORKS TECHNICIAN IV	1.00	1.00	1.00	1.00
SUBTOTAL FTEs	**10.00**	**10.00**	**9.50**	**9.50**

City of Windcrest, Texas
Personnel Schedule

POSITION TITLE	FY2009-10	FY2010-11	FY2011-12	FY2012-13
ANIMAL CONTROL				
ANIMAL CONTROL WARDEN, PUBLIC WORKS TECHNICIAN II	1.00	1.00	1.00	1.00
PUBLIC WORKS TECHNICIAN II / ANIMAL CONTROL OFFICER	-	-	0.50	0.50
SUBTOTAL FTEs	1.00	1.00	1.50	1.50
INSPECTIONS & CODE COMPLIANCE				
BUILDING INSPECTOR	1.00	1.00	-	-
CODE COMPLIANCE OFFICER/PATROL OFFICER	1.00	1.00	1.00	1.00
SUBTOTAL FTEs	2.00	2.00	1.00	1.00
FINANCE				
MUNICIPAL FINANCE OFFICER	1.00	1.00	-	-
ASSISTANT FINANCE OFFICER	1.00	1.00	1.00	-
PAYROLL CLERK	1.00	0.50	0.50	-
ACCOUNTANT IV				1.00
ACCOUNTANT I	-	-	-	1.00
P/T PAYROLL AND AP CLERK	-	-	-	0.50
SUBTOTAL FTEs	3.00	2.50	1.50	2.50
CITY MANAGEMENT				
CITY MANAGER	1.00	1.00	1.00	1.00
ASSISTANT CITY MANAGER	1.00	-	-	-
SUBTOTAL FTEs	2.00	1.00	1.00	1.00
POST OFFICE				
POSTAL CLERK	1.00	1.00	-	-
ADMIN RECORDS CLERK	-	-	-	0.50
POSTAL CLERK (3 PART-TIME)	1.00	1.00	0.50	0.50
SUBTOTAL FTEs	2.00	2.00	0.50	1.00
TOTAL FTEs GENERAL FUND	58.00	53.50	50.50	57.00
WCCPD				
K-9 OFFICER	1.00	1.00	1.00	1.00
CID OFFICER	1.00	1.00	1.00	1.00
DISPATCHER	1.00	1.00	2.00	2.00
RECORDS CLERK	1.00	1.00	-	-
SUBTOTAL FTEs	4.00	4.00	4.00	4.00
EDC				
EDC DIRECTOR	1.00	1.00		
MARKETING, COMMUNITY AFFAIRS, EDC DIRECTOR	-	-	1.00	1.00
SUPPORT STAFF	1.00	-		
SUBTOTAL FTEs	2.00	1.00	1.00	1.00
TOTAL EMPLOYEES CITY OF WINDCREST	64.0	58.5	55.5	62.0

City of Windcrest, Texas
Personnel Schedule

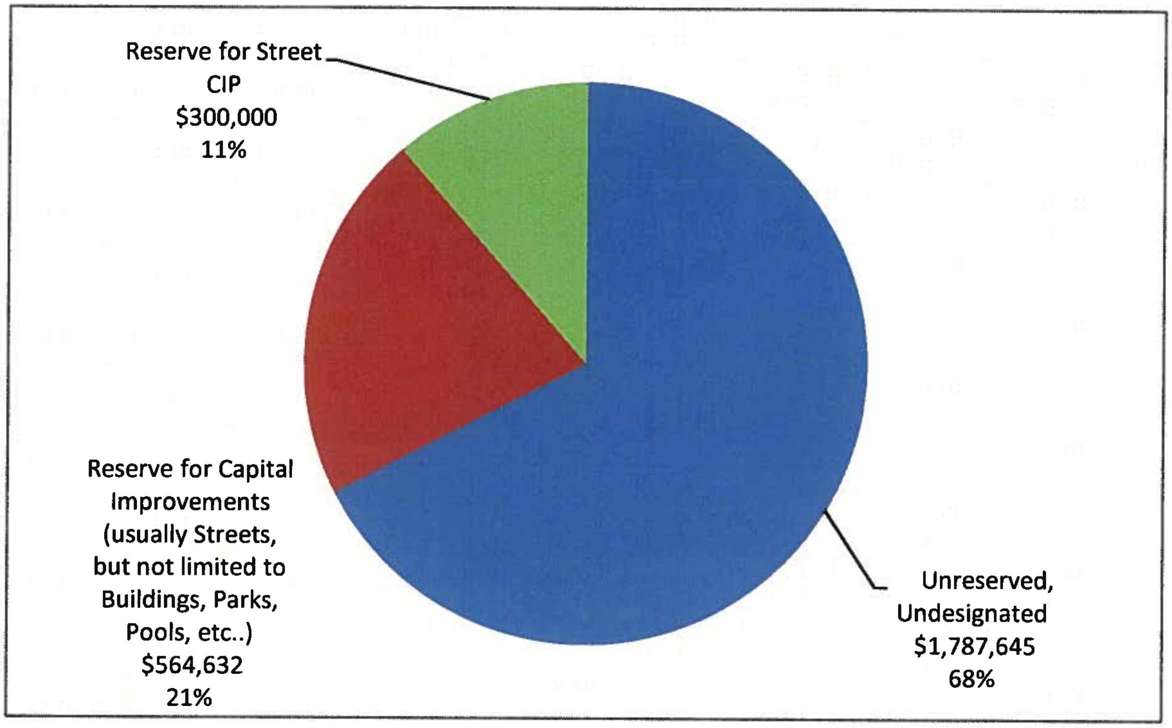
POSITION TITLE	FY2009-10	FY2010-11	FY2011-12	FY2012-13
CONTRACT / SEASONAL EMPLOYEES				
POOL				
POOL MANAGER / LIFEGUARD (SEASONAL)	1.00	1.00	-	1.00
POOL SUPERVISOR / LIFEGUARD (SEASONAL)	2.00	2.00	2.00	2.00
LIFE GUARDS (SEASONAL)	13.00	13.00	16.00	16.00
SUBTOTAL FTEs	16.00	16.00	18.00	19.00
CONTRACT SERVICES				
MUNICIPAL COURT JUDGE	0.50	0.50	0.50	0.50
PROSECUTER	0.50	0.50	0.50	0.50
CITY ATTORNEY	0.50	0.50	0.50	0.50
MUNICIPAL FINANCE OFFICER	-	-	0.50	0.50
BUILDING INSPECTIONS	-	-	0.50	0.50
IT SUPPORT	-	-	0.50	0.50
SUBTOTAL FTEs	1.50	1.50	3.00	3.00
TOTAL FTEs CITY OF WINDCREST	81.5	76.0	76.5	84.0

CITY OF WINDCREST, TEXAS
GENERAL FUND REVENUES
FISCAL YEAR 2012-13 PROPOSED BUDGET
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

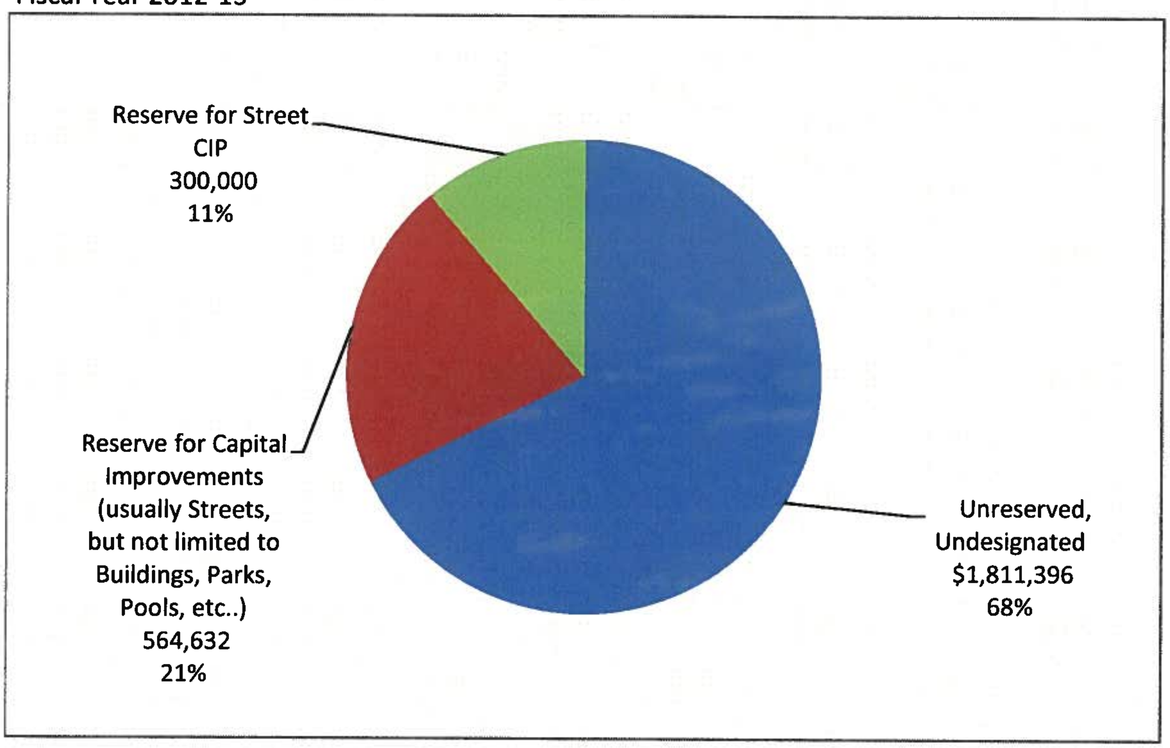
Updated 7/23/2012 9:41

Description	Actual FY 2008-09	Actual FY 2009-10	Actual FY 2010-11	Budget FY 2011-12	Projected FY 2011-12	Proposed FY 2012-13
BEGINNING FUND BALANCE:						
Unreserved, Undesignated	$ -	$ -	$ -	$ 1,636,755	$ 1,380,926	$ 1,787,645
Reserve for Capital Improvements	-	-	-	429,236	178,552	564,632
Reserve for Street CIP				300,000	300,000	300,000
Reserve for EDC	-	-	-	175,000	175,000	-
TOTAL BEGINNING FUND BALANCE	$ -	$ -	$ -	$ 2,540,991	$ 2,034,478	$ 2,652,277
REVENUES:						
Taxes	$ 3,668,243	$ 3,774,003	$ 3,779,398	$ 4,066,230	$ 4,196,325	$ 4,021,457
Miscellaneous	1,179,572	1,265,493	1,000,869	770,400	1,265,915	1,025,677
TOTAL REVENUES	$ 4,847,815	$ 5,039,496	$ 4,780,267	$ 4,836,630	$ 5,462,240	$ 5,047,134
EXPENDITURES:						
Administration	$ 125,767	$ 127,381	$ 141,655	$ 149,497	$ 140,647	$ 218,800
Police	$ 1,379,369	$ 1,252,383	$ 1,259,994	$ 1,447,327	$ 1,485,737	$ 1,628,095
Fire	$ 396,580	$ 238,969	$ 151,048	$ 225,870	$ 243,915	$ 251,336
Special Services	$ 225,111	$ 45,241	$ 45,296	$ 174,606	$ 145,739	$ 161,000
Fleet Mechanic	$ 315,901	$ 281,470	$ 394,739	$ 149,831	$ 151,962	$ 168,184
Courts / Warrant Service	$ 215,033	$ 212,961	$ 187,578	$ 219,473	$ 227,650	$ 252,993
Parks & Recreation	$ 167,910	$ 143,179	$ 234,804	$ 110,640	$ 167,215	$ 216,575
Facility Division	$ 80,532	$ 75,905	$ 92,466	$ 74,000	$ 158,114	$ 94,000
Takas Park Civic Center	$ 111,105	$ 120,198	$ 69,917	$ 121,051	$ 208,455	$ 189,260
Contract Services	$ 836,620	$ 466,712	$ 416,632	$ 360,140	$ 284,831	$ 359,400
~~Emergency Mgmt /~~ Tech Support	$ 271,064	$ 271,051	$ 269,910	$ 240,609	$ 258,265	$ 213,074
Public Works	$ 484,336	$ 548,758	$ 531,436	$ 545,580	$ 488,026	$ 529,451
Animal Control	$ 48,646	$ 48,449	$ 59,163	$ 75,203	$ 91,998	$ 85,694
Code Compliance	$ 76,268	$ 121,523	$ 118,880	$ 83,683	$ 85,438	$ 61,021
Finance	$ 187,185	$ 195,150	$ 112,715	$ 195,192	$ 192,288	$ 220,702
City Management	$ -	$ 242,922	$ 101,018	$ 350,132	$ 350,847	$ 127,765
Post Office	$ 52,764	$ 49,635	$ 27,720	$ 23,958	$ 19,417	$ 33,139
Pool	$ -	$ -	$ -	$ 129,514	$ 89,196	$ 97,696
Human Resources	$ -	$ -	$ -	$ 55,700	$ 54,700	$ 115,200
TOTAL EXPENDITURES	$ 4,974,191	$ 4,441,887	$ 4,214,972	$ 4,732,006	$ 4,844,441	$ 5,023,384
ENDING FUND BALANCE:						
Unreserved, Undesignated	$ -	$ -	$ -	$ -	$ 1,787,645	$ 1,811,396
Reserve for Capital Improvements	-	-	-	-	564,632	564,632
Reserve for Street CIP					300,000	300,000
Reserve for EDC	-	-	-	-	-	
TOTAL ENDING FUND BALANCE	$ -	$ -	$ -	$ -	$ 2,652,277	$ 2,676,028
IDEAL FUND BALANCE (3.75 MONTHS)	$ -	$ -	$ -	$ -	$ 1,542,147	$ 1,823,116
OVER (UNDER) IDEAL FUND BALANCE	$ -	$ -	$ -	$ -	$ 1,110,130	$ 852,911
Budgeted Monthly Expenditures					403,703.38	418,615.32
Months of Unreserved / Undesignated					4.43	4.33
Months of total Fund Balance					6.57	6.39
Revenues / Expenditures	$ (126,376)	$ 597,609	$ 565,296	$ 104,624	$ 617,799 Some is EDC Lawsuit Funds	$ 23,750

Fiscal Year 2011-12



Fiscal Year 2012-13



CITY OF WINDCREST, TEXAS
GENERAL FUND REVENUES
FISCAL YEAR 2012-13 PROPOSED BUDGET

	Description	Actual FY 2008-09	Actual FY 2009-10	Actual FY 2010-11	Budget FY 2011-12	YTD 07/19/12	Projected FY 2011-12	Proposed Budget FY 2012-13
	BEGINNING FUND BALANCE							
	UNRESERVED, UNDESIGNATED	$ -	$ -	$ -	$ -	$ -	$ 810,963	$ -
	CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-	-
	UNRESERVED, DESIGNATED	-	-	-	-	-	685,000	-
	TOTAL BEGINNING FUND BALANCE	$ -	$ -	$ -	$ -	$ -	$ 1,495,963	$ -
	REVENUES							
	TAXES							
4101	ADVALOREM TAX CURRENT	$ 1,773,153	$ 1,609,118	$ 1,624,715	1,556,936	$ 1,539,022	$ 1,542,055	1,527,835
4105	ADVALOREM TAX DELINQUENT	-	-	781	0	-	-	0
4110	ADVALOREM TAX PEN & INT	-	-	-	0	-	-	0
4115	SALES TAX	1,083,429	1,329,334	1,290,148	1,471,428	1,131,533	1,544,999	1,530,285
4116	SALES TX-AD VALOREM TX OFFSET	269,364	329,006	322,537	367,857	282,881	386,250	382,571
4117	SALES TAX FOR STREET MAINT.	-	-	-	0	-	-	0
4118	HOTEL OCC. TAX FUND TRANSER	106,334	87,872	68,179	232,180	135,438	232,180	96,847
4120	MIXED BEVERAGE GROSS RECEIPTS	18,752	18,089	19,188	18,730	11,753	15,961	15,961
4201	CPS ENERGY FRANCHISE FEES	235,389	260,357	273,662	262,000	195,818	280,759	280,759
4205	AT&T TELECOM FRANCHISE FEES	40,572	43,999	57,800	41,705	41,349	52,646	52,646
4210	TIME WARNER CABLE & TEL FEES	139,936	93,743	99,901	95,000	73,552	99,155	99,155
4215	OTHER TELECOM FEES	1,314	1,065	19,549	18,831	26,456	28,745	22,289
4230	FRANCHISE FEES -WATER	-	1,420	2,938	1,563	13,575	13,575	13,109
	TOTAL TAXES	$ 3,668,243	$ 3,774,003	$ 3,779,398	$ 4,066,230	$ 3,451,377	$ 4,196,325	$ 4,021,457
	OTHER INCOME							
4301	INTEREST	$ 17,728	$ 7,688	$ 3,015	$ 3,300	$ 1,798	$ 2,980	$ 3,300
4310	COURT FINES	339,807	327,528	309,354	300,000	301,275	358,992	427,000
4352	WINDFEST	-	-	-	-	-	-	-
4354	FOREST OF ANGELS MEMORIAL	-	143	100	-	(100)	(100)	-
4355	LITTLE LEAGUE FEES	-	-	-	-	-	-	-
4357	CRAPE MYRTLE DONATIONS	380	120	-	-	-	-	-
4401	SWIMMING POOL FEES	26,973	28,399	29,409	26,200	21,698	28,399	28,399
4408	CONTRACTOR ANNUAL REGISTRATION	2,497	2,611	4,612	3,850	2,500	2,611	3,850
4409	BUILDING PERMIT FEES	162,416	187,643	156,539	74,000	102,605	122,857	168,866
4410	FOOD PERMIT FEES	19,316	5,361	13,537	15,000	18,513	18,513	18,063
4420	LIQUOR LICENSE FEES	3,570	855	1,154	1,200	1,060	1,200	1,200
4425	VEHICLE STORAGE FEES	18,006	19,342	20,472	21,248	21,184	21,184	21,184
4430	CIVIC CENTER FEES	24,300	20,313	25,615	22,950	16,625	18,500	25,615
4435	DOG TAG & IMPOUNDMENT FEES	1,825	889	910	1,000	510	889	1,200
4440	MISCELLANEOUS FEES	5,701	5,628	8,196	7,700	7,327	7,500	7,500
4441	ALARM & PERMIT FEES	19,635	34,200	21,815	10,000	4,600	6,500	6,500
4442	PLATTING/ZONING/VAR FEES	500	2,000	5,500	6,000	500	500	6,000
4444	FOOD HANDLER TRAINING FEES	4,775	2,959	5,063	5,000	4,255	4,371	5,000
4450	POST OFFICE SUBSIDY	25,000	25,000	25,000	25,000	20,833	25,000	25,000
4451	EDC REIMBURSEMENT	196,558	206,411	-	-	-	-	-
4455	WCCPD REIMBURSEMENT	109,681	201,182	-	-	-	-	-
4460	MISCELLANEOUS INCOME	52,058	32,114	172,785	48,452	426,519	426,519	150,000
4470	LEASE OF LAND	-	-	50,000	50,000	50,000	50,000	-
4475	INCOME - BAD DEBT	-	-	-	-	-	-	
4501	GARBAGE FUND ADMIN TRANSFER	55,000	95,000	87,083	95,000	71,250	95,000	95,000
4502	FIRE TRUCK REIMBURSEMENT	-	-	-	-	-	-	-
4503	LASERFICHE RECORD SYS TRANSFER	29,360	-	-	-	-	-	-
4504	COURT SECURITY FUND TRANSFER	26,000	10,000	-	10,000	-	10,000	10,000
4505	COURT TECHNOLOGY FUND TRANSFER	-	-	-	22,500	-	22,500	-
4507	GRANT PROCEEDS CJD	-	-	-	-	-	-	-
4508	GRANT PROCEEDS - AACOG	-	-	-	22,000	1,272	22,000	-
4509	GRANT PROCEEDS-TP&W	16,794	10,913	-	-	-	-	-
4510	GRANT PROCEEDS-TCFP	-	-	-	-	-	-	-
4511	GRANT PROCEEDS-DOJ	-	1,270	14,211	-	-	20,000	22,000
4900	PROCEEDS FROM CAPITAL LEASE	21,692	37,926	46,500	-	-	-	-
	TOTAL FEES & CHARGES	$ 1,179,572	$ 1,265,493	$ 1,000,869	$ 770,400	$ 1,074,224	$ 1,265,915	$ 1,025,677
	TOTAL GENERAL FUND REVENUES	$ 4,847,815	$ 5,039,496	$ 4,780,267	$ 4,836,630	$ 4,525,601	$ 5,462,240	$ 5,047,134

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

4/13/12 as of 3/31/2012
01 -GENERAL FUND
01-ADMINISTRATION
DEPARTMENT EXPENSES
7/19/2012 12:15

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(---------- CURRENT BUDGET	2011-2012 Y-T-D ACTUAL 6/21/2012	----------) PROJECTED YEAR END (9)	PERCENTAGE OF BUDGET	2012-2013 PROPOSED BUDGET
SALARIES & BENEFITS								
501-010 ADMIN. SALARIES	84,365	86,515	98,579	103,261	63,266	99,009	95.88%	103,254
501-011 ADMIN.LONGEVITY	1,284	1,197	-	-	-		0.00%	-
501-014 STIPEND	-	-	-	1,500	1,347	1,347	0.00%	3,876
501-015 ADMIN INCENTIVE PAY-BILINGUAL	-	-	-	-	-		0.00%	-
501-018 ADMIN.EDUCATION PAY	602	343	-	-	-		0.00%	600
501-020 ADMIN. OVERTIME	191	268	593	600	402	550	91.67%	600
501-030 SOCIAL SECURITY	6,555	7,584	7,012	8,061	5,124	7,922	98.28%	8,061
501-040 HEALTH INSURANCE	9,522	11,232	19,269	16,047	13,040	16,047	100.00%	16,047
501-045 INSURANCE - BCWID	-	-	3,560	-	-	-	0.00%	-
501-050 RETIREMENT	5,889	7,632	8,152	8,766	4,918	5,277	60.20%	10,440
501-060 WORKERS' COMPENSATION	219	485	488	472	454	454	96.19%	472
501-070 UNEMPLOYMENT COMPENSATION	104	567	293	540	540	540	100.00%	540
501-095 TERMINATION PAY-OUT	-	3,614	-	-	-		0.00%	-
TOTAL SALARIES & BENEFITS	108,730	119,436	137,945	139,247	89,091	131,147	94.18%	143,890
OTHER EXPENSES								
501-130 BONDS & TRAINING	4,885	1,988	824	2,900	1,467	2,540	87.59%	2,700
501-150 CONTRACT SERVICES - INSPECTIONS	-	-	-	-	-	-	0.00%	32,000
501-420 OFFICE SUPPLIES	7,937	5,046	2,646	3,000	1,834	2,500	83.33%	3,000
440 ELECTION SUPPLIES/EXPENSES	-	-	-	-	-	-	0.00%	32,500
501-600 OFFICE EQUIPMENT & MAINT	862	-	26	1,000	78	1,000	100.00%	800
501-650 VEHICLE EXPENSE	1,602	113	98	750	20	300	40.00%	750
501-700 CONTINGENCIES	1,752	798	116	2,600	3,159	3,160	121.54%	3,160
TOTAL OTHER EXPENSES	17,037	7,945	3,710	10,250	6,558	9,500	92.68%	74,910
CAPITAL EXPENSES								
501-800 CAPITAL EXPENDITURES	-	-	-	-	-		-	
TOTAL CAPITAL EXPENSES	-	-	-	-	-	-	0.00%	-
TOTAL 01-ADMINISTRATION	125,767	127,381	141,655	149,497	95,649	140,647	94.08%	218,800

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	--2009-10--	--2010-11--	--2011-12--	2012-13
CITY SECRETARY	1.00	1.00	1.00	1.00
ADMIN SECRETARY II	1.00	1.00	1.00	1.00
ADMIN RECORDS CLERK	1.00	1.00	1.00	0.50
ADMIN ASSISTANT (PART-TIME)	-	-	-	-
SUBTOTAL FTEs	3.00	3.00	3.00	2.50

PAYROLL EXPENSES
ADMINISTRATION

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	Education Pay	Annual Amount	% of Increase	FY 2012/13	FICA	Retirement	Insurance	Total Salary	Total Hourly Pay
							0.00%		7.65%				
Admin Secretary II	11/5/07	4 Years	27,643.20	-	-	27,643.20	-	27,643.20	2,114.70	2,762.94	5,349.00	37,869.84	18.21
City Secretary	2/1/00	12 Years	48,321.00	-	-	48,321.00	-	48,321.00	3,696.56	4,829.68	5,349.00	62,196.24	29.90
Admin Records Clerk	10/1/11		27,289.60	-	600.00	27,889.60	-	27,889.60	2,133.55	2,787.57	5,349.00	38,159.72	18.35
			103,253.80	-	600.00	103,853.80	-	103,853.80	7,945	10,380	16,047	138,226	66

Overtime	600.00
FICA (7.65%)	8,061.00
Stipend	3,876.00
Retirement (8.75% in 2012, 10.41% in 2013)	10,440.16
Workers Comp.	472.00
Unemployment 1st $9,000 wages only x # employees	540.00
Total Employee Health Costs	16,045.56
Total Salaries & Benefits	143,888.52

Department Number of Employees 3.00

Retirement

Oct - Dec	2,284.93
Jan - Sept	8,155.23
	10,440.16

Worker's Comp Calculations

104,453.80	x .44%	459.60
		x 1.06
		x .85
		414.10

Unemployment Calculation

9,000.00		
36,000.00	x 1.50%	540.00

Employee Health 5,000 Deductible & Colonial

Health	333.15
Colonial Brid	62.50
Vision	5.56
Dental	23.50
Life	21.00
Total	445.71
	16,045.56

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

01 -GENERAL FUND
02-POLICE DEPARTMENT
DEPARTMENT EXPENSES
7/23/2012 9:35

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------------ CURRENT BUDGET	2011-2012 -- Y-T-D ACTUAL 5/31/2012	------------) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-2013 PROPOSED BUDGET
SALARIES & BENEFITS								
502-010 POLICE SALARIES	753,402	693,366	713,132	717,297	424,374	724,864	101.05%	879,381
502-011 ~~POLICE LONGEVITY~~ Hazardous Duty	13,178	10,490	-	-	-	-	0.00%	19,600
502-012 CIVILIAN SALARIES	225,702	197,583	184,854	197,712	106,952	168,022	84.98%	163,820
502-013 CIVILIAN LONGEVITY	4,131	3,553	-	-	-	-	0.00%	-
502-014 POLICE SPECIAL ASSIGNMENT SAL	1,457	1,203	1,425	1,800	909	1,149	63.83%	-
502-015 POL INCENTIVE PAY-BILING	4,297	3,701	3,932	2,400	2,123	3,739	155.78%	12,300
502-016 CIV.INCENTIVE PAY-BILING	1,487	800	841	-	2,211	3,505	0.00%	2,401
502-017 POLICE SALARIES-CERTIFICATION	13,308	11,828	10,926	13,200	3,058	5,251	39.78%	-
502-018 POLICE EDUCATION PAY	3,095	2,367	2,743	4,200	1,027	1,719	40.94%	-
502-019 POLICE TUITION REIMBURSEMENT	4,000	0	-	-	-	-	0.00%	-
502-020 POLICE OVERTIME	1,362	2,205	5,270	15,336	14,007	27,897	181.91%	27,000
502-021 7K HOURS	11,971	12,002	14,361	13,000	14,130	29,764	228.95%	26,000
502-022 CIVILIAN OVERTIME	5,146	5,030	5,626	6,500	5,385	10,043	154.51%	5,300
502-023 POL INCENTIVE PAY- SDP	4,297	3,701	-	1,200	-	-	0.00%	-
502-024 CIV.INCENTIVE PAY- SDP	1,487	800	-	-			0.00%	-
502-025 STIPENDS (CIVILIAN & POLICE)	0	0	-	11,000	10,092	10,092	0.00%	32,295
502-030 SOCIAL SECURITY	60,822	57,045	67,883	57,521	37,453	58,636	101.94%	72,255
502-030C SOCIAL SECURITY CIVILIAN	16,161	15,675	-	15,921	8,863	13,890	87.24%	13,580
502-040 HEALTH INSURANCE	102,647	93,268	82,280	109,115	55,832	91,336.80	83.71%	121,946
502-050 RETIREMENT	56,905	61,898	79,516	62,785	37,153	74,641	118.88%	91,823
502-050C RETIREMENT CIVILIAN	14,498	15,982	-	17,312	8,795	14,980	86.53%	17,144
502-060 WORKERS' COMPENSATION	21,156	33,950	35,124	44,258	28,127	28,127	63.55%	30,227
502-070 UNEMPLOYMENT COMPENSATION	1,278	4,242	1,565	2,970	-	2,970	100.00%	4,275
502-095 TERMINATION PAY-OUT	4,759	-	26,359	-	-	-	0.00%	-
502-096 EXEMPT VACATION PAY-OUT	-	-	-	-	9,031	9,931	0.00%	-
TOTAL SALARIES & BENEFITS	1,320,764	1,226,189	1,235,836	1,293,527	769,524	1,280,557	99.00%	1,519,347
OTHER EXPENSES								
502-130 BONDS & TRAINING	8,160	3,233	4,877	4,000	1,809	4,000	100.00%	4,000
502-140 EMPLOYMENT SCREENING	5,052	-	-	-	-	-	0.00%	-
400 CITIZEN'S PATROL	0	-	-	-	-	-	0.00%	2,500
502-420 OFFICE SUPPLIES	3,186	2,203	4,069	4,500	2,197	4,200	93.33%	4,500
502-430 MISCELLANEOUS SUPPLIES	5,001	3,534	4,818	6,000	1,585	6,000	100.00%	6,000
502-450 LAB FEES/CRIME SCENE SUPP	6,533	7,321	3,458	8,500	3,284	8,500	100.00%	8,500
502-480 UNIFORM ALLOWANCE	4,151	5,556	5,836	7,000	7,266	7,000	100.00%	12,960
502-520 BICYCLE PARTS & MAINTENANCE	306	125	322	1,000	0	1,000	100.00%	1,000
502-540 VEHICLE FUEL	0	0	0	55,050	27,549	56,000	101.73%	64,588
502-550 PRISONER EXPENSE	784	728	778	3,000		2,800	93.33%	3,000
502-700 CONTINGENCIES	1,202	243	0	1,000		900	90.00%	1,200
502- DUES & SUBSCRIPTIONS	0	0	0	0	0	-	0.00%	500
TOTAL OTHER EXPENSES	34,374	22,944	24,158	90,050	43,690	90,400	100.39%	108,748
CAPITAL EXPENSES								
502-800 CAPITAL EXPENDITURES	24,232	3,251	0	63,750	39,746	114,780	180.05%	-
							0.00%	
TOTAL CAPITAL EXPENSES	24,232	3,251	0	63,750	39,746	114,780	180.05%	0
TOTAL 02-POLICE DEPARTMENT	1,379,369	1,252,383	1,259,994	1,447,327	852,959	1,485,737	102.65%	1,628,095

COVERTED RECORDS CLERK VACANCY TO POLICE OFFICER AND CONVERTED POLICE OFFICER TO CODE ENFORCEMENT (ABLE TO PERFORM CODE ENFORCEMENT DUTIES MORE EFFICIENTLY AND RESPOND TO PD EMERGENCIES)

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PAYROLL EXPENSES
POLICE

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	Special Assign.Pay	CERT Pay	CPI Pay	Mast. Cert	Instr. Pay	Education Pay	Annual Amount	% of Increase	FY 2011/12	FICA	Retirement	Insurance	Total Salary	Hourly Rate
												0.00%		7.65%				
Chief of Police	2/10/12		67,277.08					900.00	600.00	600.00	69,377.08	-	69,377.08	5,307.35	6,934.24	5,337.00	86,955.67	41.81
Asst Chief / Captain	1/17/06		59,999.94					900.00		300.00	61,199.94	-	61,199.94	4,681.80	6,116.93	5,338.00	77,336.67	37.18
Patrol Commander-Lieut.	6/18/82		57,420.22				600.00	900.00	600.00		59,520.22	-	59,520.22	4,553.30	5,949.05	5,339.00	75,361.56	36.23
CID Commander - Detective Sgt.	7/13/98		53,606.00			600.00			600.00		54,806.00	-	54,806.00	4,192.66	5,477.86	5,340.00	69,816.52	33.57
Patrol Segeant	5/13/02		49,816.00					900.00		900.00	51,616.00	-	51,616.00	3,948.62	5,159.02	5,341.00	66,064.64	31.76
Patrol Corporal	12/26/06		43,804.80			300.00					44,104.80	-	44,104.80	3,374.02	4,408.27	5,342.00	57,229.09	27.51
CID - Detective Corporal	2/10/94		42,411.20								42,411.20	-	42,411.20	3,244.46	4,239.00	5,343.00	55,237.66	26.56
Corporal	12/17/07		42,806.40	600.00	600.00	300.00					44,306.40	-	44,306.40	3,389.44	4,428.42	5,344.00	57,468.26	27.63
Corporal	8/20/07		43,804.80			300.00			600.00		44,704.80	-	44,704.80	3,419.92	4,468.24	5,345.00	57,937.96	27.85
Patrol Officer	3/30/09		38,417.60	600.00							39,017.60	-	39,017.60	2,984.85	3,899.81	5,346.00	51,248.26	24.64
Patrol Officer	6/25/12		38,001.60			600.00					38,601.60	-	38,601.60	2,953.02	3,858.23	5,347.00	50,759.85	24.40
Patrol Officer	10/10/11		38,001.60								38,001.60	-	38,001.60	2,907.12	3,798.26	5,348.00	50,054.98	24.06
Patrol Officer	10/31/11		38,001.60								38,001.60	-	38,001.60	2,907.12	3,798.26	5,349.00	50,055.98	24.07
Patrol Officer	11/28/11		38,001.60								38,001.60	-	38,001.60	2,907.12	3,798.26	5,350.00	50,056.98	24.07
Patrol Officer	11/28/11		38,001.60								38,001.60	-	38,001.60	2,907.12	3,798.26	5,351.00	50,057.98	24.07
Patrol Officer	1/30/12		38,001.60								38,001.60	-	38,001.60	2,907.12	3,798.26	5,352.00	50,058.98	24.07
Records / Police Officer	3/5/12		38,001.60								38,001.60	-	38,001.60	2,907.12	3,798.26	5,353.00	50,059.98	24.07
Patrol Officer (Time to be split with Warrants)			38,001.60								38,001.60	-	38,001.60	2,907.12	3,798.26	5,354.00	50,060.98	24.07
Patrol Officer			38,001.60								38,001.60	-	38,001.60	2,907.12	3,798.26	5,354.00	50,060.98	24.07
Patrol Officer			38,001.60								38,001.60	-	38,001.60	2,907.12	3,798.26	5,355.00	50,061.98	24.07
			879,380.04	1,200.00	600.00	2,100.00	600.00	3,600.00	2,400.00	1,800.00	891,680.04	-	891,680.04	68,213.52	89,123.42	106,928.00	1,155,944.98	555.74
Hazardous Duty					19,600.00													
Overtime					27,000.00													
FICA (7.65%)					72,255.48													
Stipend					25,836.00													
Retirement (8.75% in 2012, 10.41% in 2013)					91,822.07													
Workers Comp.					29,568.00													
Unemployment																		
1st $9,000 wages only x # employees																		
Total Employee Health Costs					96,057.36													
Total Salaries & Benefits																		

Full Time	20
Part-Time	0
Department Number of Employees	20.00

Retirement

Oct - Dec	20,096.13
Jan - Sept	71,725.94
	91,822.07

Worker's Comp Calculations

891,680.04	x .44%	3,923.39
		x 1.06
		x .85
		3,534.98

Unemployment Calculation

9,000.00		
180,000.00	x 1.50%	2,700.00

Employee Health 5,000 Deductible & Colonial

Health	333.15
Colonial Brid	62.50
Vision	5.56
Dental	23.50
Life	20.00
Total	444.71
	96,057.36

PAYROLL EXPENSES
POLICE - CIVILIAN

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	Special Assign. Pay	CERT Pay	CPI Pay	Mast. Cert	Instr. Pay	Education Pay	Annual Amount	% of Increase	FY 2011/12	FICA	Retirement	Insurance	Total Salary	Hourly Rate
												0.00%		7.65%				
Communications Manager	10/1/09		36,836.80	-	-	600.00	-	-	-	-	37,436.80	-	37,436.80	2,863.92	3,741.81	5,178.00	49,220.52	23.66
Records Manager	7/13/82		36,732.80	-	-	-	-	-	-	900.12	37,632.92	-	37,632.92	2,878.92	3,761.41	5,178.00	49,451.25	23.77
Assist Comm/Records Admin	2/7/05		34,257.60	-	-	600.08	-	-	-	300.00	35,157.68	-	35,157.68	2,689.56	3,514.01	5,178.00	46,539.25	22.37
Police Dispatcher	1/10/12		27,996.80								27,996.80	-	27,996.80	2,141.76	2,798.28	5,178.00	38,114.84	18.32
Police Dispatcher	1/30/12		27,996.80								27,996.80	-	27,996.80	2,141.76	2,798.28	5,178.00	38,114.84	18.32
				-		-				-	-	-	-	-	-	-	-	-
			163,820.80	-		1,200.08				1,200.12	166,221.00	-	166,221.00	12,715.91	16,613.79	25,890.00	221,440.70	

Overtime	5,300.00
FICA (7.65%)	13,615.47
STIPEND	6,459.00
Retirement (8.75% in 2012, 10.41% in 2013)	17,143.52
Workers Comp.	658.97
Unemployment 1st $9,000 wages only x # employees	675.00
Total Employee Health Costs	25,888.80
Total Salaries & Benefits	229,502.76

Full Time	5
Part-Time	0
Department Number of Employees	5.00

Retirement

Oct - Dec	3,752.02
Jan - Sept	13,391.50
	17,143.52

Worker's Comp Calculations

166,221.00	x .44%	731.37
		x 1.06
		x .85
		658.97

Unemployment Calculation

9,000.00		
45,000.00	x 1.50%	675.00

Employee Health 5,000 Deductible & Colonial

Health	333.15
Colonial Brid	62.50
Vision	5.56
Dental	23.50
Life	6.77
Total	431.48
	25,888.80

01 -GENERAL FUND
03-FIRE DEPARTMENT
DEPARTMENT EXPENSES
7/19/2012 12:30

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------- CURRENT BUDGET	41,060 2011-2012 Y-T-D ACTUAL	-------) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-2013 PROPOSED BUDGET
SALARIES & BENEFITS								
503-010 FIRE DEPT. SALARIES	109,591	120,691	61,813	59,966	37,879	62,323	104%	59,967
503-011 FIRE DEPT. LONGEVITY	1,046	963	-	-	-	-	0%	-
503-012 STIPEND	-	-	-	1,310	1,310	1,310	100%	3,230
503-015 FIRE INCENTIVE PAY-BILINGUAL	274	-	-	-	-		0%	-
503-020 FIRE OVERTIME	672	754	592	500	340	900	180%	900
503-030 SOCIAL SECURITY	8,499	10,137	4,584	4,684	3,127	4,837	103%	4,587
503-040 HEALTH INSURANCE	8,180	8,813	11,355	32,669	20,110	27,000	83%	27,169
503-050 RETIREMENT	6,188	7,749	2,379	2,558	1,522	2,558	100%	3,067
503-060 WORKERS' COMPENSATION	3,061	6,596	3,220	3,222	1,937	1,937	60%	1,937
503-070 UNEMPLOYMENT COMPENSATION	230	780	195	405	405	405	100%	405
503-080 VOLUNTEER PENSION FUND	22,000	18,804	6,464	22,000	9,632	22,000	100%	22,000
503-095 TERMINATION PAY-OUT	-	2,079	567	-	-			
TOTAL SALARIES & BENEFITS	159,742	177,367	91,168	127,314	76,263	123,270	97%	123,261
OTHER EXPENSES								
503-130 TRAINING (FIRE)	3,048	2,996	1,658	4,000	3,788	4,000	100%	5,000
503-140 EMPLOYMENT SCREENING	1,873	-	-	-	-	-	0%	-
503-150 HAZMAT PROGRAM	-	800	1,000	1,000	1,000	1,000	100%	1,000
503-420 OFFICE SUPPLIES	1,633	1,435	951	1,600	998	1,450	91%	1,600
503-430 SUPPLIES & EQUIPMENT	5,220	4,957	3,707	5,500	2,404	5,500	100%	5,500
503-450 MEDICAL SUPPLIES	2,912	2,907	498	1,500	1,412	1,500	100%	1,500
503-460 MEDICAL TRAINING	1,657	716	143	2,700	930	1,700	63%	2,700
~~215 MOBILE PHONES CONTRACT~~	-	-	-	-	-	-	0%	-
~~220 MOBILE PHONES MAINTENANCE~~	-	-	-	280	-	-	0%	-
221 MOBILE DATA TERMINAL SERVICE	-	-	2,553	5,500	2,281	5,500	100%	5,500
223 PAGER CONTRACT	-	-	-	840	841	841	100%	-
~~225 PAGER MAINTENANCE~~	-	-	-	116		-	0%	-
226 PAGER MAINTENANCE-FIRE	-	-	-	1,000	478	1,000	100%	2,000
227 RADIO ~~CONTRACT~~ MAINT	-	-	-	-		-	0%	7,500
~~229 RADIO MAINTENANCE~~				~~1,372~~	~~175~~	~~175~~	13%	
503 VEHICLE PARTS-FIRE	-	-	-	4,500	76	4,500	100%	4,500
540 VEHICLE FUEL	-	-	-	22,218	13,192	18,000	81%	19,075
603 VEHICLE OUTSIDE MAINT-FIRE	-	-	-	6,000	3,877	6,000	100%	6,000
703 LEASE PURCHASE-FIRE DEPT	-	-	-	6,940	6,940	6,940	100%	-
396 EOC EQUIPMENT & SUPPLIES	-	-	-	1,000	624	700	70%	1,000
503-480 UNIFORM ALLOWANCE	1,549	1,225	1,444	1,600	1,363	1,600	100%	1,800
503-610 DORM - TELEPHONE	1,100	1,600	-	-	-	-	0%	-
503-620 DORM - UTILITIES & CABLE	5,550	11,992	12,523	13,050	7,207	13,050	100%	14,000
503-630 DORM - REPAIRS & MAINT	2,019	2,416	7,080	7,000	3,878	7,000	100%	7,000
503-700 CONTINGENCIES	596	1,120	370	940	671	940	100%	1,000
503-710 TRAVEL	1,243	2,031	1,910	-	-	-	0%	-
503-730 ANNUAL PUMP TESTS	585	3,018	163	3,900	-	3,900	100%	3,900
503-740 MAINTENANCE CONTRACTS	5,062	3,570	7,943	6,000	3,832	6,000	100%	10,500
503-750 SCBA TESTS	-	-	-					
503-760 LADDER TESTS	-	-	-					
TOTAL OTHER EXPENSES	34,047	40,782	41,943	98,556	55,966	91,296	93%	101,075
CAPITAL EXPENSES								
503-800 CAPITAL EXPENDITURES	202,791	20,821	17,937	-	19,349	29,349	0%	27,000
TOTAL CAPITAL EXPENSES	202,791	20,821	17,937	-	-	29,349	0%	27,000
TOTAL 03-FIRE DEPARTMENT	396,580	238,969	151,048	225,870	132,229	243,915	108%	251,336

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	-2010-11-	-2011-12-	-2012-13-
FIRE CHIEF	1	1	1
FIRE MARSHALL	1	-	-
ADMIN ASST	1	1	1
STATION MAINTENANCE TECH (PART-TIME)	0.50	0.50	0.50
SUBTOTAL FTEs	**3.50**	**2.50**	**2.50**

***Personnel - Budgetment Amendment will be addressed on the Fire Chief in April 2013.

PAYROLL EXPENSES
FIRE DEPARTMENT

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	Education Pay	Annual Amount	% of Increase	FY 2012/13	FICA	Retirement	Insurance	Total Salary	Total Hourly Pay
							0.00%		7.65%				
Fire Chief	1/1/08	4 Years	15,080.00	-	-	15,080.00	-	15,080.00	1,153.62	-	-	16,233.62	7.80
Admin Assistant	4/20/09	3 Years	29,806.40	-	-	29,806.40	-	29,806.40	2,280.19	2,979.15	4,501	39,566.74	19.02
Station Maintenance Tech Part-Time	8/3/09	3 Years	15,080.00	-	-	15,080.00	-	15,080.00	1,153.62	-	-	16,233.62	15.61
			59,966.40	-	-	59,966.40	-	59,966.40	4,587.43	2,979.15	4,501.00	72,033.98	

Overtime	**900.00**
FICA (7.65%)	**4,587.00**
Stipend	**3,229.50**
Retirement (8.75% in 2012, 10.41% in 2013)	**3,066.80**
Volunteer Pension Fund	**22,000.00**
Workers Comp.	**1,937.00**
Unemployment 1st $9,000 wages only x # employees	**405.00**
Employee Health Costs	**5,168.52**
Volunteer Health Costs	**22,000.00**
Total Salaries & Benefits	**123,260.22**

Retirement	
Oct - Dec	671.70
Jan - Sept	2,395.10
	3,066.80

Worker's Comp Calculations

1,937.00

Unemployment Calculation		
9,000.00		
27,000.00	x 1.50%	405.00

Employee Health 5,000 Deductible & Colonial	
Health	333.15
Colonial Bri	62.50
Vision	5.56
Dental	23.50
Life	6.00
Total	430.71
	5,168.52

Full Time	2
Part-Time	0.50
Department Number of Employees	**2.50**

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

01 -GENERAL FUND
04-SPECIAL SERVICES/PUBLIC RELATIONS
DEPARTMENT EXPENSES
7/19/2012 12:38

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------------ CURRENT BUDGET	2011-2012 Y-T-D ACTUAL 3/31/2012	------------) PROJECTED YEAR END	2012-13 PROPOSED BUDGET
SALARIES & BENEFITS							
504-010 SALARIES - MAYOR & COUNCIL M	4,530	-7,055	-	-	-	-	-
504-011 SALARIES	88	-210	-	27,693	11,544	27,693	43,500
504-012 SALARIES-CITY MANAGER	107,736	0	-	-	-	-	-
504-014 STIPEND	0	0	-	-	-	-	1,292
504-013 LONGEVITY	3,113	0	-	-	-	-	-
504-030 SOCIAL SECURITY	8,970	0	-	4,208	126	2,119	3,328
504-040 HEALTH INSURANCE	4,454	0	-	10,462	4,831	6,833	5,125
504-050 RETIREMENT	8,080	0	-	4,650	108	2,423	4,348
504-060 WORKERS COMPENSATION	273	97	195	137	-	137	137
504-070 UNEMPLOYMENT COMP	82	0	-	190	-	190	135
TOTAL SALARIES & BENEFITS	137,326	-7,168	195	47,340	16,610	39,395	57,865
OTHER EXPENSES							
504-110 BANK ACTIVITY CHARGES	15,242	14,460	1,870	-	-	-	-
504-120 DUES & SUBSCRIPTIONS	3,746	5,327	4,425	3,750	2,482	3,750	4,085
504-135 EMPLOYEE RECOGNITION PROG	155	-	-	-	-	-	-
504-140 EMPLOYEE APPRECIATION FUND	2,279	-	-	200	20	-	-
504-400 CITIZEN'S PATROL	1,269	748	1,194	1,500	1,439	1,500	-
504-420 COPIER PAPER	-	383	-	200	38	200	350
504-440 ELECTION SUPPLIES/EXPENSES	3,632	-	8,803	12,500	-	-	-
504-460 SPECIAL EVENTS	9,514	3,617	777	40,575	10,930	30,575	10,000
504-470 LIGHT UP	932	1,709	1,864	15,441	16,105	16,105	30,000
504-475 50th ANNIVERSARY EVENTS	11,249	(1,079)	(75)	-	-	-	-
504-480 WINDCREST PROUD	3,374	1,334	139	3,000	4,114	4,114	-
504-485 FIREMAN'S PICNIC	695	5,389	-	5,000	5,000	5,000	5,000
504-490 WINDCREST YOUTH ACTIVITIES	-	2,360	-	4,500	-	4,500	4,500
504-590 POSTAGE	16,470	16,163	18,500	20,000	16,147	20,000	28,000
609 TRANSFER OUT TO FRIENDS TO AI	-	-	-	2,000	514	2,000	2,000
504-610 NEWSLETTER	1,298	-	-	-	-	-	-
504-630 LEGAL ADVERTISING	4,416	1,798	7,206	4,000	222	4,000	3,800
504-635 ADVERTISING	-	-	-	-	-	-	-
504-645 MAYOR - COUNCIL EXPENSES	2,864	614	398	14,400	11,066	14,400	14,400
504-650 MILEAGE & ENTERTAIMNENT EXPI	10,650	(414)	-	200	27	200	1,000
Rumble Creative Business Lunch - $15.49 *							
TOTAL OTHER EXPENSES	87,785	52,409	45,101	127,266	68,105	106,344	103,135
CAPITAL EXPENSES							
504-800 CAPITAL EXPENDITURES	-	-	-	-	-		
TOTAL CAPITAL EXPENSES	-	-	-	-	-	-	-
TOTAL 04-SPECIAL SERVICES/PUBLIC RELATIONS	225,111	45,241	45,296	174,606	84,715	145,739	161,000

** MATCH FRIENDS TO ANIMAL CONTROL DONATIONS $1 FOR $1 UP TO $2,000

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	--2011-12--	--2012-13--
Public Relations/PR/Marketing/Event Specialist	1.00	1.00
SUBTOTAL FTEs	**1.00**	**1.00**

PAYROLL EXPENSES
SPECIAL SERVICES/PUBLIC RELATIONS

Job Title	Hire Date	Years of Service	Salary	Cell Phone Reimbursement	Education Pay	Annual Amount	0.00% % of Increase	FY 2012/13	7.65% FICA	Retirement	Insurance	Total Salary	Total Hourly Pay
Public Affairs/PR/Marketing/Events Specialist	2/21/12	>1	43,500.08	-	-	43,500.08	-	43,500.08	3,327.76	4,320.65	4,567.00	55,715.48	26.79
			43,500.08	-	-	43,500.08	-	43,500.08	3,328	4,321	4,567	55,715	27

Overtime	-
FICA (7.65%)	3,327.76
STIPEND	1,291.80
Retirement (8.75% in 2012, 10.41% in 2013)	4,347.83
Workers Comp.	137.00
Unemployment 1st $9,000 wages only x # employees	135.00
Total Employee Health Costs	5,124.72
Total Salaries & Benefits	57,864.19
Department Number of Employees	1

Retirement	
Oct - Dec	951.56
Jan - Sept	3,396.27
	4,347.83

Worker's Comp Calculations

43,500.08	x .44%	
		137.00

Unemployment Calculation

9,000.00		
9,000.00	x 1.50%	135.00

Employee Health	5,000 Deductible & Colonial
Health	322.69
Colonial Bridge	62.50
Vision	5.56
Dental	25.11
Life	11.20
Total	427.06
	5,124.72

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

01 -GENERAL FUND
06-PARKS & RECREATION
DEPARTMENT EXPENSES
7/19/2012 12:53

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------------ CURRENT BUDGET	2011-2012 Y-T-D ACTUAL 6/21/2012	------------) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-13 PROPOSED BUDGET
SALARIES & BENEFITS								
506-010 POOL SALARIES	39,930	51,681	53,929	-	-		0.00%	-
506-011 LONGEVITY	-	-	-	-	-		0.00%	-
506-020 OVERTIME	737	156	100	-	-		0.00%	-
506-030 SOCIAL SECURITY	3,127	3,966	4,282	-	-		0.00%	-
506-040 HEALTH INSURANCE	-	-	-	-	-		0.00%	-
506-050 RETIREMENT	-	109	51	-	-		0.00%	-
506-060 WORKERS' COMPENSATION	820	1,455	1,756	-	-		0.00%	-
506-070 UNEMPLOYMENT COMP-POOL	209	1,044	99	-	-		0.00%	-
TOTAL SALARIES & BENEFITS	44,823	58,411	60,218	-	-	-	0.00%	-
OTHER EXPENSES								
506-100 UTILITIES	16,988	15,268	17,510	-	2,268		0.00%	
506-130 TRAINING	200	-	-	-	1,029	-	0.00%	2,000
506-240 CONTRACT MAINTENANCE OUTS	4,280	2,476	2,329	3,500	818	3,500	100.00%	3,500
506-250 CONTRACT MAINT.-GREEN BEL	42,350	30,845	30,845	32,000	17,196	32,000	100.00%	-
506-255 CONTRACT SERVICES - POOL	4,501	500	3,575	-	-	-	0.00%	-
506-260 GREEN BELT/ PONDS CLEANING	7,087	444	2,390	5,000	1,800	5,000	100.00%	2,500
506-430 SUPPLIES	12,005	20,699	18,546	4,925	7,940	5,000	101.52%	12,000
506-431 EMPLOYEE APPRECIATION LUNCHEON	-	-	-	75	75	75	100.00%	75
506-520 EQUIPMENT REPAIR	5,512	6,795	5,889	2,500	4,055	2,500	100.00%	4,000
506-630 FACILITY MAINTENANCE	4,042	2,884	3,478	2,000	376	2,000	100.00%	17,000
506-631 POND MAINTENANCE	-	-	9,762	-	-		0.00%	
506-635 TREES / SHRUBS/LANDSCAPING	7,385	4,272	10,429	17,500	17,274	7,500	42.86%	25,000
506-700 CONTINGENCIES	1,944	586	951	500	837	500	100.00%	500
TOTAL								
TOTAL OTHER EXPENSES	106,293	84,768	105,705	98,500	53,668	58,075	58.96%	66,575
CAPITAL EXPENSES								
506-800 CAPITAL EXPENDITURE	-	-	16,135	2,140	5,487	39,140	1828.97%	-
506-810 CAPITAL IMPROVEMENTS	16,794	-	52,746	10,000	2,536	70,000	700.00%	150,000
TOTAL CAPITAL EXPENSES	16,794	-	68,882	12,140	8,023	109,140	899.01%	150,000
TOTAL 06-PARKS & RECREATION	167,910	143,179	234,804	110,640	61,691	167,215	151.13%	216,575

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

4/13/2011 16:03

01 -GENERAL FUND
07-FLEET MECHANIC
DEPARTMENT EXPENSES
7/19/2012 12:55

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------------ CURRENT BUDGET	2011-2012 Y-T-D ACTUAL 6/21/2012	----------) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-13 PROPOSED BUDGET
SALARIES & BENEFITS								
507-010 MECHANIC SALARIES	26,778	23,753	28,087	30,000	20,704	33,894	112.98%	38,000
507-011 MECHANIC LONGEVITY	92	69	-	-		-	0.00%	-
507-012 STIPEND	-	-	-	500	594	594	0.00%	1,292
507-015 MECHANIC INCENTIVE PAY-BILINGU	-	-	-	-			0.00%	-
507-020 OVERTIME	483	330	-	600	1,661	2,000	333.33%	600
507-030 SOCIAL SECURITY	1,829	1,941	2,296	2,880	1,602	2,746	95.34%	2,712
507-040 HEALTH INSURANCE	4,212	4,090	3,929	4,501	3,050	5,169	114.84%	5,169
507-050 RETIREMENT	1,834	2,010	2,546	2,583	1,631	3,141	121.59%	3,858
507-060 WORKERS' COMPENSATION	929	1,358	1,659	2,905	1,376	1,376	47.37%	3,666
507-070 UNEMPLOYMENT COMPENSATION	107	189	72	135	-	135	100.00%	135
507-090 TERMINATION PAY-OUT	-	-	1,919	-	-	-	0.00%	-
TOTAL SALARIES & BENEFITS	36,264	33,741	40,507	44,104	30,617	49,055	111.23%	55,432
OTHER EXPENSES								
507-120 DUES & SUBSCRIPTIONS	-	-	-	100	-	100	100.00%	100
507-130 TRAINING	55	500	-	500	45	455	91.00%	500
507-315 VEHICLE DEDUCTIBLE	1,829	3,483	3,106	-	-	-	0.00%	-
507-420 OFFICE SUPPLIES	124	241	41	250	-	250	100.00%	250
507-430 FLEET TOOLS & SUPPLIES	7,372	5,812	6,389	7,125	2,042	4,000	56.14%	6,500
207-431 EMPLOYEE APPRECIATION LUNCHEON	-	-	-	75	75	75	100.00%	75
507-450 ENVIRONMENTAL FEES	-	-	-	600	726	1,000	166.67%	700
507-480 UNIFORM ALLOWANCE	-	-	-	-	-	-	0.00%	-
507-501 VEHICLE PARTS-ADMIN	-	-	-	250	-	250	100.00%	500
507-502 VEHICLE PARTS-POLICE	8,254	6,897	5,152	9,050	10,569	11,000	121.55%	10,000
507-503 VEHICLE PARTS-FIRE	3,146	2,742	5,314	4,500	935	3,000	66.67%	3,500
507-506 VEHICLE PARTS-PARKS & REC	150	1,066	106	2,000	501	1,500	75.00%	1,750
507-508 VEHICLE PARTS-WARRANT OFFICER	393	222	10	-	-	-	0.00%	500
507-515 VEHICLE PARTS-EMC/TECH	175	10	-	-	-	-	0.00%	-
507-516 VEHICLE PARTS-PUBLIC WORKS	5,172	4,123	1,570	6,000	2,026	4,500	75.00%	5,300
507-519 VEHICLE PARTS-INSPECTION	839	70	8	-	-	-	0.00%	-
507-520 EQUIPMENT REPAIR	10,446	5,033	8,313	10,000	7,871	10,000	100.00%	12,000
507-540 VEHICLE FUEL	65,319	72,391	88,857	29,000	25,397	29,000	100.00%	32,000
507-602 VEHICLE OUTSIDE MAINT-POLICE	13,345	5,214	876	12,600	12,746	13,500	107.14%	13,500
507-603 VEHICLE OUTSIDE MAINT-FIRE	15,049	5,810	5,673	6,000	6,839	7,200	120.00%	7,000
507-606 VEHICLE OUTSIDE MAINT-PARKS&RE	700	-	-	1,000	-	1,000	100.00%	1,000
507-608 VEHICLE OUTSIDE MAINT-WRNT OFF	1,213	585	-	500	-	500	100.00%	500
507-615 VEHICLE OUTSIDE MAINT-EMC/TECH	-	215	-	-	-	-	0.00%	-
507-616 VEHICLE OUTSIDE MAINT-PW	1,744	1,043	647	2,000	450	1,500	75.00%	2,000
507-619 VEHICLE OUTSIDE MAINT-INSP	-	-	-	-	-	-	0.00%	-
507-700 CONTINGENCIES	85	62	15	600	-	500	83.33%	1,200
507-702 LEASE PURCHASE-POLICE VEHICLES	36,052	21,730	7,804	-	-	-	0.00%	-
507-703 LEASE PURCHASE-FIRE DEPT	88,441	95,381	183,822	-	-	-	0.00%	-
507-706 LEASE PURCHASE-PARKS	4,633	-	-	-	-	-	0.00%	-
507-716 LEASE PURCHASE-PUBLIC WORKS	10,488	10,488	36,529	12,877	12,877	12,877	100.00%	12,877
507-719 LEASE PURCHASE-INSPECTION	-	-	-	-	-	-	0.00%	-
507-721 LEASE PURCHASE-EDC	4,613	4,613	-	-	-	-	0.00%	-
507-725 LEASE PURCHASE - CITY MGMT	-	-	-	-	-	-	0.00%	-
507-730 VEHICLE/EQUIPMENT TESTING	-	-	-	700	-	700	100.00%	1,000
TOTAL OTHER EXPENSES	279,637	247,730	354,232	105,727	83,097	102,907	97.33%	112,752
CAPITAL EXPENSES								
507-800 CAPITAL EXPENDITURES	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENSES	-	-	-	-	-	-	-	-
TOTAL 07-FLEET MECHANIC	315,901	281,470	394,739	149,831	113,714	151,962	101.42%	168,184

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	--2009-10--	--2010-11--	--2011-12--	--2012-13--
FLEET MECHANIC	1.00	1.00	1.00	1.00
SUBTOTAL FTEs	1.00	1.00	1.00	1.00

PAYROLL EXPENSES
Fleet

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	Education Pay	Annual Amount	0.00% % of Increase	FY 2012/13	7.65% FICA	Retirement	Insurance	Total Salary	Total Hourly Pay
Fleet Mechanic	11/11/12	1 Year	38,000.00	-	-	38,000.00	-	38,000.00	2,907.00	3,798.10	5,169	49,874.10	23.98
			38,000.00	-	-	**38,000.00**	-	**38,000.00**					

Overtime	600.00
FICA (7.65%)	2,711.90
Stipend	1,292.00
Retirement (8.75% in 2012, 10.21% in 2013)	3,858.07
Workers Comp.	3,665.66
Unemployment 1st $9,000 wages only x # employees	135.00
Total Employee Health Costs	5,168.52
Total Salaries & Benefits	55,431.16

Full Time	1
Part-Time	0.00
Department Number of Employees	1.00

Retirement

Oct - Dec	844.38
Jan - Sept	3,013.70
	3,858.07

Worker's Comp Calculations

38,600.00	x 10.54%	4,068.44
		x 1.06
		x .85
		3,665.66

Unemployment Calculation

9,000.00		
9,000.00	x 1.50%	135.00

Employee Health 5,000 Deductible & Colonial

Health	333.15
Colonial Bri	62.50
Vision	5.56
Dental	23.50
Life	6.00
Total	430.71
	5,168.52

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

01 -GENERAL FUND
08-COURT
DEPARTMENT EXPENSES
7/19/2012 12:22

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------------ CURRENT BUDGET	2011-2012 Y-T-D ACTUAL 6/21/2012	------------) PROJECTED YEAR END (9)	PERCENTAGE OF BUDGET	2012-13 PROPOSED BUDGET
SALARIES & BENEFITS								
508-010 COURT SALARIES	127,663	128,088	109,175	113,697	109,097	133,349	117.28%	167,280
508-011 COURT LONGEVITY	1,264	1,086	-	-			0.00%	-
508-012 STIPEND	-	-	-	2,250	2,449	2,449	0.00%	6,782
508-015 COURT INCENTIVE PAY-BILINGUAL	1,227	1,116	129	-			0.00%	-
508-017 CERTIFICATION PAY - COURT	-	-	-	900	415	900	99.99%	900
508-018 COURT EDUCATION PAY	301	301	303	300	115	300	99.99%	300
508-020 COURT OVERTIME	11,923	7,884	6,243	10,000	1,122	2,500	25.00%	10,000
508-030 SOCIAL SECURITY	12,809	13,466	10,569	9,736	9,082	9,736	100.00%	9,736
508-040 HEALTH INSURANCE	12,812	9,683	4,115	15,868	4,466	15,868	100.00%	15,867
508-050 RETIREMENT	9,770	11,669	8,846	9,562	6,600	9,562	100.00%	11,653
508-060 WORKER'S COMPENSATION	1,367	2,425	2,537	2,316	500	500	21.59%	500
508-070 UNEMPLOYMENT COMPENSATION	264	1,101	331	675	675	675	100.00%	675
508-095 TERMINATION PAY-OUT	-	1,097	101	-	244	244	0.00%	-
TOTAL SALARIES & BENEFITS	179,400	177,916	142,348	165,304	134,767	176,083	106.52%	223,693
OTHER EXPENSES								
508-120 DUES & SUBSCRIPTIONS	200	370	70	250	122	250	100.00%	250
508-130 BONDS & TRAINING	1,381	1,080	725	1,500	1,961	1,975	131.67%	1,800
508-150 JUDGE Gas Expense	14,934	14,934	15,316	19,393	925	19,393	100.00%	4,500
508-160 PROSECUTOR	13,864	13,864	14,240	13,826	1,200	13,826	100.00%	-
508-165 Warrant Jail Costs	-	-	12,400	5,000	6,000	8,000	160.00%	8,500
508-170 JURY SERVICE FEES	-	-	-	200	108	108	54.00%	250
508-180 COURT OF RECORD/STENOGRAPHER	561	269	-	1,000	0	-	0.00%	1,000
508-420 OFFICE SUPPLIES	4,693	4,338	2,479	3,000	3,013	3,015	100.50%	3,000
508-480 UNIFORM ALLOWANCE	-	191	-	-	0	-	#DIV/0!	-
508-481 CONTINGENCIES	-	-	-	-	0	-	0.00%	5,000
508-540 FUEL				5,000	0	5,000		5,000
TOTAL OTHER EXPENSES	35,634	35,045	45,230	49,169	13,329	51,567	104.88%	29,300
CAPITAL EXPENSES								
508-800 CAPITAL EXPENDITURES	-	-	-	5,000	0	-	-	
TOTAL CAPITAL EXPENSES	-	-	-	5,000	0	-	-	-
TOTAL 08-COURT	215,033	212,961	187,578	219,473	148,096	227,650	103.73%	252,993

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	--2009-10--	--2010-11--	--2011-12--	2012-13
JUDGE	0.50	0.50	0.50	0.50
PROSECUTER	0.50	0.50	0.50	0.50
WARRANT OFFICER	1.00	1.00	1.00	1.00
COURT CLERK	1.00	1.00	1.00	1.00
COURT CLERK II	1.00	1.00	1.00	1.00
WARRANT CLERK	-	-	-	1.00
WARRANT CLERK (PART-TIME)	1.00	0.50	0.50	-
SUBTOTAL FTEs	5.00	4.50	4.50	5.00

PAYROLL EXPENSES
COURT

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	CERT Pay	Education Pay	Annual Amount	0.00% % of Increase	FY 2012/13	7.65% FICA	Retirement	Insurance	Total Salary	Total Hourly Pay
Judge Part-time	2/1/00	11 Years	20,700.00	-	-	-	20,700.00	-	20,700.00	1,583.55	-	-	22,283.55	
Procecutor Part-time	2/1/00	11 Years	13,826.02	-	-	-	13,826.02	-	13,826.02	1,057.69	-	-	14,883.71	
Warrant Officer	7/25/05	7 Years	41,038.40	-	-	-	41,038.40	-	41,038.40	3,139.44	4,101.79	5,289.00	53,568.63	25.75
Court Clerk	5/1/07	5 years	36,720.06	-		-	36,720.06	-	36,720.06	2,809.08	3,670.17	5,289.00	48,488.31	23.31
Court Clerk II	11/9/09	3 Years	28,828.80	-	-	-	28,828.80	-	28,828.80	2,205.40	2,881.44	5,289.00	39,204.64	18.85
Warrant Clerk	7/7/11	1 Year	26,166.40	-	900.00	300.00	27,366.40	-	27,366.40	2,093.53	-	-	29,459.93	28.33
			167,279.68	-	900.00	300.00	168,479.68	-	168,479.68	12,888.70	10,653.40	15,867.00	207,888.77	

Overtime	10,000.00
FICA (7.65%)	9,736.00
Stipend	6,782.00
Retirement (8.75% in 2012, 10.41% in 2013)	11,652.90
Workers Comp.	500.00
Unemployment 1st $9,000 wages only x # employees	675.00
Total Employee Health Costs	15,867.36
Total Salaries & Benefits	223,692.94

Full Time	4
Part-Time	0.0
Department Number of Employees	4.00

Retirement	
Oct - Dec	2,550.35
Jan - Sept	9,102.55
	11,652.90

Worker's Comp Calculations		
217,888.77	*.44%	
		500.00

Unemployment Calculation		
9,000.00		
45,000.00	x 1.50%	675.00

Employee Health	5,000 Deductible & Colonial
Health	333.15
Colonial Brid	62.50
Vision	5.56
Dental	23.50
Life	16.05
Total	440.76
	15,867.36

** Claudia waived the insurance

City of Windcrest
Fiscal Year 2011-2012
Budget Worksheet

4/13/2011 16:03

01 -GENERAL FUND
10-FACILITY DIVISION
DEPARTMENT EXPENSES
7/19/2012 12:53

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------------- CURRENT BUDGET	2011-2012 Y-T-D ACTUAL 6/21/2012	------------) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-13 PROPOSED BUDGET
OTHER EXPENSES								
510-100 UTILITIES	34,677	36,411	36,086	36,500	24,757	36,500	100.00%	36,700
510-115 MOBILE TELEPHONES	-	-	-	-		-	0.00%	-
510-170 JANITORIAL SERVICES	22,795	26,220	18,785	20,000	7,793	20,000	100.00%	20,000
510-240 CONTRACT MAINTENANCE	90	-	-	1,000	4,016	4,500	450.00%	3,000
510-430 SUPPLIES	1,574	1,257	3,297	3,000	5,100	5,500	183.33%	5,500
510-630 FACILITY MAINTENANCE	9,920	9,620	33,432	10,000	43,917	44,000	440.00%	25,000
510-650 FIRE ALARM & EXT. INSPECTIONS	1,354	1,366	250	2,000	2,107	2,200	110.00%	2,000
510-700 CONTINGENCIES	1,197	1,031	617	1,500	1,617	1,800	120.00%	1,800
TOTAL OTHER EXPENSES	71,606	75,905	92,466	74,000	89,307	114,500	100.00%	94,000
CAPITAL EXPENSES								
510-800 CAPITAL EXPENDITURES	8,926	-	-	-	43,614	43,614	-	-
TOTAL CAPITAL EXPENSES	8,926	-	-	-	43,614	43,614	-	-
TOTAL 10-FACILITY DIVISION	80,532	75,905	92,466	74,000	132,921	158,114	100.00%	94,000

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

4/13/2011 16:03

01 -GENERAL FUND
11-CIVIC CENTER
DEPARTMENT EXPENSES
7/19/2012 13:11

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------ 2011-2012 CURRENT BUDGET	Y-T-D ACTUAL 6/21/2012	------) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-13 PROPOSED BUDGET
SALARIES & BENEFITS								
511-010 CIVIC CENTER SALARIES	61,032	64,254	26,403	53,938	52,363	56,891	105.47%	106,234
511-011 CIVIC CENTER LONGEVITY	1,444	1,368	-	-	-	-	0.00%	-
511-012 STIPEND	-	-	-	1,000	1,745	1,745	0.00%	5,167
511-020 OVERTIME - CIVIC CENTER	12,432	11,690	10,776	6,772	7,137	6,772	100.00%	4,800
511-030 SOCIAL SECURITY	5,633	6,263	2,716	4,571	4,480	4,870	106.55%	5,167
511-040 HEALTH INSURANCE	8,446	8,736	3,929	10,338	9,217	10,338	100.00%	20,674
511-050 RETIREMENT	4,458	5,627	2,184	4,958	(3,475)	5,570	112.35%	4,958
511-060 WORKERS' COMPENSATION	2,351	4,171	3,610	3,454	2,249	2,249	65.11%	3,589
511-070 UNEMPLOYMENT COMPENSATION	114	425	83	270	-	270	100.00%	270
511-095 TERMINATION PAY-OUT	-	-	-	-	-	-	0.00%	-
TOTAL SALARIES & BENEFITS	95,910	102,535	49,703	85,301	73,716	88,705	103.99%	150,860
OTHER EXPENSES								
511-100 UTILITIES	6,622	8,627	6,980	7,000	4,102	5,500	78.57%	7,000
511-430 SUPPLIES	2,968	2,154	1,703	3,000	3,054	3,500	116.67%	5,500
511-431 EMPLOYEE APPRECIATION LUNCHEON	-	-	-	75	75	75		150
511-630 FACILITY MAINTENANCE	5,604	6,275	10,975	24,925	22,793	24,925	100.00%	25,000
511-700 CONTINGENCIES	-	606	556	750	424	750	100.00%	750
TOTAL OTHER EXPENSES	15,194	17,663	20,214	35,750	30,448	34,750	97.20%	38,400
CAPITAL EXPENSES								
511-800 CAPITAL EXPENDITURES	-	-	-	85,000	40,808	85,000	-	
TOTAL CAPITAL EXPENSES	-	-	-	-	-	85,000	-	-
TOTAL 11-CIVIC CENTER	111,105	120,198	69,917	121,051	104,163	208,455	172.20%	189,260

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	--2009-10--	--2010-11--	--2011-12--	--2012-13--
PUBLIC WORKS TECHNICIAN I	1.00	1.00	2.00	4.00
SUBTOTAL FTEs	1.00	1.00	2.00	4.00

PAYROLL EXPENSES
Civic Center

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	Education Pay	Annual Amount	% of Increase (0.00%)	FY 2012/13	FICA (7.65%)	Retirement	Insurance	Total Salary	Total Hourly Pay					
Public Works Technician I	12/20/11	---	27,768.00	-	-	-	-	32,968.00	2,522.05	3,295.15	5,169.00	43,954.20	21.13	-	-	4,512	4,533.13	2.18
Public Works Technician I			23,545.60					23,545.60	1,801.24	2,353.38	5,170.00	32,870.22	15.80					
Public Works Technician I			23,545.60					23,545.60	1,801.24	2,353.38	5,170.00	32,870.22	15.80					
Public Works Technician I	2/22/11	--	26,166.40	-	-	-	-	26,175.00	2,002.39	2,616.19	5,169.00	35,962.58	17.29	-	-	4,512	4,529.29	2.18
			101,025.60	-	-	-	-	106,234.20										

Overtime	4,800.00
FICA (7.65%)	5,167.20
Stipend	5,167.20
Retirement (8.75% in 2012, 10.41% in 2013)	4,958.00
Workers Comp.	3,589.00
Unemployment	270.00
1st $9,000 wages only x 4 employees	
Total Employee Health Costs	20,674.08
Total Salaries & Benefits	150,859.68

Full Time	4
Part-Time	0.00
Department Number of Employees	4.00

Retirement

Oct - Dec	2,428.87
Jan - Sept	8,669.00
	11,097.87

Worker's Comp Calculations

111,034.20	x .44%	488.55
		x 1.06
		x .85
		440.18

Unemployment Calculation

9,000.00		
18,000.00	x 1.50%	270.00

Employee Health 5,000 Deductible & Colonial

Health	333.15
Colonial Brid	62.50
Vision	5.56
Dental	23.50
Life	6.00
Total	430.71
	20,674.08

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

4/13/2011 16:03

01 -GENERAL FUND
14-CONTRACT SERVICES
DEPARTMENT EXPENSES
7/23/2012 9:41

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------------- CURRENT BUDGET	2011-2012 Y-T-D ACTUAL	------------) PROJECTED YEAR END	2012-13 Proposed BUDGET
OTHER EXPENSES							
514-220 FOOD HEALTH OFFICER FEES	12,000	12,000	14000	12,000	7,200	12,000	12,000
514-250 LEGAL & CITY ATTORNEY	19,250	24,000	24000	30,000	12,500	30,000	30,000
514-255 SPECIAL LEGAL FEES	369,062	225,082	118868.8	100,000	31,922	60,000	110,000
514-260 DUES & FEES-BCAD	11,400	11,848	14288	-	-	-	-
514-270 DUES & FEES - BEXAR CO ELECTNS	6,647	30,696	0	10,000	-	-	10,000
514-280 FEES-DELINQUENT COLLECTOR	-	-	139.04	-	-	-	-
514-285 Contract Services - MFO ***	-	-	64765.93	-	-	-	-
514-286 CONTRACT SERVICES - IT	-	-	0	-	-	-	-
514-290 AUDIT	12,500	14,500	35000	24,000	-	24,000	24,000
514-300 EMS	287,818	70,000	69999.96	70,000	35,000	70,000	70,000
514-310 MUNICIPAL INSURANCE	63,382	57,499	57897.08	83,000	56,431	56,431	60,000
514-320 ENGINEER / ARCHITECT	19,613	40	0	15,000	7,049	15,000	20,000
514-325 SALES TAX COLLECTION SERVICE	15,558	4,563	0	-	-	-	6,000
514-328 CABLE TV FRANC FEE COMPLIANCE	-	-	0	-	-	-	-
514-360 MOBILITY IMPAIRED TRANSPORT	12,000	12,000	12000	12,000	12,000	12,000	12,000
514-367 WATER RESOURCES STUDY	4,500	-	0	-	-	-	-
514-385 SALARY SURVEY	240	-	0	-	-	-	-
514-400 CREDIT CARD TERMINAL	1,301	1,675	2733.03	-	-	-	-
514-405 RECORDS STORAGE RENTAL	1,350	2,808	2940	2,940	3,174	4,200	4,200
514-410 RECORDS DESTRUCTION	-	-	0	1,200	210	1,200	1,200
TOTAL OTHER EXPENSES	**836,620**	**466,712**	**416,632**	**360,140**	**165,485**	**284,831**	**359,400**
CAPITAL EXPENSES							
514-800 CAPITAL EXPENDITURES	0	0	0	0	0	-	-
TOTAL CAPITAL EXPENSES	**0**	**0**	0	**0**	**0**	-	-
TOTAL **14-CONTRACT SERVICES**	**836,620**	**466,712**	**416,632**	**360,140**	**165,485**	**284,831**	**359,400**

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

01 -GENERAL FUND
15-TECH SUPPOR
DEPARTMENT EXPENSES
7/19/2012 13:14

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------------- CURRENT BUDGET	2011-2012 Y-T-D ACTUAL	------------) PROJECTED YEAR END	2012-13 Proposed BUDGET
SALARIES & BENEFITS							
515-010 EMC/TECH SUPPORT SALARIES	80,945	99,379	25,012	-	-	-	-
515-011 EMC/TECH LONGEVITY	649	673	0	-	-	-	-
515-020 EMT/TECH SUPPORT OVERTIME	0	400	0	-	-	-	-
515-030 EMC/TECH SOCIAL SECURITY	5,786	7,394	2,467	-	-	-	-
515-040 EMC/TECH HEALTH INSURANCE	8,524	8,858	1,091	-	-	-	-
515-050 EMC/TECH RETIREMENT	4,170	8,143	2,102	-	-	-	-
515-060 EMC/TECH WORKERS COMP	164	388	390	-	-	-	-
515-070 EMC/TECH UNEMP. COMP.TAXES	135	378	93	-	-	-	-
515-090 EMC/TECH TERM.PAY-OUT	0	0	7,706	-	-	-	-
TOTAL SALARIES & BENEFITS	**100,373**	**125,612**	**38,863**	-	-	-	-
OTHER EXPENSES							
515-120 DUES & SUBSCRIPTIONS	748	457	0	-	-	-	-
515-130 EMC/TECH TRAINING	708	487	0	-	-	-	-
515-200 COMPUTER CONTRACTS	33,242	57,790	71,130	54,758	29,636	67,130	67,130
515-201 COMPUTER MAINTENANCE	16,649	15,131	15,080	-	1,531	1,531	-
515-205 TELECOMMUNICATIONS CONTRACT	18,936	20,295	16,660	25,000	7,392	24,750	24,750
515-210 TELEPHONE MAINT.CONTRACT	4,274	4,015	9,856	10,260	13,803	16,000	16,000
515-215 MOBILE PHONES CONTRACT	14,237	10,938	6,535	4,256	3,357	6,535	6,535
515-220 MOBILE PHONES MAINTENANCE	24	0	0	280	-	-	-
515-221 MOBILE DATA TERMINAL SERVICE	7,088	6,383	5,409	8,020	2,937	5,409	5,409
515-223 PAGER CONTRACT	1,492	1,384	1,826	-	105	105	-
515-225 PAGER MAINTENANCE	0	0	34	-	-	-	-
515-226 PAGER MAINTENANCE-FIRE	102	540	425	-	-	-	-
515-227 RADIO CONTRACT	6,996	7,248	7,188	-	-	-	-
515-229 RADIO MAINTENANCE	1,294	189	0	-	-	-	-
286 CONTRACT SERVICES - IT	0	0	0	59,000	27,342	59,000	59,000
515-330 WEBSITE SUPPORT CONTRACT	4,925	3,708	3,600	6,000	4,608	6,000	6,000
515-332 WEBSITE MAINTENANCE	4,900	24	0	-	-	-	-
515-333 CLOUD HOSTING FEES			0	15,000	330	1,650	12,000
515-395 EMERGENCY MGMT SUPPORT	0	0	0	-	-	-	-
515-396 EOC EQUIPMENT & SUPPLIES	49	847	0	-	-	-	-
515-430 TECH SUPPLIES	3,765	1,759	517	-	-	-	-
515-460 COPIER CONTRACT & SUPPLIES	11,472	11,549	12,972	15,500	5,056	10,056	15,500
515-480 UNIFORM ALLOWANCE	438	279	100	-	-	-	-
515-520 EQUIPMENT REPAIR	151	0	0	-	-	-	-
515-522 AUDIO VISUAL MAINTENANCE	996	1,031	131	-	-	-	-
515-525 LEASE PURCHASE-RECORDS MGMT S	29,934	0	0	1,035	-	-	-
515-700 CONTINGENCIES	484	447	0	1,500	-	-	750
TOTAL CAPITAL EXPENSES	**162,904**	**144,500**	**151,462**	**200,609**	**96,098**	**198,166**	**213,074**
CAPITAL EXPENSES							
515-800 CAPITAL EXPENSE	7,787	938	79585.11	40,000	38,099	60,099	-
			79585.11				
TOTAL CAPITAL EXPENSES	**7,787**	**938**	**79,585**	**40,000**	**38,099**	**60,099**	-
TOTAL **15-~~EMER.MGMT/~~TECH SUPPOR**	**271,064**	**271,051**	**269,910**	**240,609**	**134,197**	**258,265**	**213,074**

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

01 -GENERAL FUND
16-PUBLIC WORKS
DEPARTMENT EXPENSES
7/19/2012 12:48

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------ CURRENT BUDGET	2011-2012 Y-T-D ACTUAL 6/21/2012	------) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-13 PROPOSED BUDGET
SALARIES & BENEFITS								
516-010 PUBLIC WORKS SALARIES	295,124	318,023	314,957	283,774	150,360	264,070	93.06%	302,806
516-011 PUBLIC WORKS LONGEVITY	10,712	10,857	-	-	-	-	0.00%	-
516-012 STIPEND	-	-	-	4,750	3,785	3,785	0.00%	12,918
516-015 P.W .INCENTIVE PAY-BILINGUAL	1,828	1,805	1,377	1,200	785	1,200	100.00%	1,200
516-018 P.W. EDUCATION PAY	293	301	303	300	196	300	100.00%	300
516-020 PUBLIC WORKS OVERTIME	4,030	3,002	11,432	7,800	5,175	8,000	102.56%	2,800
516-030 SOCIAL SECURITY	23,029	26,527	23,689	24,451	13,510	21,218	86.78%	24,381
516-040 HEALTH INSURANCE	40,815	43,951	38,981	49,203	26,070	44,023	89.47%	49,206
516-050 RETIREMENT	21,114	27,560	26,950	26,574	21,332	22,882	86.11%	26,574
516-060 WORKERS' COMPENSATION	21,375	35,987	37,075	28,652	15,608	15,608	54.47%	15,608
516-070 UNEMPLOYMENT COMPENSATION	495	1,890	726	1,215	1,215	1,215	100.00%	1,283
516-095 TERMINATION PAY-OUT	-	-	2,163	7,397	7,397	7,397	100.00%	-
TOTAL SALARIES & BENEFITS	**418,815**	**469,905**	**457,652**	**435,316**	**245,434**	**389,698**	**89.52%**	**437,076**
OTHER EXPENSES								
516-100 UTILITIES	38,600	41,850	40,955	42,900	34,451	41,800	97.44%	41,800
516-130 TRAINING	1,006	1,610	1,154	1,500	271	900	60.00%	1,000
516-140 EMPLOYMENT SCREENING	450	-	-	-	-	-	0.00%	-
516-240 CONTRACT OUT MAINTENANCE	675	147	859	1,500	261	1,500	100.00%	10,000
516-430 SUPPLIES	11,503	11,446	7,142	11,500	3,174	5,500	47.83%	12,000
516-431 EMPLOYEE APPRECIATION LUNCHEON	-	-	-	75	75	75	100.00%	575
516-480 UNIFORM ALLOWANCE	7,626	7,343	8,088	9,500	5,806	9,000	94.74%	11,000
516-510 VEHICLE OUTSIDE MAINTENAN	-	-	-	-	-	-	0.00%	
516-525 EQUIPMENT RENTAL	403	793	397	4,925	1,060	3,500	71.07%	3,500
516-530 STREET SIGNS & MARKERS	3,099	3,371	4,205	14,000	7,009	7,500	53.57%	5,000
630 FACILITIES MAINTENANCE	-	-	-	5,900	5,813	5,900	0.00%	5,000
516-700 CONTINGENCIES	1,783	1,809	100	500	128	128	25.60%	-
516-710 STREET CRACK FILLING MATERIAL	-	-	2,771	6,000	30	5,500	91.67%	-
516-720 ALLEY/CURB/SIDEWALK REPAIR	378	10,484	8,113	11,300	5,714	10,000	88.50%	-
TOTAL OTHER EXPENSES	**65,521**	**78,853**	**73,784**	**109,600**	**63,792**	**91,303**	**83.31%**	**89,875**
CAPITAL EXPENSES								
516-800 CAPITAL EXPENDITURES	-	-	-	-	-	-	0	-
516-810 STREET CAPITAL REPAIRS	-	-	-	664	4,025	7,025	0	2,500
TOTAL CAPITAL EXPENSES	**-**	**-**	**-**	**664**	**4,025**	**7,025**	**0**	**2,500**
TOTAL 16-PUBLIC WORKS	**484,336**	**548,758**	**531,436**	**545,580**	**313,250**	**488,026**	**89.45%**	**529,451**

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	--2009-10--	--2010-11--	--2011-12--	--2012-13--
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
MECHANIC / PW CREW CHIEF	1.00	1.00	1.00	1.00
PUBLIC WORKS TECHNICIAN I	6.00	6.00	5.00	5.00
PUBLIC WORKS TECHNICIAN II	-	-	0.50	0.50
PUBLIC WORKS TECHNICIAN III	1.00	1.00	1.00	1.00
PUBLIC WORKS TECHNICIAN IV	1.00	1.00	1.00	1.00
SUBTOTAL FTEs	**10.00**	**10.00**	**9.50**	**9.50**

PAYROLL EXPENSES
PUBLIC WORKS

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	Special Assign.Pay	CERT Pay	CPI Pay	Mast. Cert	Instr. Pay	Education Pay	Annual Amount	% of Increase	FY 2012/13	FICA	Retirement	Insurance	Total Salary	Total Hourly Pay
												0.00%		7.65%				
Public Works Director			55,000.00	-	-	-	-	-	-	-	55,000.00	-	55,000.00	4,207.50	5,497.25	5,180	69,884.75	33.60
Mechanic / PW Crew Chief	2/16/98		42,000.00	600.08	-	-	-	-	-	-	42,600.08	-	42,600.08	3,258.91	4,257.88	5,180	55,296.86	26.59
Public Works Technician IV	9/23/02		32,968.00	-	-	-	-	-	-	-	32,968.00	-	32,968.00	2,522.05	3,295.15	5,180	43,965.20	21.14
Public Works Technician I	11/7/84		27,768.00	-	-	-	-	-	-	-	27,768.00	-	27,768.00	2,124.25	2,775.41	5,180	37,847.66	18.20
Public Works Technician III	1/2/03		31,345.60	-	-	-	-	-	-	300.04	31,645.64	-	31,645.64	2,420.89	3,162.98	5,180	42,409.51	20.39
Public Works Technician II	10/14/08		13,945.00	600.00	-	-	-	-	-	-	13,945.00		14,545.00	1,112.69	1,453.77	2,589	19,700.47	9.47
Public Works Technician I	7/11/11		24,545.60	-	-	-	-	-	-	-	24,545.60	-	24,545.60	1,877.74	2,453.33	5,180	34,056.67	16.37
Public Works Technician I	1/19/12		24,523.20	-	-	-	-	-	-	-	24,523.20	-	24,523.20	1,876.02	2,451.09	5,180	34,030.32	16.36
Public Works Technician I	8/27/07		26,187.20	-	-	-	-	-	-	-	26,187.20	-	26,187.20	2,003.32	2,617.41	5,180	35,987.93	17.30
Public Works Technician I	2/23/09		24,523.20	-	-	-	-	-	-	-	24,523.20	-	24,523.20	1,876.02	2,451.09	5,180	34,030.32	16.36
			302,805.80	1,200.00		-				300.04	303,705.92	-	304,305.92	23,279.40	30,415.38	49,209.00	407,209.70	

Overtime		2,800.00
FICA (7.65%)		24,380.53
Stipend		12,918.00
Retirement (8.75% in 2012, 10.21% in 2013)		26,574.00
Termination Pay Out		
Workers Comp.		15,608.00
Unemployment		1,282.50
1st $9,000 wages only x # employees		
Total Employee Health Costs		49,205.82
Total Salaries & Benefits		437,074.77
Full Time	9.5	
Part-Time	0	
Department Number of Employees	9.50	

Retirement	
Oct - Dec	6,717.94
Jan - Sept	23,977.29
	30,695.24

Unemployment Calculation		
9,000.00		
85,500.00	x 1.50%	1,282.50

Employee Health 5,000 Deductible & Colonial	
Health	333.15
Colonial Brid	62.50
Vision	5.56
Dental	23.50
Life	6.92
Total	431.63
	49,205.82

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

4/13/2011 16:03

01 -GENERAL FUND
17-ANIMAL CONTROL
DEPARTMENT EXPENSES
7/23/2012 9:07

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------ CURRENT BUDGET	2011-2012 Y-T-D ACTUAL 5/31/2012	------) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-13 PROPOSED BUDGET
SALARIES & BENEFITS								
517-010 SALARIES-ANIMAL CONTROL	25,522	27,429	36,555	41,658	26,358	41,658	100.00%	41,652
517-011 LONGEVITY	254	392	-	-			0.00%	-
517-012 STIPEND	-	-	-	950	878	878	0.00%	1,938
517-013 SALARIES - ANIMAL ON CALL	-	-	-	-	1,600	2,600		2,600
517-020 OVERTIME-ANIMAL CONTROL	1,698	575	1,576	1,500	1,051	1,500	100.00%	3,600
517-030 SOCIAL SECURITY	1,983	2,312	2,829	3,360	2,297	3,568	106.18%	3,610
517-040 HEALTH INSURANCE	4,211	4,354	3,929	7,753	2,875	7,753	100.00%	7,753
517-050 RETIREMENT	1,872	2,342	3,158	3,643	2,190	3,643	100.00%	4,523
517-060 WORKER'S COMPENSATION	1,585	2,425	1,171	2,004	1,633	1,633	81.49%	1,633
517-070 UNEMPLOYMENT COMP	45	189	72	135		135	100.00%	135
TOTAL SALARIES & BENEFITS	37,169	40,018	49,290	61,003	38,881	63,368	103.88%	67,444
OTHER EXPENSES								
517-230 VETERINARIAN	8,548	6,905	8,488	7,000	7,777	11,000	157.14%	9,000
517- IMPOUNDING/SHELTER	-	-	-	-	-	-	0.00%	6,000
517-240 TRAINING & CERTIFICATION	1,713	807	589	1,500	1,464	1,464	97.60%	1,500
517-420 EQUIPMENT	1,215	718	796	700	388	1,000	142.86%	1,000
517- SUPPLIES	-	-	-	-	-	750	0.00%	750
TOTAL OTHER EXPENSES	11,477	8,431	9,873	9,200	9,629	14,214	154.50%	18,250
CAPITAL EXPENSES								
517-800 CAPITAL EXPENDITURES	-	-	-	5,000	6,817	14,417	288.33%	-
TOTAL CAPITAL EXPENSES	-	-	-	5,000	6,817	14,417	0.00%	-
TOTAL 17-ANIMAL CONTROL	48,646	48,449	59,163	75,203	55,327	91,998	122.33%	85,694

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	--2009-10--	--2010-11--	--2011-12--	--2012-13--
ANIMAL CONTROL WARDEN	1.00	1.00	1.00	1.00
ANIMAL CONTROL OFFICER (PUBLIC WORKS TECH II)	-	-	0.50	0.50
SUBTOTAL FTEs	1.00	1.00	1.50	1.50

CAPITAL EXPENSES - VEHICLE LAPTOP/GPS, SHORT TERM ANIMAL CONTROL HOLDING SHELTER AND TOMMY GATE FOR LARGE DOGS. UTILIZE THREE EMPLOYEES FROM PUBLIC WORKS AS CERTIFIED ACO'S PART TIME. ONE OF THOSE EMPLOYEES ALSO ASSISTS WITH ON-CALL AND IS CERTIFIED FOR EUTHANIZING.

PAYROLL EXPENSES
ANIMAL CONTROL

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	Education Pay	Annual Amount	0.00% % of Increase	FY 2011/12	7.65% FICA	Retirement	Insurance	Total Salary	Total Hourly Pay
Animal Control Warden	3/31/08	3 Years	27,705.60	-	-	27,705.60	-	27,705.60	2,119	2,769.17	5,169	37,763	18.16
Animal Control Officer			13,946.40	-	-	13,946.40	-	13,946.40	1,067	1,393.94	2,585	18,992	9.13
			41,652.00	-	-	41,652.00	-	41,652.00	3,186.48	4,163.12	7,753.50	56,755.10	

Overtime	3,600.00
FICA (7.65%)	3,610.04
Stipend	1,938.00
Retirement (8.75% in 2012, 10.41% in 2013)	4,523.19
On-call pay	2,600.00
Workers Comp.	1,633.00
Unemployment 1st $9,000 wages only x # employees	135.00
Total Employee Health Costs	7,752.78
Total Salaries & Benefits	67,444.00

Retirement

Oct - Dec	989.89
Jan - Sept	3,533.05
	4,522.94

Worker's Comp Calculations

1,633.00

Unemployment Calculation

9,000.00		
9,000.00	x 1.50%	135.00

Employee Health 5,000 Deductible & Colonial

Health	333.15
Colonial Bri	62.50
Vision	5.56
Dental	23.50
Life	6.00
Total	430.71
	7,752.78

Full Time	1
Part-Time	0.50
Department Number of Employees	**1.50**

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

01 -GENERAL FUND
19-Code
DEPARTMENT EXPENSES

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(——— 2011-2012 — CURRENT BUDGET	Y-T-D ACTUAL	———) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-2013 ADOPTED BUDGET
SALARIES & BENEFITS								
519-010 INSPECTION SALARIES	56,010	89,520	87,500	34,092	18,933	34,092	100.00%	38,001
519-011 INSPECTIONS LONGEVITY	750	1,169	-	-	-	-	0.00%	-
519-012 STIPEND	-	-	-	500	594	594	0.00%	1,292
519-015 INSP.INCENTIVE PAY-BILINGUAL	641	1,203	968	-	-	-	0.00%	600
519-018 INSPECTION EDUCATION PAY	610	601	502	-	-	-	0.00%	-
519-020 OVERTIME	102	213	270	-	178	400	0.00%	1,800
519-030 SOCIAL SECURITY	4,242	7,587	6,675	2,648	1,604	2,648	100.00%	3,190
519-040 HEALTH INSURANCE	4,239	8,744	6,814	5,419	2,396	4,762	87.88%	4,536
519-050 RETIREMENT	3,804	7,685	7,424	1,878	1,541	1,878	100.00%	4,038
519-060 WORKER'S COMPENSATION	328	970	976	402	344	344	85.57%	344
519-070 UNEMPLOYMENT COMPENSATION	45	378	144	270	261	270	100.00%	270
TOTAL SALARIES & BENEFITS	70,771	118,072	111,273	45,209	25,851	44,988	99.51%	54,071
OTHER EXPENSES								
519-120 DUES & SUBSCRIPTIONS	200	95	155	500	-	125	25.00%	500
519-130 BONDS & TRAINING	2,847	1,379	881	2,000	50	800	40.00%	1,500
519-140 EMPLOYMENT SCREENING	0	0	0	-	-	-	0.00%	-
519-125 CONTRACTUAL SERVICES - BUILDING INSPECT	0	0	6100	32,000	31,575	32,000	0.00%	-
519-420 OFFICE SUPPLIES	885	792	47.05	750	106	250	33.33%	750
519-430 SUPPLIES & EQUIPMENT	1,214	672	0	500	179	475	95.00%	500
519-480 UNIFORMS	346	472	423.92	500	100	300	60.00%	500
519 VEHICLE PARTS-INSPECTION	-	-	-	2,224	919	3,000	0.00%	3,200
619 VEHICLE OUTSIDE MAINT-INSP	-	-	-	-	-	-	0.00%	-
540 VEHICLE FUEL	-	-	-	-	-	-	0.00%	-
519-700 CONTINGENCIES	5	40	-	-	-	-	0.00%	-
							0.00%	
TOTAL OTHER EXPENSES	5,497	3,451	7,607	38,474	32,929	36,950	96.04%	6,950
CAPITAL EXPENSES								
519-800 CAPITAL EXPENDITURES	-	-	-	-	-	3,500.00	-	-
TOTAL CAPITAL EXPENSES	-	-	-	-	-	3,500.00	-	-
TOTAL 19-INSPECTIONS	76,268	121,523	118,880	83,683	58,780	85,438	102.10%	61,021

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	--2009-10--	--2010-11--	--2011-12--	--2012-13--
BUILDING INSPECTOR (2011-12 CONTRACTED POSITIO	1.00	1.00	0.50	-
CODE COMPLIANCE OFFICER	1.00	1.00	1.00	1.00
SUBTOTAL FTEs	2.00	2.00	1.50	1.00

PAYROLL EXPENSES
INSPECTIONS & CODE COMPLIANCE

Job Title	Hire Date / Notes	Years of Servi	Salary	Bilingual Pay	Education Pay	Annual Amount	0.00% % of Increase	FY 2012/13
Code Compliance/PD Officer			38,001.00	600.08	-	38,601.08	-	38,601.08
			38,001.00	600.08	-	38,601.08	-	38,601.08

Overtime	1,800.00
FICA (7.65%)	3,189.52
STIPEND	1,292.00
Retirement (8.75% in 2012, 10.41% in 2013)	4,038.09
Workers Comp.	344.00
Unemployment 1st $9,000 wages only x # employees	270.00
Total Employee Health Costs	4,536.12
Total Salaries & Benefits	54,070.81

Department Number of Employees 1

Retirement

Oct - Dec	883.77
Jan - Sept	3,154.31
	4,038.09

Worker's Comp Calculations

344.00

Unemployment Calculation

9,000.00		
18,000.00	x 1.50%	270.00

Employee Health 5% Increase

Health	322.15
Vision	5.56
Dental	23.50
Life	26.80
Total	378.01
	4,536.12

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

01 -GENERAL FUND
20-FINANCE
DEPARTMENT EXPENSES
7/23/2012 9:01

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------------ CURRENT BUDGET	2011-2012 Y-T-D ACTUAL 6/21/2012	------------) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-2013 PROPOSED BUDGET
SALARIES & BENEFITS								
520-010 FINANCE SALARIES	124,763	147,360	81,193	80,952	52,758	80,682	99.67%	95,544
520-011 FINANCE LONGEVITY	3,178	3,377	-	-			0.00%	-
520-012 STIPEND	-	-	-	1,132	1,331	1,331	0.00%	3,876
520-015 FINANCE BILINGUAL PAY	328	601	605	600	392	600	100.00%	600
520-018 FINANCE EDUCATION PAY	1,203	1,203	68	-		-	0.00%	-
520-020 FINANCE OVERTIME	732	1,177	1,159	900	437	600	66.67%	-
520-030 FINANCE SOCIAL SECURITY	9,567	12,439	6,590	6,391	4,393	6,366	99.61%	6,391
520-040 FINANCE HEALTH INSURANCE	10,691	11,626	4,000	5,193	5,464	9,081	174.87%	15,578
520-050 FINANCE RETIREMENT	8,749	12,695	5,017	4,164	2,585	4,164	100.00%	4,100
520-060 FINANCE WORKERS COMP	328	679	683	360	359	359	99.72%	381
520-070 FINANCE UNEMPLOYMENT COMP	90	606	144	270	270	270	100.00%	270
520-095 TERMINATION PAY-OUT - FINANCE	-	-	6,992	-	-	-	#DIV/0!	
TOTAL SALARIES & BENEFITS	159,630	191,762	106,450	99,962	67,989	103,453	103.49%	126,740
OTHER EXPENSES								
520-120 DUES & SUBSCRIPTIONS	305	184	170	600	358	600	100.00%	600
520-130 BONDS & TRAINING	636	432	537	2,500	758	1,250	50.00%	4,800
520-140 EMPLOYMENT SCREENING	42	-	-	-		-	0.00%	-
260 DUES & FEES-BCAD	-	-	-	10,816.00	8,102.00	10,816	0.00%	11,356
280 FEES-DELINQUENT COLLECTOR	-	-	-	139.00	-	139	0.00%	139
285 Contract Services - MFO ***	-	-	-	70,560.00	41,085.00	67,200	0.00%	67,200
400 BANK /CREDT CARD TERMINAL CHARGES	-	-	-	4,242.00	1,852.50	3,980	0.00%	4,242
520-420 OFFICE SUPPLIES	2,553	2,287	2,495	4,273	3,360	3,500	81.91%	3,975
520-431 EMPLOYEE APPRECIATION LUNCH	-	-	-	400	900	900		1,000
520-600 OFFICE EQUIP. & MAINT	951	409	-	900	-	300	33.33%	500
520-700 CONTINGENCIES	129	76	3,063	200	46	150	75.00%	150
TOTAL OTHER EXPENSES	4,617	3,388	6,265	94,630	56,461	88,835	93.88%	93,962
CAPITAL EXPENSES								
520-800 CAPITAL EXPENDITURES	22,938	-	-	600	-	-	-	
TOTAL CAPITAL EXPENSES	22,938	-	-	600	-	-	-	-
TOTAL 20-FINANCE	187,185	195,150	112,715	195,192	124,451	192,288	98.51%	220,702
						2,904		

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	--2009-10--	--2010-11--	2011-12	--2012-13--
Municipal Finance Officer (Contract Position)	1.00	0.50	0.50	0.50
Assistant Municipal Finance Officer	1.00	1.00	1.00	-
Payroll Clerk (Part-time)	1.00	0.50	0.50	-
Accountant IV	-	-	-	1.00
Accountant I	-	-	-	1.00
Payroll / Finance Clerk (Part-time)	1.00	0.50	-	0.50
SUBTOTAL FTEs	2.00	2.50	2.00	3.00

PAYROLL EXPENSES
FINANCE

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	Education Pay	Annual Amount	% of Increase 0.00%	FY 2012/13	FICA 7.65%	Retirement	Insurance	Total Salary	Total Hourly Pay
~~Assistant Municipal Finance Officer~~ Accountant IV	12/5/05	7 Years	39,520.00	600.08	-	40,120.08	-	40,120.08	3,069.19	4,010.00	4,527	51,726.27	24.87
Accountant	3/9/87	25 Years	33,176.00	-	-	33,176.00	-	33,176.00	2,537.96	3,315.94	4,528	43,557.91	28.88
Payroll / AP Clerk			22,848.00	-	-	22,848.00	-	22,848.00	1,747.87	-	-	24,595.87	16.31
			95,544.00	600.08	-	96,144.08	-	96,144.08	7,355.02	7,325.94	9,055.00	119,880.05	70.06

Overtime	-
FICA (7.65%)	6,391.49
Stipend	3,876.00
Retirement (8.75% in 2012, 10.41% in 2013)	4,010.00
Workers Comp.	381.15
Unemployment 1st $9,000 wages only x # employees	270.00
Total Employee Health Costs	15,577.56
Total Salaries & Benefits	127,250.37

Full Time	2
Part-Time (2 positions at .50)	1.00
Department Number of Employees	3.00

Retirement

Oct - Dec	877.63
Jan - Sept	3,132.38
	4,010.00

Worker's Comp Calculations

96,144.08	x .44%	423.03
		x 1.06
		x .85
		381.15

Unemployment Calculation

9,000.00		
18,000.00	x 1.50%	270.00

Employee Health 5,000 Deductible & Colonial

Health	333.15
Colonial Bri	62.50
Vision	5.56
Dental	23.50
Life	8.00
Total	432.71
	5,192.52

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

01 -GENERAL FUND
25-CITY MANAGEMENT
DEPARTMENT EXPENSES
7/23/2012 9:39

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------- 2011-2012 CURRENT BUDGET	Y-T-D ACTUAL 5/31/2012	PROJECTED YEAR END -------)	PERCENTAGE OF BUDGET	2012-2013 PROPOSED BUDGET
SALARIES & BENEFITS								
525-010 CITY MANAGEMENT SALARIES	-	168,951.00	64,697.59	95,000.00	62,115.45	95,000.00	100.00%	95,000.00
525-011 LONGEVITY	-	3,435.00	-	-	-	-	0.00%	-
525-012 STIPEND	-	-	-	500.00	529.93	529.93	0.00%	1,292.00
525-017 CERTIFICATION PAY	-	962.00	7.42	-	-	-	100.00%	-
525-018 EDUCATION PAY	-	962.00	7.42	-	-	-	100.00%	-
525-019 TUITION REIMBURSEMENT	-	4,000.00	-	-	-	-	0.00%	-
525-020 CITY MANAGEMENT OVERTIME	-	-	-	-	-	-	0.00%	-
525-030 SOCIAL SECURITY	-	13,222.00	4,790.91	7,417.00	4,816.99	7,267.50	97.98%	7,417.00
525-040 HEALTH INSURANCE	-	7,272.00	2,620.61	5,231.00	3,364.78	5,231.00	100.00%	5,231.00
525-050 RETIREMENT	-	12,122.00	5,516.39	8,140.00	5,000.08	8,140.00	100.00%	9,632.00
525-060 WORKER'S COMPENSATION	-	776.00	487.85	383.00	418.00	418.00	109.14%	418.00
525-070 UNEMPLOYMENT COMPENSATION	-	479.00	72.00	135.00	135.00	135.00	100.00%	135.00
525-080 CONTRACT LABOR - HR	-	-	-	-	-	-	0	-
525-095 TERMINATION PAYOUT	-	5,462.00	1,489.64	-	-	-	0.00%	-
								-
TOTAL SALARIES & BENEFITS	-	217,645.00	79,689.83	116,806.00	76,380.23	116,721.43	99.93%	119,125.00
OTHER EXPENSES								
525-120 DUES & SUBSCRIPTIONS	-	1,045.00	2,255.00	1,000.00	655.00	900.00	90.00%	1,000.00
525-130 BONDS & TRAINING	-	1,467.00	310.00	-	-	-	0	-
525-140 EMPLOY. SCREENING & RECRUITM	-	13,710.00	14,887.45	-	-	-	0.00%	-
525-150 MOVING EXPENSE - CITY MGR	-	-	1,000.00	10,000.00	10,000.00	10,000.00	100.00%	-
525-420 OFFICE SUPPLIES	-	961.00	1,792.22	1,200.00	1,183.96	1,200.00	100.00%	1,200.00
525-430 HR SUPPLIES	-	1,888.00	-	-	-	-	0.00%	-
525-640 EMPLOYEE RECOGNITION			-	-	900.00	900.00	0.00%	4,500.00
525-645 MEALS & ENTERTAINMENT	-	1,419.00	229.18	500.00	276.52	500.00	100.00%	500.00
525-650 VEHICLE EXPENSE	-	4,787.00	-	-	-	-	0.00%	-
525-655 CELL PHONE ALLOWANCE	-	-	854.59	1,440.00	941.63	1,440.00	100.00%	1,440.00
525-900 TRANSFER TO EDC	-	-	-	219,186.00	219,185.64	219,185.64	100.00%	-
TOTAL OTHER EXPENSES	-	25,277.00	21,328.44	233,326.00	233,142.75	234,125.64	100.34%	8,640.00
TOTAL 25-CITY MANAGEMENT	-	242,922.00	101,018.27	350,132.00	309,522.98	350,847.07	100.20%	127,765.00

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	--2009-10--	--2010-11--	--2011-12--	--2012-13--
CITY MANAGER	1.00	1.00	1.00	1.00
SUBTOTAL FTEs	**1.00**	**1.00**	**1.00**	**1.00**

PAYROLL EXPENSES
CITY MANAGEMENT

Job Title	Hire Date	Years of Service	Salary	Cell Phone Reimbursement	Education Pay	Annual Amount	0.00% % of Increase	FY 2012/13	7.65% FICA	Retirement	Insurance	Total Salary	Total Hourly Pay
City Manager	3/1/11	1.5 Years	95,000.00	1,440.00	-	96,440.00	-	96,440.00	7,377.66	9,639.18	4,567.00	118,023.84	56.74
			95,000.00	1,440.00	-	96,440.00	-	96,440.00	7,378	9,639	4,567	118,024	57

Overtime	-
FICA (7.65%)	7,417.00
Stipend	1,291.80
Retirement (8.75% in 2012, 10.41% in 2013)	9,631.95
Workers Comp.	418.00
Unemployment 1st $9,000 wages only x # employees	135.00
Total Employee Health Costs	5,230.92
Total Salaries & Benefits	120,564.67
Department Number of Employees	1

Retirement

Oct - Dec	2,109.63
Jan - Sept	7,522.32
	9,631.95

Worker's Comp Calculations

96,440.00	x .44%	424.34
		x 1.06
		x .85
		382.33

Unemployment Calculation

9,000.00		
9,000.00	x 1.50%	135.00

Employee Health 5,000 Deductible & Colonial

Health	333.15
Colonial Bri	62.50
Vision	5.56
Dental	23.50
Life	11.20
Total	435.91
	5,230.92

01 -GENERAL FUND
526 - POOL
DEPARTMENT EXPENSES
7/19/2012 12:51

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------ 2011-2012 CURRENT BUDGET	Y-T-D ACTUAL 6/21/2012	PROJECTED YEAR END ------)	PERCENTAGE OF BUDGET	2012-13 PROPOSED BUDGET
SALARIES & BENEFITS								
526-010 POOL SALARIES	39,930	51,681	-	51,200	-	51,200	100.00%	51,200
526-011 LONGEVITY	-	-	-	-	-	-	0.00%	-
526-020 OVERTIME	737	156	-	2,800	-	2,800	100.00%	2,800
526-030 SOCIAL SECURITY	3,127	3,966	-	4,131	-	4,131	100.00%	4,131
526-040 HEALTH INSURANCE	-	-	-	-	-	-	0.00%	-
526-050 RETIREMENT	-	109	-	-	-	-	0.00%	-
526-060 WORKERS' COMPENSATION	820	1,455	-	203	2,135	2,135	1051.72%	2,135
526-070 UNEMPLOYMENT COMP-POOL	209	1,044	-	2,430	-	2,430	100.00%	2,430
TOTAL SALARIES & BENEFITS	**44,823**	**58,411**	**-**	**60,764**	**2,135**	**62,696**	**103.18%**	**62,696**
OTHER EXPENSES								
526-100 UTILITIES	-	-	-	17,000	7,443			12,500
526-130 TRAINING	-	-	-	2,000	-	2,000		1,500
526-240 CONTRACT MAINTENANCE OUTS	-	-	-	-	-	30,000		-
526-250 CONTRACT MAINT.-GREEN BEL	-	-	-	-	-	-		-
526-255 CONTRACT SERVICES - POOL	-	-	-	4,500	-	4,500		5,000
526-260 GREEN BELT CLEANING	-	-	-	-	-	-		-
526-430 SUPPLIES	-	-	-	10,000	894	894		10,000
526-520 EQUIPMENT REPAIR	-	-	-	3,500	-	3,500		3,500
526-630 FACILITY MAINTENANCE	-	-	-	2,000	-	2,000		2,000
526-635 TREES / SHRUBS/LANDSCAPING	-	-	-	-	-	500		-
526-700 CONTINGENCIES	-	-	-	500	-	500		500
TOTAL OTHER EXPENSES			**-**	**39,500**	**8,337**	**43,894**		**35,000**
CAPITAL EXPENSES								
526-800 CAPITAL EXPENDITURE				29,250	-			
526-810 CAPITAL IMPROVEMENTS								-
TOTAL CAPITAL EXPENSES			**-**	**29,250**	**-**	**-**		**-**
TOTAL 06-PARKS & RECREATION	**167,910**	**143,179**	**-**	**129,514**	**10,472**	**106,590**	**82.30%**	**97,696**

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE - ALL SEASONAL

POSITION TITLE	--2009-10--	--2010-11--	--2011-12--	--2012-13--
POOL MANAGER	1	1	1	1
POOL SUPERVISOR	2	2	2	2
LIFEGUARDS	16	16	16	16
SUBTOTAL FTEs	**19.00**	**19.00**	**19.00**	**19.00**

PAYROLL EXPENSES
POOL

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	Special Assign. Pay	CERT Pay	CPI Pay	Mast. Cert	Instr. Pay	Education Pay	Annual Amount	% of Increase 0.00%	FY 2012/13
Pool Manager / Lifeguard			9,600.00	-	-	-	-	-	-	-	9,600.00	-	9,600.00
Pool Supervisor / Lifeguards			7,360.00	-	-	-	-	-	-	-	7,360.00	-	7,360.00
Pool Supervisor / Lifeguards			7,360.00	-	-	-	-	-	-	-	7,360.00	-	7,360.00
Lifeguards			-	-	-	-	-	-	-	-	-	-	-
16 Weeks			-	-	-	-	-	-	-	-	-	-	-
48 Hours per Week			-	-	-	-	-	-	-	-	-	-	-
Average Number of Lifeguards (capacity of 100)			-	-	-	-	-	-	-	-	-	-	-
Number of Hours (estimated) 3,072			26,880.00	-	-	-	-	-	-	-	26,880.00	-	26,880.00
(average hourly wage - 8.75)			-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-
			51,200.00	-		-				-	**51,200.00**	-	**51,200.00**
Overtime			**2,800.00**										
FICA (7.65%)			**4,131.00**										
			-										
Workers Comp.			**2,135.00**										
Unemployment			**2,430.00**										
1st $9,000 wages only x # employees													
Total Employee Health Costs			-										
Total Salaries & Benefits			**62,696.00**										
Full Time	0												
Part-Time	18												
Department Number of Employees	**18.00**												

Retirement

Oct - Dec	-
Jan - Sept	-
	-

Worker's Comp Calculations

51,200.00	
	2,135.00

Unemployment Calculation

9,000.00		
162,000.00	x 1.50%	2,430.00

Employee Health 5% Increase

Health	322.15
Vision	5.56
Dental	23.50
Life	69.00
Total	420.21
	-

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

4/13/12 as of 3/31/2012
01 -GENERAL FUND
27-POST OFFICE
DEPARTMENT EXPENSES
7/19/2012 12:23

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------ CURRENT BUDGET	2011-2012 Y-T-D ACTUAL 6/21/2012	------) PROJECTED YEAR END (9)	PERCENTAGE OF BUDGET	2012-2013 PROPOSED BUDGET
SALARIES & BENEFITS								
527-010 POST OFFICE SALARIES	36,827	32,406	19,824	10,296	6,649	10,296	100.00%	20,592
527-011 LONGEVITY	226	-	-	-	-	-	0.00%	-
527-012 STIPEND	-	-	-	537	537	537	0.00%	1,292
527-015 P. O. INCENTIVE PAY-BILINGUAL	-	-	-	-	-	-	0.00%	-
527-020 OVERTIME - POST OFFICE	279	121	-	675	-	-	0.00%	300
527-030 SOCIAL SECURITY	2,855	2,745	1,486	858	562	858	99.95%	1,575
527-040 HEALTH INSURANCE	4,206	3,950	-	1,055	755	1,055	100.00%	-
527-050 RETIREMENT	1,814	1,848	(137)	-	-		#DIV/0!	-
527-060 WORKER'S COMPENSATION	109	194	195	46	45	46	100.00%	45
527-070 UNEMPLOYMENT COMPENSATION	107	359	76	135	128	135	100.00%	135
527-095 TERMINATION PAY-OUT	-	1,056	-	-	-	-	0.00%	-
							0.00%	
TOTAL SALARIES & BENEFITS	46,424	42,679	21,445	13,602	8,675	12,927	95.03%	23,939
OTHER EXPENSES								
527-120 DUES & SUBSCRIPTIONS	-	-	-	-	-	-	0.00%	
527-130 BONDS & TRAINING	350	245	245	300	245	300	100.00%	300
527-420 OFFICE SUPPLIES - POST OFFICE	2,293	2,669	2,288	2,500	1,931	2,015	80.60%	2,500
527-421 CONTRACT / SEASONAL HELP	-	-	-	3,956	321	875	0.00%	2,500
527-590 POSTAGE - POST OFFICE	-	-	-	-	-	-	0.00%	-
527-600 OFFICE EQUIPMENT & MAINTENANCE	1,086	585	-	-	-	-	0.00%	-
527-610 OFFICE EQUIPMENT LEASE	2,063	3,156	3,742	3,200	2,367	3,200	100.00%	3,200
527-700 CONTINGENCIES	548	300	-	300	-	-	0.00%	300
527-710 INVENTORY ADJUSTMENTS	-	-	-	100	-	100	100.00%	400
							0.00%	
TOTAL OTHER EXPENSES	6,340	6,955	6,275	10,356	4,864	6,490	62.67%	9,200
CAPITAL EXPENSES								
527-800 CAPITAL EXPENSE		-	-	-	-		-	
TOTAL CAPITAL EXPENSES		-	-	-	-	-	-	-
TOTAL 27-POST OFFICE	52,764	49,634	27,720	23,958	13,539	19,417	81.04%	33,139

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE

POSITION TITLE	--2009-10--	--2010-11--	--2011-12--	2012-13
POSTAL CLERK	1.00	1.00	-	-
POSTAL CLERK (2 PART-TIME)	1.00	1.00	0.50	1.00
SUBTOTAL FTEs	2.00	2.00	0.50	1.00

PAYROLL EXPENSES
POST OFFICE

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	CERT Pay	Education Pay	Annual Amount	0.00% % of Increase	FY 2012/13	Hourly Rate
Part-Time Postal Clerk			10,296.00	-	-	-	10,296.00	-	10,296.00	9.90
Part-Time Postal Clerk			10,296.00	-	-	-	10,296.00	-	10,296.00	9.90
			20,592.00	-	-	-	**20,592.00**	-	**20,592.00**	
Overtime			**300.00**							
FICA (7.65%)			**1,575.00**							
Stipend			**1,292.00**							
Retirement			-							
Workers Comp.			**45.00**							
Unemployment 1st $9,000 wages only x # employees			**135.00**							
Total Employee Health Costs			-							
Total Salaries & Benefits			**23,939.00**							

Full Time	0.00
Part-Time (2*0.5)	1.00
Department Number of Employees	**1.00**

Retirement	
Oct - Dec	-
Jan - Sept	-
	-

Worker's Comp Calculations		
20,892.00	x .44%	
		45.00

Unemployment Calculation		
9,000.00		
9,000.00	x 1.50%	135.00

Employee Health	5,000 Deductible & Colonial	
Health	333.15	
Colonial Bridge	62.50	
Vision	5.56	
Dental	23.50	
Life	-	
Total	424.71	
	-	-

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

01 -GENERAL FUND
28-HUMAN RESOURCES
DEPARTMENT EXPENSES
7/19/2012 13:14

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(-------------- CURRENT BUDGET	2011-2012 Y-T-D ACTUAL	-------------) PROJECTED YEAR END	2012-13 ADOPTED BUDGET
OTHER EXPENSES							
528-140 EMPLY. SCREENING & RECRUITMENT	-	-	-	13,500	8,511	12,500	13,500
528-141 ADP SERVICES	-	-	-	38,000	23,603	38,000	-
Employee Medical Cost Assistance	-	-	-	-	-	-	97,500
EMPLY. RECONGITION PROGRAM	-	-	-	2,200	-	2,200	2,200
EMPLY. WELLNESS PROGRAM	-	-	-	2,000	-	2,000	2,000
TOTAL OTHER EXPENSES	-	-	-	55,700	32,113	54,700	115,200
CAPITAL EXPENSES							
504-800 CAPITAL EXPENDITURES	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENSES	-	-	-	-	-	-	-
TOTAL **04-SPECIAL SERVICES**	-	-	-	55,700	32,113	54,700	115,200

CITY OF WINDCREST, TEXAS
ENTERPRISE FUND
GARBAGE FUND
FISCAL YEAR 2012-13

DEPARTMENT SUMMARY:

The Garbage Department serves the consumers by providing sanitation services to all residents and businesses within the City of Windcrest. In the City of Windcrest, residential consumers are billed twice a year (April and October), and the commercial consumers receive a monthly billing.

Currently the sanitation services are provided by Allied Waste Services. Residential customers are allowed to use their own trash receptacles and the trash is pick up from the allies instead of from the front curb.

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
GARBAGE FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008-2009	2009-2010	2010-2011	2011-2012			2012-2013
Description	**Actual**	**Actual**	**Actual**	**Current Budget**	**YTD**	**Projected Year End**	**Proposed Budget**
BEGINNING FUND BALANCE							
UNRESERVED, UNDESIGNATED	56,112.06	96,480.73	101,458.23	109,645.23	-	101,458.23	94,223.04
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-	-
UNRESERVED, DESIGNATED	-	-	-	-	-	-	-
TOTAL BEGINNING FUND BALANCE	**56,112.06**	**96,480.73**	**101,458.23**	**109,645.23**	**-**	**101,458.23**	**94,223.04**
REVENUES							
INCOME - COMMERCIAL	246,429.67	313,366.51	373,029.00	373,476.00	254,915.91	373,476.00	373,476.00
INCOME - RESIDENTIAL	470,986.04	483,709.78	487,710.00	492,812.00	483,876.81	483,876.81	487,710.00
INCOME - RECYCLING	190.83	117.09	347.00	248.00	188.00	248.42	347.00
INCOME - LATE CHARGE	12,501.50	6,480.44	11,123.98	16,268.00	12,831.89	16,268.25	11,123.98
INTEREST ON INVESTMENTS	2,601.02	1,666.42	16.00	11.00	10.95	10.95	16.00
INCOME - MISC	34.85	219.63	192.00	-		191.81	-
TOTAL REVENUES	**732,743.91**	**805,559.87**	**872,417.98**	**882,815.00**	**751,823.56**	**874,072.24**	**872,672.98**
EXPENDITURES							
EXPENSES - COMMERCIAL	221,032.79	285,714.28	333,823.45	365,651.00	200,543.73	365,651.43	365,651.43
EXPENSES - RESIDENTIAL	416,342.45	418,479.09	351,858.74	420,656.00	278,975.79	420,656.00	420,656.00
EXPENSES - ADMINISTRATIVE	55,000.00	95,000.00	145,423.15	95,000.00	71,250.00	95,000.00	95,000.00
EXPENSES - BAD DEBT	-	1,389.00	-	1,508.00	-	-	-
EXPENSES - ALLY REPAIR	-	-	-	**90,000.00**	-	-	**75,000.00**
EXPENSES - ADDITIONAL CITY SERVICES	-	-	-	**10,000.00**	-	-	**10,000.00**
EXPENSES - MED. WASTE & CLEAN UP	-	-	-	-		-	-
TOTAL EXPENDITURES	**692,375.24**	**800,582.37**	**831,105.34**	**982,815.00**	**550,769.52**	**881,307.43**	**966,307.43**
ENDING FUND BALANCE:							
UNRESERVED, UNDESIGNATED	96,480.73	101,458.23	142,770.87	9,645.23		94,223.04	588.59
CAPITAL IMPROVEMENT RESERVE	-	-	-	-		-	-
UNRESERVED, DESIGNATED	-	-	-	-		-	-
TOTAL ENDING FUND BALANCE	**96,480.73**	**101,458.23**	**142,770.87**	**53,815.62**		**94,223.04**	**588.59**

Alley repairs and Additional City Services are new line items for the upcoming Fiscal Year.

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
DEBT SERVICE FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Current Budget	2011-2012 Projected Year End	2012-2013 Proposed Budget
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	53,815.62	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	37,620.75	30,273.39	14,448.15	-	14,448.15	19,014.42
TOTAL BEGINNING FUND BALANCE	**37,620.75**	**30,273.39**	**14,448.15**	**53,815.62**	**14,448.15**	**19,014.42**
REVENUES						
INTEREST ON INVESTMENTS	1,138.08	163.34	1.82	1.20	2.50	1.20
INCOME - AD VALOREM TAX	344,593.24	331,220.92	311,239.56	361,155.77	361,155.77	356,584.00
TRANSFER IN - FROM HOT FUND	110,963.00	112,068.00	-	-	-	-
TRANSFER IN - FROM CIP	89,280.00	133,000.00	164,833.62	120,000.00	120,000.00	120,000.00
TOTAL REVENUES	**545,974.32**	**576,452.26**	**476,075.00**	**481,156.97**	**481,158.27**	**476,585.20**
EXPENDITURES						
TAX NOTE PRINCIPAL	495,000.00	515,000.00	415,000.00	430,000.00	430,000.00	445,000.00
TAX NOTE INTEREST	58,021.68	77,277.50	61,075.00	46,592.00	46,592.00	31,584.00
PAY AGENT/REGISTAR FEES	300.00	-	-	-	-	-
TOTAL EXPENDITURES	**553,321.68**	**592,277.50**	**476,075.00**	**476,592.00**	**476,592.00**	**476,584.00**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	53,815.62	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	30,273.39	14,448.15	14,448.15	-	19,014.42	19,015.62
TOTAL ENDING FUND BALANCE	**30,273.39**	**14,448.15**	**14,448.15**	**53,815.62**	**19,014.42**	**19,015.62**

City of Windcrest
Schedule of Outstanding General Obligation Bonds
Fiscal Year 2012-13

Fiscal Year Ended 30-Sep	GO Bonds - Refinancing Series, 2008 Principal	Interest	Total	General Obligation Bonds	I/S Tax Rate
2013	445,000	31,585	476,585	476,585	0.11
2014	460,000	16,054	476,054	476,054	0.11
2015	-	-	-	-	
2016	-	-	-	-	
2017	-	-	-	-	
2018	-	-	-	-	
2019	-	-	-	-	
2020	-	-	-	-	
2021	-	-	-	-	
2022	-	-	-	-	
2023	-	-	-	-	
2024	-	-	-	-	
2025	-	-	-	-	
2026	-	-	-	-	
Remaining as of Oct. 1, 2012	905,000	47,639	952,639	952,639	

Recapitulation by Fund Including Interest

Fiscal Year Ended 30-Sep	Interest & Sinking Fund Principle	Interest	Total
2013	445,000	31,585	476,585
2014	460,000	16,054	476,054
2015	-	-	-
2016	-	-	-
2017	-	-	-
2018	-	-	-
2019	-	-	-
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024	-	-	-
2025	-	-	-
2026	-	-	-
Remaining as of Oct. 1, 2012	905,000	47,639	952,639

WINDCREST
TEXAS

OTHER FUNDS

Asset Seizure (Federal) Fund- These are funds that are awarded to the department when the PD participates in a joint investigation with the federal government and money or property is seized. The PD may receive up to 20% of the seized funds and are used for law enforcement purposes only.

Asset Seizure (State) Fund- These are funds that are awarded to the department when the PD participates in a joint investigation with the state government or conducts their own investigation during the course of their daily law enforcement operations and money or property is seized. The PD may receive up to 80% of the seized funds and are used for law enforcement purposes only.

County Fire Contribution Fund - Funds provided to the Fire Department for emergency coverage in a designated portion of Bexar County. By contract, these funds can only be used for Fire related items.

School Crossing Guard Fund- Funds given to the city by the state for materials and equipment for the school crossing guards at the Windcrest Elementary School

Police Donations Fund – Funds donated by the public to the PD. These funds can be used at the discretion of the Chief of Police for the Police Department. Such as the 5th grade graduation pool party for the Windcrest Elementary School, PD awards banquet, plaques, etc, etc.

Police Education Training Fund- Funds issued by the state to be used by the PD for training. The amount issued to the PD depends on the amount of officers the city is authorized.

Roosevelt Scholarship Fund – Donated funds used for scholarships at the Roosevelt High School.

Court Technology Fund – Funds received thru the payment of court fines mandated by state law. Funds are to be used for technology items to assist in the court administration.

Court Building Security Fund - Funds received thru the payment of court fines mandated by state law. Funds are to be used for security related items to assist in the court administration.

Hotel Occupancy Tax Fund - The Hotel Occupancy Tax Fund is used to account for all taxes remitted to the city by local hotel operators. These funds must be utilized in accordance with state law. Generally, these funds must be used to enhance tourism and enrich the culture and arts of the city.

Friends to Animal Control Fund - Funds donated to the City to assist with animal control. The City will match dollar for dollar for each donation up to $2,000.

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
ASSET SEIZURE FUND - FEDERAL
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Year End	2012-2013 Proposed Budget
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	9.99	10.11	346.84	346.89	346.84	346.84
TOTAL BEGINNING FUND BALANCE	**9.99**	**10.11**	**346.84**	**346.89**	**346.84**	**346.84**
REVENUES						
INTEREST ON INVESTMENTS	0.12	0.07	-	0.05	-	-
INCOME - ABAND/SEIZED PROPERTY	-	336.66	-	-	-	-
MISC	-	-	-	-	-	-
TOTAL REVENUES	**0.12**	**336.73**	**-**	**0.05**	**-**	**-**
EXPENDITURES	-	-	-	-	-	-
TOTAL EXPENDITURES	**-**	**-**	**-**	**-**	**-**	**-**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	10.11	346.84	346.84	346.94	346.84	346.84
TOTAL ENDING FUND BALANCE	**10.11**	**346.84**	**346.84**	**346.94**	**346.84**	**346.84**

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
ASSET SEIZURE FUND - STATE
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008-2009	2009-2010	2010-2011	2011-2012		2012-2013
Description	**Actual**	**Actual**	**Actual**	**Budget**	**Projected Year End**	**Proposed Budget**
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	17,707.56	17,856.07	17,890.49	20,425.84	17,890.49	5,568.74
TOTAL BEGINNING FUND BALANCE	**17,707.56**	**17,856.07**	**17,890.49**	**20,425.84**	**17,890.49**	**5,568.74**
REVENUES						
INTEREST ON INVESTMENTS	148.51	34.42	-	0.14	-	-
INCOME - ABAND/SEIZED PROPERTY	-	-	2,535.21	-	2,678.25	-
MISC	-	-	-			-
TOTAL REVENUES	**148.51**	**34.42**	**2,535.21**	**0.14**	**2,678.25**	**-**
EXPENDITURES	-	-	1,443.00	15,000.00	15,000.00	5,500.00
TOTAL EXPENDITURES	**-**	**-**	**1,443.00**	**15,000.00**	**15,000.00**	**5,500.00**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	17,856.07	17,890.49	18,982.70	5,425.98	5,568.74	68.74
TOTAL ENDING FUND BALANCE	**17,856.07**	**17,890.49**	**18,982.70**	**5,425.98**	**5,568.74**	**68.74**

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
COUNTY FIRE CONTIBUTION
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008-2009	2009-2010	2010-2011	2011-2012		2012-2013
Description	**Actual**	**Actual**	**Actual**	**Budget**	**Projected Year End**	**Proposed Budget**
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	28,375.14	19,527.57	14,524.90	38,717.38	11,615.22	10,137.43
TOTAL BEGINNING FUND BALANCE	**28,375.14**	**19,527.57**	**14,524.90**	**38,717.38**	**11,615.22**	**10,137.43**
REVENUES						
INTEREST ON INVESTMENTS	221.42	64.16	0.73	3.00	0.73	0.81
INCOME - BEXAR COUNTY	19,239.57	19,321.28	20,673.86	21,077.76	21,077.76	21,077.76
INCOME - OTHER	1,000.00	-	1,000.00	-	-	-
TOTAL REVENUES	**20,460.99**	**19,385.44**	**21,674.59**	**21,080.76**	**21,078.49**	**21,078.57**
EXPENDITURES						
FIRE SUPPLIES	15,051.17	9,493.52	16,507.17	9,493.00	9,493.00	9,493.00
MISC	6,281.43	8,950.03	8,077.10	7,123.28	7,123.28	7,123.00
CAPITAL IMPROVEMENTS	7,975.96	5,944.56	-	5,940.00	5,940.00	4,600.00
TOTAL EXPENDITURES	**29,308.56**	**24,388.11**	**24,584.27**	**22,556.28**	**22,556.28**	**21,216.00**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	19,527.57	14,524.90	11,615.22	37,241.86	10,137.43	10,000.00
TOTAL ENDING FUND BALANCE	**19,527.57**	**14,524.90**	**11,615.22**	**37,241.86**	**10,137.43**	**10,000.00**

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
SCHOOL CROSSING GUARD FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008-2009	2009-2010	2010-2011	2011-2012		2012-2013
Description	Actual	Actual	Actual	Budget	Projected Year End	Proposed Budget
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	24,104.27	28,094.85	34,310.14	38,717.38	38,623.33	43,407.03
TOTAL BEGINNING FUND BALANCE	**24,104.27**	**28,094.85**	**34,310.14**	**38,717.38**	**38,623.33**	**43,407.03**
REVENUES						
INTEREST ON INVESTMENTS	344.71	238.72	3.17	3.00	3.17	3.00
INCOME - BEXAR COUNTY	5,718.22	5,926.57	5,430.11	5,380.53	5,380.53	5,380.53
INCOME - SCHOOL ZONE FINES	25.00	50.00	-	-	-	-
TOTAL REVENUES	**6,087.93**	**6,215.29**	**5,433.28**	**5,383.53**	**5,383.70**	**5,383.53**
EXPENDITURES						
DARE PROGRAM	335.00	-	-	-	-	-
SAFETY EQUIPMENT	-	-	-	-	-	-
STREET MAINTENANCE	-	-	-	-	-	-
MISCELLANIOUS	1,762.35	830.19	1,120.09	2,000.00	600.00	4,000.00
CAPITAL IMPROVEMENTS	-	-	-	13,000.00	-	28,000.00
TOTAL EXPENDITURES	**2,097.35**	**830.19**	**1,120.09**	**15,000.00**	**600.00**	**32,000.00**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	28,094.85	33,479.95	38,623.33	29,100.91	43,407.03	16,790.56
TOTAL ENDING FUND BALANCE	**28,094.85**	**33,479.95**	**38,623.33**	**29,100.91**	**43,407.03**	**16,790.56**

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
POLICE DONATIONS FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008-2009	2009-2010	2010-2011	2011-2012		2012-2013
Description	**Actual**	**Actual**	**Actual**	**Budget**	**Projected Year End**	**Proposed Budget**
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	1,990.16	3,001.96	2,864.86	4,419.62	4,618.43	4,619.22
TOTAL BEGINNING FUND BALANCE	**1,990.16**	**3,001.96**	**2,864.86**	**4,419.62**	**4,618.43**	**4,619.22**
REVENUES						
INTEREST ON INVESTMENTS	31.53	25.50	0.89	0.30	0.79	0.70
INCOME - POLICE DONATIONS	1,930.00	1,300.00	1,752.68	1,500.00	-	-
INCOME - SWIM TEAM DONATIONS	14.93	-	-	-	-	-
TOTAL REVENUES	**1,976.46**	**1,325.50**	**1,753.57**	**1,500.30**	**0.79**	**0.70**
EXPENDITURES						
MISCELLANIOUS	964.66	1,462.60	-	4,000.00	-	2,000.00
TOTAL EXPENDITURES	**964.66**	**1,462.60**	**-**	**4,000.00**	**-**	**2,000.00**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	3,001.96	2,864.86	4,618.43	1,919.92	4,619.22	2,619.92
TOTAL ENDING FUND BALANCE	**3,001.96**	**2,864.86**	**4,618.43**	**1,919.92**	**4,619.22**	**2,619.92**

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
POLICE EDUCATION TRAINING FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Year End	2012-2013 Proposed Budget
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	4,981.32	6,839.24	8,702.91	10,456.34	8,702.91	8,702.91
TOTAL BEGINNING FUND BALANCE	**4,981.32**	**6,839.24**	**8,702.91**	**10,456.34**	**8,702.91**	**8,702.91**
REVENUES						
INTEREST ON INVESTMENTS	79.07	67.31		0.80		0.80
INCOME - LEOSE	1,778.85	1,796.36		1,752.68	-	1,752.68
TOTAL REVENUES	**1,857.92**	**1,863.67**	**-**	**1,753.48**	**-**	**1,753.48**
EXPENDITURES						
TRAINING	-	-	-	4,000.00	-	4,000.00
TOTAL EXPENDITURES	**-**	**-**	**-**	**4,000.00**	**-**	**4,000.00**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	6,839.24	8,702.91	8,702.91	8,209.82	8,702.91	6,456.39
TOTAL ENDING FUND BALANCE	**6,839.24**	**8,702.91**	**8,702.91**	**8,209.82**	**8,702.91**	**6,456.39**

1/2 of the Training Budget for the Police Department in the General Fund will utilize funds from here.

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
ROOSEVELT SCHOLARSHIP FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008-2009	2009-2010	2010-2011	2011-2012		2012-2013
Description	**Actual**	**Actual**	**Actual**	**Budget**	**Projected Year End**	**Proposed Budget**
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	3,420.85	3,512.78	6,091.29	4,091.68	4,091.83	4,092.21
TOTAL BEGINNING FUND BALANCE	**3,420.85**	**3,512.78**	**6,091.29**	**4,091.68**	**4,091.83**	**4,092.21**
REVENUES						
INTEREST ON INVESTMENTS	46.57	30.99	0.54	0.75	0.38	0.38
INCOME	45.36	2,547.52	-	-	-	-
TOTAL REVENUES	**91.93**	**2,578.51**	**0.54**	**0.75**	**0.38**	**0.38**
EXPENDITURES						
MISC - SETTING UP 501.c3	-	-	-	1,500.00	-	1,500.00
MISC	-	-	2,000.00	2,500.00	-	2,000.00
TOTAL EXPENDITURES	**-**	**-**	**2,000.00**	**4,000.00**	**-**	**3,500.00**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	3,512.78	6,091.29	4,091.83	92.43	4,092.21	592.59
TOTAL ENDING FUND BALANCE	**3,512.78**	**6,091.29**	**4,091.83**	**92.43**	**4,092.21**	**592.59**

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
COURT TECHNOLOGY FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008-2009	2009-2010	2010-2011	2011-2012		2012-2013
Description	**Actual**	**Actual**	**Actual**	**Budget**	**Projected Year End**	**Proposed Budget**
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	1,790.14	230.67	8,816.05	18,979.73	17,664.43	7,140.63
TOTAL BEGINNING FUND BALANCE	**1,790.14**	**230.67**	**8,816.05**	**18,979.73**	**17,664.43**	**7,140.63**
REVENUES						
INTEREST ON INVESTMENTS	30.36	22.92	1.01	1.20	1.20	1.20
INCOME - COURT TECHNOLOGY FEES	11,158.16	10,257.44	8,936.91	10,257.00	11,975.00	14,383.00
TOTAL REVENUES	**11,188.52**	**10,280.36**	**8,937.92**	**10,258.20**	**11,976.20**	**14,384.20**
EXPENDITURES						
MISC	17.99	64.98	89.54	160.00	-	
CAPITAL EXPENDITURES	3,370.00	1,630.00	-	-	-	-
TRANSFER TO GENERAL FUND	9,360.00	-	-	22,500.00	22,500.00	
TOTAL EXPENDITURES	**12,747.99**	**1,694.98**	**89.54**	**22,660.00**	**22,500.00**	**-**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	230.67	8,816.05	17,664.43	6,577.93	7,140.63	21,524.83
TOTAL ENDING FUND BALANCE	**230.67**	**8,816.05**	**17,664.43**	**6,577.93**	**7,140.63**	**21,524.83**

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
COURT BUILDING SECURITY FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Year End	2012-2013 Proposed Budget
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	26,679.48	7,135.19	4,426.31	244.39	4,426.31	8,264.47
TOTAL BEGINNING FUND BALANCE	**26,679.48**	**7,135.19**	**4,426.31**	**244.39**	**4,426.31**	**8,264.47**
REVENUES						
INTEREST ON INVESTMENTS	182.11	38.13	0.56	1.20	0.75	0.75
INCOME - COURT BLDG SECURITY FEE	8,368.62	7,693.09	6,702.65	6,010.00	10,093.00	9,093.00
TOTAL REVENUES	**8,550.73**	**7,731.22**	**6,703.21**	**6,011.20**	**10,093.75**	**9,093.75**
EXPENDITURES						
MISC	2,095.02	440.10	444.20	-	-	-
CAPITAL EXPENDITURES	-	-	-	-	-	-
TRANSFER TO GENERAL FUND	26,000.00	10,000.00	-	6,255.59	6,255.59	12,358.22
TOTAL EXPENDITURES	**28,095.02**	**10,440.10**	**444.20**	**6,255.59**	**6,255.59**	**12,358.22**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	7,135.19	4,426.31	10,685.32	-	8,264.47	5,000.00
TOTAL ENDING FUND BALANCE	**7,135.19**	**4,426.31**	**10,685.32**	**-**	**8,264.47**	**5,000.00**

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
FRIENDS TO ANIMAL CONTROL FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	2010-11 Actual	2011-2012 Budget	2011-2012 Projected Year End	2012-2013 Proposed Budget
BEGINNING FUND BALANCE				
UNRESERVED, UNDESIGNATED	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-
UNRESERVED, DESIGNATED	-	-	-	931.40
TOTAL BEGINNING FUND BALANCE	**-**	**-**	**-**	**931.40**
REVENUES				
INTEREST ON INVESTMENTS	-	0.25	-	0.25
INCOME - DONATIONS	-	2,000.00	715.70	2,000.00
INCOME - TRANSFER FROM GENERAL FUND	-	2,000.00	715.70	2,000.00
INCOME - SCHOOL ZONE FINES	-	-	-	-
TOTAL REVENUES	**-**	**4,000.25**	**1,431.40**	**4,000.25**
EXPENDITURES				
MISCELLANIOUS	-	4,000.00	500.00	4,000.00
TOTAL EXPENDITURES	**-**	**4,000.00**	**500.00**	**4,000.00**
ENDING FUND BALANCE:				
UNRESERVED, UNDESIGNATED	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-
UNRESERVED, DESIGNATED	-	0.25	931.40	931.65
TOTAL ENDING FUND BALANCE	**-**	**0.25**	**931.40**	**931.65**

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
HOTEL/MOTEL TAX FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008-2009	2009-2010	2010-2011	2011-2012		2012-2013
Description	**Actual**	**Actual**	**Actual**	**Budget**	**Projected Year End**	**Proposed Budget**
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	165,875.81	112,179.21	41,510.52	129,126.57	194,707.68	115,022.73
TOTAL BEGINNING FUND BALANCE	**165,875.81**	**112,179.21**	**41,510.52**	**129,126.57**	**194,707.68**	**115,022.73**
REVENUES						
INTEREST ON INVESTMENTS	1,242.84	201.53	7.21	9.00	8.05	8.05
INCOME	163,442.04	159,969.78	153,689.95	162,000.00	152,487.00	153,989.00
TOTAL REVENUES	**164,684.88**	**160,171.31**	**153,697.16**	**162,009.00**	**152,495.05**	**153,997.05**
EXPENDITURES						
ADVERTISING & PROMOTION	-	-	500.00	-	-	-
MISC	-	900.00	-	-	-	-
CAPITAL EXPENDITURES	1,084.48	-	-	-	-	-
TRANSFER TO TAX NOTE FUND	110,963.00	112,068.00	-	-	-	-
TRANSFER TO GENERAL FUND (CIVIC CENTER	106,334.00	87,872.00	-	167,687.57	232,180.00	96,847.00
TRANSFER TO EDC FUND	-	30,000.00	-	-	-	-
TOTAL EXPENDITURES	**218,381.48**	**230,840.00**	**500.00**	**167,687.57**	**232,180.00**	**96,847.00**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	112,179.21	41,510.52	194,707.68	123,448.00	115,022.73	172,172.78
TOTAL ENDING FUND BALANCE	**112,179.21**	**41,510.52**	**194,707.68**	**123,448.00**	**115,022.73**	**172,172.78**
Months of Annual Expenditures in Reserve				8.83	5.94	21.33

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

18 - WCC&PD FUND
00- GENERAL EXPENDITURES
DEPARTMENT EXPENSES
7/23/2012 9:21

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	(------------ CURRENT BUDGET	2011-2012 Y-T-D ACTUAL 5/31/2012	------------) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-2013 PROPOSED BUDGET
BEGINNING FUND BALANCE								
UNRESERVED, UNDESIGNATED	-	-	-			-		-
CAPITAL IMPROVEMENT RESERVE	-	-	-			-		-
UNRESERVED, DESIGNATED	164,252	176,539	188,254			188,254		146,276
TOTAL BEGINNING FUND BALANCE	164,252	176,539				188,254		146,276
REVENUES								
4101 INCOME - SALES TAX	307,136	369,185	404,789	378,250	184,016	399,250	105.55%	393,380
4102 INCOME - K9 DONATIONS	1,307	1,030	-	-	-		0.00%	-
4105 INCOME - OTHER	-	-	3,880	-	-		0.00%	-
4115 INCOME - INTEREST	1,399	927	16	15	9	14	93.33%	14
4120 PROCEEDS FROM GUN SALES	200	-	-	-	-	-	0.00%	-
4900 PROCEEDS FROM CAPITAL LEASE	22,117	-	-	-	-	-	0.00%	-
TOTAL REVENUES	332,159	371,142	408,685	378,265	184,026	399,264		393,394
SALARIES & BENEFITS								
500-009 SALARIES	79,327	142,935	138,750	140,156	57,804	114,138	81.44%	140,172
500-010 ADMINISTRATIVE EXPENSE	1,634	572	-	2,000	-	2,000	100.00%	2,000
500-011 LONGEVITY	485	1,990	-	-	-	-	100.00%	-
500-012 STIPEND	-	-	-	2,500	2,332	2,333	0.00%	5,167
500-014 SPECIAL ASSIGNMENT PAY K-9	3,231	3,000	4,063	4,500	1,154	2,308	51.29%	4,500
500-015 INCENTIVE PAY-BILING	697	1,657	1,799	2,200	300	531	24.13%	2,400
500-016 INCENTIVE PAY - SHIFT	-	-	-	-	-	-	0.00%	-
500-017 CERFICATION PAY	-	1,639	2,032	900	531	900	100.00%	-
500-018 EDUCATION PAY	-	-	-	300	-	-	0.00%	300
500-018 TUITION REIMBURSEMENT	-	-	-	-	-		0.00%	-
500-020 OVERTIME ****	1,595	2,637	7,168	5,600	7,947	12,417	221.73%	17,200
500-021 7K HOURS	-	634	2,075	-	1,445	2,541	0.00%	2,100
500-030 SOCIAL SECURITY	6,073	11,284	15,322	11,793	5,983	10,340	87.68%	12,962
500-040 HEALTH INSURANCE	10,394	17,791	20,217	21,347	8,770	21,347	100.00%	21,346
500-050 RETIREMENT	5,957	11,990	17,192	13,011	6,203	10,478	80.53%	16,419
500-060 WORKERS' COMPENSATION	109	4,268	9,211	3,365	-	3,065	0.00%	3,065
500-070 UNEMPLOYMENT COMPENSATION	179	786	288	540	-	540	100.00%	540
TOTAL SALARIES & BENEFITS	109,681	201,183	218,116	208,212	92,468	182,937	87.86%	228,171
OTHER EXPENSES								
500-130 BONDS & TRAINING	775	2,752	3,780	5,575	585	1,000	17.94%	5,000
500-250 LEGAL EXPENSE	-	-	-	-	-	-	0.00%	-
500-290 AUDIT	-	-	-	-	-	-	0.00%	-
500-420 OFFICE SUPPLIES	-	261	-	500	-	275	55.00%	500
500-430 JUVENILE PROG. FEES & SUPPLIES	-	-	-	-		-	0.00%	-
500-435 K-9 PROGRAM EXPENSE	1,829	4,954	2,455	5,000	1,875	5,000	100.00%	5,000
500-440 ELECTION EXPENSE	7,626	-	-	-	-	-	0.00%	-
500-450 SYSTEM ACCESS FEE	10,288	11,153	10,072	10,072	-	10,072	100.00%	10,100
500-480 UNIFORMS	-	639	946	2,000	545	2,000	100.00%	2,000
500-500 MISC. CRIME PREVENTION	-	1,161	-	5,000	-	4,800	96.00%	5,000
500-515 VEHICLE LEASE	21,335	21,335	48,373	-	-	-	0.00%	-
500-516 EQUIP. LEASE-DISPATCH & POL. RAD	103,192	103,192	62,623	62,625	62,624	62,624	100.00%	-
500-517 MAINTENANCE ON EQUIPMENT	31,828	12,797	32,965	45,284	100	45,284	100.00%	45,284
TOTAL OTHER EXPENSES	176,873	158,244	161,215	136,056	65,729	131,055	96.32%	72,884
CAPITAL EXPENSES								
500-800 CAPITAL EXPENDITURES	23,317	-		82,250	183	127,250	0.00%	153,000
TOTAL CAPITAL EXPENSES	23,317	-	-	82,250	183	127,250	0.00%	153,000
OTHER INCOME / EXPENSES								
500-900 PRIOR PERIOD ADJUSTMENTS	10,000	-	-	-	-	-	0.00%	-
TOTAL OTHER INCOME/EXPENSES	10,000	-		-	-	-	0.00%	-
FUND 18 TOTALS WCC&PD	319,871	359,427	379,331	426,518	158,380	441,242	103.45%	454,055
ENDING FUND BALANCE								
UNRESERVED, UNDESIGNATED	-	-	-			-		-
CAPITAL IMPROVEMENT RESERVE	-	-	-			-		-
UNRESERVED, DESIGNATED	176,539	188,254	217,608			146,276		85,615
TOTAL ENDING FUND BALANCE	176,539	188,254	217,608			146,276		85,615
AVERAGE MONTHLY EXPENSES	26,656	29,952				36,770		25,088
ESTIMATED MONTHS OF FUND BALANCE	6.62	6.29				3.98		3.41
IDEAL NUMBER OF MONTHS OF FUND BALANCE	3.00	3.00				3.00		3.00

***Overtime is for STOP Program

DECREASED PD BUDGET BY $125,000 PLUS 4 SWORN POSITIONS ($212,000.00) WHICH DECREASED OVERALL CAPITAL EXP FROM $283,000.00 TO $158,000.00.

PAYROLL EXPENSES
WCCPD

Job Title	Hire Date	Years of Service	Salary	Bilingual Pay	Special Assign. Pay	CERT Pay	CPI Pay	Mast. Cert	Instr. Pay	Education Pay	Annual Amount	% of Increase (0.00%)	FY 2012/13	FICA	Retirement	Insurance	Worker's Compensation	Unemployment	Total Salary	Total Hourly Pay
K-9 Officer	10/5/09	2 Years	38,001.60	-	4,500.00	-	-	-	-	-	42,501.60	-	42,501.60	3,251.37	4,248.03	4,678.00	1,581.54	135.00	56,395.55	37.40
CID Officer	6/1/04	7 Years	41,038.40	600.00	-	900.00	-	-	-	300.00	42,838.40	-	42,838.40	3,277.14	4,281.70	4,678.00	1,594.07	135.00	56,804.31	37.67
Dispatcher	1/29/08	3 Years	31,304.00	600.00	-	-	-	-	-	-	31,904.00	-	31,904.00	2,440.66	3,188.80	4,678.00	126.48	135.00	42,472.94	28.17
Dispatcher	9/15/08	3 Years	29,827.20	-	-	-	-	-	-	-	29,827.20	-	29,827.20	2,281.78	2,981.23	4,678.00	118.25	135.00	40,021.46	26.54
			140,171.20	1,200.00	4,500.00	900.00				300.00	147,071.20	-	147,071.20	11,250.95	14,699.77	18,712.00	3,420.34	540.00	195,694.25	

Overtime	17,200.00
FICA (7.65%)	12,962.04
Stipend	5,167.20
Retirement (8.75% in 2012, 10.41% in 2013)	16,418.91
Admin Expense	2,000.00
Workers Comp.	3,065.00
Shift Pay	2,400.00
Unemployment 1st $9,000 wages only x # employees	540.00
Total Employee Health Costs	21,346.08
Total Salaries & Benefits	228,170.42

Full Time	4
Part-Time	0
Department Number of Employees	4.00

Retirement

Oct - Dec	3,593.43
Jan - Sept	12,825.47
	16,418.91

Worker's Comp Calculations

3,065.00

Unemployment Calculation

9,000.00		
36,000.00	x 1.50%	540.00

Employee Health 5,000 Deductible & Colonial

Health	333.15
Colonial Brid	62.50
Vision	5.56
Dental	23.50
Life	20.00
Total	444.71
	21,346.08

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

13- EDC
00- GENERAL EXPENDITURES
DEPARTMENT EXPENSES
7/23/2012 8:53

Pending EDC Review

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-11 ACTUAL	(------------ CURRENT BUDGET	2011-2012 -- Y-T-D ACTUAL	------------) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-13 PROPOSED BUDGET
BEGINNING FUND BALANCE								
UNRESERVED, UNDESIGNATED	-	-	-	1,879,340		1,599,996		1,599,996
CAPITAL IMPROVEMENT RESERVE	-	-	-			-		-
UNRESERVED, DESIGNATED		-	102,520	1,450,000		244,054		634,103
TOTAL BEGINNING FUND BALANCE	-	-	102,520			1,844,050		2,234,099
REVENUES								
4101 INCOME - SALES TAX		269,454	322,537	367,857	219,186	386,250	105.00%	382,571
4105 INCOME - OTHER		-	1,634,335	1,845,138	1,845,138	1,845,138	0.00%	-
4115 INCOME - INTEREST		361	64	500	81	125	25.00%	250
TRANSFER IN FROM HOT TAX		25,000		-	-	-	0.00%	-
TRANSFER IN FROM GENERAL FUND		20,000		-	-	-	0.00%	-
TOTAL REVENUES	-	314,815	1,956,936	2,213,495	2,064,405	2,231,513		382,821
SALARIES & BENEFITS								
500-009 SALARIES		133,783	37,497	43,149	11,308	43,149	100.00%	70,000
500-010 ADMINISTRATIVE EXPENSE		1,285	133	-	-	-	#DIV/0!	-
500-011 LONGEVITY		985	-	-	-	-	100.00%	-
500-012 Stipend		-	-	-	-	-	0.00%	-
500-018 EDUCATION PAY		761	492	-	-	-	#DIV/0!	-
500-018 TUITION REIMBURSEMENT		-	-	-	-	-	0.00%	-
500-020 OVERTIME		190	63	-	-	-	#DIV/0!	-
500-030 SOCIAL SECURITY		10,694	6,307	3,137	881	3,137	100.00%	5,465
500-040 HEALTH INSURANCE		10,380	1,441	1,231	59	1,231	100.00%	876
500-050 RETIREMENT		10,800	7,803	3,080	748	3,080	100.00%	7,140
500-060 WORKERS' COMPENSATION		637	1,279	278	-	-	0.00%	283
500-070 UNEMPLOYMENT COMPENSATION		628	72	135	261	261	193.33%	135
500-095 CONTRACT LABOR		-	-	35,000	12,500	38,000	108.57%	65,000
500-095 TERMINATION PAYOUT		-	19,963	-	-		#DIV/0!	
TOTAL SALARIES & BENEFITS	-	170,143	75,051	86,010	25,756	88,858	103.31%	148,899
OTHER EXPENSES								
500-115 MOBILE TELEPHONE		1,889	-	1,100	233	633	57.55%	1,450
500-120 DUES & SUBSCRIPTIONS		1,305	3,499	700	99	450	64.29%	1,399
500-130 TRAINING		2,454	(1,150)	1,400	175	1,400	100.00%	5,000
500-132 TRAVEL/PROSPECTING		2,231	271	1,300	203	800	61.54%	15,000
500-135 MEALS & ENTERTAINMENT		2,189	36	1,280	644	1,175	91.80%	5,000
500-200 COMPUTER MAINTENANCE		-	42	-	147	147	0.00%	200
500-201 WEBSITE MAINTENANCE		-	440	-	-	-	0.00%	720
500-250 LEGAL EXPENSES		28,299	30,745	30,000	29,450	36,700	122.33%	60,000
500-290 AUDIT		4,000	-	5,500	3,000	5,500	100.00%	5,500
500-430 SUPPLIES		1,952	(1,112)	1,140	581	900	78.95%	1,200
500-515 HEALTH EXPENSE ALLOW-DIRECTOR		3,046	1,968	-	-		0.00%	
500-540 VEHICLE FUEL		246	96	14	-		0.00%	
500-590 POSTAGE		145	-	85	45	85	100.00%	145
500-630 LEGAL ADVERTISING		-	60	-	276	476	0.00%	476
500-640 COPIER USAGE		833	-	1,443	957	957	66.32%	1,443
500-700 CONTINGENCIES		4,874	937	4,620	96	4,620	100.00%	4,620
TOTAL OTHER EXPENSES	-	53,463	35,831	48,582	35,905	53,843	110.83%	102,153
CAPITAL EXPENSES								
500-800 EDC PROJECTS		60,127	9,623	46,170	1,755	40,170	87.00%	200,000
Promoting Windcrest (LGC 505.103 max 10%)			-	36,080	5,121	36,080		38,282
500-810 CAPITAL EXPENSE		-	18,261	-	-	-	0.00%	
500-890 TLF LOAN PAYMENTS		-	27,190	134,976	97,113	134,976	100.00%	659,960
500-891 RACKER ROAD PROJECT		-	31,653	3,445,138	1,042,302	1,487,537	43.18%	915,299
500-892 TLF INTEREST		-	17,797	-	4,107	-	#DIV/0!	
TOTAL CAPITAL EXPENSES	-	60,127	104,524	3,662,364	1,150,398	1,698,763	0.00%	1,813,541
OTHER INCOME / EXPENSES								
500-900 PRIOR PERIOD ADJUSTMENTS		-	-	-	-	-	0.00%	-
TOTAL OTHER INCOME/EXPENSES	-	-	-	-	-	-	0.00%	-
FUND 13 TOTALS EDC	-	283,733	215,406	3,796,956	1,212,060	1,841,464	48.50%	2,064,594
ENDING FUND BALANCE								
UNRESERVED, UNDESIGNATED	-	-	1,599,996			1,599,996		-
CAPITAL IMPROVEMENT RESERVE	-	-	-			-		-
UNRESERVED, DESIGNATED	-	31,082	244,054			634,103		552,326
TOTAL ENDING FUND BALANCE	-	31,082	1,844,050			2,234,099		552,326

CITY OF WINDCREST, TEXAS
FISCAL YEAR 2012-13 PROPOSED BUDGET
STREET FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Year End	2012-2013 Proposed Budget
BEGINNING FUND BALANCE						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	35,104.68	233,380.77	395,650.00	563,632.25	726,666.01	917,933.26
TOTAL BEGINNING FUND BALANCE	**35,104.68**	**233,380.77**	**395,650.00**	**563,632.25**	**726,666.01**	**917,933.26**
REVENUES						
INTEREST ON INVESTMENTS	3,870.06	2,010.37	2,010.37	2.00	17.25	17.25
INCOME - SALES TAX	268,103.84	329,005.64	329,005.64	367,857.00	386,250.00	382,571.00
TOTAL REVENUES	**271,973.90**	**331,016.01**	**331,016.01**	**367,859.00**	**386,267.25**	**382,588.25**
EXPENDITURES						
STREET MAINTENANCE	73,697.81	168,746.78		240,000.00	75,000.00	950,000.00
TRANSFER TO DEBT SERVICE	-	-	-	120,000.00	120,000.00	120,000.00
	-	-	-	-	-	
TOTAL EXPENDITURES	**73,697.81**	**168,746.78**	**-**	**360,000.00**	**195,000.00**	**1,070,000.00**
ENDING FUND BALANCE:						
UNRESERVED, UNDESIGNATED	-	-	-	-	-	-
CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-	-
UNRESERVED, DESIGNATED	233,380.77	395,650.00	726,666.01	571,491.25	917,933.26	230,521.51
TOTAL ENDING FUND BALANCE	**233,380.77**	**395,650.00**	**726,666.01**	**571,491.25**	**917,933.26**	**230,521.51**

ORDINANCE NO. 2011-654B

AN ORDINANCE
EXTENDING THE MORATORIUM ON CONSTRUCTION OF CARPORTS AND PROHIBITING THE ACCEPTANCE OF APPLICATIONS FOR CARPORT BUILDING PERMITS ADOPTED ON DECEMBER 5, 2011 FOR AN ADDITIONAL SIXTY DAYS

WHEREAS, the City of Windcrest Code of Ordinances does not appear to authorize or prohibit the construction of carports in the City; and

WHEREAS, it is necessary to review the desirability of the installation of carports in the City and the compatibility of carports with existing residential neighborhood construction patterns; and

WHEREAS, the beauty of the City of Windcrest may be compromised if new carports are constructed before the review of the desirability of carports is completed and implemented; and

WHEREAS, a temporary moratorium of six months prohibiting the construction of carports and the acceptance of applications for carport building permits was enacted on December 5, 2011 which expired June 5, 2012; and

WHEREAS, an additional moratorium of sixty (60) days was enacted so that said moratorium would expire on August 5, 2012; and

WHEREAS, an additional sixty (60) day extension of said moratorium is needed to complete the City's review of the desirability of carports in the City.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the moratorium prohibiting the construction of carports and the acceptance of applications for carport building permits is extended until October 3, 2012.

PASSED AND APPROVED this 16th day of July, 2012.

____

MAYOR

ATTEST:

____

CITY SECRETARY

APPROVED:

____

CITY ATTORNEY

ORDINANCE NO. 2012-669

AMENDING CHAPTER 16, PARKS AND OPEN AREAS, OF THE CODE OF ORDINANCES OF THE CITY OF WINDCREST, TEXAS, BY PROHIBITING DRILLING AND MINING OPERATIONS IN PUBLIC PARKS AND OPEN AREAS.

WHEREAS, the City Council finds that the public health, safety and welfare would be enhanced by prohibiting drilling and mining operations in public parks and open areas.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, that Chapter 16, Parks and Open Areas, Section 16.103, is amended by revising the introductory sentence to read as follows:

"The following activities are prohibited within the parks and open spaces owned by and located within the boundaries of the City of Windcrest, Texas:"

NOW THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, that Chapter 16, Parks and Open Areas, Section 16.103, is amended by adopting a new prohibited activity as follows:

"18. Drilling and mining operations for oil, gas and other minerals."

This Ordinance shall take effect 5 days from the date of its publication.

PASSED AND APPROVED this ____ day of _____________, 2012

____
ALAN E. BAXTER, Mayor

ATTEST:

____
KELLY RODRIGUEZ, Assistant City Secretary

APPROVED AS TO FORM:

____
MICHAEL S. BRENAN, City Attorney

RESOLUTION NO. 2012-386 (R)

A RESOLUTION APPROVING A CONTRACT FOR AN INSURANCE AGENT OF RECORD AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT FOR SUCH SERVICES

WHEREAS, the City of Windcrest desires to appoint an Insurance Agent of Record; and

WHEREAS, the City of Windcrest has selected ______________________________ to be said Insurance Agent of Record for a period of 2 years, beginning July 31, 2012 and ending July 31, 2014.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The appointment of the above named Insurance Agent of Record is hereby approved for a 2 year period from July 31, 2012 through July 31, 2014.

2. The City Manager is authorized to negotiate and execute a contract with said Insurance Agent of Record for such services.

DULY PASSED AND APPROVED, on the 31st day of July, 2012 at a special meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

____
Alan Baxter, Mayor

ATTEST:

____
Kelly Rodriguez, Assistant City Secretary

WINDCREST

TEXAS

PURCHASING POLICY

Original Adopted: April 18, 2011

Revised Adopted: __________________

TABLE OF CONTENTS

Comment [SEM1]: To be updated before final review by Council.

1. INTRODUCTION

This policy is intended to establish and describe the basic procurement policies under which the City of Windcrest (the "City") will operate. This policy is effective immediately upon issuance, and supersedes all previous purchasing instructions or directives.

The Finance Department is the City's oversight department for buying and contracting for the acquisition, storage and disposal of goods, and for the procurement of services and construction. Each Department Head will be responsible for following the purchasing policy.

2. FINANCE DEPARTMENT POLICY STATEMENT

The City Manager is responsible for the administrative affairs of the City. The City Manager has delegated the purchasing responsibility within the guidelines established in this manual to the Department Heads and the Finance Department. Each Department Head is authorized to execute orders on behalf of the City within these policy guidelines. Any interpretation of these guidelines necessary for the effective operation of the purchasing function will be made by the City ~~Manager~~ Mayor .

3. PURCHASE CATEGORIES

The City's purchasing categories are outlined below.

A. ~~CREDIT~~ PURCHASE CARDS & CHARGE ACCOUNTS

~~Credit~~ Purchase Cards and Charge Accounts are to be used for purchasing small dollar (less than $~~500~~ 999.99), high volume items, and for official City travel. ~~Credit~~ Purchase Cards and Charge Accounts are for official City business purposes only and shall not be used for any personal transactions. Use of the ~~Credit~~ Purchase Card to make purchases of capitalized equipment is prohibited. Improper use of a ~~Credit~~ Purchasing Card or Charge Account may result in disciplinary action, up to and including termination of employment.

All ~~credit~~ purchase cardholders must be approved by both the Municipal Finance Officer and, City Manager.

All open credit accounts must be approved by the Municipal Finance Officer. An example of open credit accounts would be like Home Depot, Office Max, Sam's, etc…

~~Credit~~ Purchase Cardholder responsibilities:

1. All purchase transactions processed against the ~~Credit~~ Purchase Card or Charge Account must be made by the ~~credit~~ purchase cardholder.

2. The Cardholder or Charge Account Holder shall forward all documentation of all purchases to the Finance Department within 2 business days of the purchase.

3. The cardholder shall be responsible for maintaining the security of the card and shall be personally liable for any charges that are assessed against the card for other than official City business conducted in accordance with the policies contained herein.

4. The cardholder shall immediately advise the Municipal Finance Officer of any lost or stolen cards or any suspicion of identity theft related to the card.

5. ~~Credit~~ Purchase Card purchase approvals: The department manager or department head must review all charge documentation and approve all cardholder statements. Each statement cycle a copy of the statement will be provided to the City Manager for review and approvale.

~~Credit~~Purchase Card dollar limitations:

1. The ~~Credit~~ Purchase Card and / or Charge Accounts are to be used for purchases of goods or certain business services under $1,000 ~~500~~ without a Purchase Requisition or Purchase Order, except as provided in the next paragraph. This means if the total payment, including freight, to be made to a vendor is equal to or more than $1,000 ~~500 or more~~, a purchase order must be used. ~~Credit~~ Purchase Card purchases exceeding $~~5~~1,000 will be used for travel only. There are only going to be 2 Purchase Cards, and will be held by the Finance Department. If a purchase needs to be made by a department on the Purchase Card, it will need to be checked out from Finance.

2. ~~Credit~~ Purchase Cards may be used where vendors will not accept a purchase order or there are exceptional circumstances for the purchase. The ~~Credit~~ Purchase Card holder must have written approval from the City Manager or his designee for the purchase prior to placing an order.

Suspension/Termination of Credit Cards: Cardholders who do not abide by City policies will have their ~~Credit~~ Purchase Card privileges suspended and may face further disciplinary action, up to and including termination and prosecution by the City. The ~~Credit~~ Purchase Card shall be immediately canceled when the cardholder's employment with the City is terminated.

~~Reinstatement of Credit Card: If a Credit Card is cancelled or suspended for misuse,~~

~~Credit Card privileges can be reinstated after a one year period. There will be mandatory re-training prior to reinstatement of the Credit Card privileges. The reinstatement will be probationary for a six month period, on terms to be established by the City Manager.~~

B. PURCHASES OF $3,000 OR LESS BUT GREATER THAN $~~500~~999.99

Purchases that are $1,000 to $2,999.99 will be completed by the Accountant I in the Finance Department. The Department will submit in writing (email is sufficient), the item(s), make, model, and recommended vendor. A visual picture of the products will assist the Finance Department in the purchasing of the item(s). Finance will obtain three informal quotes (verbal / web) on goods or services with a total cost within this spending authority. Staff will always look at Buyboard or the State Procurement Website as part of the 3 quotes. Once obtained, the recommended vendor and price will be provided to the Department Head for final approval prior to processing the purchase order. The Purchase will be accomplished by the means of a City Purchase Order and Telephone /Written Quote Form. ***City employees are prohibited from making "separate, sequential, or component" purchases to avoid purchase order requirements.*** Competitive quotations or bidding are not required. Each purchase is anticipated to be completed within 3 business days from date of request. An awarded purchase order will be provided to the Vendor and the Department Head. Once goods are received, the Department will document on purchase order that the goods are received and provide the purchase order and the invoice to Finance for payment.

~~In addition to Credit Card expenditures, individual Department heads shall have discretionary spending authority up to $3,000. When a Department Head requires expenditures between $501 to $3,000, the Department Head will obtain three informal quotes (verbal) on goods or services with a total cost within the $501 to $3,000 limits unless otherwise excepted in this manual. These purchases will be accomplished by means of a Departmental Purchase Order and Telephone/Written Quote Form.~~ ~~***City employees are prohibited from making "separate, sequential, or component" purchases to avoid purchase order requirements.***~~ ~~Competitive quotations or bidding are not required. Department Purchase Orders shall be forwarded to Finance within 2 business days of the ordering of the goods.~~

C. PURCHASES OF $~~10,000~~ 9,999.99 OR LESS BUT GREATER THAN $3,000

Purchases that are $3,000 to $9,999.99 will be completed by the Accountant I in the Finance Department. The Department will submit in writing (email is sufficient), the item(s), make, model, and recommended vendor. A visual picture of the products will assist the Finance Department in the purchasing of the item(s). Finance will obtain three formal quotes (verbal / web) on goods or services with a total cost within this spending authority. Staff will always look at Buyboard or the State Procurement Website as part of the 3 quotes and will submit the quote form to at least 1 HUB. Please refer to www.window.state.tx.us/procurement for a list of the current HUB vendors for the commodity that is being purchased. Once obtained, the recommended vendor and price will be provided to the Department Head for final approval prior to processing the purchase order. The Purchase will be accomplished by the means of a City Purchase Order and Written Quote Form. ***City employees are prohibited from making "separate, sequential, or component" purchases to avoid purchase order requirements.*** Each purchase is anticipated to be completed within 5 to 7 business days from date of request. An awarded purchase order will be provided to the Vendor and the Department Head. Once goods are received, the Department will document on purchase order that the goods are received and provide the purchase order and the invoice to Finance for payment. ***All such expenditures must be approved by the Municipal Finance Officer and City Manager prior to awarding the purchase.***

~~When a Department Head seeks to expend sums between $3,001 and $10,000, the Department Head will obtain three formal quotes (mailed or faxed) for such goods or services except as provided in this manual. The quotes will be obtained by using the City of Windcrest Quote Request Form. This form will be faxed or mailed to each vendor that the department is requesting a quote from. At least one HUB must be contacted on a rotating basis for each purchase in this range. Please refer to www.window.state.tx.us/procurement for a list of the current HUB vendors for the commodity that is being purchased. If the list does not identify a HUB in Bexar County, the City is exempt from this requirement. If all of the vendors do not respond, but there is documentation of trying to obtain three quotes, the purchase can still be awarded.~~ ~~***All such expenditures must be approved by the Municipal Finance Officer and City Manager prior to awarding the purchase.***~~

D. PURCHASES OF $2~~5~~4,999.99~~,000~~ OR LESS BUT GREATER THAN $~~10,000~~10,000

Purchases that are $10,000 to $24,999.99 will be completed by the Accountant I in the Finance Department. The Department will submit in writing (email is sufficient), the item(s), make, model, and recommended vendor. A visual picture of the products will assist the Finance Department in the purchasing of the item(s). Finance will obtain three formal quotes (verbal / web) on goods or services with a total cost within this spending authority. Staff will always look at Buyboard or the State Procurement Website as part of the 3 quotes and will submit the quote form to atleast 1 HUB. Please refer to www.window.state.tx.us/procurement for a list of the current HUB vendors for the commodity that is being purchased. Once obtained, the recommended vendor and price will be provided to the Department Head for final approval prior to processing the purchase order. The Purchase will be accomplished by the means of a City Purchase Order and Written Quote Form. ***City employees are prohibited from making "separate, sequential, or component" purchases to avoid purchase order requirements.*** Each purchase is anticipated to be completed within 5 to 7 business days from date of request. An awarded purchase order will be provided to the Vendor and the Department Head. Once goods are received, the Department will document on purchase order that the goods are received and provide the purchase order and the invoice to Finance for payment. ***All such expenditures must be approved by the Municipal Finance Officer and the City Manager and the City Council prior to awarding the purchase. A formal resolution thru the City Council shall be attached to the purchase order.***

~~When a Department Head seeks to expend sums between $10,001 and $25,000, the Department Head will obtain three formal quotes (mailed or faxed) for such goods or services except as provided in this manual. The quotes will be obtained by using the City of Windcrest Quote Request Form. This form will be faxed or mailed to each vendor that the department is requesting a quote from. At least one HUB must be contacted on a rotating basis for each purchase in this range. Please refer to www.window.state.tx.us/procurement for a list of the current HUB vendors for the commodity that is being purchased. If the list does not identify a HUB in Bexar County, the City is exempt from this requirement.~~ ~~***All such expenditures must be approved by the Municipal Finance Officer and the City Manager and the City Council prior to awarding the purchase. A formal resolution thru the City Council shall be attached to the purchase order.***~~

MINOR CONSTRUCTION PROJECTS: Minor construction projects are construction activities under $25,000. The Project Manager for all minor construction projects for all City facilities will be determined by the City Manager (see section 2 below).

Change Orders: After any contract is signed, if changes are necessary in the scope of work, the contract price, or the contract time, a change order must be prepared on a City approved form for execution by the Contractor and the City. All change orders must be submitted thru the Accountant I in Finance.

- If a change order involves a decrease or an increase of $25,000 or less, the governing body may grant general authority to an administrative official of the municipality to approve the change orders.

- The original contract price may not be increased under this section by more than 25 percent. The original contract price may not be decreased under the Local Government Code by more than 25 percent without the consent of the contractor.

Payment Requisitions: Payment requisitions must be prepared, properly completed with **all** necessary signatures except the Finance Department and certified that all information contained on the Payment Requisition is correct including certification that the payment request is in compliance with the contract.

- PROFESSIONAL SERVICES: For professional services involving an anticipated fee of $25,000 or less, the requesting ~~Department Head~~Accountant I will create a Professional Services Contract for legal review.

All purchases $10,000 or greater must be approved by the City Council prior to award.

E. PURCHASES OVER $25,000

The Texas Local Government Code requires competitive bidding or proposals for city purchases exceeding $50,000 in amount, with very few exceptions. The City of Windcrest requires competitive bidding or proposals for city purchases exceeding $25,000 in amount with very few exceptions. Unless approved thru City Council to not complete the competitive bidding or proposals. ***City employees are prohibited from making "separate, sequential, or component purchases to avoid the competitive bidding requirements". A violation of these prohibitions is a Class B misdemeanor ($1,000 fine and/or 180 days in jail), and conviction results in immediate removal from office or employment and ineligibility for other public office or employment for four years after the date of conviction (Local Gov't. Code Section 271.029 and 271.030).***

Purchases must be made through formal, written, sealed competitive bids or proposals. ***Departments are prohibited from splitting purchases to avoid the formal bid requirement.***

City Council approval is required for the award of contracts for all purchases for goods and services of over $10,000. If the formal bid process is used and the low bid is $9,999.99 or below, the City Manager has the authority to execute the contract award.

- HIGH TECHNOLOGY PURCHASES: High technology purchases in excess of $25,000 must be made through formal, written, sealed proposals. ***Departments are prohibited from splitting purchases to avoid the formal proposal requirement.*** State law requires that the relative importance of price and other evaluation factors be specified in the RFP. All RFP's for high technology purchases must be approved by the Department Head, IT Committee, Legal, and the City Manager or his designee prior to advertisement of the RFP.

- PROFESSIONAL SERVICES: "Professional Services" are services which involve mental or intellectual skills, usually accompanied by formal certification or licensing by a state agency, such as accounting, architecture, engineering, medicine, planning, economics, law, financial advisory services and scientific or laboratory consulting services.

State law prohibits the purchase of professional services by competitive bidding. User departments must select professional service consultants on the basis of demonstrated competence and qualifications, and must negotiate fees on the basis of what is fair and reasonable for the type of services, rather than on a "low bid" basis. Except for architects and engineers, discussed below, both price and qualifications can be considered in selecting consultants.

For services involving an anticipated fee of more than $25,000, use the formal Request-For-Proposals ("RFP") procedure in coordination with the City Manager. Deviations from the RFP requirement must be based on unusual circumstances, and a written waiver must be approved by the City Manager.

Architects/Engineers:

In the case of architectural or engineering services a two step process must be followed. The first step is initial selection of the consultant based on demonstrated competence and qualifications (and not considering price); and the second step involves negotiation of a fee with the selected consultant. If fee negotiations are not successful, then fee negotiations with the second most qualified consultant may be undertaken, and so forth. It is important to keep in mind that price may **not** be considered in the initial selection of an engineer or architect.

The RFP and calendar (a schedule for the RFP & project) must be approved by the City Manager and the Attorney prior to issuance of the RFP. If the amount payable under the contract exceeds $9,999, award of the contract will require City Council approval.

Contract amendments: All contract amendments must be approved by the City Council.

Change in Services: The consultant must receive written approval from the City prior to initiating any additional work. Additional services for which compensation exceeds $10,000 of current contract amount must be approved by the City Council. All change of services for which compensation is less than $50,000 may be approved by the City Manager.

- CONSTRUCTION PROJECTS

Construction projects include construction activities for buildings, streets, and utility system improvements including renovations and demolitions. The City Manager will designate a Project Manager for each construction project. These projects sometimes involve the acquisition by the City of real property, right-of-way or easements, which must be completed before the contractor enters the project area. In addition, state law requires most public works projects to be designed and overseen by a registered professional engineer or architect, who can be either in house (Engineering Department) or a contracted consultant.

Technical specifications/plans and supplementary conditions are developed by the Architect/ Engineer.

a. Asbestos Abatement: If the project involves renovation or demolition work on an existing City building, state law requires an asbestos abatement survey to be conducted by a state licensed person, and material samples must be collected and submitted for analysis at a state certified laboratory. If asbestos is found, the Project Manager must contact the Engineering Department for additional information regarding asbestos abatement. All demolition projects require notification to the Texas Department of Health regardless of whether asbestos is present.

b. Elimination of Architectural Barriers: If the project involves construction of a building with an estimated construction cost of $50,000 or more, the City is required to submit all plans and specifications for the construction or renovation to the Texas Department of Licensing and Regulation for review for removal of barriers to persons with disabilities.

c. Change Orders: After the contract is signed, if changes are necessary in the scope of work, the contract price, or the contract time, the Architect/Engineer advises the Project Manager. With the Project Manager's approval, the Architect/ Engineer prepares a change order on a City approved form in triplicate originals for execution by the Contractor, the City, and the Architect/Engineer.

    The net amount of all change orders cannot increase the original contract price by more than 25%. The net amount of all change orders cannot decrease the original contract price by more than 25% without the Contractor's consent.

    Change orders involving an increase or decrease of less than $10,000 or less will be executed by the City Manager.

    Change orders involving an increase of more than $10,000 must be approved by City Council.

Payment Requisition: It is the responsibility of the Project Manager and the Engineer/Architect to ensure that the correct Payment Requisition forms are properly completed with **all** necessary signatures except the Finance Department, and/or the City Manager, which are obtained after the completed and signed Payment Requisition, is sent to the Finance Department. The City Manager's signature is only required on the final payment.

Final Payments: The City Manager signs all Final Payment Requisitions.

4. EXEMPT PURCHASING FUNCTIONS

State law provides a few exemptions from competitive bidding. Such examples include:

- The purchase of land or rights-of-ways;
- Personal or professional services, such as engineering, architectural, or planning services;
- Property bought at an auction;
- Property bought at a going-out-of-business sales; and
- Property bought from another political subdivision or state or federal government.
- In case of public calamity, where it becomes necessary to act at once to provide relief for local citizens or to preserve or protect the public health;
- In case of unforeseen damage to public property, machinery, or equipment, where immediate repair is necessary;
- Procurement necessary to preserve or protect public health or safety of the City's residents;
- Procurement for work that is performed and paid for by the day as the work progresses;
- Purchase of land or right-of-way; or
- Other matters as set forth in Section 252.022 of the Texas Local Gov't. Code.

The application of exemptions from competitive bidding requirements for purchases in excess of $10,000 must be approved in each case by the City Manager and the City Council.

5. EMERGENCY PURCHASES

Emergency purchases are those purchases caused by an unforeseen and dangerous situation that requires immediate action to preserve the health and safety of people or property in the City. When emergency purchases are made, the user department must make the purchase at the best possible price considering all existing circumstances and the necessity for prompt action. The Finance Department will issue a verbal approval upon request when an emergency occurs which must be followed-up with a purchase order as soon as time permits, or within 48 hours of purchase, whichever occurs first. The user department must submit a purchase requisition within 48 hours after the emergency purchase is made.

Emergency purchase orders in excess of $10,000 **must** be authorized by the Municipal Finance Officer and City Manager and ratified by the City Council at the next scheduled Council Meeting.

6. **SOLE SOURCE PURCHASES**

State laws allow for a limited exemption from competitive bidding for the purchase of goods where the functional requirements of the City can be satisfied by only one source. This applies to: purchases where competition is precluded because of:

the existence of patents, copyrights, secret processes or natural monopolies;

the purchase of films, manuscripts or books; purchases of electric power, gas, water, and other utility services;

the purchase of captive replacement parts or components for equipment; and

other items as specified in Section 252.022(a)(7) of the Texas Local Gov't. Code.

A product is eligible for sole source purchase only when there is a significant functional difference between the product and other similar products on the market, and when the item is available only from one vendor. The following are **not** sufficient justifications for a sole source purchase:

A product is made by only one manufacturer, if products from other manufacturers are available that perform a similar function.

A particular name brand of product is preferred over other brands.

Only one local vendor offers a product, if other vendors who offer the product can meet the City's needs and delivery time is critical.

Sole source purchases in excess of $10,000 must be approved by the City Manager and the City Council prior to the purchase. When City Council approval is necessary, a detailed explanation of the sole source basis for the purchase must be included by the user department on the agenda request form.

7. **RENTAL AND LEASE EQUIPMENT**

All lease agreements are accomplished by sealed bids/proposals if the amount of the lease is expected to exceed $50,000 over the **term** of the lease agreement. A lease of equipment is subject to the requirements for competition that apply to purchases. Rental or lease equipment agreements will be processed on a standard purchase order.

The user department must identify the source of funds to cover payments of lease charges for the entire period of the lease.

8. BLANKET PURCHASE ORDERS

The user department shall submit a purchase order for a blanket purchase order approval for an amount of estimated annual recurring expenditures. For example, a department would set up a blanket purchase order for vendors from whom they regularly purchase needed supplies. Examples might include office supplies, equipment parts, lubricants, fuel, and so forth.

9. **INTERGOVERNMENTAL PURCHASES**

It is the policy of the City to facilitate joint purchasing arrangements on an inter-governmental basis. The Municipal Finance Officer will work with other governmental entities to take advantage of the benefits of joint purchasing arrangements. In addition, the Municipal Finance Officer will utilize various cooperative programs available to the City.

10. **COMPUTER HARDWARE AND SOFTWARE PURCHASES**

The City has adopted the following policy for the purchase of computer hardware and software.

Any City staff employee can make purchases for computer supplies/equipment less than $100 (consumable items, such as diskettes, CD's, DVD's, ink cartridges, mice.)

Purchases of computer supplies/equipment $100.00 to $999.99 must have the approval of the Department Director, IT Director, and Municipal Finance Officer.

Purchase of computer supplies/equipment $1,000 - $25,000 must be approved by the Department Director, the IT Director, Municipal Finance Officer, and the City Manager.

If cost is estimated to exceed $50,000 the RFP policy applies.

All original program diskettes/CD's shall be kept by the City Secretary for retention filing at the Records Storage Center. The original software license is kept by the user department for its files.

11. CITY COUNCIL AUTHORIZATION

Contracts for the purchase of goods and services involving an expenditure in excess of $10,000 require the approval of the City Council, whether or not the purchase is to be obtained through a competitive bidding or proposals procedure. The Department Head is responsible for timely processing of City Council Agenda Request forms to the City Manager when Council approval is necessary for a purchase.

12. BUYING LOCALLY

The City encourages purchases from vendors in Windcrest when the needs of the City and the requirements for competition in this manual can be met. State law, however, does not permit purchases to be limited to Windcrest vendors when competition is afforded by out-of-town vendors who can meet the City's delivery and/or service requirements.

In purchasing any real property or personal property that is not affixed to real property, if the City receives one or more bids from local bidders, and the bids are within five percent of the lowest responsible bid received by the City from a nonresident bidder, City may award the contract to the lowest responsible bidder who is a local bidder, if the City determines in writing that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award including the employment of local residents, and increased tax revenues to the city.

13. HISTORICALLY UNDERUTILIZED BUSINESSES (HUB'S)

The City is taking the following actions to assist Historically Underutilized Businesses (HUB's) in doing business with the City.

The Department Heads insures that HUB's are given a fair and equal opportunity to bid on City contracts.

The Department Heads ensures that, before the City makes an expenditure of more than $3,000 but less than $50,000, at least one HUB is contacted on a rotating basis, based on information provided by the Texas Building and Procurement Commission.

It is the City's intent that these actions will promote participation of HUB's within the City.

14. FIXED ASSETS

The City is responsible for keeping records of all of its fixed assets. All new assets which have an original cost of $2,500 or more and a three year life span are fixed assets and will be added to the fixed assets records. Fixed assets are charged to the general ledger account code XXXXX. All duties and responsibilities of the fixed assets inventory records are supervised by the Finance Department. Effort by the directors and department heads throughout the City is necessary if the system is to work; however, this effort is centrally organized, monitored, and reported by the Finance Department staff.

Comment [SEM2]: Council, this is an Audit clean up.

Currently Fixed Assets greater than 1 year of life is on the Fixed Assets ledger in INCODE.

Staff recommends all fixed assets greater than 1 year be on the ledger, and that Capital Assets with a purchase price greater than $2,500 or more and greater than 3 year life span be added.

This will allow us to track all assets while reporting Capital Assets on the Balance Sheets that are of a certain dollar amount and have a longer life span.

Comments from Council?

Formatted: Highlight

15. SURPLUS

All surplus computer hardware and software must be returned to the IT Director. For all other surplus goods, contact the Finance Department for disposal either by on-line auction, or City Auction.

16. TRAVEL

All travel must be approved by the Municipal Finance Officer and the City Manager, using the attached Travel Request Form. All travel requests shall be made within 2 weeks of the travel date(s). The mileage rate to be reimbursed for all mileage will be the same rate of reimbursement used by the Federal Government.

17. RECYCLED PRODUCTS

The City encourages all user departments to assist in the purchase of recycled products and supports the entire process of recycling.

18. DOCUMENTS

REQUISITIONS: The Requisition requests authorization for the User Department to enter into a contract with a vendor to purchase goods and/or services for the user department and to charge the appropriate department or project budget once all approvals have been obtained.

THE PURCHASE ORDER: The primary purchasing document used by the City to secure supplies and/or equipment is the Purchase Order ("PO"). The PO is a binding written agreement between the City and a vendor obligating the City to pay for specified goods or services when delivered in accordance with the purchase order terms. PO's will be issued by the Finance Department only. **NO ORDER IS BINDING UPON THE CITY UNTIL A PURCHASE ORDER HAS BEEN ISSUED. NO EMPLOYEE SHALL CONSENT TO AN ORDER ON THE "CONFIRMING" BASIS BEFORE A PURCHASE ORDER HAS BEEN ISSUED. ANY PURCHASE ORDER THAT IS CONFIRMED WITH A VENDOR BEFORE BEING ISSUED A PURCHASE ORDER, WILL BE CONSIDERED AN AUTHORIZED PURCHASE AND WILL NEED TO BE REIMBURSED BY THE EMPLOYEE TO THE CITY.**

RECEIPTS: The user department is required to process a Material Receiving Report for complete delivery of an order prior to payment. This will be completed on the Requisition.

~~TELEPHONE/WRITTEN QUOTE FORM: The user department is required to complete the telephone/written quote form for all purchases greater than $500. The telephone/written quote form must be forwarded to the Finance Department for processing.~~

~~QUOTE REQUEST FORM: The user department is required to utilize the quote request form for all purchases greater than $3,000. The quote request form will ensure that each vendor receives the same information in which to base their quote on. The responses from the vendor along with the telephone/written quote form must be forwarded to the Finance Department for processing.~~

TRANSFERS OF FUNDS: In the event that the department director needs to transfer funds between line items the transfers of funds form must be completed.

FIXED ASSET ACTIVITY FORM: The Fixed Asset Activity Form must be completed for each fixed asset that is added, deleted or transferred. A fixed asset is a cost of $2,500 or greater at the time of purchase.

TRAVEL AUTHORIZATION FORM: All travel must be approved using the attached form. It must be submitted within 2 weeks of the travel date(s).

WINDCREST

TEXAS

PURCHASING POLICY

Original Adopted: April 18, 2011

Revised Adopted: ___________________

TABLE OF CONTENTS

1. INTRODUCTION

This policy is intended to establish and describe the basic procurement policies under which the City of Windcrest (the “City”) will operate. This policy is effective immediately upon issuance, and supersedes all previous purchasing instructions or directives.

The Finance Department is the City’s oversight department for buying and contracting for the acquisition, storage and disposal of goods, and for the procurement of services and construction. Each Department Head will be responsible for following the purchasing policy.

2. FINANCE DEPARTMENT POLICY STATEMENT

The City Manager is responsible for the administrative affairs of the City. The City Manager has delegated the purchasing responsibility within the guidelines established in this manual to the Department Heads and the Finance Department. Each Department Head is authorized to execute orders on behalf of the City within these policy guidelines. Any interpretation of these guidelines necessary for the effective operation of the purchasing function will be made by the City Mayor .

3. PURCHASE CATEGORIES

The City’s purchasing categories are outlined below.

A. PURCHASE CARDS & CHARGE ACCOUNTS

Purchase Cards and Charge Accounts are to be used for purchasing small dollar (less than $ 999.99), high volume items, and for official City travel. Purchase Cards and Charge Accounts are for official City business purposes only and shall not be used for any personal transactions. Use of the Purchase Card to make purchases of capitalized equipment is prohibited. Improper use of a Purchasing Card or Charge Account may result in disciplinary action, up to and including termination of employment.

All purchase cardholders must be approved by both the Municipal Finance Officer and, City Manager.

All open credit accounts must be approved by the Municipal Finance Officer. An example of open credit accounts would be like Home Depot, Office Max, Sam’s, etc…

Purchase Cardholder responsibilities:

1. All purchase transactions processed against the Purchase Card or Charge Account must be made by the purchase cardholder.

2. The Cardholder or Charge Account Holder shall forward all documentation of all purchases to the Finance Department within 2 business days of the purchase.

3. The cardholder shall be responsible for maintaining the security of the card and shall be personally liable for any charges that are assessed against the card for other than official City business conducted in accordance with the policies contained herein.

4. The cardholder shall immediately advise the Municipal Finance Officer of any lost or stolen cards or any suspicion of identity theft related to the card.

5. Purchase Card purchase approvals: The department manager or department head must review all charge documentation and approve all cardholder statements. Each statement cycle a copy of the statement will be provided to the City Manager for review and approval.

Purchase Card dollar limitations:

1. The Purchase Card and / or Charge Accounts are to be used for purchases of goods or certain business services under $1,000 without a Purchase Requisition or Purchase Order, except as provided in the next paragraph. This means if the total payment, including freight, to be made to a vendor is equal to or more than $1,000 , a purchase order must be used. Purchase Card purchases exceeding $1,000 will be used for travel only. There are only going to be 2 Purchase Cards, and will be held by the Finance Department. If a purchase needs to be made by a department on the Purchase Card, it will need to be checked out from Finance.

2. Purchase Cards may be used where vendors will not accept a purchase order or there are exceptional circumstances for the purchase. The Purchase Card holder must have written approval from the City Manager or his designee for the purchase prior to placing an order.

Suspension/Termination of Credit Cards: Cardholders who do not abide by City policies will have their Purchase Card privileges suspended and may face further disciplinary action, up to and including termination and prosecution by the City. The Purchase Card shall be immediately canceled when the cardholder's employment with the City is terminated.

B. PURCHASES OF $3,000 OR LESS BUT GREATER THAN $999.99

Purchases that are $1,000 to $2,999.99 will be completed by the Accountant I in the Finance Department. The Department will submit in writing (email is sufficient), the item(s), make, model, and recommended vendor. A visual picture of the products will assist the Finance Department in the purchasing of the item(s). Finance will obtain three informal quotes (verbal / web) on goods or services with a total cost within this spending authority. Staff will always look at Buyboard or the State Procurement Website as part of the 3 quotes. Once obtained, the recommended vendor and price will be provided to the Department Head for final approval prior to processing the purchase order. The Purchase will be accomplished by the means of a City Purchase Order and Telephone /Written Quote Form. ***City employees are prohibited from making "separate, sequential, or component" purchases to avoid purchase order requirements.*** Competitive quotations or bidding are not required. Each purchase is anticipated to be completed within 3 business days from date of request. An awarded purchase order will be provided to the Vendor and the Department Head. Once goods are received, the Department will document on purchase order that the goods are received and provide the purchase order and the invoice to Finance for payment.

C. PURCHASES OF $ 9,999.99 OR LESS BUT GREATER THAN $3,000

Purchases that are $3,000 to $9,999.99 will be completed by the Accountant I in the Finance Department. The Department will submit in writing (email is sufficient), the item(s), make, model, and recommended vendor. A visual picture of the products will assist the Finance Department in the purchasing of the item(s). Finance will obtain three formal quotes (verbal / web) on goods or services with a total cost within this spending authority. Staff will always look at Buyboard or the State Procurement Website as part of the 3 quotes and will submit the quote form to at least 1 HUB. Please refer to www.window.state.tx.us/procurement for a list of the current HUB vendors for the commodity that is being purchased. Once obtained, the recommended vendor and price will be provided to the Department Head for final approval prior to processing the purchase order. The Purchase will be accomplished by the means of a City Purchase Order and Written Quote Form. ***City employees are prohibited from making "separate, sequential, or component" purchases to avoid purchase order requirements.*** Each purchase is anticipated to be completed within 5 to 7 business days from date of request. An awarded purchase order will be provided to the Vendor and the Department Head. Once goods are received, the Department will document on purchase order that the goods are received and provide the purchase order and the invoice to Finance for payment. ***All such expenditures must be approved by the Municipal Finance Officer and City Manager prior to awarding the purchase.***

D. PURCHASES OF $24,999.99 OR LESS BUT GREATER THAN $10,000

Purchases that are $10,000 to $24,999.99 will be completed by the Accountant I in the Finance Department. The Department will submit in writing (email is sufficient), the item(s), make, model, and recommended vendor. A visual picture of the products will assist the Finance Department in the purchasing of the item(s). Finance will obtain three formal quotes (verbal / web) on goods or services with a total cost within this spending authority. Staff will always look at Buyboard or the State Procurement Website as part of the 3 quotes and will submit the quote form to atleast 1 HUB. Please refer to www.window.state.tx.us/procurement for a list of the current HUB vendors for the commodity that is being purchased. Once obtained, the recommended vendor and price will be provided to the Department Head for final approval prior to processing the purchase order. The Purchase will be accomplished by the means of a City Purchase Order and Written Quote Form. ***City employees are prohibited from making "separate, sequential, or component" purchases to avoid purchase order requirements.*** Each purchase is anticipated to be completed within 5 to 7 business days from date of request. An awarded purchase order will be provided to the Vendor and the Department Head. Once goods are received, the Department will document on purchase order that the goods are received and provide the purchase order and the invoice to Finance for payment. ***All such expenditures must be approved by the Municipal Finance Officer and the City Manager and the City Council prior to awarding the purchase. A formal resolution thru the City Council shall be attached to the purchase order.***

> MINOR CONSTRUCTION PROJECTS: Minor construction projects are construction activities under $25,000. The Project Manager for all minor construction projects for all City facilities will be determined by the City Manager (see section 2 below).

Change Orders: After any contract is signed, if changes are necessary in the scope of work, the contract price, or the contract time, a change order must be prepared on a City approved form for execution by the Contractor and the City. All change orders must be submitted thru the Accountant I in Finance.

- If a change order involves a decrease or an increase of $25,000 or less, the governing body may grant general authority to an administrative official of the municipality to approve the change orders.

- The original contract price may not be increased under this section by more than 25 percent. The original contract price may not be decreased under the Local Government Code by more than 25 percent without the consent of the contractor.

Payment Requisitions: Payment requisitions must be prepared, properly completed with

all necessary signatures except the Finance Department and certified that all information contained on the Payment Requisition is correct including certification that the payment request is in compliance with the contract.

- PROFESSIONAL SERVICES: For professional services involving an anticipated fee of $25,000 or less, the requesting Accountant I will create a Professional Services Contract for legal review.

All purchases $10,000 or greater must be approved by the City Council prior to award.

E. PURCHASES OVER $25,000

The Texas Local Government Code requires competitive bidding or proposals for city purchases exceeding $50,000 in amount, with very few exceptions. The City of Windcrest requires competitive bidding or proposals for city purchases exceeding $25,000 in amount with very few exceptions. Unless approved thru City Council to not complete the competitive bidding or proposals. ***City employees are prohibited from making "separate, sequential, or component purchases to avoid the competitive bidding requirements". A violation of these prohibitions is a Class B misdemeanor ($1,000 fine and/or 180 days in jail), and conviction results in immediate removal from office or employment and ineligibility for other public office or employment for four years after the date of conviction (Local Gov't. Code Section 271.029 and 271.030).***

Purchases must be made through formal, written, sealed competitive bids or proposals. ***Departments are prohibited from splitting purchases to avoid the formal bid requirement.***

City Council approval is required for the award of contracts for all purchases for goods and services of over $10,000. If the formal bid process is used and the low bid is $9,999.99 or below, the City Manager has the authority to execute the contract award.

- HIGH TECHNOLOGY PURCHASES: High technology purchases in excess of $25,000 must be made through formal, written, sealed proposals. ***Departments are prohibited from splitting purchases to avoid the formal proposal requirement.*** State law requires that the relative importance of price and other evaluation factors be specified in the RFP. All RFP's for high technology purchases must be approved by the Department Head, IT Committee, Legal, and the City Manager or his designee prior to advertisement of the RFP.

- PROFESSIONAL SERVICES: "Professional Services" are services which involve mental or intellectual skills, usually accompanied by formal certification or licensing by a state agency, such as accounting, architecture, engineering, medicine, planning, economics, law, financial advisory services and scientific or laboratory consulting services.

State law prohibits the purchase of professional services by competitive bidding. User departments must select professional service consultants on the basis of demonstrated competence and qualifications, and must negotiate fees on the basis of what is fair and reasonable for the type of services, rather than on a "low bid" basis. Except for architects and engineers, discussed below, both price and qualifications can be considered in selecting consultants.

For services involving an anticipated fee of more than $25,000, use the formal Request-For-Proposals ("RFP") procedure in coordination with the City Manager. Deviations from the RFP requirement must be based on unusual circumstances, and a written waiver must be approved by the City Manager.

Architects/Engineers:

In the case of architectural or engineering services a two step process must be followed. The first step is initial selection of the consultant based on demonstrated competence and qualifications (and not considering price); and the second step involves negotiation of a fee with the selected consultant. If fee negotiations are not successful, then fee negotiations with the second most qualified consultant may be undertaken, and so forth. It is important to keep in mind that price may **not** be considered in the initial selection of an engineer or architect.

The RFP and calendar (a schedule for the RFP & project) must be approved by the City Manager and the Attorney prior to issuance of the RFP. If the amount payable under the contract exceeds $9,999, award of the contract will require City Council approval.

Contract amendments: All contract amendments must be approved by the City Council.

Change in Services: The consultant must receive written approval from the City prior to initiating any additional work. Additional services for which compensation exceeds $10,000 of current contract amount must be approved by the City Council. All change of services for which compensation is less than $50,000 may be approved by the City Manager.

- CONSTRUCTION PROJECTS

Construction projects include construction activities for buildings, streets, and utility system improvements including renovations and demolitions. The City Manager will designate a Project Manager for each construction project. These projects sometimes involve the acquisition by the City of real property, right-of-way or easements, which must be completed before the contractor enters the project area. In addition, state law requires most public works projects to be designed and overseen by a registered professional engineer or architect, who can be either in house (Engineering Department) or a contracted consultant.

Technical specifications/plans and supplementary conditions are developed by the Architect/ Engineer.

a. Asbestos Abatement: If the project involves renovation or demolition work on an existing City building, state law requires an asbestos abatement survey to be conducted by a state licensed person, and material samples must be collected and submitted for analysis at a state certified laboratory. If asbestos is found, the Project Manager must contact the Engineering Department for additional information regarding asbestos abatement. All demolition projects require notification to the Texas Department of Health regardless of whether asbestos is present.

b. Elimination of Architectural Barriers: If the project involves construction of a building with an estimated construction cost of $50,000 or more, the City is required to submit all plans and specifications for the construction or renovation to the Texas Department of Licensing and Regulation for review for removal of barriers to persons with disabilities.

c. Change Orders: After the contract is signed, if changes are necessary in the scope of work, the contract price, or the contract time, the Architect/Engineer advises the Project Manager. With the Project Manager's approval, the Architect/ Engineer prepares a change order on a City approved form in triplicate originals for execution by the Contractor, the City, and the Architect/Engineer.

    The net amount of all change orders cannot increase the original contract price by more than 25%. The net amount of all change orders cannot decrease the original contract price by more than 25% without the Contractor's consent.

    Change orders involving an increase or decrease of less than $10,000 or less will be executed by the City Manager.

    Change orders involving an increase of more than $10,000 must be approved by City Council.

    Payment Requisition: It is the responsibility of the Project Manager and the Engineer/Architect to ensure that the correct Payment Requisition forms are properly completed with **all** necessary signatures except the Finance Department, and/or the City Manager, which are obtained after the completed and signed Payment Requisition, is sent to the Finance Department. The City Manager's signature is only required on the final payment.

Final Payments: The City Manager signs all Final Payment Requisitions.

4. **EXEMPT PURCHASING FUNCTIONS**

State law provides a few exemptions from competitive bidding. Such examples include:

- The purchase of land or rights-of-ways;
- Personal or professional services, such as engineering, architectural, or planning services;
- Property bought at an auction;
- Property bought at a going-out-of-business sales; and
- Property bought from another political subdivision or state or federal government.
- In case of public calamity, where it becomes necessary to act at once to provide relief for local citizens or to preserve or protect the public health;
- In case of unforeseen damage to public property, machinery, or equipment, where immediate repair is necessary;
- Procurement necessary to preserve or protect public health or safety of the City's residents;
- Procurement for work that is performed and paid for by the day as the work progresses;
- Purchase of land or right-of-way; or
- Other matters as set forth in Section 252.022 of the Texas Local Gov't. Code.

The application of exemptions from competitive bidding requirements for purchases in excess of $10,000 must be approved in each case by the City Manager and the City Council.

5. **EMERGENCY PURCHASES**

Emergency purchases are those purchases caused by an unforeseen and dangerous situation that requires immediate action to preserve the health and safety of people or property in the City. When emergency purchases are made, the user department must make the purchase at the best possible price considering all existing circumstances and the necessity for prompt action. The Finance Department will issue a verbal approval upon request when an emergency occurs which must be followed-up with a purchase order as soon as time permits, or within 48 hours of purchase, whichever occurs first. The user department must submit a purchase requisition within 48 hours after the emergency purchase is made.

Emergency purchase orders in excess of $10,000 **must** be authorized by the Municipal Finance Officer and City Manager and ratified by the City Council at the next scheduled Council Meeting.

6. **SOLE SOURCE PURCHASES**

State laws allow for a limited exemption from competitive bidding for the purchase of goods where the functional requirements of the City can be satisfied by only one source. This applies to: purchases where competition is precluded because of:

the existence of patents, copyrights, secret processes or natural monopolies;

the purchase of films, manuscripts or books; purchases of electric power, gas, water, and other utility services;

the purchase of captive replacement parts or components for equipment; and

other items as specified in Section 252.022(a)(7) of the Texas Local Gov't. Code.

A product is eligible for sole source purchase only when there is a significant functional difference between the product and other similar products on the market, and when the item is available only from one vendor. The following are **not** sufficient justifications for a sole source purchase:

A product is made by only one manufacturer, if products from other manufacturers are available that perform a similar function.

A particular name brand of product is preferred over other brands.

Only one local vendor offers a product, if other vendors who offer the product can meet the City's needs and delivery time is critical.

Sole source purchases in excess of $10,000 must be approved by the City Manager and the City Council prior to the purchase. When City Council approval is necessary, a detailed explanation of the sole source basis for the purchase must be included by the user department on the agenda request form.

7. **RENTAL AND LEASE EQUIPMENT**

All lease agreements are accomplished by sealed bids/proposals if the amount of the lease is expected to exceed $50,000 over the **term** of the lease agreement. A lease of equipment is subject to the requirements for competition that apply to purchases. Rental or lease equipment agreements will be processed on a standard purchase order.

The user department must identify the source of funds to cover payments of lease charges for the entire period of the lease.

8. BLANKET PURCHASE ORDERS

The user department shall submit a purchase order for a blanket purchase order approval for an amount of estimated annual recurring expenditures. For example, a department would set up a blanket purchase order for vendors from whom they regularly purchase needed supplies. Examples might include office supplies, equipment parts, lubricants, fuel, and so forth.

9. **INTERGOVERNMENTAL PURCHASES**

It is the policy of the City to facilitate joint purchasing arrangements on an inter-governmental basis. The Municipal Finance Officer will work with other governmental entities to take advantage of the benefits of joint purchasing arrangements. In addition, the Municipal Finance Officer will utilize various cooperative programs available to the City.

10. **COMPUTER HARDWARE AND SOFTWARE PURCHASES**

The City has adopted the following policy for the purchase of computer hardware and software.

Any City staff employee can make purchases for computer supplies/equipment less than $100 (consumable items, such as diskettes, CD’s, DVD’s, ink cartridges, mice.)

Purchases of computer supplies/equipment $100.00 to $999.99 must have the approval of the Department Director, IT Director, and Municipal Finance Officer.

Purchase of computer supplies/equipment $1,000 - $25,000 must be approved by the Department Director, the IT Director, Municipal Finance Officer, and the City Manager.

If cost is estimated to exceed $50,000 the RFP policy applies.

All original program diskettes/CD's shall be kept by the City Secretary for retention filing at the Records Storage Center. The original software license is kept by the user department for its files.

11. CITY COUNCIL AUTHORIZATION

Contracts for the purchase of goods and services involving an expenditure in excess of $10,000 require the approval of the City Council, whether or not the purchase is to be obtained through a competitive bidding or proposals procedure. The Department Head is responsible for timely processing of City Council Agenda Request forms to the City Manager when Council approval is necessary for a purchase.

12. BUYING LOCALLY

The City encourages purchases from vendors in Windcrest when the needs of the City and the requirements for competition in this manual can be met. State law, however, does not permit purchases to be limited to Windcrest vendors when competition is afforded by out-of-town vendors who can meet the City's delivery and/or service requirements.

In purchasing any real property or personal property that is not affixed to real property, if the City receives one or more bids from local bidders, and the bids are within five percent of the lowest responsible bid received by the City from a nonresident bidder, City may award the contract to the lowest responsible bidder who is a local bidder, if the City determines in writing that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award including the employment of local residents, and increased tax revenues to the city.

13. HISTORICALLY UNDERUTILIZED BUSINESSES (HUB'S)

The City is taking the following actions to assist Historically Underutilized Businesses (HUB's) in doing business with the City.

The Department Heads insures that HUB's are given a fair and equal opportunity to bid on City contracts.

The Department Heads ensures that, before the City makes an expenditure of more than $3,000 but less than $50,000, at least one HUB is contacted on a rotating basis, based on information provided by the Texas Building and Procurement Commission.

It is the City's intent that these actions will promote participation of HUB's within the City.

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