

City of Granbury, Texas



Annual Adopted Budget FY 2016-2017



Annual Operating Budget

FY 2016-2017

Due to the passage of S.B. No. 656, Section 102.007 of the Texas Local Government Code was amended to require that the following information be included as the cover page for a budget document.

CITY COUNCIL RECORD VOTE

The record vote of each member of the governing body by name voting on the adoption of the budget is as follows:

- Mickey Parson - Aye
- Tony Allen - Aye
- Gary Couch - Aye
- Rose Myers - Aye
- Tony Mobly- Aye

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$445,834 which is a 9.03% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$145,672.”

TAX RATE					
Fiscal Year	Property Tax Rate	Effective Tax Rate	Effective M&O Tax Rate	Rollback Tax Rate	Debt Rate
2016-17	0.397584	0.371040	0.376791	0.443390	0.238749
2015-16	0.397584	0.381560	0.361299	0.431871	0.217410

MUNICIPAL DEBT OBLIGATIONS - PRINCIPAL & INTEREST		
Tax Supported	Revenue Supported	Total
\$29,475,000	\$32,693,000	\$62,168,000

ANNUAL OPERATING BUDGET

Granbury, Texas

Fiscal Year

October 1, 2016 through September 30, 2017

MAYOR

Nin Hulett

COUNCIL MEMBERS

Mickey Parson Mayor Pro-Tem

Tony Allen Council Member

Gary Couch Council Member

Rose Myers Council Member

Tony Mobly. Council Member

CITY MANAGER

Chris Coffman

Operating Budget
document prepared by the

FINANCE DEPARTMENT



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City of Granbury

City Council

2016-2017



Nin Hulett
Mayor



Tony Allen
Council Member
Place 2



Gary Couch
Council Member
Place 3



Rose Myers
Council Member
Place 4



Tony Mobly
Council Member
Place 5



Mickey Parson
Council Member
Place 6

The Mayor and five City Council members, as elected representatives of the City of Granbury, formulate public policy to meet community needs and assure orderly development of the City. The City Council is responsible for appointing the City Manager, City Attorney, Municipal Judge and City Secretary, as well as various citizens boards and commissions.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Granbury
Texas**

For the Fiscal Year Beginning

October 1, 2015

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Granbury, TX for its annual budget for the fiscal year beginning October 1, 2015.

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

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

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MESSAGE FROM THE CITY MANAGER



Chris Coffman

Honorable Mayor and City Council:

It is my honor to present to you the Annual Operating Budget for the City of Granbury for the fiscal year of 2016-2017. This document details the comprehensive strategic plan by which Granbury strives to enhance its quality of life. The Operating Budget is an outline of the programs and services to be provided by the City during the coming year. The City of Granbury is an exciting place to live, work and play. The City plays an important role in defining the way of life by developing and maintaining standards which have contributed to a pleasant, attractive, dynamic and healthy community. Managing Granbury’s future growth is another priority as we work to maintain the City’s unique character and preserve its rich historic heritage.

This budget continues the objectives and priorities established by our citizens and the City Council to meet challenges and effectively plan for future needs.

It balances the cost of new and expanded programs needed to address City priorities against the City’s financial and human resources limits and its adherence to the Fiscal and Budgetary Policy.

The City Council and Staff have attended a two-day strategic planning workshop discussing this budget and the City’s five-year strategic plan. In addition, I have met with each of you to further discuss the budget objectives and have included them within this operating budget. The meetings established the priorities needed for the Budget process, clarifying and redefining the City’s Goals and Objectives for the next several years to help guide everyone in the planning process. The first year of the five year strategic plan functions as the base for our operating budget and insures that concerns are addressed that may impact the city’s future.

The City Council previously approved the following Mission Statement, Vision Statement, and Goal statements:

MISSION STATEMENT

Providing quality of life through exceptional services with a friendly and responsive staff.

VISION STATEMENT

Where Community, Heritage, Culture, and Tourism promote and provide our City with an exceptional quality of life.

CITY OF GRANBURY GOALS



BUDGET FOCUS ON CITY GOALS

The goals listed were the focal points in establishing this budget. Shown below are some examples of the City’s goals being addressed through the Budget process.

SERVICE DELIVERY

Providing efficient and effective delivery of City services is one of the goals of the Annual Operating Budget. Public Safety continues to be a major focus of our city, and recent annexation growth requires that the City maintain a strong police force over a larger area. Technology continues to be an important tool for increased effectiveness and productivity. As your City Manager, I will continue to assess, evaluate and measure to ensure that excellence is the outcome in the performance and service delivery provided to the citizens of Granbury.

INFRASTRUCTURE BASICS

Infrastructure construction and upgrades has been a major emphasis of our City. We recently completed the second phase of the Moments in Time Trail, the second phase of the Granbury Skate Park, and we are currently upgrading the electric infrastructure system throughout the downtown area. In addition, within the previous three years, the City completed the drilling of more than a dozen new ground water wells in an effort to meet the growing demand for water. This fiscal year will be the groundbreaking for the new drinking water desalination plant which will be completed in the current year, and the start of the Downtown Square Improvement project. The City will continue its program of replacing and repairing deficient water and sewer mains around the City. Our meter reading department is exploring options to upgrade our system to the advanced metering infrastructure (AMI) integrated system. The AMI is an integrated system of smart meters, communications networks, and data management systems that enables two-way communication between utilities and customers.

TOURISM DEVELOPMENT

Lake Granbury has been a major attraction of tourists and local citizens. With our lake full again, the boardwalk alongside the water's edge and the enlarged sandy beach along the lake, are crowd favorites.



If there's one thing the prolonged drought and the oil and gas boom-and-bust revealed, it's that Granbury must be diversified in its tourism offerings. Branding the community as a relaxing getaway in the Dallas/Fort Worth metroplex can appeal to multiple life stages, including young, mid-life and Baby Boomers. Culinary arts destinations, regional family attractions, boutique shopping on the Square, outdoor and boating activities and a variety of lodging options are amenities that support the brand promise.

In September 2015, the City of Granbury signed a three-year contract delegating the management and supervision of tourism programs and activities funded with Hotel Occupancy Tax revenue to Visit Granbury, Inc.

Visit Granbury, Inc. is an independent non-profit third party organization governed by a Board of Directors and a CEO, and organized for the primary purpose of promotion, solicitation, and marketing of the City.

Major activity related to community development in fiscal year 2016-17 will be the continued successful operation of the Conference Center on the shores of Lake Granbury. Conferences are considered to be key to increasing mid-week travel to Granbury. Additionally, the Dora Lee Langdon Cultural and Educational Center just one block away from the historic downtown square provides opportunities for cultural programs and life-long learning through community educational development.

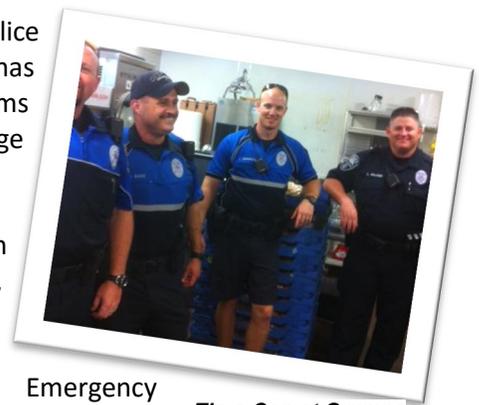
During fiscal year 2013-14, the renovation project of the Historic Opera House in downtown Granbury was completed. This beautifully renovated theatre with a state-of-

the-art interior became a mecca for regional theatre lovers and is sure to deliver a steady stream of tourists to Granbury.

CITIZEN INVOLVEMENT

The City continues to operate the Granbury Public TV Station on both cable and internet access venues, and plans to develop programming that will help keep the community informed and involved in all the local government entities in and around Granbury. The live broadcasting of the City Council meetings and the County Commissioner's meetings have increased the viewership of this channel.

The Police department has several programs that encourage citizen participation including Citizen Police Academy, Citizens on Patrol, Community Emergency Response Team, Community



Tip-a-Cop at Grumps

and Business Awareness Program, D.A.R.E., and Citizen's Appreciation Day. The Police Department conducts an annual fund raising event to assist in the funding of the Citizen Police Academy at Grump's a local restaurant where the officers actually wait on the customers for tips. All of these efforts are successful in positive police interaction with the citizens and enhances citizen participation. The Police Department is seeking to be recognized by the Texas Police Chiefs Association (TPCA) by implementing the TPCA Recognition program

which includes adopting policies and procedures reviewed and approved by this prestigious and reliable State Association.



INTERGOVERNMENTAL RELATIONSHIPS

A major project continuing on into 2016-2017 is the expansion of the Airport. The City will partner with TXDOT and the Federal Aviation administration to obtain \$15.7 million in grant revenues to support this expansion.

The City will continue its relationship with the Texas Historical Commission to support the Texas Lakes Trail Regional Coordinator, as well as adding support for the Clean Air Coalition by hosting the grant program from Texas Commission on Environmental Quality within this budget.



ECONOMIC DEVELOPMENT

The City will utilize a study that will be produced by Linda Burns Consulting to assist the city and county on manufacturing and business recruitment.

Economic development projects will be administered by the City Manager and Economic Development Coordinator. Retail still remains strong in our community with sales and use tax increasing annually at a steady rate. Continued collaboration with the Governor’s office, the Texas Department of Agriculture, the Texas Economic Development Corporation, local developers, banks, land owners and realtors will provide exposure to Granbury.



Budget Overview

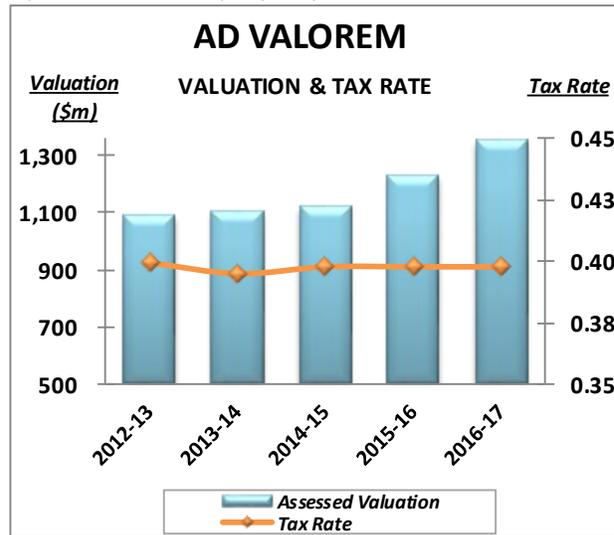
The City’s revenue sources have maintained growth rates in sales and use tax from the previous year. Therefore, the City is continuing in acquiring capital improvements. Department budgets have remained level and additional capital improvement projects have been

planned and will begin to be implemented this year.

The FY 2016-17 Operating Budget totals \$43.8 million for all funds. Of that amount, approximately \$32.6 million is for continued operations, \$5.1 million for debt service, and funding for capital improvement projects and equipment is \$2.8 million. Operating interfund charges/transfers are approximately \$2.8 million.

PROPERTY VALUES

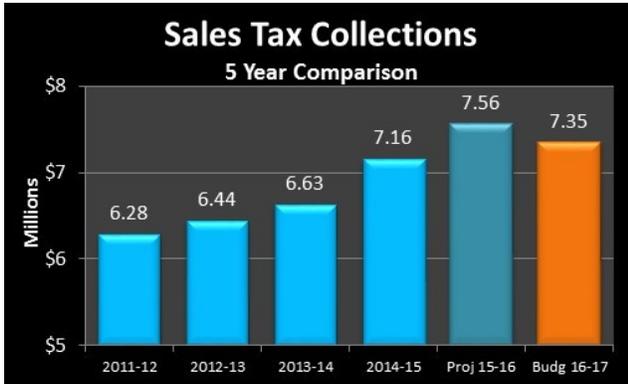
Property valuations increased by \$112.1 (9%) in FY 2016-17, reflecting an increase from \$1,241M to \$1,353M. The new commercial developments were the major contributors this year to the new property values.



PROPERTY TAX RATE

The City’s proposed property tax rate for FY 2016-17 is \$.397584, which is consistent with last year’s property tax rate. The proposed debt service portion of the tax rate is \$.209634 and the maintenance and operations portion is \$.187950 in order to support the total tax rate at \$.397584 per \$100 property valuation. As shown in our maintenance and operation tax rate, the City’s operations are primarily supported by our Sales Tax revenue, as well as other fees.

SALES TAX



In past years the main factor that allowed the City to grow was the state of the economy in the Granbury area. Granbury is continuing as the financial hub of the area; the Economic climate has continued to improve, and the most recent sales tax collections continue to show an increase and renewed activity.

Lake Granbury is once again full after suffering from the third drought since its creation, and tourism has increased with recreational activities related to the water and outdoors.

Granbury’s historical downtown district, with its shopping, bed and breakfasts and other tourist attractions, also continues to serve the area well to draw people that help support the sales tax base in the City. In addition, the Conference Center continues to attract many conferences to the area during weekdays, not just on weekends, that will result in a more stabilized flow of sales tax dollars.

The construction of a new electric generation facility brought several hundred workers to the area during the current budget cycle. Additionally, the Luminant nuclear plant hosted two shut-downs in the same budget cycle which caused a large number of workers to be in the area. However, because of the anticipated reduced construction activities in the upcoming budget year, we are not expecting additional increases in the sales, use and hotel occupancy taxes.

The expansion of commercial and retail development to the east on State Highway 377 has provided the largest increase in property evaluations and generating sales and use tax.

This budget illustrates an increased growth over the last year, and the City projects sales tax revenues for next year at a 3% increase over the FY 2015-16 for a total of \$7.35 million in FY 2016-17.

UTILITY RATES

In previous years, the City of Granbury has purchased processed water from the Brazos River Authority (BRA) operated Surface Water Area Treatment System (SWATS). On May 31, 2012 a new entity was established called the Brazos Regional Public Utility Agency. This entity was formed by the Acton Municipal Utility District and Johnson County Special Utility District for the purpose of purchasing and operating the SWATS facility, previously operated by BRA. As discussed in previous years, the City will continue its efforts to control water rates by lowering our dependence on treated water from the SWATS water plant, through our continued reliance on water from underground water wells. The implementation of water management techniques and processes, the drilling of a dozen new ground water wells, other cost-containment measures, and the beginning of the construction for the new water processing plant will help us minimize our usage of SWATS in the future years. This new plant will be expandable to provide for the future growth in the city.

On August 24, 2007, the City of Granbury negotiated a ten year contract with Bryan Texas Utilities (BTU) with cost pegged at \$74.75 per 1,000 Kilowatt hours plus the transmissions fees of approximately twelve dollars for the transportation lines totaling approximately \$86.75 per 1,000 Kilowatt hours. The major factor in the costs of electricity is the cost of natural gas and coal, since these are the major fuel firing electric generation plants. In order to mitigate the increased cost of transmission charges passed through by ERCOT, the City adopted an electric ordinance allowing for a power cost adjustment factor. In addition to the appropriate base rates, each customer’s monthly charges are increased/decreased by an amount equal to the total power cost incurred in providing the electric service.

The market rate for natural gas contracts has decreased significantly over the last ten years, putting long term contracts in a less favorable position. During this budget cycle, bids will be awarded of the future electric power at a much lower cost and allowing the utility rates for electricity to be more profitable for the city.

BUDGET HIGHLIGHTS

The major program initiatives for the FY 2016-17 Operating Budget and beyond are further outlined as follows:

PARKS AND RECREATION

A connection of the Moments in Time Trail between the Hewlett Park and the downtown parks was completed during the current fiscal year. It allows the trail system to begin at the city beach and end at the Municipal Airport.

Phase II of the skate park was also recently completed, and it attracts various tournaments and tourists. The children’s swimming pool will receive a fresh coating to the surface that will enhance safety for the younger children that frequent the pool facility. All other efforts will be focused on the continued maintenance and enhancements of park assets which maximize the access of citizens and visitors to the Granbury Area.

AIRPORT

After decades of planning and acquiring land for the airport runway project, it is anticipated that the City and TXDOT Aviation division will agree to a \$32M joint project to expand the Granbury Regional Airport. Hangar fees will be increased, and it is expected that fuel sales will be more profitable to assist the airport with its future capital investment needs.

PRIORITIES AND ISSUES

The City has always been committed to conservation and sound financial planning. The continuation of the processes that were instituted last year for controlling cost and capital expenditures will be a major factor in ensuring that the City of Granbury remains on sound and stable financial footing in the upcoming years. The City will initiate some new capital projects in FY 2016-17 and will focus on maintaining quality service-oriented performance, in regards to services and venues currently available.

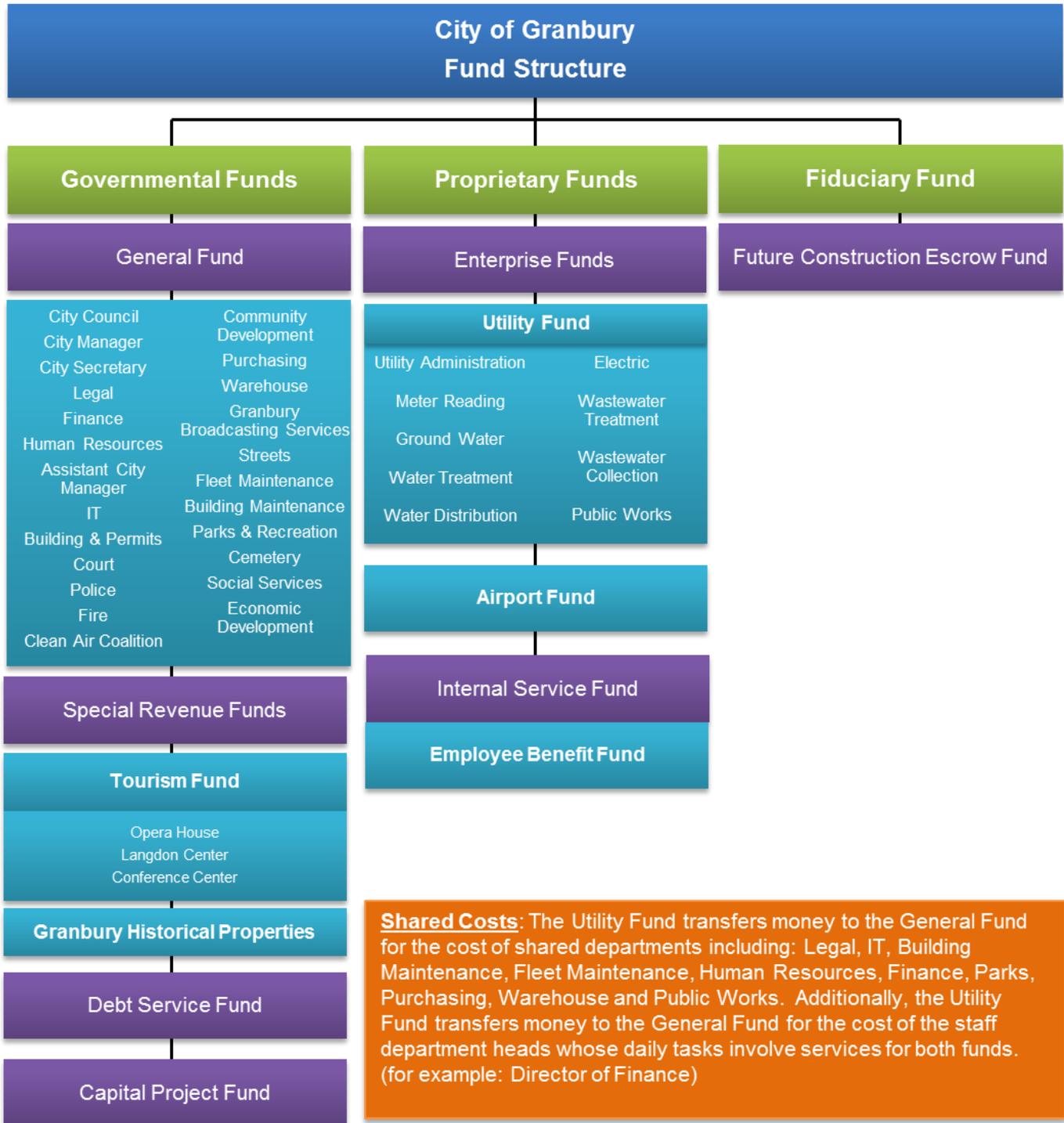
FINANCIAL GOALS

The Operating Budget is completed each year with the following financial goals in mind:

- The undesignated reserve shall be at least 25% of total expenditures for both the General Fund and the Utility Fund.
- Bond ratings with Fitch and Standard & Poor’s will be maintained at AA and improved if possible.
- The budget for each fund shall be balanced, with revenues exceeding expenses by at least 1% for General Fund and Utility Fund.



THE FINANCIAL FUND STRUCTURE OF THE CITY IS REFLECTED IN THE FOLLOWING CHART:

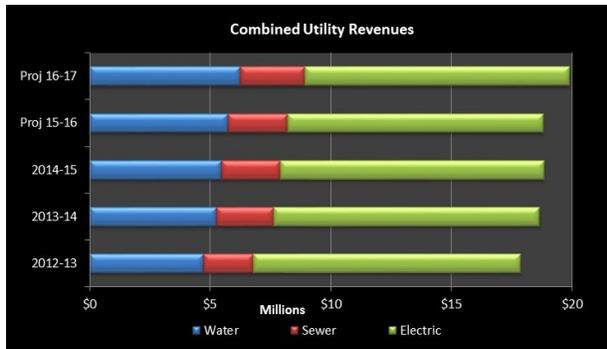


GENERAL FUND

The proposed General Fund budget for FY 2016-17 is \$16,121,092 which is a \$1,804,405 increase from FY 2015-16 budgeted numbers. The budget includes \$2.1M for capital expenditures. Franchise fees being paid to the City for the use of its rights-of-way and streets by utilities doing business in the City are estimated to bring in \$1.67M in FY 2016-17. Municipal Court fines and fees were budgeted at \$189,000; park revenues are projected to be \$192,150. The interest income projection is \$18,000.

UTILITY FUND

The Utility Fund’s primary purpose is to provide retail service to about 5,600 water, 4,000 sewer, and 3,400 electric customers residing in the City of Granbury and in its extra-territorial jurisdiction. The Utility Fund also participates in supporting the Fleet Maintenance, Building Maintenance, Information Technology departments, and several other General Fund administrative departments.



Revenues from the water, sewer and electric services sustain this fund. The Utility Fund budget for FY 2016-17 is \$20,692,421 consistent compared to the 2015-16 budgeted expenses, from which \$740,000 is for capital expenditure.

An analysis of the existing rate structure for Electric, Water, and Sewer utility services, and the proposal of a more adequate structure design was adopted by the City Council during FY 2012-13. Additionally, the City adopted a new electric ordinance in May, 2016, allowing to pass-through the total electric power cost incurred in providing services. Detailed utility

rate tables are listed under the Reference section of the budget book.

TOURISM FUND

The City’s Tourism Fund is composed of three major components: Conference Center, Langdon Center and the Opera House. The Conference Center relies on revenues from rental and sales of services, as well as monthly transfers from the General Fund. The total General Fund transfer to the Tourism Fund for FY 2016-17 is budgeted at \$289,147.

As previously indicated, the City of Granbury recently signed a three-year contract delegating the management and supervision of the tourism programs and activities, funded by hotel occupancy tax revenues, to Visit Granbury, Inc. The City will pay the destination marketing organization \$630,000 or 90% of the total hotel occupancy tax revenues, and \$50,000 of the City’s General Fund.

Revenue projections for the hotel occupancy taxes in FY 2016-17 are at \$630,000.



In 2013 the City entered into a contract with the Granbury Theater Company. The Opera House revenue is estimated to be \$48,750 derived from rental revenue, and \$22,500 in reimbursement for utility expenses. The operational budget for the Opera House is \$64,600.

AIRPORT FUND

The airport is equipped to sell jet fuel as well as regular aircraft fuel with a 24-hour fuel service. Fuel revenues are being projected to be \$346,000. In addition to fuel sales, hangar rental is another major revenue source for the airport. This will continue to grow in future years as the airport expansion project is completed. The total proposed Airport Fund budget for FY 2016-17 is \$1,034,400.

GRANBURY HISTORIC PROPERTIES FUND

Granbury Historic Properties Corp. was established in 2009 to assist the City in acquisition and control of historical properties deemed important to the growth and development of the City.

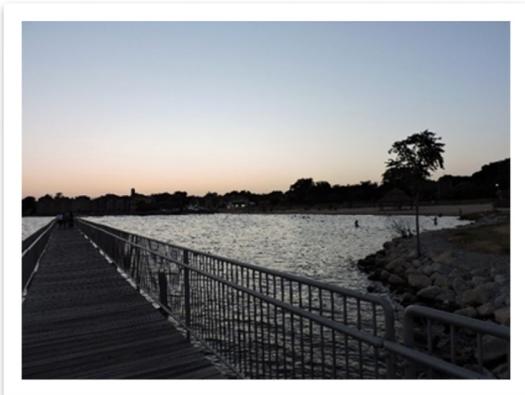
CONCLUSION

City staff has made significant impacts to the City of Granbury and the surrounding community for generations to enjoy. Under the policy priorities of the City Council, we have formulated positive changes through projects, quality development with AA Bond ratings for

the General and Utility Funds, and strong customer service. The facility improvements and development projects completed by the City have helped Granbury withstand the national economic slowdown over the past five years, and even excel in economic recovery and growth patterns when compared to other cities in Texas and across the Nation.

I am honored to serve as your City Manager and look forward to implementing this year's budget because there will be continual positive impacts on this community for years to come! The comprehensive budget for this 2016-2017 fiscal year fulfills the objectives as policy has been directed by the City Council. The emphasis is on continued improvements with the delivery of services that will lead to a high quality of life and encourages pride in our City for future generations to enjoy.

Chris Coffman, CPM
City Manager





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Budget Process

The City of Granbury's budget process is the mechanism that changes taxpayer requests and resources into government services and expenditures. Again this year, the City of Granbury has made a great commitment to setting community goals, performance measures, and priorities.

BUDGET PROCESS

I. Definition and Authority

The budget is a financial plan for the fiscal year of operations that matches all planned revenues and expenditures with the services provided to the residents of the City, based on established budgetary policies. The City Charter establishes that the City's fiscal year shall begin on the first day of October and end on the last day of September of each calendar year. Such fiscal year shall also constitute the budget and accounting year.

II. Preparation and Submission of the Budget

The budget preparation process begins in April before the beginning of the fiscal year. Under the City Charter, the City Manager is responsible for preparing and recommending an operating budget for City Council consideration. He along with the Finance Director determines guidelines for the City's department and division heads to use in preparing their budgets. These guidelines are based on Council goals, anticipated revenues, levels of service desired and capital equipment and improvement needs.

The Finance Department prepares the Budget Instructions Manual to be used in budget preparations. It includes the guidelines the City Manager and Finance Director have developed, the budget calendar and specific instructions for completing the forms included in the Manual. These include requests for capital equipment and projects, operating budget request forms,

authorized position forms, requests for new positions and requests for new and/or enhanced services.

During May, the Finance staff meets individually with all department/division heads to explain the guidelines to be used in the preparation of their budget, distribute the budget instructions manual, the forms to be completed and deadlines to be met, and give any further directions for budget preparation. Department heads are responsible for the expenditure estimates of their department/divisions. Personnel cost information is provided to them by the Finance staff. In estimating other divisional expenses, department heads base their estimates on historical data adjusted for trends and possible rate increases.

By late June all operating budget and capital requests are due in the Finance office so that staff can begin compiling them and determining financing needs. Factors to be considered in determining items to be capitalized are as follows:

- Item can be permanently identified as an individual unit of property.
- Item has an anticipated useful life of five years or more.
- Item belongs to one of the following categories:
 - * Land
 - * Buildings and Structures
 - * Equipment
- Item constitutes a tangible, permanent addition to the value of City assets.
- Item does not constitute repair or maintenance.
- Item's cost should generally exceed \$5,000.

Note: If the item is less than \$5,000, then the item should be a component unit of an asset meeting the above-stated criteria.

After all the budgets are compiled, the City Manager and the Finance staff meet with the department/division heads individually to discuss their budget submissions.

By July, three-fourths of the current fiscal year is past, and the Finance department works to fine tune the revenue estimates. Revenue projections are generally based on historic receipts adjusted for rate increases and trends. The City's philosophy on revenue projections is making the best estimate possible using historic data and trends, being careful not to overestimate revenue.

In mid-July, the City Manager and Finance staff meets with the City Council to review the City Budget and Strategic Plan. Final budget strategies and actions are developed and assimilated into the Budget process.

The City Manager submits to the City Council, prior to August 1st of each year, the proposed budget for the following fiscal year. The budget provides a complete plan for the fiscal year and contains the following:

- A budget message which shall outline the proposed financial policies for the next year with explanations of any change from previous years in expenditures and any major changes of policy and complete statement regarding the financial conditions of the City;
- An estimate of all revenue from taxes and other sources including the present tax structure rates and property valuations for the ensuing year;
- An itemized list of proposed expenses by office, department, agency, project and type of expenditure for the budget year, as compared to actual expenses of the last ended fiscal year, and the present year-to-date;
- A description of all outstanding bond indebtedness, showing amount, purchaser, date of issuance, rate of interest and maturity date as well as any other indebtedness which the City has incurred and which has not been paid, and the amount required to pay principal and interest maturing in the budget year;

- A statement proposing any capital expenditures deemed necessary for the undertaking during the next budget year and recommended provisions for financing;
- Anticipated net surplus or deficit for the ensuing year of each utility owned or operated by the City and the proposed method of disposition.

III. Preparation of the Strategic Plan

The City prepares a Strategic Plan each year which includes three scenarios and longer term economic assumptions, with the current year budget being the first year of a five-year-projection. The Strategic Plan is issued as a separate document given that the budget is utilized as an operational tool, and strategic plan is used as a tactical resource for longer term decisions.

IV. Adoption of the Budget

The budget and all the supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be open for public inspection by anyone interested. At the Council meeting at which time the budget is submitted, the Council will name the time and place of all budget public hearings and will publish the notice of the public hearings at least ten (10) days before the date of the hearing. At these hearings, interested citizens may express their opinions concerning items of expenditure, giving their reasons for wishing the increase or decrease in any items of expense.

After the public hearing, the Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least twenty (20) days prior to the beginning of the next fiscal year, adopt the budget by a favorable majority vote of all members of the Council. Should the Council take no action on or prior to such day, the budget, as submitted, shall be deemed to have been finally and unanimously adopted by the Council.

Final adoption of the budget by the City Council shall constitute the official appropriations as proposed expenditures for the current year and shall constitute the basis of the official levy of the property tax as the amount of tax to be assessed and collected for the corresponding tax year. Estimated expenditures will in no case exceed proposed revenue plus cash on hand. Unused appropriations may be transferred to any item required for the same general purpose.

V. Balanced Budget

A Balanced Budget is a budget with total expenditures not exceeding total revenues and monies available in the fund balance within an individual fund. The goal of the City is to balance the operating budget with the current revenues, whereby, current revenues would match and fund on-going expenditures/expenses. Throughout the fiscal year, the City Manager ensures that expenditures do not exceed projected revenues. To insure that the budget remains balanced, if necessary a plan is implemented to either reduce the rate of expenditures or increase revenues.

The City maintains a required fund balance for both the General Fund and Utility Fund. Funds in excess of the minimum reserves may be expended for City purposes at the will of the City Council once it has been determined that the use of the excess will not endanger reserve requirements in future years.

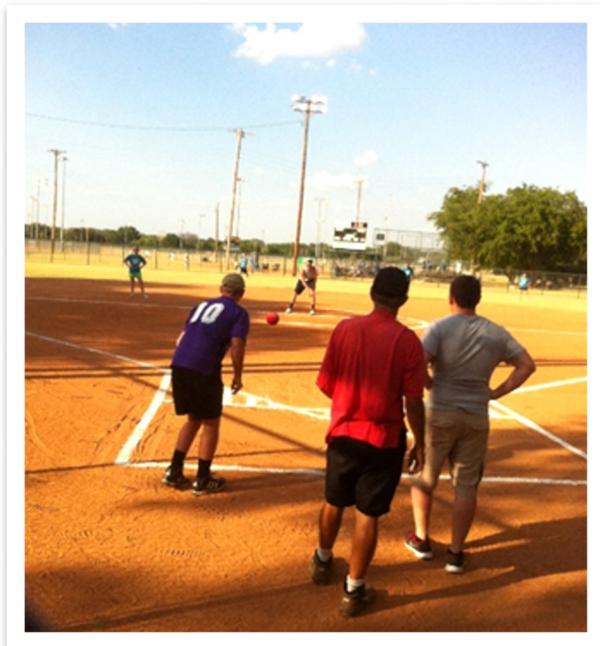
VI. Amending the Adopted Budget

At any time in any fiscal year, the Council may make amendments to meet a pressing need for public expenditure, for other than regular or recurring requirements, to protect the public health, safety or welfare. Such amendments shall be by ordinance adopted by the favorable votes of not less than three (3) of the Council members qualified and serving, and shall be made only after public notice and upon recommendation of the City Manager.

In cases of grave public necessity, in which an emergency expenditure is needed in unusual and unforeseen conditions which could not, by reasonable diligent thought and attention, have been included in the original budget, an amendment to the original budget may be authorized by the Council, without the need for prior public notice, and with the following additional requirements; that a quorum of the City Council and the Mayor sign a statement that the conditions above stated exist and setting out in brief form the factual basis for their conclusion; publish the affidavit in a paper of city-wide publication once in the week immediately following their decision; and hold a public hearing to brief the public and answer questions, as a primary item of the next regularly scheduled City Council meeting.

VII. General Budgetary Controls

The City of Granbury maintains budgetary controls to assure compliance with legal provisions embodied in the annual appropriated budget adopted by the City Council. The Department Heads are authorized to make budget transfers of \$5,000 or less with the approval of the Director of Finance. Transfers of greater than \$5,000 must be authorized by the City Manager. All transfers between areas must be approved by the City Council.

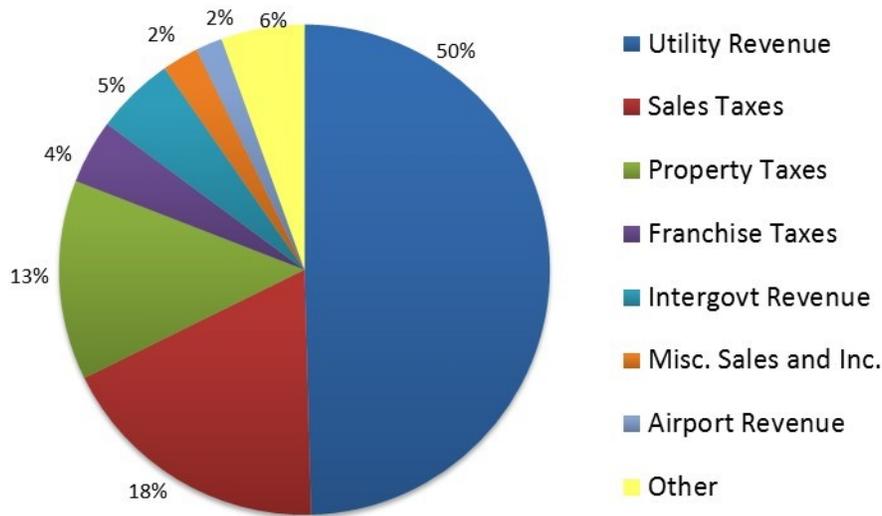


FY 2016-17 Budget Calendar

Jan 22	Finance	Start of FY 2016-2017 Budget Process.
Jan 22	Finance	Phase I: Distribute capital projects and personnel requests worksheets for FY 2016-17.
Feb 19	Department Heads	Deadline for Vehicle Rotation Schedule
Mar 4	Department Heads	Phase I: Deadline for FY 2016-2017 Capital and Personnel Requests.
Mar 7	Department Heads, Finance	Phase II: Distribute spreadsheets of projected line item budgets for FY 2016-17.
Apr 1	Department Heads	Phase II: Deadline for budget projections
Apr 8	Department Heads Finance	Phase III: Department Heads should review their March financials and make any necessary transfers to cover costs through the end of the 2015-16 fiscal year and review the current Fee Schedule
Apr 15	Department Heads	Phase III: Deadline for Mid-Year budget adjustments
April 14- May 3	City Manager, Finance and Department Heads	Department head meetings to discuss submitted budget requests for the FY 16-17 budget.
June 28	MUAB	Meeting to discuss budget projections
Jul 6	City Council, City Manager, Finance and Department Heads	Budget Workshop with Council
Jul 29	City Secretary	Proposed Budget to be submitted to City Council and City Secretary.
Aug 2	City Council, Citizens of Granbury	<u>Regular City Council Meeting</u> - Council states date, time and place of public hearing on budget - Vote to place a proposal to adopt the tax rate on the agenda of a future council meeting
Aug 6	Finance, City Secretary	- Publish notice of effective and rollback 2016-2017 Tax Rate - Publish notice of hearings on the proposed FY 2016-17 Tax Rate
Aug 13	Finance, City Secretary	Publish Notice of a Hearing on the FY 2016-17 Budget
Aug 16	City Council, Citizens of Granbury	<u>Regular City Council Meeting</u> - 1 st Public Hearing on the FY 2016-2017 Tax Rate
Aug 23	City Council, Citizens of Granbury	<u>Special City Council Meeting</u> - 2nd Public Hearing on the FY 2016-2017 tax Rate
Sept 6	City Council, Citizens of Granbury	<u>Regular Council Meeting</u> - Public Hearing on the FY 2016-2017 Budget - Adopt FY 2016-2017 Budget - Adopt FY 2016-2017 Tax Rate
Oct 1	All Departments	New fiscal year begins
Oct 1 – Sept 30	Finance, Departments	Monitor departmental budgets on a continuous basis. Process transfers and adjustments as necessary.

Overview of Revenue Sources and Assumptions

Revenue is estimated based upon historical data, current economic conditions and other demographic data. The City’s revenue budget estimation takes into consideration many unique elements that respond to a variety of external factors such as population growth, development, inflation, and interest rates. The City of Granbury applies a conservative philosophy that will produce a long-term goal of neither overstating revenues nor understating expenditures. During our revenue estimation process the City tries to consider as many factors as possible that may contribute to changes in revenues. City of Granbury obtains revenue from several sources.



Utility Service Revenue - \$19.9 Million, 46% of total revenues:

The City of Granbury provides electric, water, and sewer services to the residents of Granbury and in its extra-territorial jurisdictions. The City’s overall customer base for its electric, water, and sewer services have increased over the last few years due to corporate development, additional new housing subdivisions, and other acquisitions. The City implemented an updated water utility rate structure effective November, 2016.

Sales Tax - \$7.35 Million, 17% of total revenues:

The largest single revenue source for the General Fund is the Sales Tax. Taxable sales have increased noticeably over the past few years primarily due to a continued development and renewed economic activity. The City is projecting sales tax to increase 3% for 2016-2017 over last’s year’s budgeted amount.

An important source of sales tax revenue relates to the demographics of new citizens joining our community. Given the quality of life in our City, the City has historically been a popular retirement destination and the increased wealth factor is having a large impact on spending habits of our population.

Recently, though, the City has begun to attract younger families as well. Ultimately, the size of population both inside and outside the City limits is vitally important in determining the level of sales tax revenue earned. Granbury is a City of 8,940 people surrounded by over 60,000 of non-city residents.

Currently the existing sales tax rates are as follows:

State	6.25%
City	1.50%
County	0.50%
Total	8.25%

Property Tax - \$5.339 Million, 12% of Total Revenues:

The third largest single revenue source for the General Fund is the Ad Valorem taxes, also known as property taxes. The computation of the property taxes is based upon the assessed value of real and personal property. All property tax revenue is first applied to the debt service requirements; therefore we project the property tax revenue before and after the application of revenues toward the debt service. The remaining property tax revenue is used for the maintenance and operations of the General Fund. This fund provides the tax payers with general City services such as public safety, parks and recreations, and other general government support services.

It is important to note that the property tax rate is proposed to stay the same at \$.397584 per \$100 of property value as it was in 2015. The tax rate is determined based upon completion of the budget process, which entails projecting the expected revenue, determining the most efficient use of resources and expected levels of expenditures, while utilizing the tax rate required to balance the budget.

Based on the assessed valuation of appraised property provided to us by the Hood County Appraisal District, the FY 2016-17 budget reflects estimated property tax collection of \$5,338,982. This third party appraisal analysis is the major factor in projecting our Ad Valorem revenue. Property valuation increased by 9% from \$1,241M to \$1,353M in FY 2016-17. The City projects that the assessed property valuation will continue to grow due to new residential and commercial developments along Highway 377, Highway 51, and Highway 4.

Franchise Fees:

The City receives substantial revenue from franchise fees. Franchise Taxes are charged for business conducted in the City but for which no location is available for ad valorem tax. The tax as a percentage of revenue is set by contractual agreements. Franchise fees are collected from both public and private utilities and assessed for the continued use of the public right-of-way. Among these fees are: cable TV, telephone, electric, solid waste, gas, and other franchise fees. For FY 2016-17, the City is estimating to receive \$1,767,243 in franchise fees. This estimate is based on the growth of the City and historical trend analysis. The largest part of the Franchise Taxes is paid by the Utility Fund to the General Fund for its portion of business conducted inside the City.

Airport:

The major source of revenue for the airport fund comes from the sale of aviation fuel and hangar rent. With the future airport expansion currently underway, we are projecting an increase in both fuel sales and hangar rent revenues. In 2013, we completed the construction of two new large airport hangars to service AirEvac and allow for additional storage and maintenance space. The City estimates to collect \$714,400 in fuel sales and hangar rent in FY 2016-17.

Licenses, Permits, and Fees:

The source of this revenue includes fees charged by the City for general construction permits, and other miscellaneous permits. With the stable and renewed economic outlook, permit activity should be moderately on the rise. The City of Granbury projects to receive \$681,300 for FY 2016-17.

Hotel Occupancy Tax:

The City receives this tax revenue from the hotels, motels, and bed-and-breakfasts in the City of Granbury. The estimated revenue is \$630,000 in FY 2016-17. Tourism is a critical part of the City's economic development program, and our expectations are that the Hotel Occupancy Tax will continue to grow. Hotel Occupancy Tax is collected at a rate of 13%. Of that total, 6% is State tax and 7% is City tax.

Tourism Revenue:

In addition to Hotel Occupancy Tax, the Tourism fund brings in other sources of revenue. The largest of these sources is the Granbury Resort Conference Center. The estimated revenue for the Conference Center is \$451,700 in FY 2016-17.

Municipal Court Fees:

The projection for fines is based on historical trends. The City estimates to collect \$189,000 for fines & forfeitures in FY 2016-17. This projection is constant compared to the prior year estimate.

Park Revenue:

Park revenue is made up of recreation league fees, concession revenues, city pool admission, and other recreational activities. The projection for FY 2016-17 is \$192,150 in park revenues. During FY 2015-16, Granbury hosted activities such as: the city-wide egg hunt, seven 5K runs, three major baseball tournaments, two soccer tournaments, 2 softball tournaments, two skate competitions, six disc golf tournaments, and various other sporting events and tournaments— more?.

Miscellaneous Sales and Income:

Miscellaneous Sales and Income make up 2% of the total revenue for the City of Granbury. This revenue source combines the total of all Other Revenues from each fund. Examples of Miscellaneous Sales and Income are: Donations, Lease of City properties, Wi-Fi income, Granbury Broadcasting Service revenue, service fees, reconnect fees, and penalty income.

Interest Revenue:

Interest revenue is a fractional part of the total revenue source for the FY 2016-17 and is contingent on the total available cash. The City estimates to receive \$31,000 in interest in the upcoming fiscal year.

Intergovernmental Revenue:

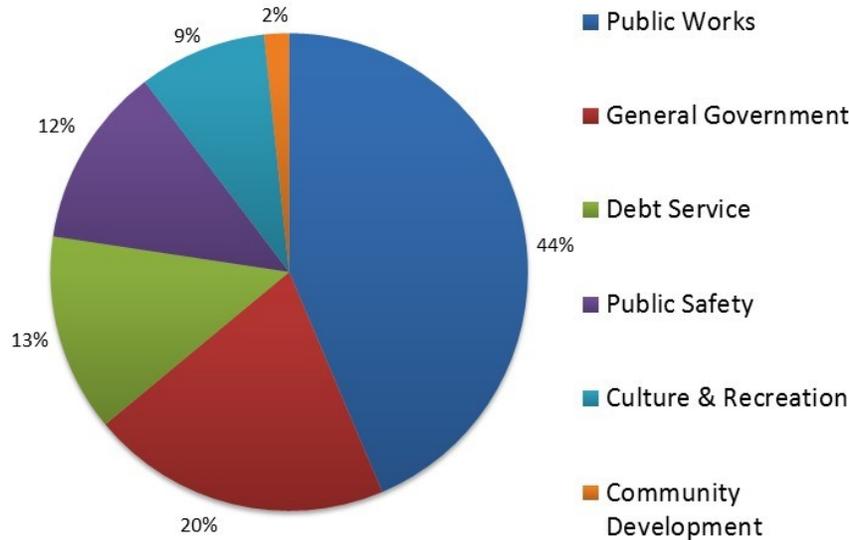
This section of the revenue includes state grants, intergovernmental contributions, and other reimbursements.

Other Financing Sources:

The use of the Fund Balance in the General Fund and Utility Fund also falls in this section. The 2016-17 FY General Fund Budget will utilize \$29,100 of its reserved Fund Balance for various projects.

Overview of Expenditure Assumptions

The City of Granbury projects expenditures based on historical data, economic data, and any other policy changes that might affect the expenditures for the fiscal year. The City’s goal is to appropriate sufficient monies to provide quality services at a reasonable cost and within available financial resources.



General Governmental Expenditures:

General Governmental expenditures include the following departments: City Council, City Manager, Assistant City Manager, City Secretary, Legal, Finance, Purchasing, Social Services, Information Technology, Human Resources, Clean Air Coalition, Warehouse Operations, Granbury Broadcasting Services, Building Maintenance, Non-Departmental, Utility Administration, Fleet Maintenance, Airport and Granbury Historic Properties.

Public Safety Expenditures:

Public Safety expenditures include the expenses for the Municipal Court, Police, and Fire departments.

Community Development Expenditures:

Community Development expenditures are made up of the Community and Economic Development expenses.

Public Works Expenditures:

Public Works expense includes the following departments: Public Works, Building & Permits, Streets, Meter Reading, Ground Water, Water Treatment, Water Distribution, Wastewater Treatment, Wastewater Collection, and Electric.

Culture & Recreation Expenditures:

Culture & Recreation expenditures include the Parks and Recreation, Tourism, and Cemetery Departments.

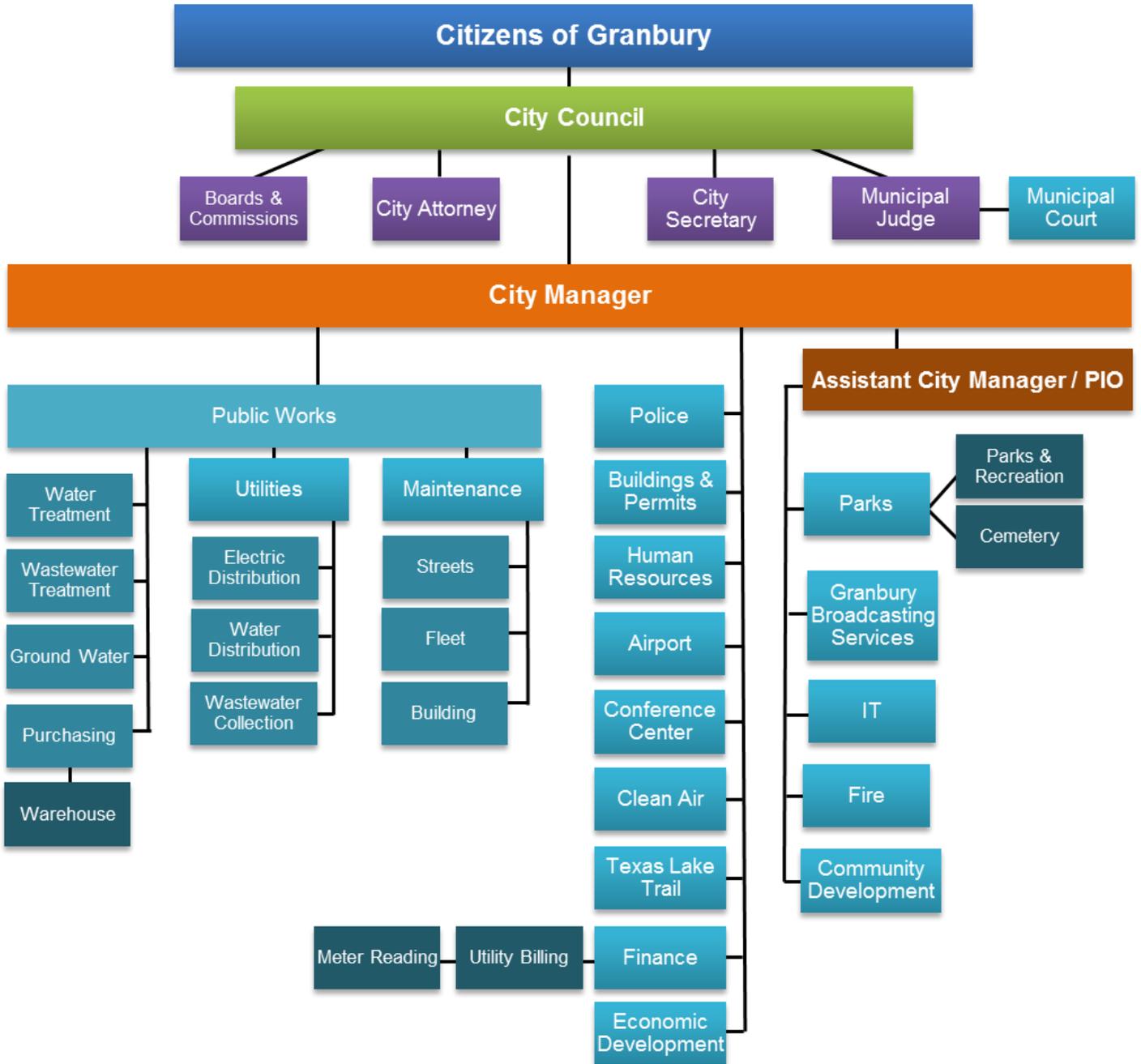
Capital Expenditures:

Capital expenditures include the capital expenses budgeted to be spent throughout all the funds.

Debt Service Expenditures:

Debt Service expenditures include the debt obligations due in FY 2016-17.

Organizational Chart





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Community Profile

Granbury is located in the heart of north Texas in Hood County and is home to approximately 8,940 people, and serves as the center of commerce and recreation to over 60,000 county residents. The community has successfully promoted tourism, making it a major economic benefit to the community.

Granbury is a Home Rule Charter City and operates under a Council-Manager form of government. A mayor and five council members are elected by majority of the entire city. Elections are held the first Saturday in May.

HISTORIC GRANBURY

Our city tagline is “Where Texas History Lives.”. While Granbury has embodied that slogan since 1887, we continue to be the place where Texas history is still alive. This is seen all around town, at our lake and city beach, with award-winning arts and culture, inside hidden culinary locations, and walking around Texas’ most historic courthouse square.

Viewed as a model for downtown revitalization, the Granbury Square is proud to have been the first downtown in Texas to be listed on the National Register of Historic Places. Preserving our historic charm and authentic Texas experiences is an important part of what Granbury is about. The majestic Hood County Courthouse was the recipient of the Texas Downtown Association 2013 President’s Award for Best Restoration. Also, with the help of the City of Granbury and other donors, the Granbury Opera House has been completely restored. This state-of-the-art facility sets the stage for fantastic productions from the Granbury Theatre Company, a

must see for visitors and locals alike. The Granbury Opera House also won a TDA President’s Award for Best Renovation in 2014.

The city center is surrounded by the picturesque landscape for which Texas is known. This includes: Lake



Granbury, wineries, a brewery, and the Acton Nature Center- where a monarch butterfly tagging event is held annually. Whether our visitors are interested in a wine and culinary tour, shopping and entertainment, or simply relaxing by the lake to watch the sunset, Granbury is the perfect North Texas setting.

ECONOMY AND EMPLOYMENT

Granbury is located 25 miles southwest of Fort Worth. It is the county seat and retail hub of Hood County. In addition to serving as the commercial and retail hub of the county, the city has emerged as a popular tourism and recreation destination.

Proximity to the Dallas/Fort Worth metroplex, land affordability, and lake access support a growing commuter population. Additionally, Granbury serves as a second-home choice and retirement destination to its location on Lake Granbury. Residents benefit from participation in the broad and diverse Dallas-Fort Worth-Arlington metropolitan statistical area. The City’s hometown atmosphere combined with moderate development attitude and low cost of living makes Granbury an attractive place to live.

The City anticipates future growth in the local economy as a result of capital improvements completed these past years and new projects budgeted in the current fiscal year. The City has been successful in attracting several residential developments, single- family and multi-family, with many of these developments being up-scale residential developments offering championship golf courses and lake access.

The City of Granbury has recently completed several commercial developments such as: HEB, Kroger Marketplace, Marshall’s, Ross Dress for Less, Mesquite Pit Restaurant, Chipotle, Firehouse Subs and Dunkin’ Donuts/Baskin Robbins. The City has already been fortunate to have a Wal-Mart Supercenter that has been a catalyst to the regional economy for several years and is one of the City’s major employers.

Lake Granbury Medical Center (LGMC) is one of the area’s largest non-retail employers, providing employment for doctors, nurses and other health care personnel. In 2015, the hospital broke ground on a second medical office building that will provide an additional 37,000 square feet of space for physician offices and additional hospital services. LGMC is now able to provide the most current state-of-the-art facilities in the North Texas area.

Other organizations with more than fifty employees include Granbury ISD, Hood County, HEB, Culberson Construction, Inc., Granbury Care Center, City of Granbury, United Cooperative Service, Lowe’s, Kroger, and Home Depot.

CULTURE AND RECREATION

Granbury prides itself on being a cultural, culinary and outdoor mecca, all with a vintage twist. Live theater and musical performances are offered year-round at the recently restored 1886 Granbury Opera House and at the Granbury Live Performance Hall, both on the Historic Granbury Square. The Square also serves as a charming backdrop to an eclectic mix of art galleries, shops, wineries and eateries.



The silver screen is also represented, the old fashioned way, at the Brazos Drive-In Theater. Fossil Rim Wildlife Refuge, Dinosaur Valley State Park and Dinosaur World are a short drive away.

Granbury is the perfect destination for tranquility, with several miles of hike and bike trails that meander through the City’s park system and past the Firefighters Memorial. City Beach is ideal for swimming or sunbathing and the light-colored sand on the beach- mined locally from a Cretaceous Age beach - has been proclaimed by professional sand castle builders

as the best in Texas for building sand castles. The municipal swimming pool at the Pearl Street Park offers a unique swimming experience that entire families will enjoy. It is adjacent to the City’s new sports complex and playgrounds. The sports complex offers soccer fields, youth baseball and softball as well as adult softball fields.

Lake Granbury provides a scenic 33.5 mile long lake offering boating, fishing, waterskiing, canoeing and swimming. Four parks operated by the Brazos River Authority provide boat ramps, swimming, camping and picnicking.

Many other cultural and recreational facilities are within a one-hour drive east on US Highway 377 in the Dallas/Fort Worth area. Granbury offers all the amenities of small town life while the conveniences offered by a large metropolitan area are easily within reach.

EDUCATION

Granbury schools provide high-quality education for the district's children. The public school system is large enough to offer progressive and diverse programs, and small enough to allow teachers and administrators to cultivate a personal, active interest in each student. The instructional staff at GISD is well-qualified. Award winning programs in academics, fine arts, vocational education, athletics, and leadership are available to the district’s more than 6,500 students.



Miscellaneous Information

City Area	13.6 sq. miles
Miles of Streets	51.5
Number of Street Lights	169
Total City Employees	176

RECREATION AND CULTURE

Number of Playgrounds	3
Number of Athletic Fields	
Soccer	8
Baseball	9
Basketball Court	1
Volleyball Pit	2
Number of Swimming Pools	1
Acres of Maintained Parks	110

PUBLIC SAFETY

Number of Fire Stations	2
Number of Volunteer Firefighters	56
Number of Police Stations	1
Number of Police Officers	31

UTILITY CUSTOMERS

Number of Electric Customers	3,400
Number of Water Customers	5,600
Number of Wastewater Customers	4,000
Number of Garbage Customers	2,900

EDUCATION

Number of Attendance Centers	12
Number of Students	6,590



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Consolidated Budget Summary

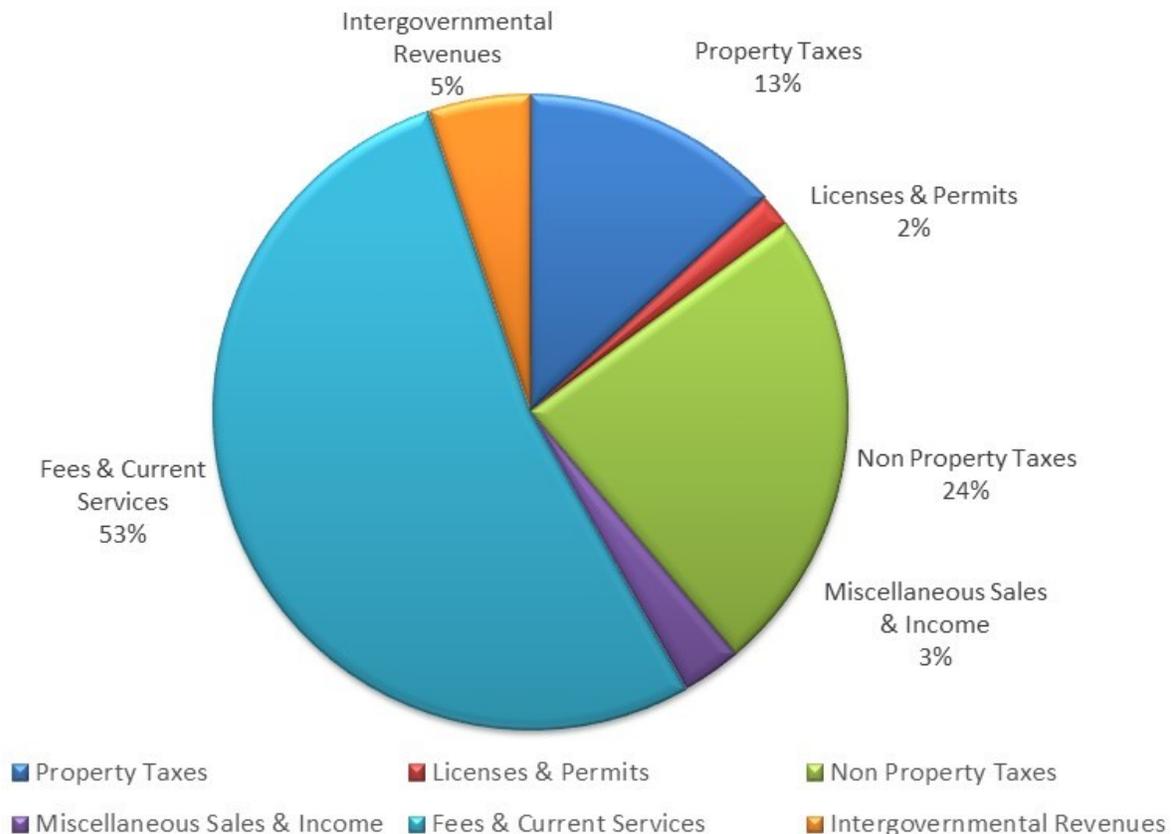
By Fund

	General Fund	Enterprise Fund	Special Revenue Funds	General Debt Service	Grand Total
Revenues:					
Property Taxes	\$ 2,523,898	\$ -	\$ -	\$ 2,815,084	\$ 5,338,982
Sales Taxes	7,350,000	-	-	-	7,350,000
Franchise Taxes	1,802,137	-	-	-	1,802,137
Other Taxes	-	-	630,000	-	630,000
Licenses and Permits	681,300	-	-	-	681,300
Fines and Forfeitures	189,000	-	-	-	189,000
Fees and Services	192,150	20,766,400	472,700	-	21,431,250
Interest Income	18,000	13,000	-	-	31,000
Misc Sales and Income	369,681	539,620	95,250	-	1,004,551
Intergovt. Revenue	1,915,099	200,000	-	-	2,115,099
Total Revenues	15,041,265	21,519,020	1,197,950	2,815,084	\$40,573,319
Other Financing Sources:					
Fund Balance Used	29,100	-	-	-	\$29,100
Interfund Transfers	46,699	570,000	329,147	1,063,838	\$2,009,684
Total Rev. & Fin. Sources	15,117,064	22,089,020	1,527,097	3,878,921	42,612,103
Beginning Fund Balances	5,230,656	4,035,059	(335,576)	260,791	9,190,930
Total Available Resources	\$20,347,720	\$26,124,079	\$1,191,521	\$4,139,712	\$51,803,033
Expenditures:					
General Government	\$ 5,191,246	\$ 2,466,023	\$ 40,000	\$ -	\$ 7,697,269
Public Safety	4,499,960	-	-	-	4,499,960
Community Development	636,634	-	-	-	636,634
Public Works	1,517,637	15,051,431	-	-	16,569,067
Culture and Recreation	1,740,666	-	1,487,097	-	3,227,763
Capital Improvements	2,091,853	740,000	-	-	2,831,853
Debt Service: Principal	-	849,000	-	2,295,000	3,144,000
Debt Service: Interest	-	396,325	-	1,579,839	1,976,164
Administrative Fees	-	-	-	4,082	4,082
Total Expenditures	15,677,995	19,502,778	1,527,097	3,878,921	\$ 40,586,792
Other Financing Uses:					
Interfund Transfers	449,147	2,375,684	-	-	2,824,832
Expenditures & Other	16,127,143	21,878,462	1,527,097	3,878,921	\$43,411,623
Ending Fund Balances	\$4,220,577	\$4,245,617	(335,576)	\$260,791	\$8,391,409

Consolidated Summary

Revenues

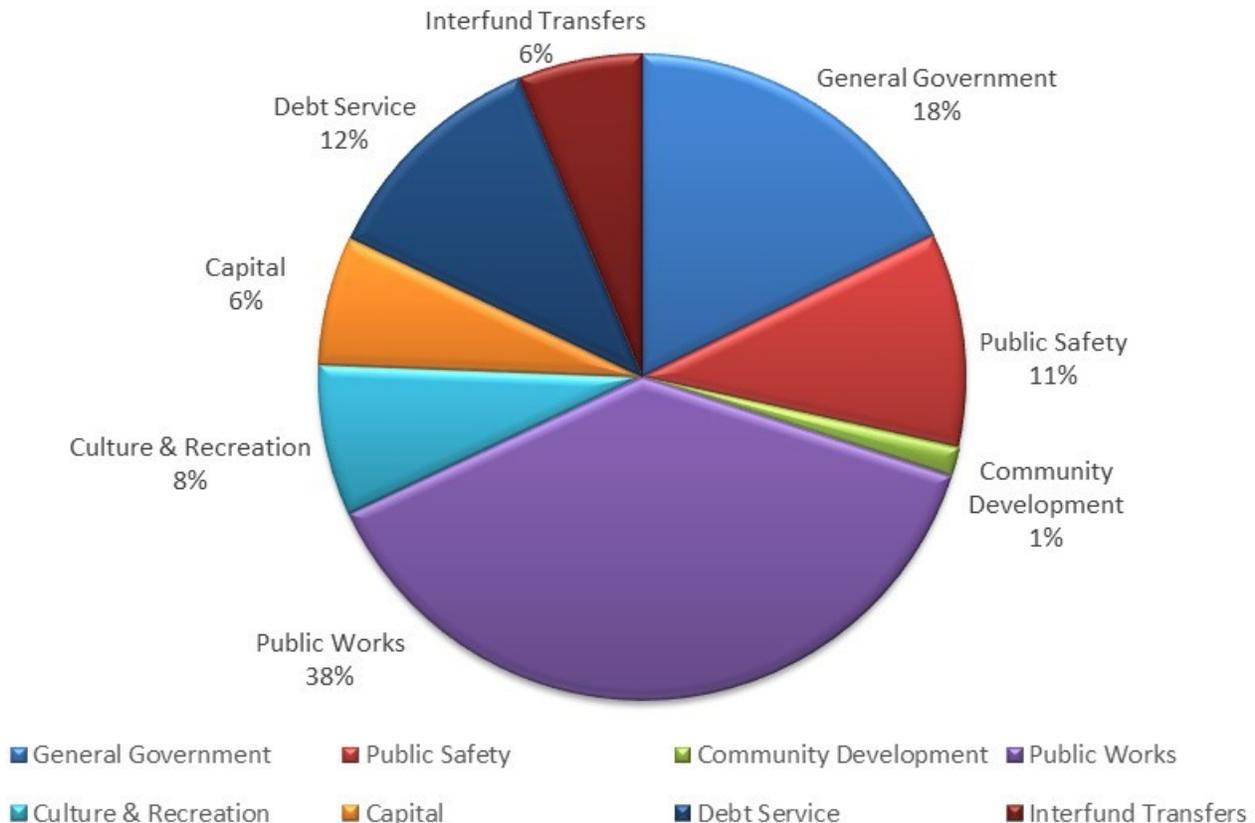
	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Revenues				
Property Taxes	4,376,463	4,834,537	4,900,739	5,338,982
Non Property Taxes	9,470,312	9,668,724	9,979,505	9,782,137
Licenses & Permits	721,112	663,000	692,017	681,300
Fines & Penalties	185,485	181,000	219,410	189,000
Fees & Current Services	20,173,213	20,496,197	20,282,643	21,431,250
Interest Income	21,816	23,548	30,542	31,000
Miscellaneous Sales & Income	2,826,741	1,104,756	1,282,244	1,004,551
Intergovernmental Revenues	2,028,701	1,255,659	625,738	2,115,099
Total Revenues	39,803,842	38,227,421	38,012,837	40,573,319
Other Financing Sources				
Fund Balance Used	-	145,322	20,000	29,100
Interfund Transfers	8,427,960	3,277,478	3,187,285	2,009,684
Total Other Financing Sources	8,427,960	3,422,799	3,207,285	2,038,784
Bond Proceeds Used	-	-	-	-
Total Revenues, Other Financing Sources & Fund Balance/Working Capital	48,231,803	41,650,221	41,220,121	42,612,103



Consolidated Summary

Expenditures

	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Expenditures				
General Government	7,158,703	8,161,695	7,076,195	7,697,269
Public Safety	4,092,154	4,398,834	4,251,935	4,499,960
Community Development	540,217	709,482	607,371	636,634
Public Works	15,675,349	15,922,474	15,641,467	16,569,067
Culture & Recreation	2,929,007	3,358,472	3,204,897	3,227,763
Capital	3,377,365	1,801,701	1,814,190	2,831,853
Debt Service	5,076,778	4,806,519	5,338,293	5,124,245
Total Expenditures	38,849,571	39,159,176	37,934,349	40,586,791
Other Financing Uses				
Interfund Transfers	3,169,561	2,880,889	2,262,377	2,824,832
Total Other Financing Uses	3,169,561	2,880,889	2,262,377	2,824,832
Total Expenditures & Other Financing Uses	42,019,132	42,040,066	40,196,726	43,411,623





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Consolidated Summary

Expenditures by Department

	Personnel Costs	Supplies & Maintenance	Services	Interfund Transfers	Capital	Debt Service	Grand Total
General Fund							
City Council	\$ 6,177	\$ 8,200	\$ 187,200	\$ -	\$ -	\$ -	\$ 201,577
City Manager	262,385	2,940	28,989	-	-	-	\$ 294,314
Assistant City Manager	\$ 141,887	\$ 2,000	\$ 14,530	\$ -	\$ -	\$ -	\$ 158,417
City Secretary	141,754	5,150	27,530	-	-	-	\$ 174,434
Legal	\$ 130,000	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 130,500
Finance	463,969	12,200	22,000	-	-	-	\$ 498,169
Purchasing	\$ 156,654	\$ 1,940	\$ 10,010	\$ -	\$ -	\$ -	\$ 168,604
Social Services	-	-	54,000	-	-	-	\$ 54,000
IT	\$ 212,059	\$ 46,300	\$ 493,799	\$ -	\$ 32,000	\$ -	\$ 784,158
City WiFi	-	-	-	-	-	-	\$ -
Granbury Broadcasting Svcs	\$ 72,356	\$ 2,900	\$ 18,600	\$ -	\$ -	\$ -	\$ 93,856
Human Resources	161,974	2,650	114,300	-	-	-	\$ 278,924
Warehouse Operations	\$ 120,694	\$ 7,150	\$ 45,345	\$ -	\$ -	\$ -	\$ 173,189
Building & Permits	511,292	45,235	43,301	-	-	-	\$ 599,828
Economic Development	\$ 59,351	\$ 3,500	\$ 86,300	\$ -	\$ -	\$ -	\$ 149,151
Community Development	373,193	10,010	104,280	-	-	-	\$ 487,483
Clean Air Coalition	\$ 54,173	\$ 5,500	\$ 109,733	\$ -	\$ -	\$ -	\$ 169,406
Municipal Court	171,519	3,890	10,554	-	-	-	\$ 185,963
Police	\$ 3,210,728	\$ 217,160	\$ 295,602	\$ -	\$ -	\$ -	\$ 3,723,490
Fire	134,244	187,060	269,204	-	14,203	-	\$ 604,710
Streets	\$ 352,474	\$ 470,000	\$ 95,335	\$ -	\$ 1,619,200	\$ -	\$ 2,537,009
Fleet Maintenance	263,121	44,460	11,722	-	-	-	\$ 319,303
Building Maintenance	\$ 549,866	\$ 100,800	\$ 70,764	\$ -	\$ 203,000	\$ -	\$ 924,430
Parks and Recreation	1,162,658	255,490	264,188	-	223,450	-	\$ 1,905,786
Cemetery	\$ 43,580	\$ 4,480	\$ 10,270	\$ -	\$ -	\$ -	\$ 58,330
Non-Departmental	-	3,000	999,965	449,147	-	-	\$ 1,452,112
Utility Fund							
Utility Administration	196,888	5,300	244,470	-	-	-	\$ 446,658
Meter Reading	173,841	43,050	15,585	-	40,000	-	\$ 272,476
Ground Water	-	158,500	275,100	-	-	-	\$ 433,600
Water Treatment	442,503	71,880	1,548,721	-	-	-	\$ 2,063,104
Water Distribution	298,825	260,250	241,624	-	-	-	\$ 800,698
Wastewater Treatment	432,229	183,010	426,332	-	-	-	\$ 1,041,571
Wastewater Collection	181,164	213,400	66,812	-	700,000	-	\$ 1,161,376
Electric	619,831	155,980	9,051,132	-	-	-	\$ 9,826,943
Public Works	176,983	3,500	11,180	-	-	-	\$ 191,663
Non-Departmental	-	9,300	1,022,363	2,328,985	-	1,245,324	\$ 4,605,973
Airport Fund							
Airport	214,690	290,180	482,831	46,699	-	-	\$ 1,034,400
Tourism Fund							
Conference Center	359,050	64,850	345,637	-	-	-	\$ 769,537
Tourism	-	-	617,000	-	-	-	\$ 617,000
Other	-	25,000	75,560	-	-	-	\$ 100,560
Granbury Historical Properties Fund							
Historical Properties	-	-	40,000	-	-	-	\$ 40,000
Debt Service Fund							
Debt Service	-	-	-	-	-	3,878,921	\$ 3,878,921
TOTAL ALL FUNDS	\$ 11,852,111	\$ 2,926,215	\$ 17,852,367	\$ 2,824,832	\$ 2,831,853	\$ 5,124,245	\$ 43,411,623

General Fund

	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Revenues				
Ad Valorem Taxes	1,723,331	2,140,874	2,207,076	2,523,898
Non-Property Tax	8,844,109	9,068,724	9,282,612	9,152,137
Licenses & Permits	721,112	663,000	692,017	681,300
Fines & Penalties	185,485	181,000	219,410	189,000
Park Revenues	139,163	193,650	162,672	192,150
Interest Income	9,562	10,000	18,110	18,000
Misc. Sales & Income	390,844	335,184	323,714	369,681
Intergovernmental Revenues	1,979,839	755,659	576,552	1,915,099
Total Revenues	13,993,445	13,348,091	13,482,164	15,041,265
Other Financing Sources				
Interfund Transfers	1,610,262	1,292,003	1,201,810	46,699
Fund Balance Used	-	145,322	20,000	29,100
Total Other Financing Sources	1,610,262	1,437,325	1,221,810	75,799
Total Revenues & Other Financing Sources	15,603,707	14,785,416	14,703,974	15,117,064
Expenditures				
Personnel Costs	8,318,917	8,474,955	8,360,945	8,756,106
Supplies & Maintenance	962,382	1,127,886	998,149	1,442,015
Services	2,727,023	3,446,432	2,972,108	3,388,021
Capital	2,018,356	889,708	852,358	2,091,853
Total Expenditures	14,026,678	13,938,980	13,183,560	15,677,995
Other Financing Uses				
Interfund Transfers	1,042,428	702,629	702,629	449,147
Total Other Financing Uses	1,042,428	702,629	702,629	449,147
Total Expenditures & Other Financing Uses	15,069,106	14,641,609	13,886,188	16,127,143

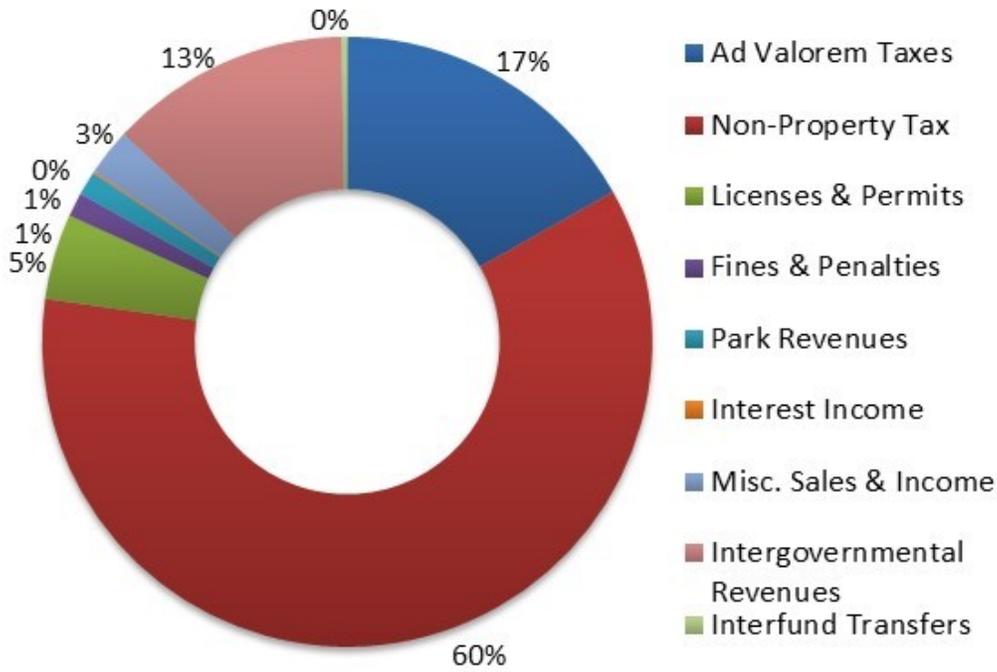
FUND DESCRIPTION:

The General Fund is used to account for resources traditionally associated with government that are not required legally or by sound financial management to be accounted for in another fund.

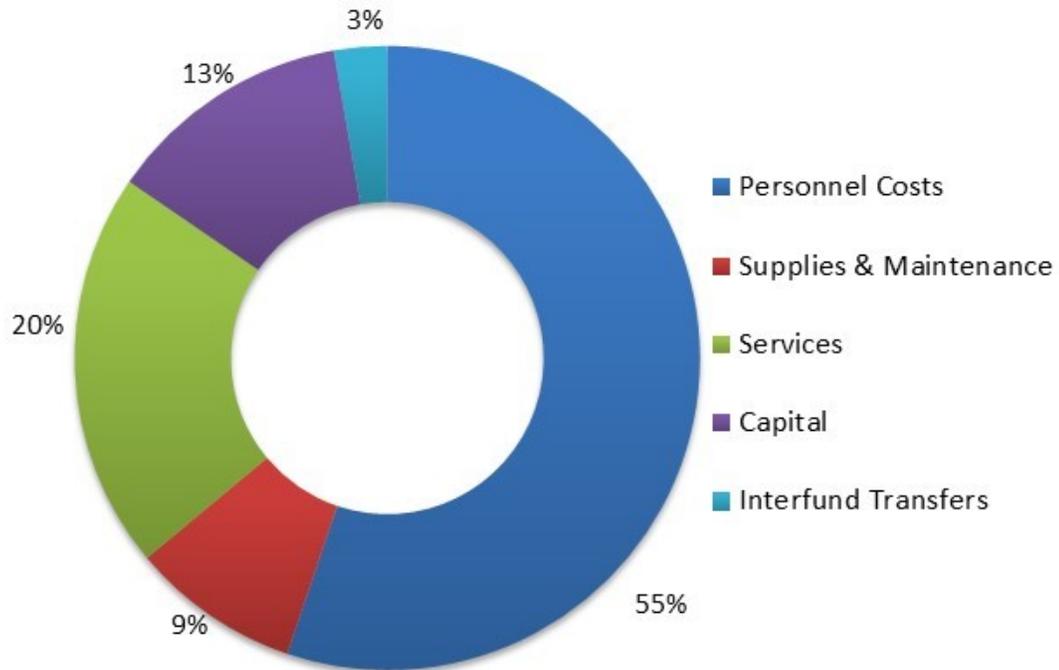
Significant Issues/Comments:

- Property values increased by \$112M and net property tax revenues increased by 10% compared to the FY 2015-16 budget.
- Sales tax revenues are projected to increase to \$7.35M in FY 2016-17.
- Interfund transfers to the Tourism Fund are \$289,147. Interfund transfers to the Airport are \$120,000.

General Fund Revenues



General Fund Expenditures



Utility Fund

	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Revenues				
Fees & Service Charges	18,917,531	18,945,897	18,945,897	20,082,520
Interest Revenue	8,902	13,462	13,462	13,000
Miscellaneous Sales & Income	2,213,866	643,202	824,641	509,100
Total Revenues	<u>21,140,299</u>	<u>19,602,561</u>	<u>19,784,000</u>	<u>20,604,620</u>
Other Financing Sources				
Interfund Transfers	1,365,032	414,707	414,707	450,000
Fund Balance Used	-	-	-	-
Total Other Financing Sources	<u>1,365,032</u>	<u>414,707</u>	<u>414,707</u>	<u>450,000</u>
Total Revenues & Other Financing Sources	<u>22,505,331</u>	<u>20,017,269</u>	<u>20,198,708</u>	<u>21,054,620</u>
Expenses				
Personnel Costs	2,276,007	2,561,362	2,618,860	2,522,264
Supplies & Maintenance	1,107,014	1,164,858	967,450	1,104,170
Services	12,505,402	12,596,530	12,362,726	12,903,319
Capital	1,307,766	874,967	924,807	740,000
Debt Service	1,788,665	1,242,318	1,774,093	1,245,324
Total Expenses	<u>18,984,854</u>	<u>18,440,036</u>	<u>18,647,935</u>	<u>18,515,076</u>
Other Financing Uses				
Interfund Transfers	2,062,944	2,114,072	1,495,559	2,328,985
Total Other Financing Uses	<u>2,062,944</u>	<u>2,114,072</u>	<u>1,495,559</u>	<u>2,328,985</u>
Total Expenses & Other Financing Uses	<u>21,047,798</u>	<u>20,554,108</u>	<u>20,143,494</u>	<u>20,844,062</u>

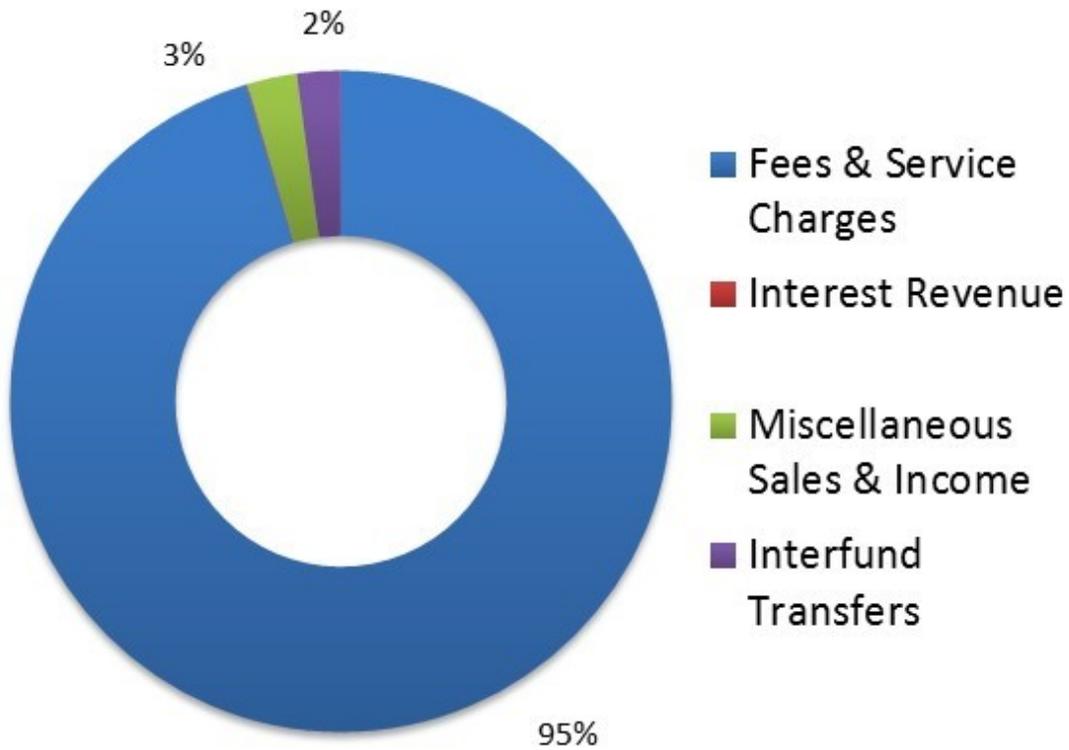
FUND DESCRIPTION:

The Utility Fund is used to account for the revenues from water, sewer and electric operating and maintenance activities and the expenses of the departments that support these activities. These departments include the water and wastewater treatment plants, the water distribution and wastewater collection departments and the electric department. This fund also funds the fleet maintenance, building maintenance and community services functions.

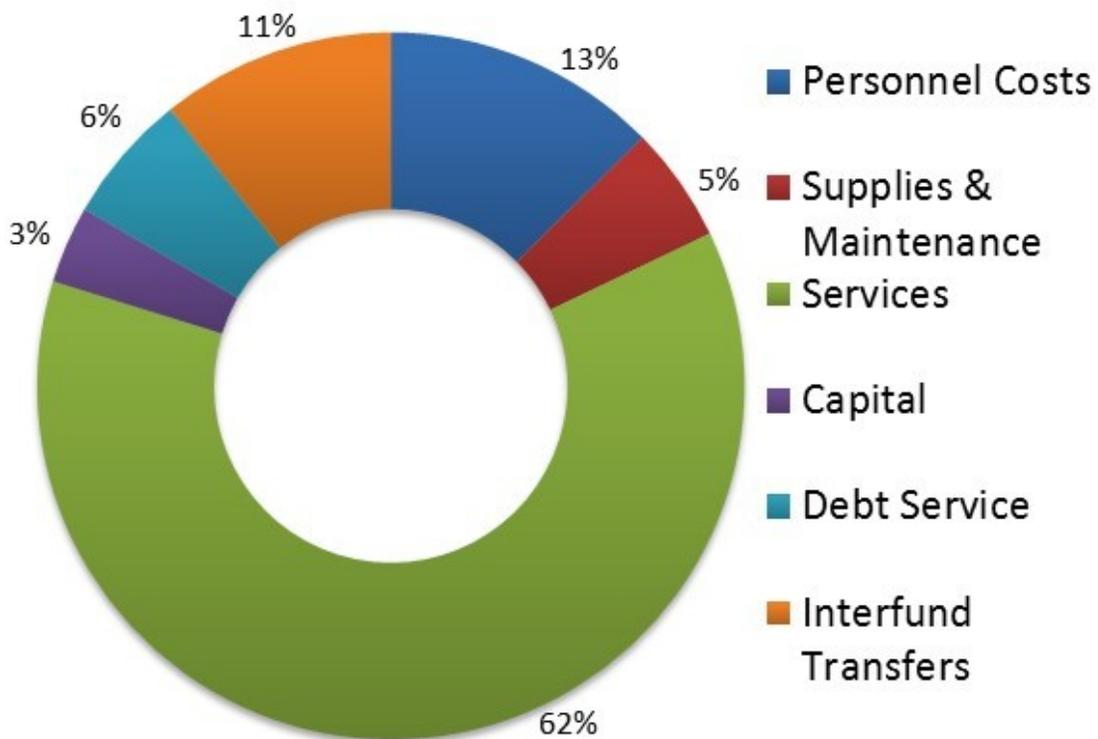
Significant Issues/Comments:

- Revenues from the water, sewer, and electric services support this fund. The Utility Fund revenue for FY 2016-17 is \$21,054,620.

Utility Fund Revenues



Utility Fund Expenditures



Airport Fund

	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Revenues				
Sale of Aviation Fuel	467,577	524,000	387,189	346,000
Hangar Rent	255,160	298,000	289,900	337,880
Interest Revenue	(698)	-	(532)	-
Other Income	63,092	25,620	29,588	30,520
Intergovernmental Revenues	48,862	500,000	49,185	200,000
Total Revenues	833,993	1,347,620	755,331	914,400
Other Financing Sources				
Interfund Transfers	4,391,519	224,378	224,378	120,000
Fund Balance Used				
Total Other Financing Sources	4,391,519	224,378	224,378	120,000
Total Revenues & Other Financing Sources	5,225,512	1,571,998	979,709	1,034,400
Expenses				
Personnel Costs	225,230	233,409	259,545	214,690
Supplies & Maintenance	402,086	486,157	298,095	290,180
Services	348,053	238,243	223,702	232,831
Capital Outlay	-	-	-	-
Total Expenses	975,370	957,809	781,343	737,701
Other Financing Uses				
Grant Expense	97,724	550,000	98,430	250,000
Interfund Transfers	64,189	64,189	64,189	46,699
Total Other Financing Uses	161,913	614,189	162,619	296,699
Total Expenses & Other Financing Uses	1,137,283	1,571,998	943,962	1,034,400

FUND DESCRIPTION:

The Airport Fund is used to account for revenues and expenses related to the operation and maintenance of the Granbury Regional Airport. Capital improvements and equipment and debt payments on outstanding debt for the Airport are also accounted for here.

Tourism Fund

	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Revenues				
Hotel Occupancy Taxes	626,203	600,000	696,893	630,000
Interest Revenue	(912)	-	(585)	-
Conference Center Revenue	373,481	512,650	475,864	451,700
Langdon Center Revenue	20,300	22,000	21,120	21,000
Other Income	115,054	95,250	98,800	95,250
Total Revenues	1,134,126	1,229,900	1,292,093	1,197,950
Other Financing Sources				
Interfund Transfers	483,995	438,251	438,251	289,147
Total Other Financing Sources	483,995	438,251	438,251	289,147
Total Revenues & Other Financing Sources				
	1,618,121	1,668,151	1,730,344	1,487,097
Expenditures				
Personnel Costs	507,993	363,046	321,698	359,050
Supplies & Maintenance	94,473	133,784	109,274	89,850
Services	722,221	434,295	449,704	421,197
Capital Outlay	51,242	37,026	37,026	-
Other Services	12,500	700,000	700,000	617,000
Total Expenditures	1,388,430	1,668,151	1,617,702	1,487,097
Other Financing Uses				
Interfund Transfers	-	-	-	-
Total Other Financing Uses	-	-	-	-
Total Expenditures & Other Financing Uses				
	1,388,430	1,668,151	1,617,702	1,487,097

FUND DESCRIPTION:

The Tourism Fund is used to account for hotel occupancy revenues that are legally restricted for expenditures for particular purposes.

Significant Issues/Comments:

- Revenue projections for the hotel occupancy taxes are projected to increase to \$630,000.
- Total interfund transfer from general fund to tourism fund is down by 32% compared to FY 2015-2016.

Granbury Historic Properties

	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Revenues				
Interest Revenue	105	86	86	-
Other Income	43,885	5,500	5,500	-
Intergovernmental Revenues	-	-	-	-
Total Revenues	43,990	5,586	5,586	-
Other Financing Sources				
Interfund Transfers	40,000	40,000	40,000	40,000
From Fund Balance	-	-	-	-
Total Other Financing Sources	40,000	40,000	40,000	40,000
Total Revenues & Other Financing Sources				
	83,990	45,586	45,586	40,000
Expenditures				
Personnel Costs	-	-	-	-
Supplies & Maintenance	6,528	-	-	-
Services	39,633	40,000	41,179	40,000
Capital Outlay	42,241	-	-	-
Other Services	-	-	-	-
Total Expenditures	88,402	40,000	41,179	40,000
Other Financing Uses				
Interfund Transfers	-	-	-	-
Total Other Financing Uses	-	-	-	-
Total Expenditures & Other Financing Uses				
	88,402	40,000	41,179	40,000

FUND DESCRIPTION:

Granbury Historic Properties has been established to assist the City in the acquisition and control of historical properties deemed important to the growth and development of the City.

Significant Issues/Comments:

- This fund will receive \$40,000 in transfers from the General Fund to cover the loan payment obligation of this fund.

General Debt Service Fund

	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Revenues				
Ad Valorem Taxes	2,653,132	2,693,663	2,693,663	2,815,084
Interest Revenue	4,857	-	-	-
Other Revenue	-	-	-	-
Total Revenues	<u>2,657,989</u>	<u>2,693,663</u>	<u>2,693,663</u>	<u>2,815,084</u>
Other Financing Sources				
Issuance of Debt	-	-	-	-
Payment of refunded bond	-	-	-	-
Bond (Discount)/Premium	-	-	-	-
Interfund Transfers	537,152	868,138	868,138	1,063,838
Total Other Financing Sources	<u>537,152</u>	<u>868,138</u>	<u>868,138</u>	<u>1,063,838</u>
Total Revenues & Other Financing Sources	<u>3,195,141</u>	<u>3,561,801</u>	<u>3,561,801</u>	<u>3,878,921</u>
Expenditures				
Debt Service				
Principal	2,330,000	2,310,000	2,310,000	2,295,000
Interest and Fiscal charges	956,195	1,251,801	1,251,801	1,579,839
Refund of Existing Debt	-	-	-	-
Debt Issuance Cost	-	-	-	-
Agent Fees	1,918	2,400	2,400	4,082
Total Expenditures	<u>3,288,113</u>	<u>3,564,201</u>	<u>3,564,201</u>	<u>3,878,921</u>
Other Transfers	-	-	-	-
Total Expenses & Other Financing Uses	<u>3,288,113</u>	<u>3,564,201</u>	<u>3,564,201</u>	<u>3,878,921</u>

FUND DESCRIPTION:

The General Debt Service Fund is used to account for funds collected to pay general obligation bond debt service. These funds are collected from a portion of the ad valorem tax rate, which is based on the amount of debt service principal and interest to be paid in the current fiscal year.

Significant Issues/Comments:

- Property values increased by \$112M (9%) in FY 2016-17, reflecting an increase from \$1,241M to \$1,353M.



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General Fund

The General Fund is responsible for providing basic services to the residents of the City. These services include Public Safety (Municipal Court, Police and Fire); Public Works (Public Works, Streets, Building Maintenance, Fleet); Community Development (Development, Planning, Inspections); Parks and Recreation (Parks, Swimming Pool, Soccer Fields, Baseball, Beach and Cemetery); Administrative Services (Finance, Purchasing, Social Services, Information Technology, Warehouse, Granbury Broadcasting Services); City Administration (City Council, City Secretary, Legal, City Manager, Assistant City Manager, Economic Development,).

The General Fund's primary revenue sources are Ad Valorem Taxes, Sales Taxes, Franchise Fees and Charges for City Services. The City Council is responsible for establishing a tax rate for the General Fund.

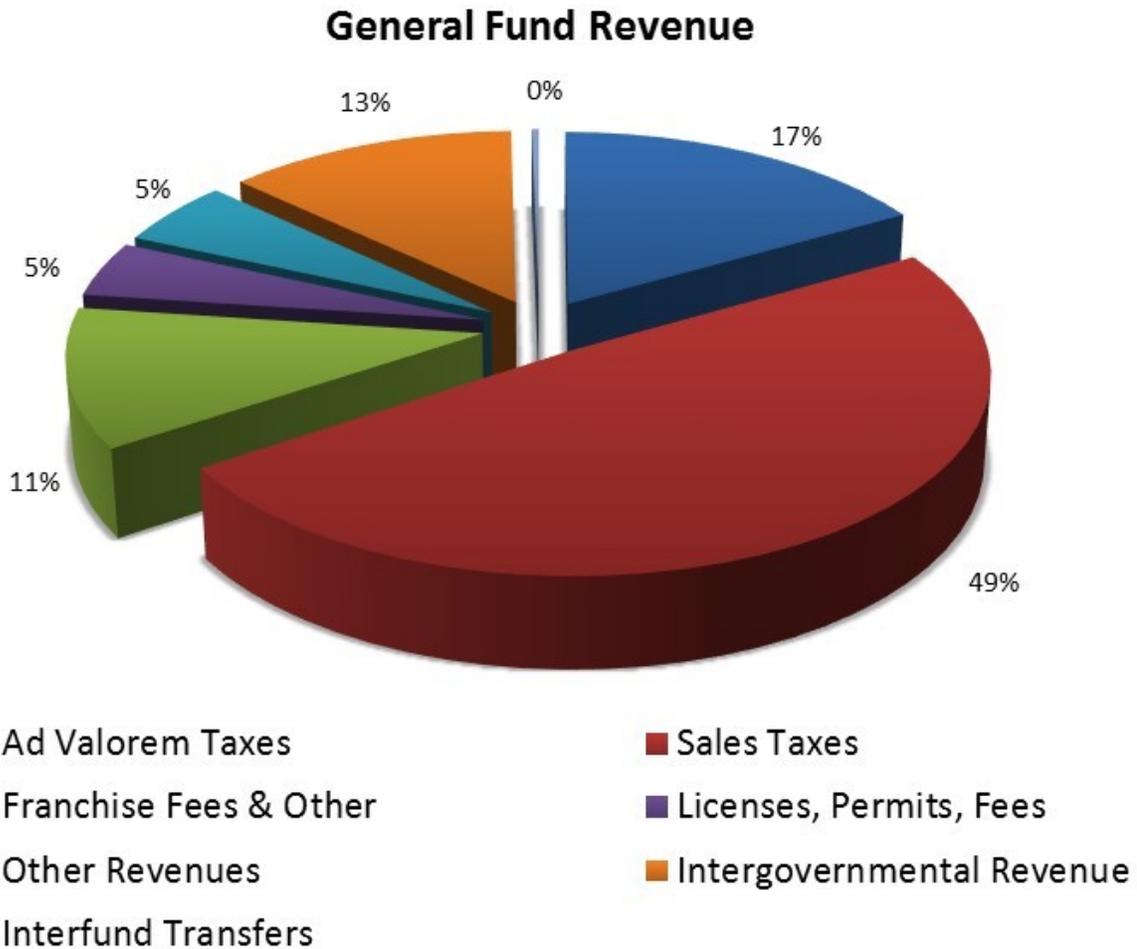
Per the Tax Code, if the proposed tax rate exceeds the lower of the effective tax rate or the rollback tax rate, the City is required to hold two public hearings on the tax rate for that fiscal year. The M&O portion of the rollback tax rate is the tax rate that would be needed to raise the same amount of taxes that the taxing unit levied in the prior year plus eight percent. The debt service rate portion is the tax rate necessary to pay the taxing unit's debt payments in the coming year. This part of the calculation does not depend on the last year's debt taxes at all; it considers the amount the taxing unit will need for the current year. The debt service portion of the overall tax rate may rise as high as necessary without triggering the threat of a rollback election.

The sales tax rate inside the City of Granbury is 8.25%, with 1.5% being dedicated for City use. The remainder goes to the State (6.25%) and Hood County (0.5%).



GENERAL FUND REVENUES

Revenue Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Ad Valorem Taxes	1,723,331	2,140,874	2,207,076	2,523,898
Sales Taxes	7,093,406	7,301,913	7,561,299	7,350,000
Franchise Fees & Other	1,750,702	1,766,811	1,721,313	1,802,137
Licenses, Permits, Fees	721,112	663,000	692,017	681,300
Municipal Court Fees	185,485	181,000	219,410	189,000
Park Revenues	139,163	193,650	162,672	192,150
Interest Income	9,562	10,000	18,110	18,000
Other Revenues	390,844	335,184	323,714	369,681
Intergovernmental Revenue	1,979,839	755,659	576,552	1,915,099
Interfund Transfers	1,610,262	1,292,003	1,201,810	46,699
Fund Balance Used	-	145,322	20,000	29,100
Total Revenues	15,603,707	14,785,416	14,703,974	15,117,064



GENERAL FUND REVENUES (DETAIL)

Revenue Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Ad Valorem Taxes				
Current Tax Revenue	1,723,331	2,140,874	2,207,076	2,523,898
Delinquent Tax Revenue	15,687	15,000	12,089	15,000
Penalty and Interest on Taxes	24,472	27,000	20,364	25,000
Tax Certificates	150	250	206	250
Total Ad Valorem Taxes	1,763,639	2,183,124	2,239,736	2,564,148
Sales Taxes				
Sales Taxes	7,093,406	7,301,913	7,561,299	7,350,000
Mixed Drink Taxes	58,078	55,000	63,074	55,000
Total Sales Taxes	7,151,484	7,356,913	7,624,373	7,405,000
Franchise Fees				
Cable TV Franchise Fees	96,362	80,000	102,666	95,000
Telephone Franchise Fees	107,861	105,000	111,102	107,000
Electric Franchise Fees	384,855	403,142	349,491	385,000
Solid Waste Franchise Fees	120,365	108,000	118,924	108,000
Gas Franchise Fees	66,391	68,000	56,319	60,000
Other Franchise Fees	-	-	-	-
Utility Fund Franchise Fees	849,286	879,419	857,990	923,887
PEG Fee Franchise	27,197	26,000	29,087	28,000
Total Franchise Fees	1,652,317	1,669,561	1,625,580	1,706,887
Licenses, Permits, Fees				
Alcoholic Beverage Permits	8,730	9,500	6,405	8,000
Health Permits	35,840	45,000	38,240	48,000
Building/Housemoving Permits	462,661	340,000	296,286	340,000
Plumbing/Electric Permits	47,075	55,000	43,538	55,000
Pole Usage Fees	14,723	14,700	9,363	10,000
License Registration/Renewal	28,206	41,000	28,400	35,000
Street/Curb/Concrete Permit	490	500	470	500
Water Well Permits			250	
Misc Permits/Fees/Licenses	89,427	107,000	140,981	110,000
Dog Pound Fees	380	300	250	300
Gas Well Permits & Fees	1,954	4,500	2,317	2,000
Engineering Fees	29,535	38,000	56,678	55,000
Accident Report Fees	1,832	2,000	1,644	2,000
Developers Fees	-	5,000	67,194	15,000
Car Storage/Impound Fees	260	500	-	500
Total Licenses, Permits, Fees	721,112	663,000	692,017	681,300

GENERAL FUND REVENUES (DETAIL), cont.

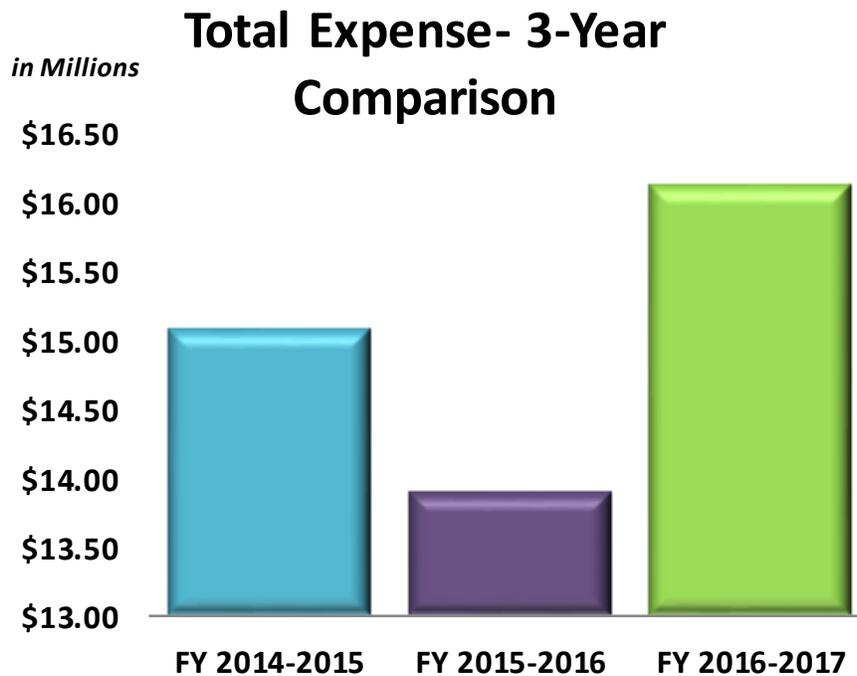
Revenue Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Municipal Court Fees				
Fines and Forfeitures	136,891	130,000	160,866	140,000
Parking Violation Fees	-	-	-	-
Court Fines for Building Securit.	3,024	3,000	4,200	3,000
Mun. Court Administr. Fess	17,786	20,000	27,087	20,000
Warrant Fees	21,699	22,000	18,814	20,000
Arrest Fees	6,084	6,000	8,442	6,000
Total Municipal Court Fees	185,485	181,000	219,410	189,000
Park Revenue				
Ballfield Concessions	29,462	50,000	33,952	50,000
Beach Concession Revenue	-	-	-	-
Beach Rental	1,200	1,900	1,900	2,000
Trailer Concession Revenue	581	1,000	-	1,000
Swimming Lessons	1,200	6,500	-	6,500
Pool Concessions	7,355	13,800	6,759	13,800
Swimming Pool Admissions	23,146	27,850	24,469	27,850
Pavilion Use Fees	2,058	4,500	2,201	5,000
Recreation Activity Fees	29,080	40,000	40,312	40,000
Park Donation/Dedications	17,620	10,000	22,928	10,000
Stage Rental	100	-	1,700	1,000
Labor - Special Events	-	-	-	-
Park Gas Well Revenue	-	-	-	-
Ballfield Sign Space Lease	-	-	-	-
Ballfield Use Fees	13,866	19,100	14,243	20,000
Soccer Field Use Fees	9,895	13,000	11,310	11,000
Cemetery Revenue	3,600	6,000	2,900	4,000
Total Park Revenue	139,163	193,650	162,672	192,150
Interest Income				
Interest Income	9,562	10,000	18,110	18,000
Total Interest Income	9,562	10,000	18,110	18,000

GENERAL FUND REVENUES (DETAIL), cont.

Revenue Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Other Revenue				
Fund Balance Used	-	145,322	20,000	29,100
Lease of City Property	69,600	75,000	90,701	85,000
Kiosk Sign Rent	4,380	5,500	3,210	3,500
WIFI Network Income	31,797	20,000	24,096	10,000
Cemetery Gas Well Drilling	6,283	12,000	2,150	250
Books, Maps, Publications	433	200	316	200
Granbury TV Programming	16,842	20,000	23,292	20,000
Granbury TV Membership	-	-	391	402
Granbury TV Donations	100	-	2,500	2,575
Granbury TV Production	222	500	200	500
Fire Training Center Rent	-	-	-	-
Donations	13,894	41,423	57,695	157,000
Vybranz Revenue Recovery	-	-	-	-
Miscellaneous Income	148,452	126,307	66,607	40,000
Insurance Proceeds	72,944	24,654	38,692	39,853
Sale of Assets	15,873	-	-	-
Cash Short/Over	3	-	(193)	(199)
Vending Machine Revenue	513	600	1,023	600
Service Fees	9,510	9,000	13,035	10,000
Total Other Revenue	390,844	480,506	343,714	398,781
Interfund Transfers				
Transfer In Shared Alloctn	-	-	-	-
Transfer from Utility	1,197,692	988,076	897,883	46,699
Transfer in from Airport	412,570	303,927	303,927	-
Transfer in I&S	-	-	-	-
Transfer In	-	-	-	-
Total Interfund Transfers	1,610,262	1,292,003	1,201,810	46,699
Intergovernmental Revenue				
GISD Officer Reimb.	-	-	-	-
Other Econ Dev Reimb.	54,725	102,808	55,329	56,912
Other Rev. - State Reimb.	151,155	-	-	-
Other Revenue State	-	-	-	-
Other State Grants	-	411,159	-	-
Other Grant Revenue	227,016	141,692	334,027	238,987
Other Financing Sources	425,733	100,000	171,199	1,619,200
FEMA Grant Revenue	-	-	-	-
Intergov Contributions	1,121,210	-	15,997	-
Total Intergovernmental	1,979,839	755,659	576,552	1,915,099
Total General Fund Revenue	15,603,707	14,785,416	14,703,974	15,117,064

GENERAL FUND EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Administration	1,001,567	1,053,256	883,112	959,242
Administrative Services	1,684,723	1,782,536	1,776,313	1,739,976
Human Resources	273,835	291,345	271,505	278,924
Building & Permits	1,038,700	1,040,895	983,994	1,517,637
Community Development	540,217	709,482	607,371	636,634
Clean Air Coalition	147,354	170,510	105,475	169,406
Municipal Court	196,221	207,659	196,935	185,963
Police	3,491,320	3,616,868	3,575,176	3,723,490
Fire	404,612	574,308	479,825	590,507
Fleet Maintenance	304,643	311,969	305,840	319,303
Building Maintenance	630,579	704,483	688,203	721,430
Parks and Recreation	1,591,819	1,727,347	1,624,221	1,740,666
Non-Departmental	702,730	858,615	833,233	1,002,965
Interfund Transfers	1,042,428	702,629	702,629	449,147
Capital Outlay	2,018,356	889,708	852,358	2,091,853
TOTAL EXPENDITURES	15,069,106	14,641,609	13,886,188	16,127,143





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CITY COUNCIL

Department 10

MISSION STATEMENT

To adopt ordinances, plans, policies and budgets so that the City of Granbury can deliver high quality municipal services, protect the health, safety and welfare of its residents, and maintain its image as a unique tourist destination and an enjoyable place to live.

DESCRIPTION

Granbury is a home-rule city. The City Council consists of five council members and a mayor. The mayor only votes in the instance of a tie-vote. All members of the Council are elected at-large. The City Council operates under the Granbury City Charter, City ordinances and State law. Four officers of the City are appointed by the City Council and operate under its guidance: City Manager, City Attorney, City Secretary and Municipal Judge.

The City Council is the policy-making arm of city government. It has a wide variety of tasks which include approving any expenditure of the City which exceeds the amount stipulated in the Charter and by State law, appointing board and commission members, ordering regular and special elections and considering zoning issues.

The City Council must study, analyze and approve complex plans for expansion and rehabilitation of the City's utilities and other progressive plans that may benefit the citizens.

OBJECTIVES AND STRATEGIES

1 Develop policies which enhance the quality of life for the community while preserving its unique character and natural resources.
Related to City Council Goal: Service Delivery.

2 Ensure the long-term financial viability of Granbury.
Related to City Council Goal: Service Delivery.

3 Promote community involvement and participation in local government.
Related to City Council Goal: Citizen Involvement.

4 Attend all regular and special Council meetings.
Related to City Council Goal: Service Delivery.

Recent Accomplishments

- Issued a \$10 million bond for airport and street improvements as well as improvements to police, fire and park facilities.
- Issued a \$2.75 million CO bond for construction improvements and extensions to the City's water system

CITY COUNCIL EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Personnel Costs				
FICA	5,967	5,967	5,967	5,967
Insurance for Personnel	100	-	120	-
Workers Compensation	197	3,600	183	210
Texas Workforce Commission	-	-	-	-
Total Personnel Costs	6,264	9,567	6,270	6,177
Supplies & Maintenance				
Office Supplies	46	900	494	900
Copier Expense	-	300	200	300
Non-Capital Tools & Equip	630	3,500	3,397	7,000
Total Supplies & Maint	676	4,700	4,091	8,200
Services				
Council Expense	78,000	78,000	78,000	78,000
Audit & Accounting	18,250	21,000	21,000	19,000
Consultants, Architect, Engr.	27,000	13,000	2,500	20,000
Telephone	346	3,500	2,974	3,500
Postage	55	100	-	100
Council Travel/Training	23,316	30,000	7,348	30,000
Meeting Refreshments	413	3,000	2,791	2,500
Meeting Recordings	-	100	-	100
Dues, Subscriptions, Member	3,615	9,148	9,059	10,000
Public Purpose Donation	-	-	-	-
Intergovernmental Relations	-	-	-	-
Internet Services	2,656	-	-	-
Community Events	-	-	-	12,000
Miscellaneous Expenses	15,165	18,550	18,329	2,000
Special Events- City Hall	-	10,000	-	10,000
Total Services	168,816	186,398	142,002	187,200
Capital Outlay				
Office Equipment	-	-	-	-
Signs	-	-	-	-
Land	-	-	-	-
Total Capital Outlay	-	-	-	-
Total City Council	175,757	200,665	152,362	201,577

CITY MANAGER

Department 11

MISSION STATEMENT

To implement the plans, policies, and budgets established by the City Council, effectively lead the staff through innovation and improvements in service delivery, communicate effectively with the citizens, exercise fiscal responsibility, and nurture a positive image of City government.

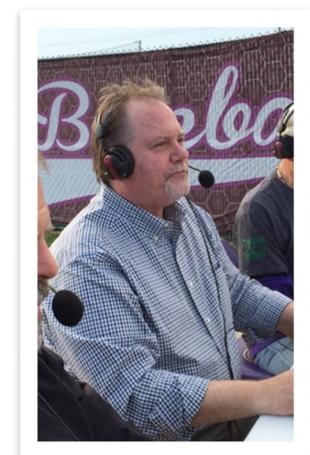
DESCRIPTION

The City Manager is appointed by the City Council as the executive leader to manage day-to-day operations of all City departments and supervise the department heads. This position is responsible for directing a variety of administrative processes that allows the City to operate, while also implementing and overseeing policies crafted by the City Council. Externally, the City Manager is responsible for hearing the concerns and requests of the community and bringing them to the government. The City Manager operates with a professional understanding of how all city functions operate together to their best effect.

STAFFING			
Title	2014-15	2015-16	2016-17
City Manager	1	1	1
Executive Administrative Assistant	1	1	1
Total Staffing	2	2	2

Recent Accomplishments

- Strong Bond Ratings
- Savings for City after Refunding of current bonds
- Received unqualified opinion from George Morgan Sneed, PC for FY 2014-2015 audit.



OBJECTIVES AND STRATEGIES

1 Ensure the delivery of quality services to citizens.
Related to City Council Goal: Service Delivery

- Receives frequent status updates from all department heads
- Listens and responds to citizen's concerns

2 Coordinate the implementation of City Council goals and objectives with all City Departments.
Related to City Council Goal: Service Delivery

- Facilitates biweekly Staff Meetings
- Conduct regular meetings with individual and/or small group of directors.
- Develop a new comprehensive plan
- Provide collaboration by fully utilizing the existing board and commissions

3 Facilitate community activities to address public requests for needs and services.
Related to City Council Goal: Community Development

- Conduct a strategic planning workshop for the council to establish and update the strategic plan

4 Improve citizen awareness and understanding of City programs, services and issues. *Related to City Council Goal: Citizen Involvement*

- Participates in Council meetings and workshops
- Create and distribute quarterly newsletters for the city organizations and activities

5 Respond to citizen concerns and City Council requests in a timely manner.
Related to City Council Goal: Service Delivery

- Act upon all calls and email inquiries within a timely manner
- Establish and maintain timelines for each project and provide accountability for the completion of the projects.
- Coordinate with the appropriate department heads until completion



CITY MANAGER EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	168,187	179,384	188,459	196,858
FICA	16,421	14,654	15,280	15,960
Vacation	7,945	-	1,446	-
Sick Leave	39,810	-	1,658	-
Overtime	39	-	23	-
Retirement	37,422	29,725	31,321	33,329
Longevity	1,160	170	170	480
Insurance	14,140	14,850	14,852	14,850
Workers Compensation	533	517	507	565
Texas Workforce Commission	(6)	414	311	342
Contract Labor	-	-	-	-
Total Personnel Costs	<u>285,650</u>	<u>239,714</u>	<u>254,026</u>	<u>262,385</u>
Supplies & Maintenance				
Office Supplies	518	240	214	540
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	1,797	1,550	1,702	1,400
Vehicle Fuel	230	-	-	-
Non-Capital Tools & Equip	630	900	895	1,000
Maintenance- Vehicles	-	-	-	-
Maintenance- Office Equip	-	-	-	-
Maintenance- Radios	-	-	-	-
Total Supplies & Maint	<u>3,175</u>	<u>2,690</u>	<u>2,811</u>	<u>2,940</u>
Services				
Telephone	877	1,300	1,210	1,300
Postage	95	120	71	120
Travel/Training	9,586	10,219	11,425	10,219
General Liability Insurance	628	700	636	700
Dues/Subscription/Membersh	4,610	2,700	4,276	4,150
Car Allowance	12,092	12,000	12,092	12,000
Internet Services	304	-	-	-
Other Expense	352	50	-	500
Bank/Other Fees	-	-	-	-
Total Services	<u>28,544</u>	<u>27,089</u>	<u>29,711</u>	<u>28,989</u>
Capital Outlay				
Automobiles	-	-	-	-
Radios & Assoc Equipment	-	-	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total City Manager	<u><u>317,370</u></u>	<u><u>269,493</u></u>	<u><u>286,548</u></u>	<u><u>294,314</u></u>

CITY SECRETARY

Department 12

MISSION STATEMENT

To ensure open and responsive government through proper recording and preservation of the City’s legislative history and official records, enhance customer service, and conduct fair and impartial City elections.

DESCRIPTION

The position of City Secretary is a statutory position required by State law, and is an appointed position by the City Council. The City Secretary gives notice of and attends all official public meetings of the City Council, publishes legal notices, issues and bills for alcoholic beverage permits, works closely with the Hood County Elections Administrator to hold City elections, and is the custodian of all official records of the City Council including agendas, minutes, ordinances, resolutions, contracts, deeds, and other miscellaneous documents. The City Secretary certifies the authenticity of all City records and is the official keeper of the City Seal.

The City Secretary is also the Records Management Officer, and in that capacity; the City Secretary is responsible for the identification, maintenance, retention, security, preservation, and destruction of city records as mandated by State law. In addition to that, the City Secretary’s Office works closely with staff liaisons to oversee all Boards and Commissions appointed by the City Council. Duties include advertising and receiving applications for appointments, and ensuring that all are in compliance with the Texas Open Meetings Act.

STAFFING			
Title	2014-15	2015-16	2016-17
City Secretary	1	1	1
Assistant to City Secretary	1	1	1
Part Time Document Scanner	0	0	1
Total Staffing	2	2	3

Recent Highlights

- Processed 179 open records requests
- Prepared 35 Ordinances and Resolutions for City Council consideration
- Received 64 applications for City Council to appoint 27 members to vacant seats on numerous City boards and commissions.

OPPORTUNITIES AND CHALLENGES

One opportunity for the City Secretary’s office is to utilize a document management system. The large volume of documents to be scanned will present a challenge to the department’s staff; however the benefits will outweigh the challenges. Once the official records and documents are stored electronically, time spent searching for individual items will be drastically reduced. Additionally, the documents will be stored in one location only and not spread throughout several departments.

OBJECTIVES AND STRATEGIES

1 Ensure an effective Records Management Program is in place.
Related to City Council Goal: Service Delivery.

- Maintain the City's record retention schedule in compliance with State law.
- Store all records effectively for easy search and retrieval.
- Ensure all official documents are received and filed according to State law.

2 Administer regular and special elections in accordance with State Law and City Charter.
Related to City Council Goal: Service Delivery.

- Meet deadlines for publishing notification requirements.
- Receive applications and required forms for candidacy.
- Work with the Hood County Elections Administration to hold elections.
- Ensure results are received and votes are canvassed by the City Council.

3 Provide support to the City Council.
Related to City Council Goal: Service Delivery.

- Prepare Agenda Packets for Council on time and without error.
- Post meeting notifications correctly.
- Compile meeting minutes accordingly.
- Ensure all contracts, agreements, resolutions, ordinances, and other miscellaneous documents as approved by the Council are prepared, signed and authenticated.



CITY SECRETARY EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Salaries & Benefits				
Regular	80,459	86,554	83,435	101,989
FICA	5,885	6,744	6,296	7,816
Vacation	918	-	1,689	-
Sick Leave	1,012	-	2,007	-
Overtime	-	-	-	-
Retirement	13,766	13,685	13,661	14,455
Longevity	1,370	1,610	1,610	1,850
Insurance	15,405	14,850	14,843	14,850
Workers Compensation	242	238	238	280
Texas Workforce Commission	18	414	342	513
Total Salaries & Benefits	119,075	124,096	124,121	141,754
Supplies & Maintenance				
Office Supplies	1,066	740	413	1,000
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	3,299	2,950	2,618	3,500
Non-Capital Equip & Tools	-	1,660	1,660	650
Total Supplies & Maint	4,365	5,350	4,691	5,150
Services				
Telephone	-	-	-	-
Postage	753	1,000	302	1,000
Travel/Training	2,147	3,380	2,457	3,380
Documents & Filing Fees	1,152	2,480	1,351	2,480
Advertising - Legal	5,577	5,715	6,117	4,000
General Liability Insurance	474	550	482	550
Dues/Subsription/Membersh	140	500	289	500
Election Expense	150	10,500	10,280	12,000
Codification	1,650	3,620	3,585	3,620
Total Services	12,043	27,745	24,863	27,530
Capital Outlay				
Codification	-	-	-	-
Total Capital Outlay	-	-	-	-
Total City Secretary	135,483	157,191	153,675	174,434

LEGAL

Department 15

MISSION STATEMENT

To provide competent advice, opinions and representation to the City Council, departments, boards, and commissions.

DESCRIPTION

The City Attorney's office ensures that City functions and services are performed in a lawful manner and is responsible for all legal affairs of the City.

Duties of this office include provisions of legal advice to the City Council, City Manager, boards and commissions, and all City departments; prosecutorial duties in Municipal Court; real estate matters including acquisitions, dispositions, and trade; and review of all contracts, resolutions, ordinances and items presented to the City Council.

OBJECTIVES AND STRATEGIES

- 1 Provide quality legal advice to the City Council, City Manager, City Secretary, City Staff and City boards and commissions.
Related to City Council Goal: Service Delivery.

Regularly attend City Council meetings.
Review legal documents in a timely manner.

- 2 Prosecute all complaints in Municipal Court
Related to City Council Goal: Service Delivery



LEGAL EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	-	-	-	-
FICA	-	-	-	-
Vacation	-	-	-	-
Sick Leave	-	-	-	-
Overtime	-	-	-	-
Retirement	-	-	-	-
Longevity	-	-	-	-
Insurance	-	-	-	-
Workers Compensation	-	-	-	-
Texas Workforce Commission	-	-	-	-
Contract Labor	120,805	126,000	124,775	130,000
Total Personnel Costs	<u>120,805</u>	<u>126,000</u>	<u>124,775</u>	<u>130,000</u>
Supplies & Maintenance				
Office Supplies	-	-	-	-
Copier Expense	-	-	-	-
Non-Capital Equip & Tools	-	-	638	-
Total Supplies & Maint	<u>-</u>	<u>-</u>	<u>638</u>	<u>-</u>
Services				
Legal Consultants	(26,093)	100,000	105	-
Legal Expense	8,837	-	-	-
Legal Lake Level Coalition	112,991	25,000	3,287	-
Telephone	-	-	243	500
Postage	-	-	-	-
Travel/Training	-	-	-	-
General Liability Insurance	-	-	-	-
Dues/Subscription/Membersh	-	200	185	-
Internet Services	-	-	-	-
Total Services	<u>95,734</u>	<u>125,200</u>	<u>3,820</u>	<u>500</u>
Capital Outlay				
Property Improvements	-	-	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total City Attorney	<u>216,539</u>	<u>251,200</u>	<u>129,233</u>	<u>130,500</u>

FINANCE

Department 20

MISSION STATEMENT

To provide leadership and direction to maintain the financial stability of the City and to prepare for future growth.

DESCRIPTION

Finance is responsible for the proper, accurate and timely recording of collections and disbursements of City funds and the reporting of these transactions in accordance with Generally Accepted Accounting Principles. This division also develops, coordinates and monitors the City’s spending plans, including the annual Operating Budget and Capital Improvement Program. Further, Finance is responsible for cash management and investments, processes receipts of City monies, collects Hotel Occupancy Taxes, and preforms various financial analysis.

OPPORTUNITIES AND CHALLENGES

In FY 2014-15 the Finance department played a vital role in the implementation of the paperless document management system. Many documents were shuffled through the department for input, review, approval and storage. The majority of these documents are now stored, reviewed, and approved electronically through the Laserfiche document management system. The Finance department will continue to strive to fully implement the paperless account payable system in the upcoming fiscal year.

Recent Accomplishments

- Received Certificate of Achievement for Excellence in Financial Reporting from GFOA for FY 2014-2015 CAFR.
- Received Distinguished Budget Presentation Award from GFOA for FY 2015-2016 budget.
- Lead the annual bond rating discussions and participated in ensuring high bond ratings

STAFFING			
Title	2014-15	2015-16	2016-17
Finance Director	1	1	1
Assistant Finance Director	1	1	1
Financial Analyst	1	1	1
Accounting Specialist	1	1	1
City Hall Receptionist/Operator	1	1	1
Full Time Clerk	1	1	1
Total Staffing	6	6	6



OBJECTIVES AND STRATEGIES

1 Provide timely, accurate financial reporting to City Council, City departments and citizens.

Related to City Council Goal: Service Delivery.

- Produces monthly financial reports, including trends and projections
- Monitors the City's financial condition and advises City officials in regard to financial matters

2 Maintain budgetary controls to ensure compliance with the annual budget as adopted by the City Council.

Related to City Council Goal: Community Development.

- Controls, monitors and approves expenditures
- Directs and implements budget adjustments for the City

3 Manage cash and investments to ensure that the City receives a maximum rate of return on its investments with minimal risk while maintaining an adequate cash flow.

Related to City Council Goal: Service Delivery.

- Ensures bank accounts are collateralized within the guidelines of state law
- Prepares quarterly investment reports

4 Maintain a system of internal controls that will ensure that the assets of the City are adequately protected.

Related to City Council Goal: Infrastructure Basics.

- Maintains an accurate records of capital assets for internal and outside audit review
- Establishes long and short-range fiscal and accounting policies and procedures

5 Provide financial reporting conformity with generally accepted accounting principles that receives the Government Finance Officers Association (GFOA) Certificate of Achievement.

Related to City Council Goal: Service Delivery.

- Issues the Comprehensive Annual Financial Report
- Develops and prepares the Annual Budget

6 Foster a “customer-oriented” approach toward internal departments of the City.

Related to City Council Goal: Citizen Involvement.

- Promotes positive relations and provides financial and analytical assistance to internal city departments

FINANCE EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	278,596	315,178	307,220	333,262
FICA	21,229	24,464	23,172	24,798
Vacation	5,239	-	5,094	-
Sick Leave	2,080	-	1,873	-
Overtime	180	1,000	21	1,000
Retirement	46,798	49,634	48,984	53,917
Longevity	3,470	3,610	3,610	4,500
Insurance	39,175	44,551	44,496	44,551
Workers Compensation	748	863	863	915
Texas Workforce Commission	259	1,242	1,027	1,026
Total Personnel Costs	397,775	440,542	436,360	463,969
Supplies & Maintenance				
Office Supplies	2,023	3,500	2,136	4,000
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	7,869	7,200	5,257	7,200
Non-Capital Equip & Tools	75	2,250	2,220	-
Maintenance- Office Equip	-	550	57	1,000
Maintenance- Radios	-	-	-	-
Total Supplies & Maint	9,967	13,500	9,670	12,200
Services				
Telephone	552	500	467	1,200
Postage	4,553	5,000	4,302	5,000
Travel/Training	8,167	8,200	4,412	9,500
Advertising Promotions	-	-	-	-
Printing	297	3,000	93	2,000
General Liability Insurance	1,745	1,800	1,769	1,800
Dues/Subscription/Membersh	1,538	2,500	1,800	2,500
Bank/Other Fees	-	-	-	-
Total Services	16,851	21,000	12,844	22,000
Capital Outlay				
Furniture & Fixtures	-	-	-	-
Office Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Total Finance	424,593	475,042	458,874	498,169

PURCHASING

Department 21

MISSION STATEMENT

To assist all City departments in the procurement of quality products and services in a timely and cost-effective manner.

DESCRIPTION

The Purchasing Department procures all supplies, equipment and services for all departments within the City organization and is also responsible for the storage and warehousing of material and supplies. Procurement activities include establishing annual contract and blanket purchase orders to reduce costs; preparing bid specifications and tabulations; conducting bid proceedings; expediting materials; and preparing recommendations to the City Council for purchases over \$50,000. This department is also responsible for vehicle inventory (i.e. titles and licenses) and disposal of City-owned surplus property.



STAFFING			
Title	2014-15	2015-16	2016-17
Purchasing Agent	1	1	1
Purchasing Assistant	1	1	1
Total Staffing	2	2	2

OPPORTUNITIES AND CHALLENGES

The Purchasing Department is continually seeking ways to save money for the City. While this is an opportunity, it is also a challenge to the department. The Purchasing Department wants to get the best product for the best price while having integrity within the vendor relationships

Recent Accomplishments

- Implemented Laserfiche, a new PO and form processing software for greater efficiency in procurement processing for multiple departments
- Processed over 4,600 POs during FY 2015-2016 totaling nearly \$30 million in order to provide service to all departments within the City.

OBJECTIVES AND STRATEGIES

1 Provide the City departments with supplies and services by utilizing best value purchases in a timely manner.

Related to City Council Goal: Infrastructure Basics.

- Work with departments to stay within Purchasing Policies.
- Conduct bid proceedings and establish contracts.
- Utilize cooperative purchasing programs.

2 Remain updated on procurement policies, procedures, and statutes.

Related to City Council Goal: Service Delivery.

- Employees receive 40 hours of training per year.

3 Conduct sale of City-owned surplus property according to City ordinances.

Related to City Council Goal: Infrastructure Basics.

- Once a year, participate in online auction.



PURCHASING EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	98,966	103,587	102,090	106,606
FICA	8,576	8,791	8,864	8,984
Vacation	3,285	-	2,326	-
Sick Leave	(30)	-	211	-
Overtime	-	-	585	-
Retirement	18,635	17,851	17,966	18,783
Longevity	6,290	6,530	6,530	6,770
Insurance	15,425	14,850	14,843	14,850
Workers Compensation	330	310	310	319
Texas Workforce Commission	18	414	342	342
Total Personnel Costs	<u>151,494</u>	<u>152,333</u>	<u>154,067</u>	<u>156,654</u>
Supplies & Maintenance				
Office Supplies	281	380	223	380
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	1,113	1,100	1,463	1,200
Wearing Apparel	-	160	19	160
Vehicle Fuel	-	-	-	-
Non-Capital Tools & Equip	124	200	85	200
Maintenance- Vehicles	-	-	-	-
Maintenance- Office Equip	-	-	-	-
Total Supplies & Maint	<u>1,518</u>	<u>1,840</u>	<u>1,790</u>	<u>1,940</u>
Services				
Telephone	-	-	-	-
Postage	4	50	1	50
Travel/Training	1,141	1,500	1,762	1,500
Advertising- Legal	-	-	-	-
General Liability Insurance	2,889	2,980	2,909	2,980
Dues/Subscription/Membersh	431	475	409	475
Car Allowance	4,819	4,800	4,837	4,800
Auction Expenses	97	205	-	205
Total Services	<u>9,381</u>	<u>10,010</u>	<u>9,918</u>	<u>10,010</u>
Capital Outlay				
Pickups	-	-	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Purchasing	<u><u>162,392</u></u>	<u><u>164,183</u></u>	<u><u>165,775</u></u>	<u><u>168,604</u></u>

WAREHOUSE OPERATIONS

Department 25

MISSION STATEMENT

To store and safeguard surplus materials and supplies for the City departments.

DESCRIPTION

The Warehouse Operations department is responsible for managing and warehousing of the material and supplies needed on a routine basis and for storage of specially order material and supplies needed for large construction projects. The department is also responsible for fuel delivers and tracking usage for all City departments in accordance with TCEQ Regulations.

OPPORTUNITIES AND CHALLENGES

The warehouse staff reached some challenges during the last of couple of years to make delivery to job sites on a timely manner while maintaining quality control standards for the department with increased work load.

STAFFING			
Title	2014-15	2015-16	2016-17
Warehouse Supervisor	0	0	1
Warehouse Foreman	1	1	0
Warehouse Technician	1	1	1
Total Staffing	2	2	2

OBJECTIVES AND STRATEGIES

- 1** Maintain stock of all materials and supplies needed by other departments on a daily basis and for emergencies.

 - Inventory the items stored in warehouse through quarterly cycle counts, and daily double checks.
 - Deliver all supplies and materials to department’s job site when requested.
- 2** Ensure the safeguarding of the City’s assets that are stored in the warehouse.

 - Security cameras are installed in the Warehouse and around the building.
 - Employees must be authorized to go into the Warehouse.
 - Balancing the two Warehouse accounts in General Ledger.

Recent Accomplishments

- Inventory reconciliation to date less than \$1.01
- Issued over \$525,000 in inventory for FY 2015-2016.
- Maintains over \$1.49 million in inventory.
- Completes a full inventory reconciliation every quarter
- Staff is starting to deliver needed materials to job sites for many departments
- This year, staff began running project materials through inventory to track materials more efficiently.
- Staff completed Re-certification of TPCA Class A and Class B UST Facility Operator Training Course which is mandated by TECQ; Powered Industrial Trucks (Forklift) Safety OSHA 29 CFR 1910.178 Training.

WAREHOUSE EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	66,885	70,931	68,747	78,748
FICA	5,765	5,696	5,879	6,177
Vacation	2,874	-	4,062	-
Sick Leave	1,160	-	869	-
Overtime	4,616	1,500	3,521	1,500
Retirement	12,673	11,560	12,224	13,128
Longevity	1,790	2,030	2,030	2,270
Insurance	15,433	14,850	14,852	14,850
Workers Compensation	3,471	3,319	3,319	3,679
Texas Workforce Commission	16	414	342	342
Total Personnel Costs	114,685	110,300	115,844	120,694
Supplies & Maintenance				
Office Supplies	419	310	253	310
Copy Machine Supplies	1,019	1,100	1,356	1,200
Wearing Apparel	1,147	1,500	1,355	1,200
Vehicle Fuel	919	1,125	651	1,600
Non-Capital Tools & Equip	552	770	337	1,000
Maintenance- Motor Vehicles	205	840	81	840
Maintenance- Heavy Equip	596	1,000	903	1,000
Total Supplies & Maint	4,857	6,645	4,937	7,150
Services				
Electricity	25,351	24,800	20,503	23,000
Water	1,555	4,200	4,142	6,000
Natural Gas	1,386	2,300	1,214	2,300
Telephone	-	-	-	-
Sewer	745	1,000	1,038	1,000
Postage	-	-	-	-
Travel/Training	80	1,500	771	1,500
General Liability Insurance	1,380	1,500	1,881	1,900
Long-term Lease/Purchase	17,940	20,745	20,745	9,395
Dues, Subscriptions, Member	56	250	-	250
Total Services	48,493	56,295	50,294	45,345
Capital Outlay				
Pickups	26,448	-	-	-
Other Equipment & Tools	18,289	-	-	-
Total Capital Outlay	44,737	-	-	-
Total Warehouse Operations	212,772	173,240	171,075	173,189

SOCIAL SERVICES

Department 22

DESCRIPTION

The City of Granbury recognizes the need for community-based service and social service agencies. These agencies provide needed services to the citizens that are not provided by the City government.

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Services				
Hood County Committee on Aging	32,000	32,000	32,000	32,000
The Transit System, Inc.	21,989	22,000	22,000	22,000
Total Services	53,989	54,000	54,000	54,000



INFORMATION TECHNOLOGY

Department 23

MISSION STATEMENT

To provide the City of Granbury with technological solutions which enable staff to perform their jobs more efficiently, timely and securely, while offering information and City services to citizens and businesses anywhere and anytime through the City’s website and other cloud based services.

DESCRIPTION

The Information Technology (IT) department was established to provide the implementation, support, and maintenance for all of the information technology needs of the City. The IT department is dedicated to providing automated solutions that are effectively aligned with business requirements and tailored to provide support and service to internal and external users. Our customers are diverse, ranging from elected officials, city management and staff to citizens, businesses and visitors.

STAFFING			
Title	2014-15	2015-16	2016-17
Information Systems Manager	1	1	1
Information Systems Technician	1	1	1
Total Staffing	2	2	2

OPPORTUNITIES AND CHALLENGES

The IT department is proactive when it comes to updating technology. With the existing day to day workload and the projects that must be completed in this next year, staffing will be a significant challenge to the success of those projects. One additional FTE is being requested for the IT department. The staffing level in the IT department has been the same for over 9 years while the technology infrastructure and projects that have been implemented have been significant in amount and scope.

Several opportunities in the coming year include updating end of life cycle network switches and firewall. These changes will greatly enhance our network security and insure that the data that IT is responsible for remains secure from attack as well as provide uninterrupted power for the new VOIP Phones at the desktop.

Another opportunity that needs to be addressed is the amount of free space in our existing data storage. This storage is quickly being consumed by the Laserfiche application. Additional SANS storage and a backup solution for our virtual server environment is essential in order to provide quick data recovery in the event of a disaster or outside attack from source. Integrating the new CISCO servers deployed as a part of the phone system into the our High Availability/Disaster Recovery VMware console is a challenge that need to be addressed this year so that all systems are managed from a “Single Pane of Glass” and automated failover occurs during any hardware failure. This is how all existing servers were configured previously but it must still be implemented for the CISCO servers.

OBJECTIVES AND STRATEGIES

1 Provide ongoing systems support for current information technology and applications and business practices for city employees.

Related to City Council Goal: Service Delivery.

- Utilize new personnel to support additional technology that has been implemented
- Fully automated monitoring and notification through “Single Pane of Glass”
- Conduct regular system updates on City computers and mobile devices
- Quick response to equipment and system error inquiries from staff and elected officials
- Quick response to Spillman Software errors for first responders
- Maintain and monitor patrol equipment for Police Department
- Identify the oldest equipment for replacement every year and maintain a 5 year rotation.

2 Increase E-Governmental communications by integrating Web 2.0 into business practices.

Related to City Council Goal: Service Delivery.

Laserfiche integration into the Tyler Incode product for the finance and purchasing business processes has been a time saver for accounts payable. Continued rollout of Laserfiche into the other departments along with integrating it with the implementation Energov Inspections and Permitting software will bring unprecedented efficiencies to those departments as well as streamline the permitting process.

3 Improve the effectiveness of new and existing technologies

Related to City Council Goal: Service Delivery.

- Upgrade end of life cycle network systems to maintain regulatory compliance
- Increase available SANS storage to support police video demands and Laserfiche document needs.
- Install/maintain Bomgar security on all City owned devices for vendor access.
- Integrate CISCO server into single integrated management platform
- Replace end of life firewall appliance and with dual redundant devices that provide multiple security solutions in a single box that ensures the security and safety of all networks and data

Recent Accomplishments

- Completed Laserfiche integration with Incode and the finance and purchasing business processes
- Migrated 177 desktops and users to Office 365 with Hosted Exchange email services
- Implemented an Enterprise wide CISCO VOIP phone system integrated with the new Hosted Exchange email
- Implemented a new user password policy to enhance security
- Moved all cellular services to Verizon at a considerable cost savings
- Updated the IT Disaster Recovery and Business Continuity Plan
- Redundant Internet backbone provider was added.
- Retired 6 end of life physical servers and repurposed those for emergency disaster recovery equipment.

IT EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	141,312	145,925	145,886	152,321
FICA	11,099	11,011	11,518	11,580
Vacation	1,199	-	1,812	-
Sick Leave	1,133	-	1,321	-
Overtime	3,922	600	4,030	1,200
Retirement	24,186	21,923	23,399	24,884
Longevity	2,370	2,610	2,610	2,850
Insurance	15,433	14,850	14,852	14,850
Workers Compensation	1,015	984	966	1,032
Texas Workforce Commission	22	465	412	342
Contract Labor	-	424	269	3,000
Total Personnel Costs	201,691	198,791	207,074	212,059
Supplies & Maintenance				
Office Supplies	494	100	33	500
Copier Expense	359	900	268	700
Wearing Apparel	1,191	100	7	1,100
Vehicle Fuel	1,371	461	177	3,300
Non-Capital Tools & Equip	3,534	9,200	9,413	9,200
Desktop Computers	11,000	15,000	14,280	15,000
Maintenance- Computers	4,263	7,140	6,663	10,300
Maintenance- Motor Vehicles	1,512	200	67	1,200
Maintenance- Office Equip	-	-	-	-
Maintenance- Radios & Assoc Eq	-	-	-	5,000
Total Supplies & Maint	23,724	33,101	30,908	46,300
Services				
Electricity	1,886	1,700	1,753	3,000
Telephone	2,967	2,200	2,219	2,700
Postage	107	600	-	600
Travel/Training	2,658	5,910	5,903	8,750
General Liability Insurance	2,155	1,200	1,650	2,250
Long-Term Lease/Purchase	52,862	52,922	51,551	52,922
Dues, Subscriptions, Member	185	300	180	300
Software Licensing Fees	216,291	226,622	249,695	240,957
Internet Provider Subscription	142,501	148,500	145,930	182,320
Total Services	421,612	439,954	458,881	493,799
Capital Outlay				
Office Equipment	-	8,567	566	-
Communication Tower	24,970	-	-	-
Other Capital Equipment & Tools	-	111,631	110,604	32,000
Total Capital Outlay	24,970	120,198	111,171	32,000
Total IT	671,996	792,044	808,034	784,158

HUMAN RESOURCES

Department 24

MISSION STATEMENT

The Office of Human Resources provides comprehensive personnel expertise and services for city departments and city employees, regarding all employment related activities. These may include recruitment, hiring, benefits, training, performance evaluation of staff, and employment policy development and interpretation. The department's goal is to ensure that employment practices are consistent with the best interests of the City of Granbury, its employees and the citizens it serves. Fundamental to human resources management is compliance with all federal, state, and local laws or regulations specific to employment matters.

DESCRIPTION

Human resources responsibilities include safeguarding the City's consistent commitment to equal opportunity, encouraging diversity in its workforce, upholding fair and equitable treatment for all employees and applicants, and maintaining a qualified and productive staff necessary to meet the goals and expectations of the City and its citizens.

STAFFING			
Title	2014-15	2015-16	2016-17
Human Resources Director	1	1	1
Human Resources Specialist	1	1	1
Total Staffing	2	2	2

Recent Accomplishments

- Renewed employee health benefits with an 18% decrease in premiums paid by the City in 2014-2015.
- Renewed 2015-2016 health benefits with an additional 5% reduction.
- 0% premium increase for 2016-2017 health benefits
- Held annual health fair for employees.

OPPORTUNITIES AND CHALLENGES

- Continue to implement Laserfiche for electronic records management
- Continue to work with broker to reduce employee benefit costs

OBJECTIVES AND STRATEGIES

1 Hire and retain a qualified, trained and motivated workforce committed to providing courteous and efficient public service.

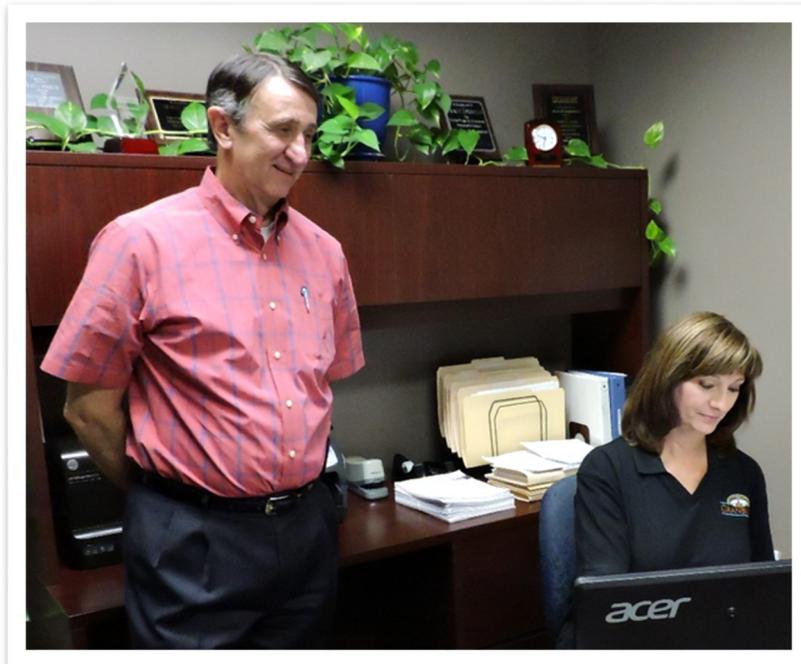
Related to City Council Goal: Service Delivery.

- Consistent job descriptions
- Implement multi-faceted training program

2 Control health insurance and workers' compensation costs.

Related to City Council Goal: Service Delivery.

- Promotion of employee wellness.
- Safety training and inspections
- Accident investigations



HUMAN RESOURCES EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	118,407	125,439	121,606	115,398
FICA	8,785	9,861	9,237	8,405
Vacation	3,509	-	4,664	-
Sick Leave	410	-	182	-
Retirement	20,642	20,013	20,005	18,946
Longevity	3,230	3,470	3,470	3,710
Insurance	15,431	14,850	14,826	14,850
Workers Compensation	363	348	348	322
Texas Workforce Commission	20	414	342	342
Total Personnel Costs	170,796	174,395	174,680	161,974
Supplies & Maintenance				
Office Supplies	491	750	665	750
Books, Maps, Pamphlets	-	200	19	200
Copier Expense	1,570	1,600	1,155	1,600
Vehicle Fuel	5	100	-	100
Non-Capital Tools & Equip	1,871	-	249	-
Total Supplies & Maint	3,937	2,650	2,089	2,650
Services				
Consultants, Architects, Engin	28,850	36,600	28,800	36,600
ADP Services	38,388	35,000	35,963	35,000
Telephone	1,255	1,300	1,074	1,300
Postage	450	700	338	700
Travel/Training	-	1,000	-	1,000
Employee Training Program	-	5,000	-	5,000
Advertising- Employee	1,379	2,500	177	2,500
General Liability Insurance	436	500	444	500
Safety Testing	4,466	5,000	4,303	5,000
Dues, Subscriptions, Member	120	500	120	500
Internet Services	-	-	-	-
Other Fees	108	200	72	200
Employee Appreciation	15,003	18,000	15,045	18,000
Firefighter Appreciation	4,968	5,000	4,296	5,000
Employee Asst. Program	3,678	3,000	4,105	3,000
Total Services	99,102	114,300	94,736	114,300
Capital Outlay				
Office Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Total Human Resources	273,835	291,345	271,505	278,924

GRANBURY BROADCASTING SERVICES

Department 27



MISSION STATEMENT

To provide Granbury and Hood County with quality, FCC-compliant broadcasting services with programming reflective of the community through the City’s public, education, government (PEG) television channel, social media and online streaming services.

DESCRIPTION

The lynchpin of Granbury Media is the City’s PEG television channel that broadcasts on both Charter Communications and AT&T U-Verse. The City of Granbury has exclusive rights to broadcast athletic events for the Granbury Independent School District. Granbury Media also broadcasts public meetings held by local governmental entities, community events, and information about City programs and services.

STAFFING			
Title	2014-15	2015-16	2016-17
AV Specialist	1	1	0
Part-Time Intern	1	0	0
Broadcast Services Coordinator	0	0	1
Total Staffing	2	1	1

OPPORTUNITIES AND CHALLENGES

- Producing high-caliber programming is a challenge with only one staff member in the studio. Some aspects of this challenge have been addressed with implementation of the Livestream equipment and services, and other technology will be sought to further improve efficiency.
- Livestreaming of local government meetings and community events presents a new opportunity to reach a broader audience and increase interest in Granbury Media.
- Creation of the new streaming audio app allows the broadcast of audio from all Granbury Media productions at a significant savings compared to the prior radio services contract.

OBJECTIVES AND STRATEGIES

1 To inform and engage the citizens of Granbury, especially regarding local government and education, community events, and Granbury ISD athletics.

Related to City Council Goal: Citizen Involvement.

- Use high definition equipment and update the equipment as necessary.
- Return to production of original GTV programs to inform the public about City services, amenities, and attractions.
- Broadcast City Council meetings online via Livestream (video) and SecureNet Systems (radio app).



Election Night broadcast from Granbury Resort Conference Center.

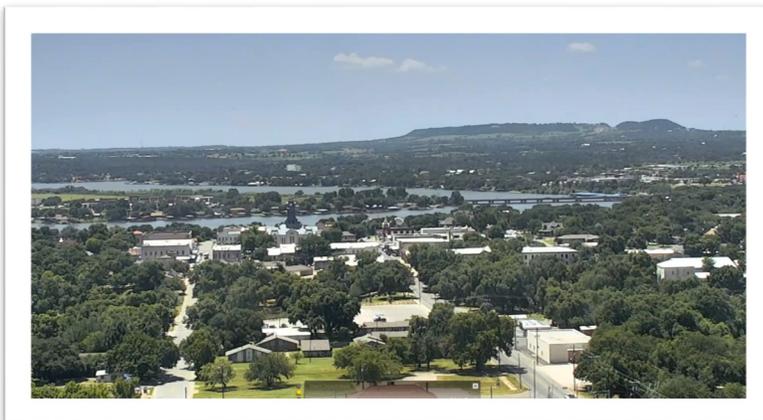


Photo of Granbury from "tower cam".

Recent Accomplishments

- Development of new department name and logo to reflect expanded services.
- Expanded the role of volunteers in broadcasting sporting events and community functions.
- Conducted live Election Night broadcast of election returns from Granbury Resort Conference Center.
- Implemented use of camera on radio tower to stream live video of Granbury online.

GRANBURY BROADCASTING SERVICES

EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	26,200	28,921	30,229	37,364
FICA	2,117	2,339	2,333	2,949
Vacation	1,037	-	135	-
Sick Leave	300	-	282	-
Overtime	131	1,500	72	1,500
Retirement	4,341	4,745	4,036	6,188
Longevity	-	150	-	-
Insurance	1,291	7,425	4,330	7,425
Workers Compensation	134	132	102	158
Texas Workforce Commission	102	207	184	171
Contract Labor	14,400	15,600	14,750	16,600
Total Personnel Costs	<u>50,052</u>	<u>61,019</u>	<u>56,454</u>	<u>72,356</u>
Supplies & Maintenance				
Office Supplies	-	300	240	300
Intellectual Properties	-	345	342	-
Copier Expense	-	100	101	100
Non-Capital Tools & Equip	1,653	1,350	1,207	2,000
Maintenance- Office Equip.	-	-	-	-
Maintenance- Radios & Assoc Eq	-	155	-	500
Total Supplies & Maint	<u>1,653</u>	<u>2,250</u>	<u>1,891</u>	<u>2,900</u>
Services				
Consultants	-	650	650	1,500
Electricity	3,724	4,000	3,886	4,000
Water	326	1,000	256	1,000
Telephone	2,997	3,000	1,615	1,100
Sewer	299	800	373	800
Postage	23	100	30	100
Travel/Training	1,679	1,800	1,730	2,300
General Liability Insurance	436	600	957	600
Dues, Subscriptions, Member	248	850	1,259	850
Broadcast Connections	4,708	5,160	4,712	5,160
Internet Service	1,993	600	833	940
Misc Expense	15	250	218	250
Radio	20,000	30,000	30,000	-
Total Services	<u>36,448</u>	<u>48,810</u>	<u>46,519</u>	<u>18,600</u>
Capital Outlay				
Office Equipment	-	-	-	-
Other Capital Equipment & Tools	16,253	22,800	33,324	-
Total Capital Outlay	<u>16,253</u>	<u>40,420</u>	<u>33,324</u>	<u>-</u>
Total Granbury Broadcasting Services	<u><u>104,407</u></u>	<u><u>152,499</u></u>	<u><u>138,188</u></u>	<u><u>93,856</u></u>

ASSISTANT CITY MANAGER

Department 28

MISSION STATEMENT

To assist the City Manager in implementing the plans, policies, and budgets established by the City Council and effectively leading the staff through innovation and improvements in service delivery.

DESCRIPTION

The Assistant City Manager is appointed by the City Manager to assist in administering day-to-day operations of the City. This position currently supervises the directors, managers and/or staff of the Parks and Recreation Department, Community Development Department, Information Technology Department, and Granbury Media, as well as providing administrative oversight of the City’s relationship with the Granbury Volunteer Fire Department. The Assistant City Manager also currently serves as the City’s Public Information Officer.

STAFFING			
Title	2014-15	2015-16	2016-17
Assistant City Manager	1	1	1
Public Information Officer	1	0	0
Admin Assistant	0	1	0
Total Staffing	2	2	1

Recent Accomplishments

- Developed new special event/ mass gathering ordinance
- Prepared 25+ news releases
- Responded to 100+ media inquiries
- Manages 5 social media accounts for the City

OPPORTUNITIES AND CHALLENGES

The public information function in this department presents an opportunity to raise public awareness about the functions of municipal government, the professional diversity of its workforce, and the variety of services it provides. Ideally, this public information program would involve a continuous campaign involving presentations to civic clubs, neighborhood associations and other groups, more comprehensive outreach to traditional media, and a more progressive web-based initiative. However, with only one staff person engaging in public information efforts part-time, it is impossible to take advantage of all these opportunities for the City to reach the public.



OBJECTIVES AND STRATEGIES

1 Apply principles and ethics of professional public sector management to the implementation of policies set by the City Council and to the oversight of municipal service departments.

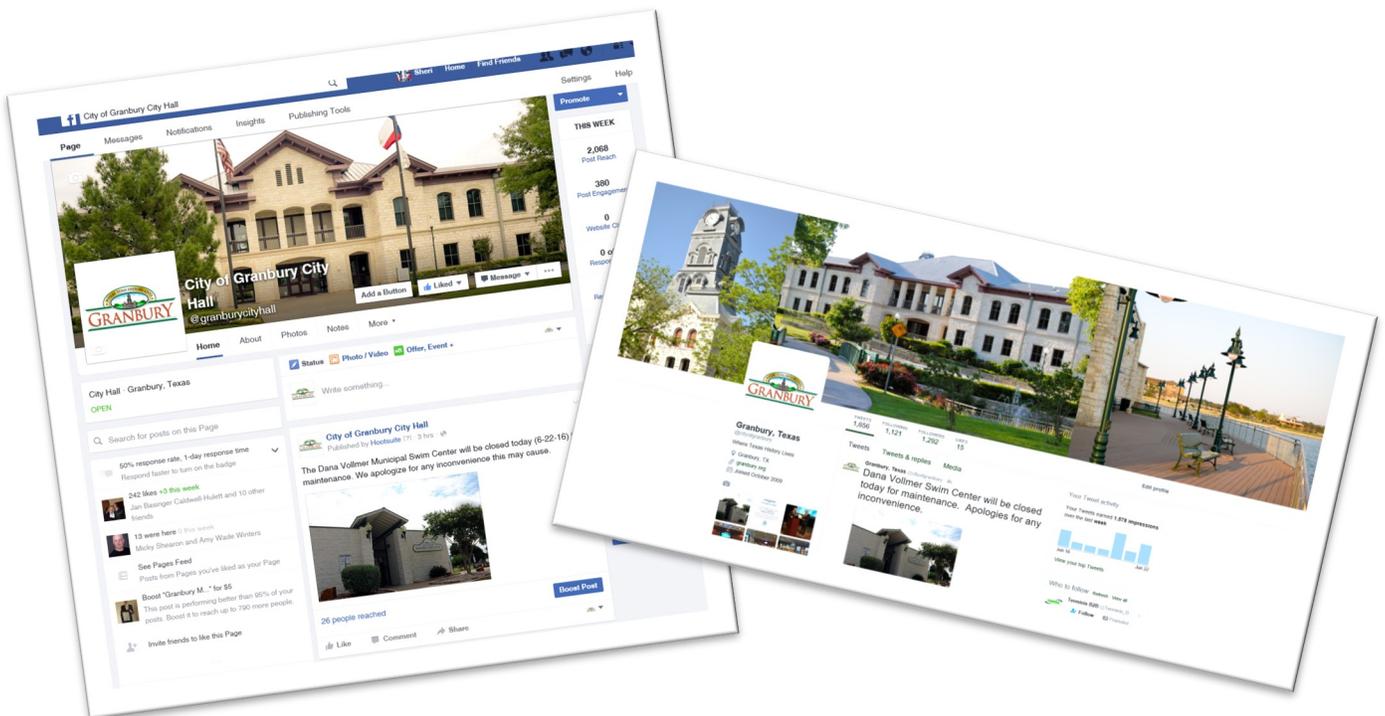
Related to City Council Goal: Service Delivery.

- Accurately convey to department directors the policies set by City Council and operational directives received from the City Manager.
- Adhere to City policies, state and federal laws, and the codes of ethics of the Texas City Management Association and International City/County Management Association in performance of daily duties.

2 Provide timely, accurate information to the public by serving as the City's designated Public Information Officer.

Related to City Council Goals: Citizen Involvement and Service Delivery.

- Utilize news media, social media, and other resources at the City's disposal to keep the public informed of City services, programs, activities, and related opportunities for public input.
- Ensure that information provided to the public is complete and accurate by coordinating with directors of each City department, the City Secretary's Office, and representatives of other government agencies in the Granbury area.



ASSISTANT CITY MANAGER EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	112,186	125,384	114,617	108,234
FICA	8,383	8,833	8,742	8,137
Vacation	-	-	471	-
Sick Leave	129	-	1,322	-
Retirement	18,371	17,918	17,991	17,286
Longevity	-	220	220	340
Insurance	7,697	11,138	9,586	7,425
Workers Compensation	295	373	339	293
Texas Workforce Commission	94	311	251	171
Total Personnel Costs	<u>147,156</u>	<u>164,177</u>	<u>153,539</u>	<u>141,887</u>
Supplies & Maintenance				
Office Supplies	250	700	265	700
Copier Expense	434	950	910	1,000
Non-Capital Tools & Equip	509	520	520	300
Total Supplies & Maint	<u>1,194</u>	<u>2,170</u>	<u>1,695</u>	<u>2,000</u>
Services				
Consultants	-	-	-	5,000
Telephone	741	1,300	1,199	1,300
Postage	-	500	2	500
Travel/Training	5,212	3,770	2,531	5,000
Advertising	-	-	-	500
Printing	56	500	41	500
General Liability Insurance	218	480	479	250
Dues, Subscriptions, Member	1,327	1,810	1,808	1,480
Internet Service	514	-	-	-
Total Services	<u>8,068</u>	<u>8,360</u>	<u>6,060</u>	<u>14,530</u>
Total Assistant City Manager	<u>156,418</u>	<u>174,707</u>	<u>161,293</u>	<u>158,417</u>

BUILDING & PERMITS

Department 30

MISSION STATEMENT

To protect the health, safety, and welfare of the citizens of the City of Granbury through effective, building, fire and health code enforcement..

The City of Granbury Building & Permits department is committed to becoming a premier building organization based on integrity, professionalism and consistency. Our staff is well trained, efficient and dedicated to enhancing the quality of life for our citizens and making the City of Granbury a safer place to live, work and play.

DESCRIPTION

The Building Inspector is responsible for issuing permits and conducting inspections for all new construction, alterations, repairs, demolition, or any other building operations. We review building plans to ensure that the proposed construction complies with the building and fire codes adopted by the City of Granbury.

The Sanitarian Code Officer enforces laws, regulations and ordinances in specific areas of environmental health for maintaining and promoting community hygiene. This enforcement requires inspections of food establishments, hoteliers, public pools, septic systems and various forms of pollution control. The Sanitarian Code officer also sends certified code enforcement letters and places liens on various properties for code enforcement violations along with posting restaurant inspection information scores for public access.

The Fire Inspector examines buildings to detect fire hazards and ensure that federal, state, and local fire codes are met. If needed, they also determine the origin and cause of fires and explosions.

STAFFING			
Title	2014-15	2015-16	2016-17
Sanitarian Code Officer	1	1	1
Administrative Assistant	1	1	1
Building Inspector	1	1	1
Chief Building Official	0	1	1
Fire Inspector	1	1	1
Project Inspector	0	0	1
Director of Building & Permits	0	1	1
Total Staffing	4	6	7

OBJECTIVES AND STRATEGIES

1 Ensure maintenance of City property allows for safe and efficient operations.
Related to City Council Goal: Infrastructure Basics.

2 Maintain department records in an efficient manner.
Related to City Council Goal: Service Delivery.



New Commercial Building Permit Application

Separate permits are required for electric, plumbing, HVAC, irrigation, signs, demolition, fire sprinkler, alarm, health and safety.

Address: _____
 Lot/block/legal description (if known): _____
 Contractor name: _____ email (plan comments sent here): _____
 Contractor address & phone: _____
 Scope of work: _____
 Use / occupancy of proposed work: _____ Valuation of work: \$ _____
 Total square footage: _____ Square footage of conditioned space: _____
 Printed name of applicant: _____ Signature: _____ Date: _____

OFFICE USE ONLY BELOW THIS LINE

Value	\$
Building permit fee	\$
Plan review fee	\$
Meter release/Tapole	\$
Other	\$
Other	\$
Other	\$

CITY OF GRANBURY
 CARPORT/PATIO COVER PERMIT APPLICATION

Date: _____ Building Value: _____
 Project Address: _____
 Contractor: _____
 Contractor's Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____

TYPE OF STRUCTURE

WOOD	SQ. FEET
CONRY	SQ. FEET
EL	SQ. FEET
ER	SQ. FEET

City of Granbury Permit Application
 •Electrical•Plumbing•Mechanical•

116 W. Bridge Street, Granbury, Texas 76048
 Phone: (817) 573-9695 Fax: (817) 573-7879
 Email: a4ap@granbury.org

In order to obtain a permit, you must complete the form below and be a registered contractor with the City of Granbury.

TYPE OF PERMIT (Check One): ELECTRICAL MECHANICAL PLUMBING

Project Address: _____ Zip Code: _____
 Lot: _____ Block: _____

Contractor Name: _____
 (Please fill out the Contractor Information Form to supply your address, license numbers, etc.)

Property Owner Name: _____
 Address of Owner: _____
 City, State, Zip: _____

Description of Work: _____

Square Footage of Building (Required): _____
 Value of Work: \$ _____

Name of Applicant (Agent or Owner): _____
 Applicant's Signature: _____
 Telephone: _____

For review showing location of requested Carport, and setbacks to the space below for drawing or if you need more space, attach materials to be used, etc.



CITY OF GRANBURY
 PUBLIC WORKS DEPARTMENT

Permit #: _____

PERMIT APPLICATION FOR USE OF RIGHT-OF-WAY/PUBLIC EASEMENT

Location of work to be performed: _____ Subdivision: _____
 Will this work involve _____ excavating _____ boring _____ Cutting in right-of-way?
 What type of work is to be done? _____

Name of Company performing the work: _____
 Company Address: _____
 Phone Number: _____ Night Phone Number: _____
 Bonded: Yes _____ No _____ Bonding Company: _____
 Insured: Yes _____ No _____ Insurance Company: _____
****Dig Tess must be notified prior to digging (call 811) Dig Tess Ticket #: _____**

- APPLICANT AGREES TO THE FOLLOWING RULES:
1. Permit application processing will take a minimum of 48 hours to complete after approval of construction plans and to provide as approved or denied permit application to applicant. Permit submitter is required to check with permitting agency to determine status of permit application.
 2. Construction plans or drawing to accompany application must be accurate and drawn to scale of 1-INCH = 40 FEET. All plans must be approved by the Director of Public Works, or his designees. Construction plan or drawing must be submitted to the city for review and approval no less than fifteen (15) days prior to the planned date of construction.
 3. Additional permit information is location in the City of Granbury Code of Ordinances, Chapter 3 (Building Regulations), Article 3.11 (Streets & Sidewalks), Division 2 (Construction within Public Right-of-Way).
 4. **PERMIT MUST BE KEPT AT JOB SITE.**
 5. Applicant understands that a minimum of 95% compaction is required within the right-of-way.
 6. All work shall be inspected by the Public Works Department before issuing a completed

Recent Accomplishments

- Hired a new Director of Building & Permits
- Implemented a new and more efficient software, Energov, for building, code enforcement and fire inspections. This software allows for better record keeping, streamlining the scheduling of building and fire inspections and accurate revenue summaries.
- Staff is cross-training and continuing to improve their skill-sets.
- Continuing to ensure current construction meets the codes adopted by the City of Granbury
- Implemented the plan review process for commercial construction plans. This new step saves between \$7,000 and \$10,000 per year for the City by eliminating the need for commercial plans to be submitted to a third party for plan review.
- From October 1, 2015—June 1, 2016, Building & Permits has brought in over \$500,000 in revenue.

BUILDING & PERMITS EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	335,422	297,824	284,219	363,298
FICA	27,024	22,889	22,794	27,888
Vacation	7,635	-	7,220	-
Sick Leave	3,668	-	5,253	-
Overtime	9,202	3,280	3,038	750
Retirement	58,868	44,820	46,618	58,777
Longevity	3,890	2,670	2,670	5,260
Insurance	48,250	42,126	42,078	51,976
Workers Compensation	2,133	1,384	1,365	2,146
Texas Workforce Commission	423	1,035	1,040	1,197
Total Personnel Costs	496,516	416,028	416,296	511,292
Supplies & Maintenance				
Office Supplies	1,593	2,565	2,256	1,585
Books, Maps, Pamphlets	-	1,085	1,203	1,500
Copier Expense	1,789	2,940	2,249	2,300
Wearing Apparel	70	100	7	1,700
Vehicle Fuel	6,123	4,005	4,003	5,000
Non-Capital Tools & Equip	347	1,900	3,024	2,900
Chemicals	-	-	-	27,800
Maintenance- Buildings	-	-	-	-
Maintenance - Computers	-	-	-	-
Maintenance- Motor Vehicles	3,397	600	494	2,000
Maintenance- Office Equip	1	150	-	450
Total Supplies & Maint	13,319	13,345	13,237	45,235
Services				
Consultants, Architects, Engin	23,142	2,200	2,190	-
Mowing/Abatement	1,783	1,600	180	3,300
Natural Gas	1,386	2,070	660	2,070
Telephone	3,054	5,986	4,980	6,800
Postage	2,929	2,700	1,836	2,700
Travel/Training	9,514	2,550	1,055	7,750
Legal Advertising	790	800	-	800
General Liability Insurance	3,338	3,500	2,428	3,500
Long-term Lease Purchase	8,622	10,281	10,281	10,281
Dues/Subscription/Membersh	296	340	674	3,100
Contracted Services	500	1,250	800	-
Other- Empl Certification	155	700	668	500
Bank Fees	-	2,200	2,068	2,500
Misc Fees	2,075	-	-	-
Total Services	57,584	36,177	27,820	43,301
Capital Outlay				
Pickups	19,999	-	-	-
Total Capital Outlay	19,999	-	-	-
Total Building & Permits	587,418	465,550	457,353	599,828

STREETS

Department 43

MISSION STATEMENT

To provide safe, clean and efficient roadways for the City of Granbury.

DESCRIPTION

The Street Department manages, maintains and repairs City streets, sidewalks and rights-of-way. The services provided are concrete work, patching, street cleaning, tree cutting, ditch cleaning, blade work and other street maintenance. Responsibilities include traffic control, emergency response operations, special events and assistance in code enforcement. Daily, the department inspects roadways for sign repair, pavement management and sight obstructions.

STAFFING			
Title	2014-15	2015-16	2016-17
Street Superintendent	1	1	1
Street Foreman	1	1	1
Heavy Equipment Operator	3	3	3
Light Equipment Operator	1	1	1
Part-Time Light Equipment Operator	1	1	1
Total Staffing	7	7	7

Recent Accomplishments

- Removed 3-4 acres of trees and built over 3,800 feet of road to extend James Rd for the well construction project
- Completed three airport approaches
- Rebuilt Cherry St after the utility project was completed
- Assist other departments as needed to maintain a team atmosphere
- Street logistics for City events.

OBJECTIVES AND STRATEGIES

1 Protect the City’s roadways through preventative maintenance and on-going rehabilitation of streets and sidewalks.

Related to City Council Goal: Infrastructure Basics.

- Blade roads in best way that can be achieved.
- Patch potholes more efficiently to maintain longer lives for streets.
- Sweep streets 3 times a week with the Downtown Square being swept weekly.

2 Provide quick and effective customer service.

Related to City Council Goal: Service Delivery.

STREETS EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	165,031	223,099	186,353	228,958
FICA	13,198	17,708	15,425	17,845
Vacation	4,747	-	9,389	-
Sick Leave	3,101	-	3,024	-
Overtime	1,348	5,000	3,377	5,000
Retirement	27,247	33,814	29,535	35,683
Longevity	2,680	3,380	3,240	4,180
Insurance	32,815	44,551	37,122	44,551
Workers Compensation	14,172	14,639	14,639	15,060
Texas Workforce Comm	203	1,449	988	1,197
Total Personnel Costs	264,542	343,640	303,090	352,474
Supplies & Maintenance				
Office Supplies	168	480	65	480
Copier Expense	1,019	1,100	1,356	1,100
Wearing Apparel	4,287	4,200	3,713	5,200
Vehicle Fuel	23,270	16,300	16,233	22,000
Chemicals	7,055	-	-	1,900
Non-Capital Tools & Equip	7,510	6,190	5,985	5,190
Maintenance- Vehicles	6,874	6,040	5,647	8,040
Maintenance- Minor Equip	1,457	2,140	837	2,140
Maintenance- Heavy Equip	30,383	24,350	23,433	24,350
Maintenance- Barricades	231	11,000	10,307	1,000
Maintenance- Roadways	38,723	50,387	50,227	390,000
Maintenance- Drainage	2,483	-	-	2,600
Maintenance- Signs	6,464	9,033	8,964	4,000
Maintenance- Sidewalks	99	2,000	1,278	2,000
Total Supplies & Maint	130,022	133,220	128,045	470,000
Services				
Electricity	41,657	54,400	54,368	53,000
Natural Gas	1,386	2,000	1,214	2,000
Telephone	1,910	2,500	2,277	2,500
Travel/Training	100	1,050	20	1,050
General Liability Insurance	11,129	8,250	8,170	6,500
Equipment Rental/Lease	309	500	300	500
Long-term Lease/Purchase	20,227	29,155	29,155	29,155
Employee Certification	-	630	-	630
Total Services	76,717	98,485	95,505	95,335
Capital Outlay				
Misc Tools & Equipment	-	31,000	30,771	-
Heavy Construction Equip	83,939	-	-	-
Downtown Square Project	-	-	-	1,619,200
Total Capital Outlay	83,939	31,000	30,771	1,619,200
Total Streets	555,220	606,345	557,412	2,537,009

ECONOMIC DEVELOPMENT

Department 31

MISSION STATEMENT

To proactively recruit new businesses to Granbury, work with existing companies, and serve as an information clearinghouse for the City of Granbury and business community.

DESCRIPTION

The Granbury Economic Development Department involves city, county, and business leaders working together to attract business activity to the area and facilitate the expansion of existing business which will provide opportunities to our citizenry and support infrastructure improvements while maintaining the essential character of the community and providing more balanced sources of revenue.

STAFFING			
Title	2014-15	2015-16	2016-17
Economic Development Coordinator	1	1	1
Admin Assistant	1	0	0
Total Staffing	2	1	1

Recent Accomplishments

- Provided a supportive role in helping to secure Texas Capital Fund for Mesquite Pit Steak & BBQ
- Saw economic growth with the addition of several new retailers to Granbury including:
 - ◆ Kroger Marketplace
 - ◆ Marshall's
 - ◆ Ross Dress for Less
 - ◆ Famous Footwear
 - ◆ Dunkin' Donuts
- Hosted a successful 10th Annual Granbury-Hood County Economic Outlook Conference.
- Secured and hosted a site visit for a large industrial project for which Granbury is still an active potential site.



OBJECTIVES AND STRATEGIES

1 Market the community to new companies and facilitate the expansion and retention of existing industries to provide job opportunities for citizens and to increase revenue to the community.

Related to City Council Goal: Economic Development.

- Attract desirable new businesses to the community.
- Market the community to potential companies and prospects.
- Work with existing businesses in Granbury.
- Work with community and regional stakeholders.

2 Address issues affecting economic development such as infrastructure, business climate, workforce training, and incentives.

Related to City Council Goal: Economic Development

- Work closely with elected officials to educate them on infrastructure needs and economic development issues.
- Contract with consultant to receive the necessary tools to improve City's economic development strategy.

3 Provide excellent customer service to the community and provide updates on progress.

Related to City Council Goal: Service Delivery

- Respond to inquiries in a timely, professional manner.
- Keep website and marketing materials updated.
- Proactively seek funding assistance for economic development projects from state agencies via incentive application process.



ECONOMIC DEVELOPMENT EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	61,067	20,277	8,835	41,734
FICA	5,015	776	920	3,193
Vacation	2,765	-	1,877	-
Sick Leave	356	-	1,188	-
Overtime	3	-	-	-
Retirement	11,431	1,573	1,905	6,645
Longevity	-	-	160	-
Insurance	10,335	3,713	2,180	7,425
Workers Compensation	599	89	55	183
Texas Workforce Commission	119	104	91	171
Total Personnel Costs	91,690	26,531	17,211	59,351
Supplies & Maintenance				
Office Supplies	105	-	-	2,500
Copier Expense	4	-	153	1,000
Non-Capital Equipment	-	-	520	-
Total Supplies & Maint	109	-	672	3,500
Services				
Consultants/Arch/Engin	5,000	-	10,000	60,000
Postage	6	-	58	300
Travel/Training	79	-	30	20,000
Advertising & Promotions	-	-	1,373	4,500
Dues/Subscription/Membersh	500	-	-	1,500
Car Allowance	1,532	-	-	-
Total Services	7,117	-	11,461	86,300
Total Economic Development	98,916	26,531	29,344	149,151



COMMUNITY DEVELOPMENT

Department 32

MISSION STATEMENT

To promote the growth of the City by providing competent, consistent, fair and effective development review services, and offering quality development and planning programs.

DESCRIPTION

Community Development provides planning, community development and building inspection services. Planning responsibilities include processing zoning changes, specific use permit requests, and abandonment requests; processing Board of Adjustment variance requests and reviewing and processing subdivision plats; providing administrative support for Planning and Zoning Commission and Board of Adjustment; providing information concerning subdivision regulations, zoning changes, census data, population changes and land use changes.

Staffing			
Title	2014-15	2015-16	2016-17
Community Development Director	1	1	1
Administrative Assistant	1	1	1
Planner	2	2	2
Lakes Trail Regional Director	1	1	1
Air Quality Program Manager	1	1	1
Total Staffing	6	6	6

Recent Accomplishments

- Completion & Occupancy of New Commercial Developments: Ross, Marshall's, Famous Footwear, Kroger (129,000 sq. ft.), Dunkin Donuts/ Baskin Robbins combo store, Palio's Gourmet Pizza, 2nd Starbucks location, Auto Zone
- Commercial Under Construction: Hood County YMCA, 2nd RaceTrac location (Hwy. 144)



OBJECTIVES AND STRATEGIES

1 Provide competent, consistent, fair and effective development review services
Related to City Council Goal: Service Delivery

2 Offer quality development and planning programs
Related to City Council Goal: Service Delivery

3 Provide satisfactory support to the Board of Adjustment, Planning and Zoning Commission, Plan Review Committee and the citizens of Granbury in all zoning ordinance variance requests.
Related to City Council Goal: Intergovernmental Relationships

4 Provide excellent customer service
Related to City Council Goal: Service Delivery



COMMUNITY DEVELOPMENT EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Personnel Costs				
Regular	249,965	258,845	254,571	264,789
FICA	19,005	20,535	19,626	20,131
Vacation	1,755	-	1,861	-
Sick Leave	971	-	3,062	-
Overtime	30	-	-	-
Retirement	43,060	41,667	41,430	43,755
Longevity	4,120	4,780	4,780	5,380
Insurance	31,897	37,126	29,749	37,126
Workers Compensation	1,382	1,130	1,130	1,156
Texas Workforce Commission	144	1,035	856	855
Total Personnel Costs	352,328	365,118	357,065	373,193
Supplies & Maintenance				
Office Supplies	1,734	2,000	1,357	2,000
Books, Maps, Pamphlets	-	210	140	210
Copier Expense	6,307	6,800	5,910	6,800
Vehicle Fuel	26	500	-	500
Non-Capital Tools & Equip	-	300	0	300
Maintenance- Motor Vehicles	44	200	15	200
Total Supplies & Maint	8,111	10,010	7,421	10,010
Services				
Consultants/Arch/Engin	61,107	214,108	198,247	69,050
Mowing/Abatement Operations	-	-	-	-
Telephone	1,255	1,300	1,074	1,300
Postage	2,032	3,000	1,940	3,000
Advisory Committee- Histor	-	2,000	888	2,000
Travel/Training	3,191	6,340	564	6,340
Ads- Legal	5,133	6,840	2,820	6,840
Advisory Committee- P&Z	52	1,200	338	1,200
General Liability Insurance	1,703	1,750	1,729	1,750
Dues/Subsription/Membersh	1,571	1,485	1,105	2,000
Car Allowance	4,819	4,800	4,837	4,800
Grant Supported Projects	-	59,000	-	-
Gas Well Inspection Fees	-	6,000	-	6,000
Total Services	80,862	307,823	213,541	104,280
Capital Outlay				
Pickups	-	-	-	-
Office Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Total Community Development	441,301	682,951	578,027	487,483

MUNICIPAL COURT

Department 40

MISSION STATEMENT

To promote justice through interpretation and adjudication of applicable laws in an accountable, effective and unbiased manner.

DESCRIPTION

The Municipal Court handles the judicial processing of Class C misdemeanors that originate from traffic citations, citizen complaints, code violations and misdemeanor arrests occurring within the territorial limits of the City of Granbury. The Municipal Court processing is predetermined by the Texas Code of Criminal Procedure and the Code of Judicial Conduct.

In addition to the judicial processing, the Court prepares dockets, schedules trials, processes juries, records and collects fine payments and issues warrants for Violation of Promise to Appear and Failure to Appear. The Municipal Court also processes code violations as part of the city-wide code enforcement effort.

The Municipal Court Judge is appointed by the City Council. The judge presides over trials and hearings, levies fines, sets bails, accepts bonds, issues arrest and search warrants, administers juvenile magistrate’s warnings and arraigns prisoners.

STAFFING			
Title	2014-15	2015-16	2016-17
Municipal Court Judge	1	1	1
Assistant Court Judge	1	0	0
Court Administrator	1	1	1
Deputy Court Clerk	2	2	1
Total Staffing	5	4	3

Recent Accomplishments

- Judge Alan Hines sworn in as the new Municipal Court Judge on 5/5/2016.
- Judge Macon, now Associate Judge, has been with the City over 30 years.
- Court can now accept credit card payments over the phone, increasing their ability to collect on late payments.
- Collection group cleared over \$80,000 in outstanding warrants in 2015, and over \$40,000 in 2016 as of June.

OPPORTUNITIES AND CHALLENGES

A major challenge for the Municipal Court is the struggle that most defendants have to pay the amount owed; however, this provides an opportunity for the staff to help the individuals make a plan, based on their finances. Also, Court is now able to accept credit card payments over the phone, which allows for defendants to pay the outstanding fines they owe quicker and much easier.

OBJECTIVES AND STRATEGIES

1 Foster a “customer service” philosophy with the court defendants. *Related to City Council Goal: Service Delivery.*

- Treat all with professional courtesy and respect.
- Resolve all cases set for court within 3 months.
- Work with each person on an individual basis.

2 Increase Court efficiency through streamlined procedures and automation. *Related to City Council Goal: Service Delivery.*

- Promote online payments for more efficient processing.
- Pay agreements via fax.
- Entered into agreement with collection’s group to help with volume of outstanding warrants.
- Will now accept warrant payments online with certain stipulations.

MUNICIPAL COURT EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	128,696	138,689	133,488	128,527
FICA	10,856	11,147	10,837	10,023
Vacation	3,704	-	1,419	-
Sick Leave	2,300	-	416	-
Overtime	45	-	291	-
Retirement	14,722	15,003	14,024	13,618
Longevity	8,210	7,030	7,030	3,460
Insurance	16,135	22,276	14,905	14,850
Workers Compensation	534	392	403	356
Texas Workforce Commission	64	828	618	684
Contract Labor	-	-	-	-
Total Personnel Costs	<u>185,268</u>	<u>195,365</u>	<u>183,430</u>	<u>171,519</u>
Supplies & Maintenance				
Office Supplies	258	500	458	700
Books, Maps, Pamphlets	91	150	57	150
Copier Expense	2,626	2,300	3,504	2,300
Non-Capital Equipment	678	500	-	500
Maint. of Office Equipment	-	240	-	240
Total Supplies & Maint	<u>3,653</u>	<u>3,690</u>	<u>4,019</u>	<u>3,890</u>
Services				
Telephone	1,349	1,250	1,811	2,000
Postage	1,463	1,800	2,102	2,500
Jury and Witness Expense	-	504	232	504
Travel/Training	1,737	2,000	1,967	2,500
General Liability Insurance	1,100	1,250	902	1,250
Dues/Subscription/Membersh	216	600	347	600
Bank Card Fees	1,436	1,200	2,124	1,200
Total Services	<u>7,301</u>	<u>8,604</u>	<u>9,485</u>	<u>10,554</u>
Capital Outlay				
Building Improvements	-	21,579	21,579	-
Total Capital Outlay	<u>-</u>	<u>21,579</u>	<u>21,579</u>	<u>-</u>
Total Municipal Court	<u><u>196,221</u></u>	<u><u>229,238</u></u>	<u><u>218,514</u></u>	<u><u>185,963</u></u>

POLICE

Department 41

MISSION STATEMENT

To partner with the community to provide a safe and secure environment for residents and visitors in Granbury.

DESCRIPTION

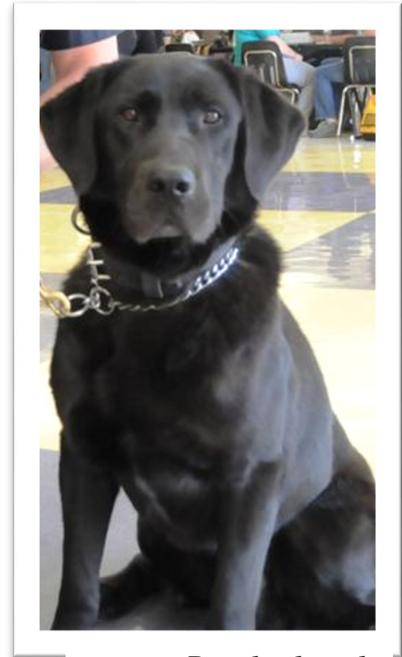
The Granbury Police Department (PD) provides general law enforcement services to City residents and local businesses. The Police Department is divided into several divisions, with each division being responsible for particular portions of the overall operations of the department. These divisions include Patrol, Criminal Investigations, Community Service, SWAT, DARE, K-9, Animal Control, and Administration. Patrol officers make routine patrols of the City.

Their responsibilities are to prevent and detect criminal activity, completely investigate minor criminal offenses, answer all calls for service from the public, enforce traffic laws and make official reports of all crimes reported to them or detected by them.

The Criminal Investigations division is responsible for investigating all crimes classified as felonies, major misdemeanor crimes and any other misdemeanor as may be assigned. They also prepare criminal complaints, obtaining arrest and search warrants when appropriate and for presenting cases to the Grand Jury.



STAFFING			
Title	2014-15	2015-16	2016-17
Police Chief	1	1	1
Deputy Chief	1	1	1
Police Lieutenant	1	1	1
Patrol Sergeant	4	4	4
Criminal Investigator	4	4	4
Community Services Sargeant	2	1	1
Police Patrol	19	20	19
Community Services Officer	0	0	1
School Resource Officer	1	2	1
Animal Control Officer	1	1	1
Administrative Assistant	4	4	4
Evidence Tech/Info Systems Tech	0	0	1
Fire Inspector	1	0	0
Total Staffing	39	39	39



Ben the drug dog on GISD campuses



OPPORTUNITIES AND CHALLENGES

One major opportunity for the Granbury Police department is to be recognized as a Best Practices agency by the Texas Police Chiefs Association. The department has been approved and is already approximately half way through the Texas Police Chief’s Association Best Practices Recognition Program. We anticipate completing the program before the end of the year. Technology is available in the market that would improve operations for the PD, including electronic citation machines and printers. This would eliminate the need for citation books and citation numbers would be tracked electronically.

A major challenge for the PD is the staffing levels compared to the needs of each shift to maintain a patrol presence. The department has also outgrown the current space and needs to begin the process of looking for another space that could accommodate the needs of the department.

Recent Accomplishments

- Achieved the status of becoming a Texas Police Chiefs Association Best Practices Recognized Agency
- Through donations, purchased dog for K-9 Program.
- Implemented digital radio system (narrowband).
- Educate community through CPA, COPS, Women Safety, Active Shooter, and Identity Theft, Fraud and Scam training program

OBJECTIVES AND STRATEGIES

- 1** Deliver professional police services to the citizens of Granbury and actively enforce laws.
Related to City Council Goal: Service Delivery.
- Respond to emergency calls for assistance.
 - Investigate all reports of offenses with the purpose of apprehending suspects and recovering property.

- 2** Maintain a sufficient number of trained officers, adequately equipped and supplied.
Related to City Council Goal: Citizen Involvement.
- Officers must have 40 hours of training every 2 years.
 - Upgrade and replace equipment annually.

- 3** Create a positive police community relationship and environment. Promote safety and community involvement in crime reduction.
Related to City Council Goal: Citizen Involvement.
- Citizens on Patrol, Citizen Police Academy and Alumni
 - Neighborhood Watch Groups
 - Community Appreciation Night
 - Home Security Inspections for insurance purposes

- 4** Promote a safe, drug free community through education and enforcement.
Related to City Council Goal: Citizen Involvement.
- DARE officer in school for 8 weeks.
 - Provide an officer with a K-9 at the High School during the school year.

- 5** Maintain accurate, secure files that may be promptly retrieved for use by the department, other law enforcement agencies and the general public.
Related to City Council Goal: Intergovernmental Relationships.
- All police records managed and maintained through Record Management System (RMS).



Santa Cops

POLICE EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	1,931,606	2,114,982	1,946,348	2,183,073
FICA	160,910	170,562	167,548	173,954
Vacation	89,410	-	110,342	-
Sick Leave	19,189	-	84,071	-
Overtime	74,349	70,000	48,422	50,000
Retirement	354,886	346,103	343,122	362,662
Longevity	42,110	44,580	42,670	46,050
Insurance	323,575	309,583	308,523	334,583
Workers Compensation	51,545	53,371	54,578	53,737
Texas Workforce Commission	590	8,073	6,838	6,669
Contract Labor	-	-	-	-
Total Personnel Costs	3,048,170	3,117,254	3,112,462	3,210,728
Supplies & Maintenance				
Office Supplies	5,549	5,730	5,661	5,730
Books, Maps, Pamphlets	1,309	1,700	917	1,700
Copier Expense	8,089	7,900	9,747	9,000
Janitorial Supplies	56	160	12	160
Wearing Apparel	24,697	33,470	31,371	36,770
Vehicle Fuel	61,710	54,450	48,946	70,000
Chemical Supplies	-	400	-	400
Non-Capital Tools & Equip	24,434	42,000	42,459	42,000
Weapons & Assoc Equipment	4,592	4,720	3,731	7,500
Maintenance- Motor Vehicles	41,514	40,335	40,316	28,000
Maintenance - Office Equip	-	-	-	-
Maintenance- Radios	3,769	12,400	6,116	6,400
K-9 Program	4,964	2,500	956	2,500
Dare Expenditures	2,921	4,000	2,884	4,000
Lease Expenditures	4,825	3,000	-	3,000
Forfeiture Expenditures	-	10,000	3,090	-
Total Supplies & Maint	188,430	222,765	196,207	217,160

POLICE EXPENDITURES

CONTINUED

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Services				
Consultants, Architect, Eng.	-	-	-	-
Telephone	22,077	19,400	18,893	20,600
Postage	2,766	3,600	3,359	3,600
Technical/Professional	2,716	6,770	6,709	2,880
Travel/Training	30,479	29,151	28,473	29,151
General Liability Insurance	43,082	44,150	48,492	48,000
Animal Care Expense	4,000	6,000	4,000	6,000
Copier Machine Rental	-	3,400	-	-
Equipment Rental/Lease	-	-	-	-
Long-term Lease /Purchase	89,906	82,893	82,891	62,326
Dispatch Participation Exp	35,000	48,908	48,908	97,816
Dues/Subscriptions/Membership	4,128	3,869	3,856	3,849
Confidential Investigation	1,083	910	821	1,610
Software License	-	7,308	4,340	-
Community Services Expense	4,869	4,260	1,545	4,670
Target Practice Expense	11,583	12,000	10,427	12,000
Wrecker Fees	3,001	4,200	3,723	3,000
Bank Fees	30	30	60	100
Tobacco Grant Expenses	-	-	9	-
Total Services	254,721	276,849	266,507	295,602
Capital Outlay				
Automobiles	138,939	104,005	104,005	-
Pickups	126,145	-	-	-
Radios, Radar & Assoc Equip	-	39,800	-	-
Miscellaneous Tools	-	80,000	80,000	-
Total Capital Outlay	265,084	223,805	184,005	-
Total Police	3,756,404	3,840,673	3,759,181	3,723,490



FIRE

Department 42

MISSION STATEMENT

To preserve and protect life and property while safeguarding the environmental and the City’s economic base.

DESCRIPTION

The Granbury Volunteer Fire Department (GVFD) provides a range of services that includes, but is not limited to: fire suppression, emergency medical response, vehicular accident rescue, and technical rescue situations. We also perform Search and Rescue and even have an underwater dive team. In addition, we try to assist the community and its citizens in numerous other ways including training, classes and summer programs for children, and active participation in many Civic events, attractions, and fundraisers. The department members donate their time to serve and protect the community.



STAFFING			
Title	2014-15	2015-16	2016-17
Fire Dept Clerk	1	1	1
Total Staffing	1	1	1

OBJECTIVES AND STRATEGIES

1 Provide the community with quick, effective, skillful and caring emergency services.

Related to City Council Goal: Service Delivery.

2 Provide firefighting forces and resources necessary to execute quick, effective, skillful and caring responses to emergency situations.

Related to City Council Goal: Infrastructure Basics.

- Keep emergency vehicles through regular maintenance.
- Replace equipment regularly.

Recent Accomplishments

- One of the top 1,500 fire departments (paid or volunteer) in the nation.
- City of Granbury currently has an ISO (Insurance Service Organization) rating of 3.
- Currently average 1,500 calls per year.
- Maintains a staff 48 volunteer fire fighters.

FIRE EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	18,697	28,558	29,095	30,615
FICA	1,430	2,185	2,256	2,322
Retirement	3,025	4,432	4,568	4,896
Pension Contribution	53,760	58,750	54,180	60,513
Hospitalization Insurance	17,707	25,925	24,072	25,125
Workers Compensation	11,982	10,255	10,255	10,261
Texas Workforce Commission	9	207	171	171
Medical/Health Testing	-	200	-	200
Contract Labor	14,375	-	-	-
Total Personnel Costs	120,985	130,512	125,393	134,244
Supplies & Maintenance				
Office Supplies	925	1,210	840	1,360
Books, Maps, Pamphlets	264	200	198	2,100
Copier Expense	1,019	1,100	1,164	1,100
Janitorial Supplies	415	1,000	377	1,000
Wearing Apparel	41,233	51,450	51,285	45,000
Vehicle Fuel	12,252	14,000	12,486	13,000
Chemicals	1,960	3,000	2,989	3,000
EMS Equipment & Supplies	-	4,000	3,861	4,000
Non-Capital Tools & Equip	40,519	32,000	31,290	45,000
Maintenance- Buildings	11,969	16,416	16,603	15,000
Maintenance- Vehicles	50,406	35,600	28,141	35,000
Maintenance- Minor Equip	655	1,950	3,093	-
Maintenance- Radios & Asso	869	5,500	799	6,000
Maintenance- Fire Fighting	8,589	8,550	8,550	15,500
Total Supplies & Maint	171,077	175,976	161,675	187,060



Courtesy gvfd.org

FIRE EXPENDITURES

CONTINUED

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Services				
Electricity	12,980	13,000	11,593	13,000
Water	1,498	3,000	3,499	5,000
Natural Gas	4,928	6,700	2,629	5,500
Telephone	2,663	3,000	1,788	2,000
Sewer	1,289	1,300	1,362	1,300
Postage	215	500	244	500
Cable TV	-	-	-	-
Travel/Training	9,982	10,000	12,700	19,000
General Liability Insurance	10,971	11,500	8,688	10,000
Contract Testing Fire Service	-	19,080	15,163	20,000
Equipment Rental/Lease	1,800	1,800	1,800	1,800
Long-Term Lease/Purchase	62,738	148,240	98,240	150,104
Fire Prevention Program	1,121	2,000	1,918	2,000
Dues/Subscription/Membersh	2,365	4,000	1,869	4,000
Miscellaneous Fees	-	-	-	-
Call Response Reimbursement	-	-	25	-
Total Services	112,550	224,120	161,517	234,204
Capital Outlay				
Fire Fighting Equip	-	-	-	-
Pickups	77,547	-	-	-
Radios & Assoc Equip	-	-	-	-
Other Vehicles	-	-	-	-
Property Improvements	811,475	-	-	-
Total Capital Outlay	889,022	-	-	-
Total Fire	1,293,634	664,608	487,432	604,710



GVFD with new apparatus- Rescue 2

Courtesy gfvd.org

FLEET MAINTENANCE

Department 48

MISSION STATEMENT

To maintain City Fleet and all Equipment for safe and efficient operations in the most efficient, cost-effective method possible.

DESCRIPTION

The Fleet Maintenance Department is a full line automotive and equipment repair center, performing routine maintenance such as oil changes and minor daily repairs. Most major repairs are also handled in house.

Fleet Maintenance performs safety inspections, life cycle cost analysis, replacement policies and procedures, preventative maintenance inspections, parts procurement, general diagnosis, repair and fleet maintenance record management.

STAFFING			
Title	2014-15	2015-16	2016-17
Fleet Maintenance Superintendent	1	1	1
Mechanic I	1	1	1
Mechanic II	1	1	1
Administrative Assistant	1	1	1
Total Staffing	4	4	4

Recent Accomplishments

- Installed new clutch system on John Deer 544H Front End Loader
- Replaced complete AC system on water trucks
- Rebuilt PTO system on sewer truck
- Repaired various equipment on location at the sink hole

OPPORTUNITIES AND CHALLENGES

Fleet Maintenance is presented with different challenges and opportunities every day. Each day presents an opportunity to learn something new and find a better way to complete repairs in the most timely, cost effective method possible.

OBJECTIVES AND STRATEGIES

1 Ensure a safe and efficient fleet for City operations.
Related to City Council Goal: Infrastructure Basics.

- Routine maintenance is performed every 5,000 miles on fleet vehicles.
- Routine maintenance is performed on heavy equipment and specific fleet subclasses (i.e. fire trucks, etc.) every 150-300 hours depending on the specific needs of each type
- Fleet is inspected at the time of routine maintenance/repair for any signs of wear and tear or possible mechanical problems which could lead to premature failure or unnecessary downtime.

2 Extend the useful life of City assets.
Related to City Council Goal: Infrastructure Basics.

- Routine maintenance and repairs are performed on all fleet vehicles.
- Fluids and lubricants are checked as needed on a weekly or monthly basis to insure optimal performance and reliability.

3 Foster a “customer-oriented” approach toward internal and external City departments.
Related to City Council Goal: Intergovernmental Relationships.

- Work orders are received in a variety of ways. Staff is encouraged to e-mail or visit the shop in person to request a repair order. In most cases, repair assessments/requests are performed within a few minutes to an hour.
- Most services/repairs are completed same day as permitted by parts availability and severity of the requested repairs.
- The Fleet Maintenance Department strives to treat each employee with the respect they would be given in a private shop having services performed on their own personal vehicle or equipment.
- Fleet Maintenance will go above and beyond to meet all current and future needs of the City’s fleet in a friendly and professional manner and will continue a great service to City staff and police/fire services.



FLEET EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	157,101	172,070	161,463	177,062
FICA	13,161	13,779	13,503	13,928
Vacation	6,832	-	8,847	-
Sick Leave	3,729	-	2,999	-
Overtime	355	2,000	19	2,000
Retirement	28,670	27,968	27,732	29,518
Longevity	5,570	6,050	6,050	6,530
Insurance	30,866	29,701	29,704	29,701
Workers Compensation	3,675	3,591	3,591	3,698
Texas Workforce Commission	35	828	685	684
Total Personnel Costs	249,994	255,987	254,592	263,121
Supplies & Maintenance				
Office Supplies	271	800	686	500
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	870	900	796	900
Janitorial Supplies	651	520	483	520
Wearing Apparel	1,705	2,000	1,405	2,000
Vehicle Fuel	16,238	19,700	16,916	20,000
Chemicals	626	950	444	1,200
Non-Capital Tools & Equip	13,562	16,000	16,248	16,000
Maintenance- Buildings	5,938	-	-	-
Maintenance- Motor Vehicles	1,319	1,330	1,216	1,330
Maintenance- Minor Equip	522	510	337	510
Maintenance- Radios & Assoc	-	-	-	-
Maintenance- Tanks	1,421	1,650	2,142	1,500
Total Supplies & Maint	43,124	44,360	40,675	44,460
Services				
Telephone	1,078	1,100	1,091	1,200
Postage	19	50	15	50
Travel/Training	140	1,000	80	1,000
General Liability Insurance	5,033	4,000	4,042	4,000
Equipment Rental/Lease	784	1,000	873	1,000
Long-term Purchase/Lease	4,472	4,472	4,472	4,472
Miscellaneous Fees	-	-	-	-
Total Services	11,526	11,622	10,573	11,722
Capital Outlay				
Miscellaneous Tools & Equip.	6,850	10,000	9,675	-
Total Capital Outlay	6,850	10,000	9,675	-
Total Fleet Maintenance	311,493	321,969	315,515	319,303

BUILDING MAINTENANCE

Department 49

MISSION STATEMENT

To maintain City property for safe and efficient operations, and to maintain safe, clean and attractive facilities that promote a welcoming environment for the residents and visitors of Granbury.

DESCRIPTION

Building Maintenance is responsible for the maintenance and repair of all City-owned property. City buildings include City Hall, Municipal Service Center, Opera House, American Town Hall, Fire Stations, Water and Wastewater Treatment Plants, Forestry Building, City Pool, Ball Field Concessions, Langdon Center, Conference Center and the Regional Airport, for a total of 300,000 square feet.

This department maintains all structures, including facilities infrastructure. It is also responsible for soliciting contracts for specialized routine maintenance, assisting other departments in preparing for events, and providing custodial services for City facilities.

STAFFING			
Title	2014-15	2015-16	2016-17
Assistant Director of Public Works/Maintenance	1	1	1
Building Maintenance Foreman	0	0	1
Master Maintenance Technician	3	3	2
Building Maintenance Technician	1	1	1
Custodians	4	4	4
Total Staffing	9	9	9



OPPORTUNITIES AND CHALLENGES

The Building Maintenance department outsources certain projects, but there is an opportunity to save money by taking on more projects with the current staff.

OBJECTIVES AND STRATEGIES

1 Provide a safe, clean and efficient work environment for City operations.
Related to City Council Goal: Service Delivery.

- Clean buildings regularly
- Respond to work orders daily

2 Provide a safe, clean and welcoming environment for visitors.
Related to City Council Goal: Service Delivery.

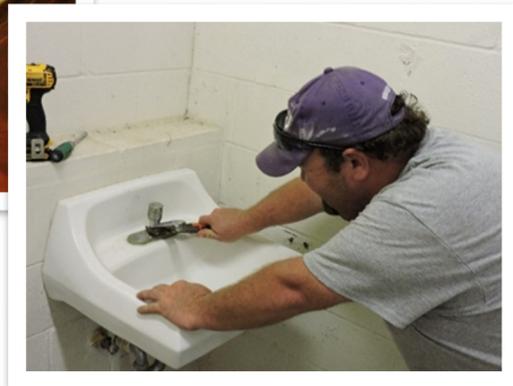
- Clean buildings regularly
- Respond to work orders daily

3 Prolong useful life of major building components.
Related to City Council Goal: Infrastructure Basics.

- Provide routine maintenance, such as painting, clearing, and repairing structure as needed.

Recent Accomplishments

- Worked with the Historic Preservation Committee to develop a plan on refurbishing historic building in Granbury
- Perform routine and preventative maintenance services on 300,000 sq. ft. of City buildings



BUILDING MAINTENANCE EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	306,503	352,477	326,838	365,572
FICA	25,715	27,996	27,400	28,230
Vacation	18,466	-	16,659	-
Sick Leave	9,997	-	11,158	-
Overtime	2,986	2,500	3,399	2,500
Retirement	57,426	56,820	56,932	60,477
Longevity	10,240	10,980	10,980	12,130
Insurance	66,852	66,827	66,823	66,827
Workers Compensation	11,483	12,121	12,121	12,592
Texas Workforce Commission	81	1,863	1,541	1,539
Total Personnel Costs	509,749	531,584	533,849	549,866
Supplies & Maintenance				
Office Supplies	293	400	432	400
Books, Maps, Pamphlets	-	200	197	-
Copier Expense	1,019	1,100	1,356	1,100
Janitorial Supplies	9,645	11,500	11,592	10,000
Wearing Apparel	5,206	5,500	5,128	6,000
Vehicle Fuel	11,168	11,506	8,150	12,000
Non-Capital Tools & Equip	2,349	3,500	2,610	3,500
Maintenance- Buildings	60,848	77,085	74,701	62,200
Maintenance- Motor Vehicles	3,523	5,500	4,887	5,500
Maintenance- Minor Equip	7	100	66	100
Total Supplies & Maint	94,058	116,391	109,120	100,800
Services				
Consultants, Architects, Engin	-	10,000	3,000	15,000
Electricity	707	900	979	900
Water	234	300	217	300
Natural Gas	583	2,070	524	2,070
Telephone	3,990	4,300	4,285	4,300
Sewer	-	-	110	500
Postage	-	-	3	-
Travel/Training	80	2,000	1,372	10,000
General Liability Insurance	4,917	7,244	7,243	8,000
Long-Term Lease/Purchase	2,647	5,294	5,294	5,294
Contract Services	13,614	24,400	22,198	24,400
Miscellaneous Fees	-	-	10	-
Total Services	26,772	56,508	45,234	70,764
Capital Outlay				
Building & Build. Improvements	9,502	37,115	27,352	203,000
Pickups	24,229	-	-	-
Total Capital Outlay	33,731	37,115	27,352	203,000
Total Building Maintenance	664,310	741,598	715,555	924,430

PARKS AND RECREATION

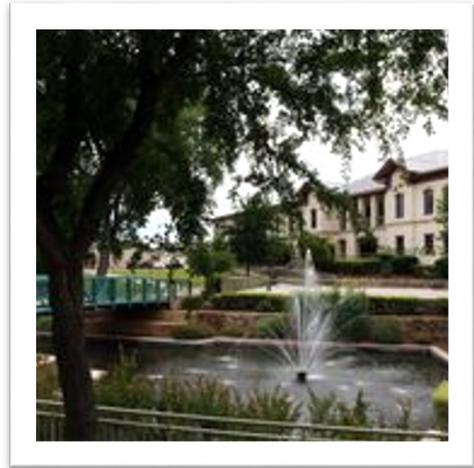
Department 50

MISSION STATEMENT

To provide, protect and preserve a park system that promotes quality recreational, cultural and other outdoor experiences for the Granbury community; and to promote recreation to the residents and visitors of Granbury and surrounding areas.

DESCRIPTION

The Parks and Recreation Department is responsible for the development and maintenance of open space areas, as well as community facilities and properties. This department also maintains areas utilized for athletic programs and special events and is responsible for parks concession stands and mowing rights-of-way, drainage areas, the Airport and public-owned lots. They also operate and maintain the City’s swimming pool, baseball/softball fields, soccer fields, disc golf course, City Beach, Bark Park, Lambert Branch Park, Hewlett Park, Skate Park, and City Park.



STAFFING			
Title	2014-15	2015-16	2016-17
Director of Parks & Recreation	1	1	1
Parks and Recreation Foreman	2	2	2
Recreational Coordinator	1	1	1
Concession Manager	1	1	1
Recreation Assistant	1	1	1
Park Laborer	13	13	13
Park Laborer/Custodian	1	1	1
Part-Time Park Laborer	1	1	1
Part-Time Park Laborer/Custodian	1	1	1
Part-Time Seasonal Laborer	3	3	3
Total Staffing	25	25	25

Recent Accomplishments

- Continued working with community to hold Easter Egg Hunt.
- Worked with Granbury Soccer Association Tournament to bring more than 100 teams to the area.
- Increased baseball and softball tournaments.
- Opened Phase II of the Skate Park.
- Completed Phase II of Moments in Time Trail.

OPPORTUNITIES AND CHALLENGES

The Parks and Recreation department already hosts baseball and soccer tournaments during the year, but there is always opportunity for more growth in that area. The Recreation Coordinator is working to build relationships with tournament coordinators and to attract different events to the area.

OBJECTIVES AND STRATEGIES

1 Provide ongoing maintenance and operation of the City of Granbury parks and sports facility system to provide safe and attractive places for recreation.

Related to City Council Goal: Community Development.

- Evaluate property for necessary maintenance daily.
- Mow properties weekly from March-October and as needed during the remainder of the year.
- Evaluate safety of equipment and pool daily.

2 Cultivate effective partnerships with other departments, agencies, organizations and citizens to provide quality service to the City.

Related to City Council Goal: Intergovernmental Relationships.

- Respond to citizen inquires and requests within a day.
- Participate in staff meeting with other departments when needed.

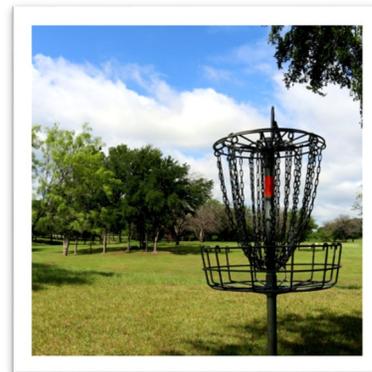
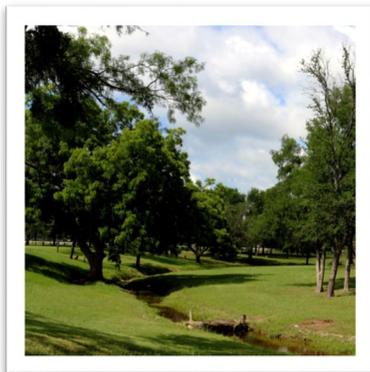
3 Continue to explore funding opportunities such as grants and other sources for future park development.

Related to City Council Goal: Economic Development.

4 Use the Parks, Recreation, and Open Space Master Plan, which was adopted on May 3, 2011 by City Council, as a guide for direction of future projects.

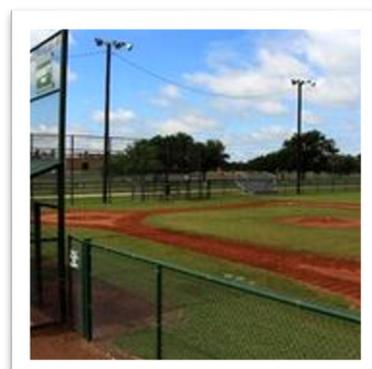
Related to City Council Goal: Infrastructure Basics.

- Work with the Parks Board and the citizens for input on projects to be completed.



PARKS & RECREATION EXPENDITURES

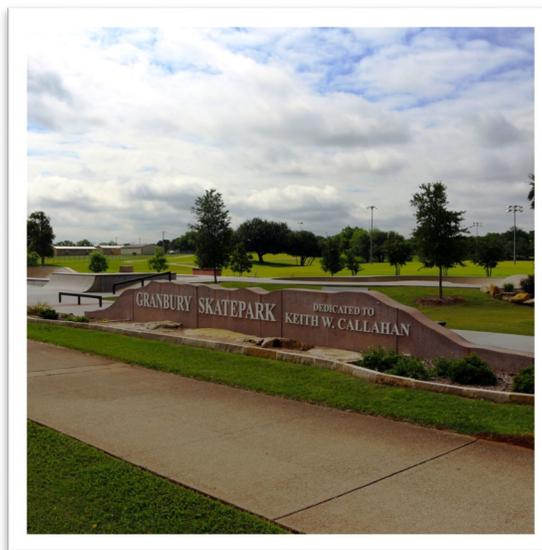
Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Salaries	671,983	753,232	705,187	786,995
FICA	56,159	60,181	57,844	61,856
Vacation	25,943	-	22,540	-
Sick Leave	25,448	-	22,891	-
Overtime	9,019	20,000	6,585	20,000
Retirement	105,238	103,968	100,928	110,180
Longevity	12,230	13,450	13,450	14,990
Hospitalization Insurance	140,823	148,504	137,131	141,079
Workers Compensation	20,967	19,872	19,872	20,763
Texas Workforce Commission	903	5,175	5,690	4,095
Total Personnel Costs	1,068,713	1,124,382	1,092,116	1,159,958
Supplies & Maintenance				
Office Supplies	920	1,040	754	1,040
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	2,612	2,700	1,028	2,700
Janitorial Supplies	7,803	8,400	7,555	8,400
Wearing Apparel	8,349	7,140	7,800	6,500
Vehicle Fuel	27,386	31,700	22,728	30,000
Chemicals	2,820	2,820	2,534	2,820
Non-Capital Tools & Equip	7,310	8,500	7,143	8,500
Maintenance- Buildings	7,396	11,500	10,827	11,500
Maintenance- Vehicles	5,880	6,760	5,553	6,760
Maintenance- Minor Equip	1,641	1,650	1,653	2,100
Maintenance-Pumps	8,000	8,000	8,000	9,450
Maintenance- Heavy Equip	4,605	11,097	6,046	5,740
Maintenance- Events	466	500	424	500
Maintenance- Grounds	28,087	60,678	45,729	38,000
Maintenance-Groundskeeping	11,099	13,388	12,882	11,500
Maintenance- Holiday Deco	6,774	12,940	10,537	8,000
Maintenance- Radios	-	-	-	-
Maintenance- Stage/Tents	1,383	2,360	225	3,000
Maintenance- Signs	473	500	471	500
Total Supplies & Maint	133,003	191,673	151,886	157,010



PARKS & RECREATION EXPENDITURES

CONTINUED

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Services				
Consultants/Arch/Engin	-	5,000	3,218	-
Electricity	35,611	38,000	34,472	38,000
Water	19,747	27,000	24,153	27,000
Telephone	3,466	3,800	3,628	3,800
Sewer	3,514	4,500	3,470	4,500
Postage	30	50	42	50
Travel/Training	73	1,635	1,644	1,400
Advertising	70	800	-	800
General Liability Insurance	26,998	27,000	31,282	30,500
Equipment Rental/Lease	8,400	9,000	8,340	9,000
Long-term Lease/Purchase	26,558	29,338	29,338	29,338
Employee Safety Expense	-	-	-	-
Dues/Subsription/Member	-	-	-	-
Online Transaction Fees	19	450	74	450
Recreation Activity Expenses	24,523	24,765	24,209	25,000
Total Services	149,009	171,338	163,869	169,838
Capital Outlay				
Pickups	25,237	-	-	30,000
Other Vehicles	7,250	7,500	11,758	25,000
Signs	-	-	-	-
Groundskeeping Equipment	23,443	31,800	31,020	18,450
Playground Equipment	9,085	-	-	-
Miscellaneous Tools	-	-	-	-
Property Improvements	452,671	91,442	191,947	150,000
Fences	-	-	-	-
Sidewalks, Curbs, Gutte	2,000	13,900	6,401	-
Land	82,954	-	-	-
Total Capital Outlay	602,640	144,642	241,127	223,450



PARKS & RECREATION EXPENDITURES

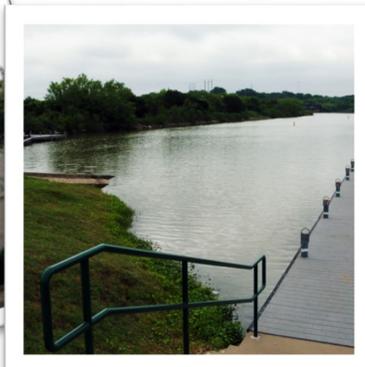
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Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
<u>Swimming Pool</u>				
Personnel				
Contract Labor	-	2,700	-	2,700
Supplies and Maintenance				
Concession Supplies- Resale	5,610	5,600	5,589	5,000
Concession Supplies	150	20	275	200
Pool- Chemicals	9,929	8,500	8,416	8,500
Non-Capital Tools & Equip	3,837	4,130	4,188	4,300
Maintenance- Pool	26,092	18,180	17,501	18,180
Total Supplies and Maint	45,619	36,430	35,970	36,180
Services				
Electricity	8,934	12,080	8,974	13,000
Water	16,082	16,000	11,419	16,000
Telephone	-	-	-	-
Sewer	658	1,200	648	1,200
Bank Card Fees	130	150	130	150
Total Services	25,804	29,430	21,170	30,350
<u>Ballfields</u>				
Supplies and Maintenance				
Concessions for Resale	17,386	24,400	20,920	25,000
Concession Supplies	500	500	570	500
Non-Cap'l Tools & Equip	94	750	749	400
Maintenance- Ballfields	14,639	18,800	18,327	18,800
Maintenance- Ball. Signs	-	2,000	1,988	2,000
Total Supplies and Maint	32,618	46,450	42,554	46,700
Services				
Electricity	43,976	34,000	33,907	45,000
Water	2,314	3,000	3,127	3,000
Sewer	1,180	1,200	1,267	1,200
Bank Card Fees	132	100	134	100
Total Services	47,602	38,300	38,435	49,300

PARKS & RECREATION EXPENDITURES

CONTINUED

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Soccer Fields				
Supplies and Maintenance				
Maintenance- Soccer Fields	8,116	7,260	8,415	8,000
Total Supplies and Maint	<u>8,116</u>	<u>7,260</u>	<u>8,415</u>	<u>8,000</u>
Services				
Electricity	890	1,200	1,188	1,200
Water	-	6,120	6,118	-
Total Services	<u>890</u>	<u>7,320</u>	<u>7,306</u>	<u>1,200</u>
Beaches				
Personnel				
Contract Labor	-	-	-	-
Supplies and Maintenance				
Concessions for Resale	-	-	-	-
Concession Supplies	-	750	-	750
Non-Cap'l Tools & Equip	-	-	-	-
Maintenance- Beach Signs	-	-	-	-
Maintenance- Beaches	6,750	6,850	5,724	6,850
Total Supplies and Maint	<u>6,750</u>	<u>7,600</u>	<u>5,724</u>	<u>7,600</u>
Services				
Electricity	5,346	5,000	4,947	5,000
Water	13,292	9,900	9,892	6,000
Telephone	-	-	-	-
Sewer	520	500	751	500
Chemicals	1,438	2,000	1,169	2,000
Bank Card Fees	-	-	-	-
Total Services	<u>20,597</u>	<u>17,400</u>	<u>16,760</u>	<u>13,500</u>
Total Parks and Recreation	<u><u>2,141,360</u></u>	<u><u>1,824,925</u></u>	<u><u>1,825,332</u></u>	<u><u>1,905,786</u></u>



CEMETERY

Department 51

MISSION STATEMENT

To maintain and improve attractive and peaceful grounds at the municipal cemetery.

DESCRIPTION

The Cemetery Department tracks the costs of maintenance of the Municipal Cemetery. Those services consist of mowing, trimming and repairs necessary to maintain the appearance of the property.



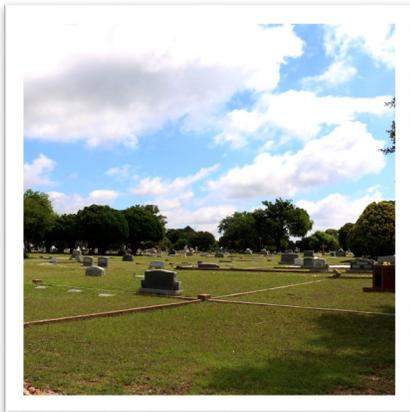
STAFFING			
Title	2014-15	2015-16	2016-17
Cemetery Attendant	1	1	1
Total Staffing	1	1	1

Recent Accomplishments

- Replacement of the cemetery fence over the past five years.
- Road Improvements.
- Beginning to implement the Cemetery Master Plan

OPPORTUNITIES AND CHALLENGES

An opportunity exists for the department to survey the existing cemetery in order to update and verify the accuracy of the cemetery records. Another opportunity is to develop an additional section of the grounds.



OBJECTIVES AND STRATEGIES

- 1** Develop and maintain cemetery grounds with courtesy and respect.
Related to City Council Goal: Infrastructure Basics.

 - Mow continually during growing season.
 - Evaluate property and fences for necessary maintenance daily
- 2** To complete Cemetery Master Plan for 10-acre expansion.
Related to City Council Goal: Infrastructure Basics.

CEMETERY EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Salaries	23,251	27,080	19,681	27,894
FICA	1,754	2,084	1,246	2,155
Vacation	1,082	-	568	-
Sick Leave	1,309	-	674	-
Overtime	287	-	-	-
Retirement	4,254	4,227	3,245	4,485
Longevity	-	160	160	280
Hospitalization Insurance	7,697	7,425	5,566	7,425
Workers Compensation	1,250	1,131	1,131	1,170
Texas Workforce Commission	(5)	207	284	171
Total Personnel Costs	<u>40,880</u>	<u>42,314</u>	<u>32,555</u>	<u>43,580</u>
Supplies & Maintenance				
Chemicals	550	550	395	550
Minor Tools & Equipment	134	140	-	140
Maintenance- Minor Equip	124	230	131	230
Maintenance-Roadways	824	800	441	800
Maintenance- Grounds	2,794	2,760	1,372	2,760
Maintenance- Grounds Equip	-	-	-	-
Total Supplies & Maint	<u>4,425</u>	<u>4,480</u>	<u>2,339</u>	<u>4,480</u>
Services				
Consultants, Architect, Eng.	7,577	-	4,900	10,000
General Liability Insurance	218	270	222	270
Total Services	<u>7,795</u>	<u>270</u>	<u>5,122</u>	<u>10,270</u>
Capital Outlay				
Fences	18,000	-	10,800	-
Total Capital Outlay	<u>18,000</u>	<u>-</u>	<u>10,800</u>	<u>-</u>
Total Cemetery	<u><u>71,099</u></u>	<u><u>47,064</u></u>	<u><u>50,816</u></u>	<u><u>58,330</u></u>

CLEAN AIR COALITION EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	38,482	37,286	38,119	37,286
FICA	2,944	2,864	2,928	2,873
Retirement	6,058	5,810	5,888	5,979
Longevity	-	150	150	270
Insurance	6,732	7,425	7,426	7,425
Workers Compensation	-	168	168	169
Texas Workforce Commission	41	207	171	171
Total Personnel Costs	54,258	53,910	54,849	54,173
Supplies & Maintenance				
Office Supplies	866	2,500	1,406	4,500
Signs & Decals	264	1,000	-	1,000
Fuel	-	1,000	990	-
Non-Capital Tools & Equip	8,316	8,000	-	-
Total Supplies & Maint	9,446	12,500	2,396	5,500
Services				
Consultants/Arch/Engin	67,986	69,500	27,083	67,000
Telephone	1,219	1,800	1,679	1,800
Postage	74	76	76	76
Travel/Training	169	2,500	186	4,500
Printing	-	2,500	1,755	3,000
Rent	4,000	6,624	5,200	6,624
Event Participation	46	2,000	226	4,000
Mower Replacement	300	5,100	1,616	8,483
Survey	5,000	7,500	5,000	7,500
Radio/TV	3,886	6,250	5,289	6,250
Website	970	250	120	500
Total Services	83,650	104,100	48,230	109,733
Capital Outlay				
Property Improvements	13,131	170,650	156,797	-
Total Capital Outlay	13,131	170,650	156,797	-
Total Clean Air Coalition	160,485	341,160	262,272	169,406



*Ribbon cutting
for propane tanks
sponsored by the
Clean Air Coalition*

NON-DEPARTMENTAL EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Supplies & Maintenance				
Wearing Apparel	550	550	526	1,000
Maintenance- Buildings	1,481	2,000	1,740	2,000
Storm Damage Emergency	-	10,620	11,553	
Total Supplies & Maint	<u>2,031</u>	<u>13,170</u>	<u>13,819</u>	<u>3,000</u>
Services				
Consultants/Arch/Engin	14,243	46,235	41,557	8,500
Electricity	184,927	174,400	174,309	170,000
Water	12,409	13,600	17,552	15,000
Natural Gas	959	1,290	787	1,200
Sewer	1,834	2,500	1,700	2,500
Bridge St Museum Expense	13,000	14,000	13,990	14,000
General Liability Insurance	13,022	13,000	15,439	15,550
Property Lease Dock	8,100	8,100	8,100	8,100
Meeting Expenses	571	1,000	308	1,000
Equipment Lease	5,040	5,040	5,040	5,040
Special Property Expense	64,892	61,000	60,066	65,000
Project Repairs for Reimbursemer	-	4,000	2,571	5,000
Dues & Subscriptions	-	-	341	
Tax Appraisal- Collection	87,059	89,311	89,311	99,356
HEB 380 Reimbursement	176,177	170,000	262,032	230,000
Acton Distr Reimbursement	21,718	10,000	14,148	10,000
Contribution to EcoDev	25,000	45,000	-	-
Vybranz Revenue Recovery	2,560	1,000	60	1,000
Contrbtn to Weatherford College	25,000	25,000	25,000	25,000
Kroger 380 Reimbursement	12,402	80,000	81,681	90,000
Paluxy River Children's Services	-	-	-	4,500
Contingency	-	75,969	-	224,219
Miscellenous Expense	22,061	-	1,161	-
Banking Fees	7,726	5,000	4,260	5,000
Special Assessment	2,000	-	-	-
Total Services	<u>700,699</u>	<u>845,445</u>	<u>819,414</u>	<u>999,965</u>
Interfund Transfers				
Transfer to Airport Fund	232,461	224,378	224,378	120,000
Transfer to Tourism Fund	483,995	338,251	338,251	219,147
Trafsfer to Visit Granbury Inc.	-	100,000	100,000	70,000
Transfer to General Debt Svc	285,972	-	-	-
Transfer to Gby Hist Properties	40,000	40,000	40,000	40,000
Total Interfund Transfers	<u>1,042,428</u>	<u>702,629</u>	<u>702,629</u>	<u>449,147</u>
Capital Outlay				
Land	-	-	18,150	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>18,150</u>	<u>-</u>
Total Non-Departmental	<u><u>1,745,158</u></u>	<u><u>1,561,243</u></u>	<u><u>1,554,012</u></u>	<u><u>1,452,112</u></u>

Utility Fund

The Utility Fund is an Enterprise Fund of the City. Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business enterprises. The intent is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

Services provided by the Utility Fund include Utility Administration (utility billing and collection and customer service), meter reading, water treatment and distribution, electric, services, wastewater collection and treatment, fleet maintenance, building maintenance, warehouse services and community services.

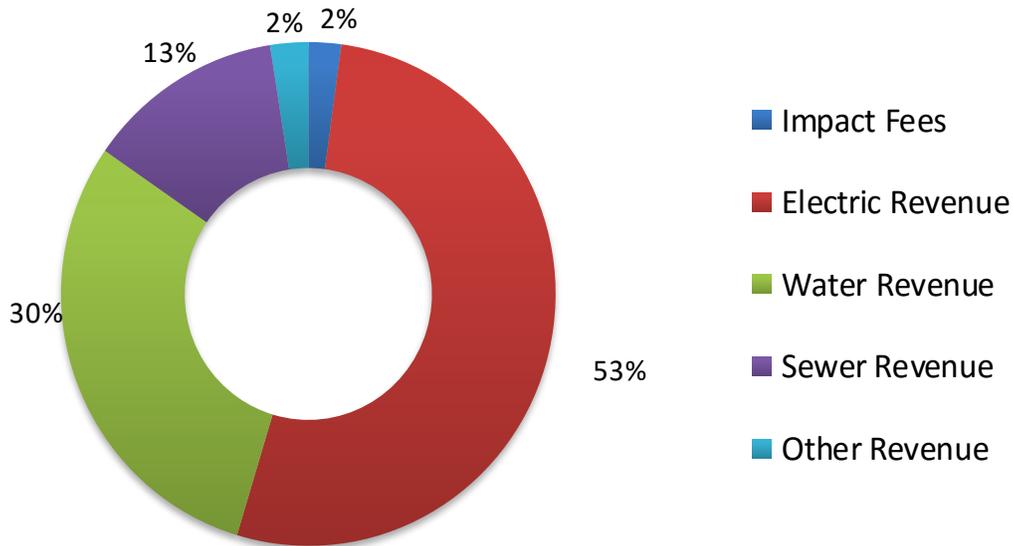
The Fund's source of revenue is the charge for water, sewer and electric services. Utility rates are set by the City Council.



UTILITY FUND REVENUES

Revenue Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Electric Fees & Service Charges	10,993,672	10,638,496	10,638,496	11,058,000
Water Fees & Service Charges	5,472,711	5,756,374	5,756,374	6,309,520
Sewer Fees & Service Charges	2,451,149	2,551,028	2,551,028	2,715,000
Interest Income	8,902	13,462	13,462	13,000
Other Revenue	2,213,866	643,202	824,641	509,100
Interfund Transfers	1,365,032	414,707	414,707	450,000
TOTAL REVENUES	22,505,331	20,017,269	20,198,708	21,054,620

Utility Fund Revenue



UTILITY FUND REVENUES

DETAIL

Revenue Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Electric Services				
Electric Service	10,950,348	10,575,201	10,575,201	10,994,000
D&D Light Rental	42,871	57,855	57,855	58,000
Electric Meter Set Fee	-	4,375	4,375	-
Sale of Electric Meters	453	1,065	1,065	6,000
Total Electric Revenues	10,993,672	10,638,496	10,638,496	11,058,000
Water Services				
Water Service	5,428,900	5,722,362	5,722,362	6,234,020
Water Taps	16,791	5,980	5,980	20,000
Sale of Raw Water	-	-	-	-
Meter Setting Fees	25,700	26,800	26,800	20,000
Water Analysis	-	-	-	-
Sale of Water Meters	1,320	1,232	1,232	35,500
Total Water Revenues	5,472,711	5,756,374	5,756,374	6,309,520
Wastewater Services				
Developer's Costs & Fees	10,569	38,992	38,992	20,000
Wastewater Service	2,414,680	2,500,236	2,500,236	2,680,000
Wastewater Taps	19,735	4,350	4,350	10,000
Special Sewer Maint Assessm	6,165	7,450	7,450	5,000
Total Wastewater Revenues	2,451,149	2,551,028	2,551,028	2,715,000
Interest Income				
Interest Income	8,902	13,462	13,462	13,000
Total Interest Income	8,902	13,462	13,462	13,000

UTILITY FUND REVENUES

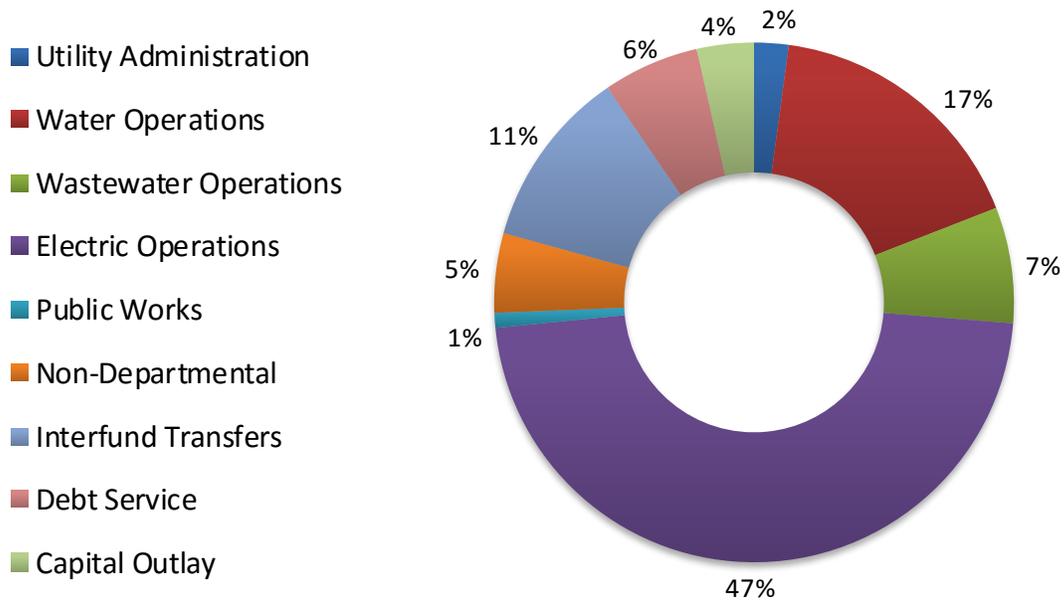
DETAIL

Revenue Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Other Revenue				
From Fund Balance	-	-	-	-
Reconnect Fees	21,540	18,610	18,610	24,000
Groundwater District Fees	109,842	117,350	117,350	180,000
Senior Discount	-	-	-	-
Drainage Fees	-	-	-	-
Sanitation Service	232	538	538	-
Transfer Fees	-	-	-	-
Penalty Income	280,137	243,300	243,300	220,000
Cost Share Contributions	-	-	-	-
Miscellaneous Income	108,929	44,582	44,582	20,000
Insurance Proceeds	963,675	141,934	141,934	-
EMS Service	-	-	-	-
Careflite Service	-	-	-	-
Sale of Assets SWATS	-	-	-	-
Sale of Assets - Auction	8,831	-	-	-
Sale of Garbage Bags	-	-	-	100
Cash Short/Over	134	(103)	(103)	-
Loss on Disposal of Fixed A.	-	-	-	-
Contribution	683,985	-	-	-
Non-Revenue Income	-	-	-	-
Service Fees	24,312	76,991	76,991	65,000
Loan Proceeds	-	-	-	-
Other Sources	-	-	-	-
Total Other Revenue	2,201,616	643,202	643,202	509,100
Interfund Transfers				
Transfer from URB	1,354,504	-	-	-
Transfers In/Out	-	-	-	-
Transfer in Impact Fees	10,528	414,707	414,707	450,000
Total Interfund Transfers	1,365,032	414,707	414,707	450,000
Inter-Governmental				
Grant Revenue	12,250	181,439	181,439	-
Total Inter-Governmental	12,250	-	181,439	-
Total Utility Fund Revenue	22,505,331	20,017,269	20,198,708	21,054,620

UTILITY FUND EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Utility Administration	361,234	438,044	371,859	446,658
Water Operations	3,052,100	3,326,123	3,169,901	3,529,878
Wastewater Operations	1,572,282	1,576,696	1,482,176	1,502,947
Electric Operations	9,971,531	9,614,233	9,664,354	9,826,943
Public Works	40,735	364,527	341,042	191,663
Non-Departmental	890,541	1,003,128	919,703	1,031,663
Interfund Transfers	2,062,944	2,114,072	1,495,559	2,328,985
Debt Service	1,788,665	1,242,318	1,774,093	1,245,324
Capital Outlay	1,307,766	874,967	924,807	740,000
TOTAL EXPENDITURES	21,047,798	20,554,108	20,143,494	20,844,062

Utility Fund Expenditures



UTILITY ADMINISTRATION

DEPARTMENT 60

MISSION STATEMENT

To administer accurate billing for the City of Granbury’s utility services, while providing quality customer service to the citizens of Granbury.

DESCRIPTION

The Utility Administration department is responsible for the billing and collection of payments for electric, water, sewer, solid waste services, hangar rent and other fees. Another major function of Utility Administration is customer service, both in person & by phone. This office works closely with the Meter Reading division in the coordination & handling of all work orders pertaining to utility services and accounts, including but not limited to: service connections, disconnections, transfers, collection of deposits and related duties. Professional response to customer questions and complaints regarding utility billing, trash services, air ambulance, parks donations and other services are frequent and of extremely high volume. Additionally, account delinquency procedures, for both active and inactive accounts, are initiated by this office.

STAFFING			
Title	2014-15	2015-16	2016-17
Utility Billing Manager	1	1	1
Utility Billing Supervisor	1	1	1
Utility Billing Clerk	1	1	1
Total Staffing	3	3	3

Recent Accomplishments

- Improved utility bill design and added quick read tabs for user friendly format
- Reduced bad debt by implementing a two-month deposit structure
- Utility billing collected nearly \$240,000 in penalty income for FY 2015-2016.

OPPORTUNITIES AND CHALLENGES

The department has researched opportunities such as a utility billing kiosk, for the acceptance of payments 24/7, and continues the encouragement of payment options such as automatic draft and online bill-pay. These options and efforts not only improve customer service but also work to decrease the desk load and volume directly on billing staff. We have also considered the processing and printing of utility bills in-house, thereby reducing cost and allowing for the use of bills for the purposes of merchant advertisement, city marketing, and distribution of information to the community.

Challenges of Utility Billing continue to include the satisfaction of customers, in situations of conflict, and in an economy which is stressful to them financially. We strive to provide an appropriate level of flexibility, amidst the current economic situation. One current challenge is the encouragement of energy and water conservation.

OBJECTIVES AND STRATEGIES

1 Ensure the efficient delivery and timely and accurate billing and payment information to our customers, and the subsequent processing of and receipt of these payments.

Related to City Council Goal: Service Delivery.

- Complete utility billing accurately and timely throughout each billing process.

2 Via effective communication and a professional attitude, respond to customer requests and concerns equitably, to their satisfaction, and in a timely manner.

Related to City Council Goal: Service Delivery.

- Provide excellent customer service and professional response to customer questions and complaints.

3 Safeguard the City's monies and other assets.

Related to City Council Goal: Service Delivery.

- Process payments and cash receipts as they are received.
- Make deposits on a daily basis.

4 Increase the public awareness of utility issues and topics through proactive communication with citizens.

Related to City Council Goal: Citizen Involvement.

- Held meetings, provided publications, and offered personalized service throughout the process of implementation of and transfer to new utility rate structures.



UTILITY ADMINISTRATION EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Personnel Costs				
Regular	113,293	134,285	127,521	137,429
FICA	9,210	10,491	10,165	10,590
Vacation	5,969	-	3,977	-
Sick Leave	1,410	-	1,118	-
Overtime	273	725	503	725
Retirement	17,378	21,286	31,261	22,395
Longevity	1,760	2,120	2,220	2,580
Insurance	21,883	22,276	22,398	22,276
Workers Compensation	388	370	370	380
Texas Workforce Commission	27	621	514	513
Total Personnel Costs	<u>171,591</u>	<u>192,174</u>	<u>200,047</u>	<u>196,888</u>
Supplies & Maintenance				
Office Supplies	955	1,200	952	1,200
Books, Maps, Pamphlets	-	500	-	500
Copier Expense	2,138	4,100	4,094	2,500
Non-Capital Tools & Equip	40	750	869	1,000
Maintenance- Office Equipment	32	100	-	100
Maintenance- Radios	-	-	-	-
Total Supplies & Maint	<u>3,165</u>	<u>6,650</u>	<u>5,914</u>	<u>5,300</u>
Services				
Telephone	1,122	800	618	700
Postage	33,095	40,000	39,933	35,000
Travel/Training	1,171	4,000	3,410	4,000
Printing	11,692	10,100	10,006	12,000
General Liability Insurance	706	800	718	800
Dues/Subscriptions/Membersh	-	800	570	800
Bad Debt Expense	40,610	92,370	37,097	92,370
Computer Programming	724	800	760	800
Bank Fees	95,012	86,550	70,462	95,000
Collection Agency Fees	2,346	3,000	2,323	3,000
Total Services	<u>186,478</u>	<u>239,220</u>	<u>165,898</u>	<u>244,470</u>
Capital Outlay				
Furniture & Fixtures	-	-	-	-
Office Equipment	-	-	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Utility Administration	<u><u>361,234</u></u>	<u><u>438,044</u></u>	<u><u>371,859</u></u>	<u><u>446,658</u></u>

METER READING

DEPARTMENT 70

MISSION STATEMENT

To provide accurate meter information for the City of Granbury’s Utility Billing division and to customers in a timely and cost effective manner, while improving efficiency and accuracy, using updated technologies and advanced training tools.

DESCRIPTION

The Meter Reading department is responsible for the accurate reading and recording of all water and electric meter reads within the service area. The department also handles connections and disconnections of service. The Meter Reading/Meter Maintenance division maximizes utility revenues by monitoring of reading device function and management of an ongoing meter testing and maintenance program. This division works closely with the Water Distribution and Electric departments in maintenance of these infrastructures.

STAFFING			
Title	2014-15	2015-16	2016-17
Meter Reader I	1	1	1
Meter Reader II	2	2	2
Total Staffing	3	3	3

Recent Accomplishments

- Recovery of approximately \$300,000 in electric revenue, due to large electric meter (C.T.) testing and error correction
- Implementation of an effective meter monitoring and maintenance program; recovering lost revenue due to meter stoppages and other malfunctions.
- Progress and advancement in the use of current radio technologies in meter reading

OPPORTUNITIES AND CHALLENGES

The opportunities in Meter Reading/ Meter Maintenance are countless. The effectiveness of meter monitoring, testing, and replacement have made a great financial impact. The challenges continue to include those of ever-changing metering technologies and staffing positions which include working in non-ideal outdoor conditions, and with a heavy workload, requiring mechanical skills and expertise. However, our meter reading department is exploring options to upgrade our system to the advanced metering infrastructure (AMI) integrated system. The AMI is an integrated system of smart meters, communications networks, and data management systems that enables two-way communication between utilities and customers.

OBJECTIVES AND STRATEGIES

- 1** Provide accurate meter information to Utility Billing in a timely and cost effective manner.
Related to City Council Goal: Infrastructure Basics.
- Read over 7,000 water and electric meters accurately, within three billing cycles monthly.
 - Via effective surveillance and detailed fine editing processes, pinpoint meters with questionable function; test, replace, or repair or take appropriate corrective actions.
 - Communicate and coordinate with Utility Billing staff regarding meter concerns and problems, thereby “bridging the gap” between the Meters and Billing divisions.

- 2** Deliver services to customers in a timely, professional manner.
Related to City Council Goal: Service Delivery.
- Respond to work orders daily, or within 24 hours, at most.
 - Effectively and professionally respond to customer concerns, in person. Answer questions in plain language and to their understanding.

- 3** Develop an ongoing meter maintenance program, ensuring the long-term maintenance and accuracy of the metering systems
- Increased saturation of the city with AMR/ Fixed meter reading systems
 - Monitoring of meter age and consumptions, for prioritization of repair or replacement
 - Consultation with experts, gaining recommendations for future beneficial projects and programs



METER READING EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Personnel Costs				
Regular	79,890	89,739	92,806	107,230
FICA	6,617	7,622	7,689	8,949
Vacation	1,141	-	3,854	-
Sick Leave	1,357	-	2,037	-
Overtime	5,850	9,600	2,402	9,600
Retirement	12,530	15,462	23,088	18,764
Longevity	180	300	300	1,050
Insurance	14,842	22,276	20,506	22,276
Workers Compensation	3,510	3,303	3,240	3,959
Texas Workforce Commission	114	621	492	513
Contract Labor	5	950	-	1,500
Total Personnel Costs	126,036	149,873	156,417	173,841
Supplies & Maintenance				
Copier Expense	12	50	42	50
Wearing Apparel	2,454	4,000	3,072	4,000
Vehicle Fuel	9,437	10,871	7,101	10,000
Non-Capital Tools & Equip	4,321	5,000	3,323	6,000
Water ERT Project	-	-	-	-
Electric ERT Project	-	-	-	-
Maintenance- Motor Vehicles	1,513	7,501	6,831	4,000
Maintenance- Water Meters	8,541	15,600	6,202	10,000
Maintenance- Electric Meters	719	5,000	505	5,000
Maintenance- Radios & Assoc	1,550	4,000	3,578	4,000
Total Supplies & Maint	28,548	52,022	30,655	43,050
Services				
Consultants, Architects	-	2,000	-	-
Telephone	1,473	1,700	1,659	1,700
Postage	217	400	17	200
Travel/Training	4,667	5,000	2,570	5,000
General Liability Insurance	2,243	3,429	3,428	2,500
Long Term Lease/Purchase	3,873	3,869	3,885	3,885
Dues/Subscription/Membersh	-	140	210	250
Contract Services	1,393	1,550	1,445	1,500
Meter Testing	126	550	384	550
Employee Certification	-	-	-	-
Total Services	13,992	18,638	13,599	15,585
Capital Outlay				
Pickups	-	-	-	-
Water Meters and Bases	-	-	55,116	35,000
Electric Meters and Bases	-	-	5,001	5,000
Total Capital Outlay	-	-	60,117	40,000
Total Meter Reading	168,575	220,533	260,787	272,476

GROUND WATER

DEPARTMENT 78

MISSION STATEMENT

To provide quality and cost-effective well water for the City of Granbury.

DESCRIPTION

The Ground Water Department was established to monitor the costs of producing well water for the City’s water operations.

OPPORTUNITIES AND CHALLENGES

An opportunity for this department is to continue to drill more wells to current operations. A major challenge for this department is to operate the facilities in a cost efficient manner to minimize water-usage rate increases.

OBJECTIVES AND STRATEGIES

1 To maximize well water production for the City’s water operations at the least possible costs.

Related to City Council Goal: Infrastructure Basics.

- Repair or rehab lower producing wells.
- Replace worn pumps as needed.

2 Maintain safe drinking water sources for the City of Granbury.

Related to City Council Goal: Service Delivery.

- Perform lab analysis of the water on a daily and monthly basis.
- Adhere to TCEQ guidelines for water treatment.
- Monitor and record flow data and chemical dosage on a daily basis.

3 Stay informed on changes of regulations for drinking water standards.

Related to City Council Goal: Service Delivery.

- Employees must receive a minimum of 30 hours of training every 3 years.

Recent Accomplishments

- Produced 535 million gallons of groundwater with 31 wells in production.
- 3 additional wells scheduled to go online during 2015-2016
- Decreased number of customer complaints after implementation of Hydrogen peroxide as an oxidizer to eliminate taste and odor issues caused by hydrogen sulfide on 4 existing wells
- Rehabilitated and or replaced pumps on 6 wells

GOUND WATER EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Supplies and Maintenance				
Chemicals	49,776	56,000	46,291	60,000
Non-Capital Tools and Equip	13,410	16,500	16,603	12,500
Maintenance- Buildings	-	-	-	-
Maintenance- Plant Pump, Motor	50,699	41,000	41,244	41,000
Maintenance- Pump Stations	43,823	53,350	49,099	45,000
Total Supplies and Maintenance	157,708	166,850	153,237	158,500
Services				
Consultants, Architects, Engineer	-	-	-	-
Electricity	92,720	90,000	89,926	92,000
Sample Testing	1,857	3,100	3,319	3,100
Ground Water Distric Fees	112,559	180,000	119,285	180,000
Total Services	207,136	273,100	212,529	275,100
Capital Outlay				
Pumps, Motors, Chlorinators	-	-	19,031	-
Total Capital Outlay	-	-	19,031	-
Total Ground Water	364,844	439,950	384,796	433,600



WATER TREATMENT

DEPARTMENT 79

MISSION STATEMENT

To provide a safe drinking water source for the City of Granbury.

DESCRIPTION

The Water Treatment department is primarily responsible for producing safe and acceptable water in accordance with State and Federal health standards. The plant's personnel monitor bacteriological and physical properties of the water, respond to water quality inquiries and perform routine daily laboratory analysis.



Construction at new Water Treatment Plant

STAFFING			
Title	2014-15	2015-16	2016-17
Plant Operator I	5	5	6
Plant Operator II	1	1	1
Water Treatment Foreman	1	1	1
Total Staffing	7	7	8

Recent Accomplishments

- Produced 81 million gallons from our surface water plant
- Purchased 66 million gallons from BRUPA.
- New water treatment plant will have the capacity to produce 2.5 million gallons/day.

OPPORTUNITIES AND CHALLENGES

To operate facilities in a cost-efficient manner to minimize water-usage rate increases.

OBJECTIVES AND STRATEGIES

- 1** Maintain safe drinking water source for Granbury.
Related to City Council Goal: Service Delivery.

 - Perform laboratory analysis of water on a daily basis.
 - Monitor treatment systems on a 24-hour basis via SCADA.
- 2** Stay informed on changes to regulations for drinking water standards.
Related to City Council Goal: Service Delivery.

 - Employees must receive 30 hours of training every 3 years.
- 3** Maintain and update the City's water treatment facilities to meet regulatory requirements and the community's water-use needs.
Related to City Council Goal: Infrastructure Basics.

 - Repair and replace damaged or inefficient pumps and valves.

WATER TREATMENT EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Personnel Costs				
Regular	250,689	254,215	227,246	293,473
FICA	22,712	20,164	20,234	22,623
Vacation	14,417	-	14,031	-
Sick Leave	7,816	-	10,851	-
Overtime	25,899	5,000	12,489	5,000
Retirement	42,569	40,914	67,253	48,035
Longevity	3,530	4,370	4,460	3,310
Insurance	50,184	51,976	47,352	59,402
Workers Compensation	8,126	8,572	8,572	9,293
Texas Workforce Commission	195	1,449	1,307	1,368
Total Personnel Costs	426,137	386,660	413,794	442,503
Supplies & Maintenance				
Office Supplies	445	350	251	350
Janitorial Supplies	168	200	236	200
Wearing Apparel	3,311	2,400	2,542	2,400
Chemicals	37,338	31,760	31,592	41,040
Non-Capital Tools & Equip	1,700	1,800	1,794	1,700
Laboratory Supplies	3,940	7,000	7,027	4,000
Maintenance- Buildings	-	-	1,458	-
Maintenance- Plant Pumps	28,070	15,000	15,190	15,000
Maintenance- Pump Stations	553	1,900	2,022	1,000
Maintenance- Filters	15,153	20,000	19,998	5,000
Maintenance- EDR	1,181	1,190	1,128	1,190
Total Supplies & Maint	91,859	81,600	83,237	71,880
Services				
Consultant, Architect, Engin	-	-	3,500	-
Electricity	17,675	15,600	16,005	22,000
Water	1,774	3,500	4,032	3,500
Sewer	1,019	1,200	1,596	1,200
Postage	22	150	138	200
Travel/Training	1,426	7,700	5,497	7,000
Water Inspection Fee	16,042	16,332	16,329	18,975
General Liability Insurance	3,128	2,000	1,861	2,000
Dues/Subscriptions/Membersh	420	620	620	620
Other- Employee Certification	456	650	408	650
Sample Testing	17,396	15,910	15,676	23,700
CMT Testing	-	10,020	14,610	-
Total Services	59,358	73,682	80,272	79,845
Services				
Water Purchase- BRA	760,319	761,400	766,626	773,876
Water Purchase - SWATS	499,462	570,000	567,031	695,000
Total Services	1,259,782	1,331,400	1,333,657	1,468,876
Capital Outlay				
Water Treatment Plant	-	17,071	-	-
Total Capital Outlay	-	17,071	-	-
Total Water Treatment	1,837,135	1,890,413	1,910,960	2,063,104

WATER DISTRIBUTION

DEPARTMENT 82

MISSION STATEMENT

To ensure the safe, efficient delivery of water to the City of Granbury.

DESCRIPTION

The Water Distribution department is responsible for routine inspection of water distribution lines; installation of water taps, rehabilitation and replacement of damaged or inefficient water lines, meters, fire hydrants and valves. The department takes routine water samples to test the safety and efficiency of the system. Additionally, the department strives to recognize, follow and meet all Environmental Protection Agency, Texas Commission of Environmental Quality and Safe Drinking Water Act regulations.

STAFFING			
Title	2014-15	2015-16	2016-17
Water Distribution Superintendent	1	1	1
Water/Wastewater Foreman	1	1	1
Utility Equipment Operator I	2	0	0
Utility Equipment Operator II	0	2	2
Total Staffing	4	4	4

OBJECTIVES AND STRATEGIES

1 Maintain the highest standard of water quality.

Related to City Council Goal: Service Delivery.

- Comply with EPA and TCEQ standards.
- Employees must receive 30 hours “per license” of training every 3 years.
- Consistently test water samples.
- Inspect water distribution lines on a regular basis.

2 Maintain service to customers and conserve water.

Related to City Council Goal: Infrastructure Basics.

- Respond to waterline breaks within 30 minutes.

3 Maintain and update the City’s water distribution infrastructure.

Related to City Council Goal: Infrastructure Basics.

- Repair or replace damaged or inefficient water lines.
- Repair or replace damaged fire hydrants and valves.

Recent Accomplishments

- Replaced over 2,300 ft. of water main with new larger pipe to provide greater flow and more reliable service.
- Responded to 200 customer calls in FY 2015-2016.

OPPORTUNITIES AND CHALLENGES

This department experienced significant turnover this year. Only one employee has been here more than six months.

WATER DISTRIBUTION EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Personnel Costs				
Regular	148,959	164,931	138,056	198,971
FICA	13,380	13,440	12,087	15,919
Vacation	3,473	-	7,435	-
Sick Leave	3,242	-	8,539	-
Overtime	22,774	7,000	7,563	7,000
Retirement	25,602	27,272	41,208	33,311
Longevity	3,250	3,750	3,610	3,340
Insurance	28,301	29,701	23,562	33,413
Workers Compensation	5,687	5,776	5,798	6,101
Texas Workforce Commission	159	828	1,128	770
Total Personnel Costs	254,825	252,698	248,985	298,825
Supplies & Maintenance				
Office Supplies	72	233	233	200
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	1,019	1,100	1,411	1,300
Wearing Apparel	3,905	4,800	2,828	4,800
Vehicle Fuel	14,213	16,700	10,151	15,000
Non-Capital Tools & Equip	4,818	6,400	6,398	7,000
Lab Equipment & Supplies	1,947	2,000	1,993	2,000
Maintenance- Motor Vehicles	6,493	9,400	5,749	9,400
Maintenance- Water Mains	85,432	110,516	62,322	100,000
Maintenance- Minor Equip	818	1,200	603	1,200
Maintenance- Water Service	22,648	29,600	30,266	25,600
Maintenance- Plant Pumps	11,996	15,900	14,068	16,000
Maintenance- Heavy Equip	4,239	13,150	13,045	10,650
Maintenance- Barricades	310	280	274	300
Maintenance- Hydrants	8,009	40,966	18,826	52,000
Maintenance- Pump Stations	5,746	12,000	11,778	9,000
Maintenance- Radios & Assoc	-	-	-	-
Maintenance- Water Storage	5,800	5,800	5,607	5,800
Total Supplies & Maint	177,464	270,046	185,553	260,250

WATER DISTRIBUTION EXPENDITURES

CONTINUED

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Services				
Consultants/Arch/Engin	10,528	30,730	28,454	-
Electricity	134,634	130,000	120,973	130,000
Telephone	2,023	2,200	2,831	3,000
Postage	8	10	6	10
Travel/Training	2,712	3,200	2,327	3,200
General Liability Insurance	23,579	25,500	27,527	27,500
Equipment Rental/Lease	767	1,100	-	1,100
Long-term Lease Purchase	69,133	69,314	69,314	69,314
Land Lease	5,081	5,100	5,081	5,100
Dues, Subscriptions, Membersh	210	500	210	500
Other - Employee Certification	131	1,400	752	1,400
Sample Testing	451	500	492	500
Total Services	<u>249,256</u>	<u>269,554</u>	<u>257,967</u>	<u>241,624</u>
Capital Outlay				
Pickups			5,000	
Water Mains & Tie-ins	-	100,000	69,562	-
Miscellaneous Tools	22,800	-	-	-
Total Capital Outlay	<u>22,800</u>	<u>100,000</u>	<u>74,562</u>	<u>-</u>
Total Water Distribution	<u><u>704,346</u></u>	<u><u>892,298</u></u>	<u><u>767,067</u></u>	<u><u>800,698</u></u>



WASTEWATER TREATMENT

DEPARTMENT 83

MISSION STATEMENT

To ensure the health and safety of the City of Granbury through wastewater treatment services that are safe, efficient, cost effective, and environmentally responsible.

DESCRIPTION

The purpose and function of the Wastewater Treatment department is to treat the spent water from the community containing the wastes from domestic, industrial or commercial use and the surface water runoff or groundwater which may enter the system through infiltration. The Granbury Wastewater Treatment Plant operates an activated sludge process, which is an aerobic biological process in which microorganisms grow by using oxidizable material in the wastewater as food. The microorganisms are recycled to the treatment phase in order to increase the rate of reaction. Laboratory personnel collect and analyze wastewater samples daily to verify compliance with State and Federal requirements.

STAFFING			
Title	2014-15	2015-16	2016-17
Wastewater Superintendent	1	1	1
Wastewater Treatment Foreman	1	1	1
Lab Technician	1	1	1
Plant Operator I	2	2	2
Plant Operator II	1	1	1
Total Staffing	6	6	6

Recent Accomplishments

- Treated 355 million gallons of wastewater
- Met all monthly effluent parameters
- Sought engineering and design recommendations for a new filter system on the effluent
- We currently have 5 Operators in 79 and 83 who have the highest certification available: "A" water and "A" wastewater



OBJECTIVES AND STRATEGIES

1 Treat wastewater and return back to Lake Granbury.
Related to City Council Goal: Service Delivery.

- Comply with TCEQ standards.
- Perform lab analysis of wastewater on a regular basis.

2 Stay informed on changes to regulations for wastewater standards.
Related to City Council Goal: Service Delivery.

- Employees must receive 30 hours of training every 3 years.

3 Operate the wastewater facilities in the most cost efficient manner possible while maintaining effluent quality.

Related to City Council Goal: Infrastructure Basics.

- Repair and replace damaged or inefficient pumps and valves.



WASTEWATER TREATMENT EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Personnel Costs				
Regular	257,514	283,489	271,516	287,094
FICA	22,935	23,202	23,753	23,009
Vacation	10,155	-	11,496	-
Sick Leave	7,633	-	4,311	-
Overtime	20,571	9,000	19,693	9,000
Retirement	42,635	47,096	74,556	48,913
Longevity	10,090	10,810	10,810	11,460
Insurance	46,280	44,551	44,546	44,551
Workers Compensation	6,807	6,599	6,478	7,176
Texas Workforce Commission	55	1,242	1,026	1,026
Total Personnel Costs	424,674	425,989	468,185	432,229
Supplies & Maintenance				
Office Supplies	741	800	736	800
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	1,120	1,100	1,423	1,300
Janitorial Supplies	839	900	1,320	900
Wearing Apparel	4,316	3,830	4,223	3,230
Vehicle Fuel	13,736	16,000	13,338	15,000
Chemicals	25,145	31,375	31,362	39,500
Non-Capital Tools & Equip	8,927	7,430	8,179	7,430
Laboratory Supplies	7,827	7,900	7,898	12,400
Maintenance- Buildings	1,268	2,300	1,778	600
Maintenance- Vehicles	8,492	15,600	15,899	7,100
Maintenance- Minor Equipm	988	1,000	542	1,000
Maintenance- Plant, Pumps, M.	50,363	38,000	36,361	50,000
Maintenance- UV	2,519	2,500	3,177	9,500
Maintenance- Heavy Equip	15,114	15,000	14,837	15,000
Maintenance- Sewer Service	853	250	630	250
Maintenance-Stations, Pumps	10,699	16,010	16,221	2,500
Maintenance-SCADA	9,361	8,434	8,433	16,500
Maintenance- Grounds	-	-	-	-
Maintenance- Radios & Assoc	-	-	-	-
Total Supplies & Maint	162,307	168,429	166,355	183,010

WASTEWATER TREATMENT EXPENDITURES

CONTINUED

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Services				
Consultants/Arch/Engin	-	12,000	-	-
Electricity	321,714	293,500	291,671	300,000
Water	472	550	1,272	550
Telephone	1,330	2,101	1,597	1,700
Postage	112	500	39	200
Travel/Training	1,154	3,300	2,999	3,900
Advertising	-	-	-	-
Sewer Plant Inspection	13,246	13,996	13,995	21,640
Refuse Pickup	43,650	50,500	51,442	50,000
General Liability Insurance	11,521	15,750	19,171	20,000
Equipment Rental/Lease	1,231	2,820	1,020	3,520
Long-term Lease/Purchase	14,986	17,602	17,602	17,602
Dues, Subscriptions, Membersh	420	420	420	420
Employee Certification	777	225	222	800
Sample Testing	5,973	4,625	4,624	6,000
Total Services	416,585	417,889	406,074	426,332
Capital Outlay				
Pickups	23,881	-	-	-
Other Vehicles	-	-	-	-
Pumps & Motors	13,963	44,500	43,551	-
Miscellaneous Equip	11,481	-	-	-
Sewer Plant & Improvements	23,945	29,100	31,597	-
Total Capital Outlay	73,271	73,600	75,148	-
Total Wastewater Treatment	1,076,838	1,085,907	1,115,763	1,041,571



WASTEWATER COLLECTION

DEPARTMENT 85

MISSION STATEMENT

To ensure the health and safety of the City of Granbury through wastewater collection services that are safe, efficient, cost effective, and environmentally responsible.

DESCRIPTION

The Wastewater Collection department maintains and rehabilitates the wastewater collection system through routine inspections of system facilities and restoration of broken or collapsed mains. The Department provides maintenance services including installation of wastewater taps; clearing, jet cleaning and camera inspection of lines. The City has 42 lift stations presently and many miles of sewer mains flowing to the City’s wastewater treatment plant.

STAFFING			
Title	2014-15	2015-16	2016-17
Administrative Asst II	1	1	1
Utility Equipment Operator I	1	1	1
Utility Equipment Operator II	2	2	2
Total Staffing	4	4	4



- ### Recent Accomplishments
- Jet Cleaned 26,130 ft. of sewer mains
 - Camera Inspected 22,300 ft. of sewer mains
 - Replaced and upsized by pipe bursting 1,262 ft. of main line.
 - Responded to 100 customer calls.

WASTEWATER COLLECTION EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Personnel Costs				
Regular	105,886	118,932	85,379	114,237
FICA	10,656	9,620	7,207	9,119
Vacation	4,728	-	2,665	-
Sick Leave	7,167	-	2,138	-
Overtime	22,612	5,000	4,091	5,000
Retirement	20,476	19,519	26,971	19,166
Longevity	1,340	1,820	1,230	1,170
Insurance	36,095	29,701	21,081	29,701
Workers Compensation	2,235	2,252	2,139	2,087
Texas Workforce Commission	35	828	684	684
Total Personnel Costs	211,229	187,672	153,585	181,164
Supplies & Maintenance				
Office Supplies	-	-	-	-
Wearing Apparel	2,576	2,595	1,398	2,700
Vehicle Fuel	11,001	4,697	3,296	5,500
Chemicals	8,014	8,100	8,092	8,100
Misc Lift Station 4- Emergency	108,116	-	16,982	-
Non-Capital Tools & Equip	3,340	3,400	3,154	4,700
Maintenance- Motor Vehicles	4,429	5,300	2,076	5,300
Maintenance- Minor Equip	117	1,500	1,119	1,500
Maintenance- Plant Pumps	63,259	82,520	82,811	70,000
Maintenance- Sewer Mains	81,922	49,199	36,459	90,000
Maintenance- Heavy Equip	6,696	80,219	9,367	20,600
Maintenance- Sewer Services	6,454	5,000	3,709	5,000
Maintenance- Barricades	-	-	-	-
Maintenance- Stations, Pumps	-	2,190	2,190	-
Maintenance- Radios & Assoc	-	-	-	-
Total Supplies & Maint	295,925	244,720	170,654	213,400

OPPORTUNITIES AND CHALLENGES

An opportunity for the department is to use SCADA to monitor the lift stations. A possibility for the department would be to use alternative power methods to reduce the amount of electricity used. One major challenge for this department is the amount of trash or other items that are dumped into the manholes. Another challenge is the significant amount of rainfall this year has emphasized the ongoing problem of Infiltration and Inflow (I and I) in our system. This shows the need for continued inspection, lining and replacement of components of the collection system as well as a need for community education of the issue and steps that can be taken to minimize the issue.

WASTEWATER COLLECTION EXPENDITURES

CONTINUED

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Services				
Consultants, Architects, Engin	3,370	49,880	27,000	-
Electricity	49,173	50,000	60,027	52,000
Water	931	1,200	1,275	1,300
Sewer	506	500	621	500
Postage	1	-	-	-
Travel/Training	875	3,500	1,265	3,500
Advertising- Legal	-	105	105	-
General Liability Insurance	3,437	3,000	6,614	5,700
Equipment Rental/Lease	1,000	21,000	20,000	1,000
Long-term Lease/Purchase	618	-	-	-
Dues, Subscriptions, Membersh	280	430	70	430
Employee Certification	1,372	2,382	346	2,382
Total Services	61,562	131,997	117,323	66,812
Capital Outlay				
Heavy Equipment	-	-	62,117	-
Sewer Mains & Tie-Ins	-	9,249	300,100	-
Other Vehicles	1,887	-	-	-
Lift Station 4- Emergency	1,204,621	42,903	150,695	-
Pumps & Motors	-	22,528	22,528	-
Wastewater System Equipmt	-	-	-	150,000
Miscellaneous Tools	5,187	9,616	9,616	100,000
Lift Stations	-	-	-	450,000
Total Capital Outlay	1,211,695	84,296	545,055	700,000
Total Wastewater Collection	1,780,411	648,685	986,616	1,161,376

OBJECTIVES AND STRATEGIES

1 Maintain all public wastewater collection system lines in free-flowing condition.

Related to City Council Goal: Infrastructure Basics.

- Repair or replace damaged or inefficient sewer lines.
- Repair or replace damaged manholes and sewer taps.

2 Respond to customer requests regarding the collection system quickly and efficiently.

Related to City Council Goal: Service Delivery.

- Respond to work orders as soon as possible – depending on availability.

ELECTRIC

DEPARTMENT 80

MISSION STATEMENT

To deliver reliable and cost effective electric power to the City of Granbury.

DESCRIPTION

The Electric Department constructs and maintains a complete system of electric conductors, switches, lines and transformers used for the distribution of electricity purchased wholesale from Bryan Texas Utilities.

In addition, the Electric Department reviews plans for construction of new lines (overhead and underground), maintains lines, and develops design specifications that meet all safety and construction requirements. The Electric Department installs and maintains street lights, security lighting systems, Ball field and soccer field lights and the Hike & Bike Trail lights and plugs. The department administers a tree trimming maintenance program to minimize outages and prevent damage to the electric distribution equipment and lines.

The City has elected to not opt-in to electric deregulation, which would allow it to enter the electric retail market, so the City will continue to provide electric power to all citizens and our service area.



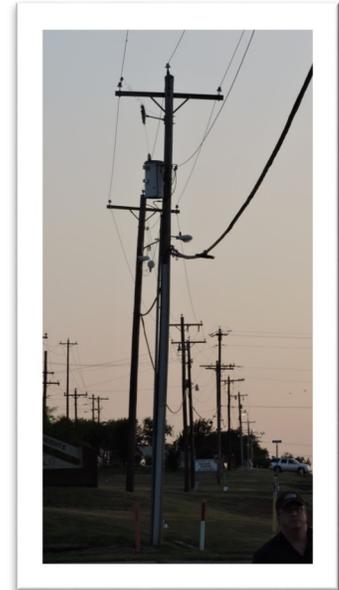
Recent Accomplishments

- Invested over \$80,000 in tree trimming along 15 miles of electric lines.
- T and D Solutions completed Phase B & C of the electric master plan.
- Pulled wire and set transformers for a new large restaurant in Granbury, Mesquite Pit.
- Pulled and set three new transformers for the new Granbury High School buildings completed in April 2016.
- Set new poles and a transformer bank for CiCi's Pizza.
- Installed an oil circuit reclosers bank on W Doyle St to move loads from Friendship Substation to Stockton Bend Substation without blinking the lights

STAFFING			
Title	2014-15	2015-16	2016-17
Assistant Director of Public Works/Utilities	1	1	1
Electric Distribution Supervisor	1	1	1
Lineman- First Class	2	2	2
Lineman- Second Class	1	1	1
Groundman	2	1	1
Senior Lineman	0	1	1
Total Staffing	7	7	7

OPPORTUNITIES AND CHALLENGES

The Electric department has the opportunity to be very successful. The department has been fortunate to hire employees who are some of the best in this field. Most of the equipment is in good shape except for a bucket truck and a pickup. The department's challenges are budget constraints that have delayed the completion of tie lines, which are essential to advancing the reliability of the City's electric power. Looking into the future, this department should consider a more modern system,



OBJECTIVES AND STRATEGIES

1 Deliver reliable and cost-effective electric power to the community.
Related to City Council Goal: Service Delivery.

- Maintain lines and equipment as needed.
- Upgrades lines on an annual basis using selected contractor after annual bid process.

2 Minimize electric power outages.
Related to City Council Goal: Infrastructure Basics.

- Strives to respond to work orders within a twenty minute window.
- Have 2 employees on call every night, but all employees are available in the event of a major storm event.

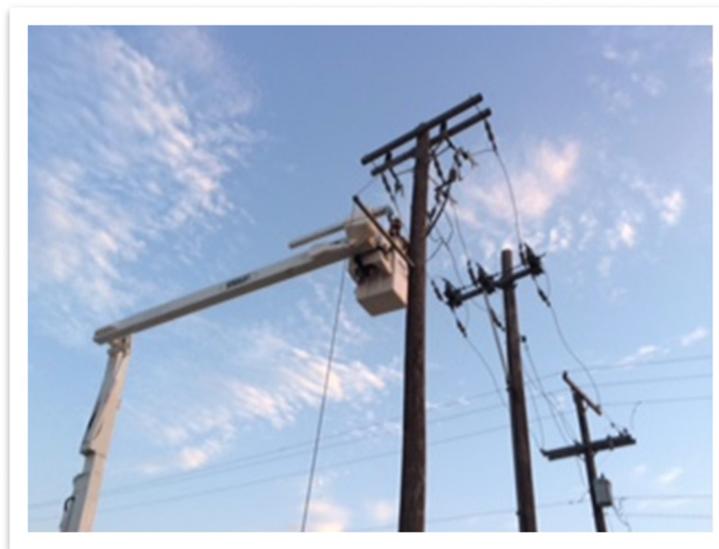
3 Improve the aesthetics of the electric utility infrastructure.
Related to City Council Goal: Infrastructure Basics.

- Strive to continuously update infrastructure based on available funding.



ELECTRIC EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Personnel Costs				
Regular	405,976	435,768	438,109	422,183
FICA	33,766	36,044	36,953	34,312
Vacation	28,256	-	(1,041)	-
Sick Leave	10,293	-	8,962	-
Overtime	7,973	23,000	13,412	23,000
Retirement	63,015	73,148	113,510	72,594
Longevity	11,670	12,390	12,390	11,090
Insurance	50,759	51,976	51,901	48,264
Workers Compensation	6,771	7,181	6,869	7,276
Texas Workforce Commission	65	1,449	1,199	1,112
Contract Labor	2,455	-	-	-
Total Personnel Costs	620,999	640,956	682,264	619,831
Supplies & Maintenance				
Office Supplies	128	300	182	200
Copier Expense	1,110	1,100	1,356	1,200
Wearing Apparel	8,279	9,265	7,037	11,250
Vehicle Fuel	14,089	10,250	10,032	15,000
Non-Capital Tools & Equip	15,823	16,550	13,695	23,750
Maintenance- Elec Primaries	77,550	35,700	34,566	45,000
Maintenance- Elec Second	43,764	49,000	48,963	35,000
Maintenance- Motor Vehicles	3,614	3,800	3,207	3,800
Maintenance- Minor Equip	87	420	456	400
Maintenance- Heavy Equip	13,203	15,120	13,733	13,000
Maintenance- Holiday Lighting	3,773	3,980	3,927	7,380
Total Supplies & Maint	181,419	145,485	137,154	155,980



ELECTRIC EXPENDITURES

CONTINUED

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Actual FY 2015-2016	Adopted FY 2016-2017
Services				
Consultants/Arch/Engin	83,490	18,515	20,179	-
Natural Gas	1,386	2,200	1,214	2,200
Telephone	1,801	2,200	2,211	2,200
Postage	-	50	1	50
Travel/Training	7,971	8,500	8,296	11,500
General Liability Insurance	11,162	6,800	5,194	5,000
Long-term Lease Purchase	39,940	40,030	40,030	32,452
Dues, Subscriptions, Member	5,584	2,940	-	2,940
Contract Services	-	3,135	3,109	2,900
Tree Trimming	32,119	83,000	78,994	83,000
Miscellaneous Fees	-	-	-	-
Total Services	183,453	167,370	159,230	142,242
Services				
Electric Transmission Charge	30,000	31,000	22,740	31,000
Substation Charges	403,794	377,890	430,191	377,890
Power Purchase for Resale	8,551,866	8,251,532	8,232,775	8,500,000
Total Services	8,985,660	8,660,422	8,685,706	8,908,890
Capital Outlay				
Electric Primaries	-	600,000	140,009	-
Total Capital Outlay	-	600,000	140,009	-
Total Electric	9,971,531	10,214,233	9,804,362	9,826,943



PUBLIC WORKS

DEPARTMENT 93

MISSION STATEMENT

To provide high quality and responsive service to the residents and business owners of Granbury with regard to the management, development, safety and maintenance of the City's, streets, water and wastewater systems.

DESCRIPTION

Public Works is the main administrative office providing supervision and direction of Project Inspections, Streets, Ground Water, Water Treatment, Water Distribution, Wastewater Treatment and Wastewater Collection departments.

This department represents the City in dealing with governmental agencies, private consultants and the general public. Public Works also responds to customer inquiries and generally attempts to be responsive to needs as they relate to Public Works activities.

STAFFING			
Title	2014-15	2015-16	2016-17
Administrative Assistant	1	1	1
Public Works Director	1	1	1
Project Inspector	2	2	0
Total Staffing	4	4	2

Recent Accomplishments

- Replaced 3,000 feet of sewer line and 2,800 water line.
- Installed 7,000 feet of new water line.
- Acquired funding for 2.5 MGD Water Treatment Plant.

OBJECTIVES AND STRATEGIES

1 Ensure maintenance of City property allows for safe and efficient operations.

Related to City Council Goal: Infrastructure Basics.

2 Maintain Public Works department records in an efficient manner.

Related to City Council Goal: Service Delivery.



PUBLIC WORKS EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Personnel Costs				
Regular	25,705	234,773	185,824	130,230
FICA	2,178	18,226	16,401	9,860
Vacation	1,390	-	18,858	-
Sick Leave	929	-	3,990	-
Overtime	-	-	6,091	-
Retirement	4,114	36,981	35,607	20,773
Longevity	950	3,480	3,600	240
Insurance	5,119	29,701	22,920	14,850
Workers Compensation	124	1,351	1,435	687
Texas Workforce Commission	8	828	856	342
Total Personnel Costs	40,517	325,340	295,583	176,983
Supplies & Maintenance				
Office Supplies	-	1,350	1,486	500
Copier Expense	-	2,050	2,104	500
Wearing Apparel	-	100	71	-
Vehicle Fuel	-	2,900	1,768	2,000
Chemicals	-	12,807	10,371	-
Non-Capital Tools & Equip	-	-	540	-
Maintenance- Motor Vehicles	-	550	741	500
Total Supplies & Maint	-	19,757	17,082	3,500
Services				
Consultants/Arch/Engin	-	7,000	14,754	-
Natural Gas	-	1,000	554	1,500
Telephone	-	1,900	1,677	1,600
Postage	-	250	145	500
Travel/Training	-	3,000	6,286	4,000
Legal Advertising	-	1,000	663	1,600
General Liability Insurance	218	4,100	4,048	980
Dues, Subscriptions, Member	-	500	140	500
Contracted Services	-	150	-	-
Car Allowance	-	-	-	-
Miscellaneous Fees	-	-	-	-
Other- Employee Certifications	-	530	111	500
Total Services	218	19,430	28,378	11,180
Total Public Works	40,735	364,527	341,042	191,663

NON-DEPARTMENTAL EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Supplies and Maintenance				
Non-Office Supplies	7,319	8,000	7,923	8,000
Wearing Apparel	1,300	1,300	1,300	1,300
Storm Damage Emergency		-	8,387	
Total Supplies and Maintenance	8,619	9,300	17,610	9,300
Services				
Audit & Accounting	18,250	19,000	21,000	19,000
Consultants/Architects/Engineers	12,250	19,250	20,860	-
Legal Expense	-	-	-	-
Inventory Damage/Loss	756	700	-	700
Cable Television	-	350	-	350
Adversting - Employee	-	-	-	-
Meeting Expenses	888	1,200	308	1,200
Project Repairs for Reimbursement	-	-	-	5,000
Shared Allocation	1,133,503	923,887	833,694	923,887
Utility Franchise Fee	849,286	879,419	857,990	895,113
Contribution to Economic Develop	-	-	-	-
Contingency Expense	-	72,909	-	100,000
Bank Fees	57	-	181	-
Miscellaneous Fees	435	1,000	1,754	1,000
Total Services	2,015,425	1,917,715	1,735,787	1,946,250
Interfund Transfers				
Transfer to Utility CIP	-	-	-	-
Transfer to Airport (Land Acq)	-	-	-	-
Transfer to General Fund	412,570	303,927	303,927	320,505
Transfer to Utility Bond Fund	-	-	-	-
Transfer to Utility Debt Service	1,788,665	1,242,318	1,774,093	1,245,324
Transfer to Utility Bond Reserve	18,120	18,120	18,120	18,120
Transfer to General Debt Service	498,751	868,138	339,818	1,066,473
Transfer to Warehouse Fund	-	-	-	-
Total Interfund Transfers	2,718,106	2,432,503	2,435,957	2,650,422
Capital Outlay				
Storm Damage Emergency	-	-	10,885	-
	-	-	-	-
Total Capital Outlay	-	-	10,885	-
Total Non-Departmental	4,742,150	4,359,518	4,200,240	4,605,973



Airport Fund

This fund was established for the on-going operations associated with the public aviation facilities at the Granbury Regional Airport. The major revenues are derived from aviation fuel and hangar rentals. Besides personnel, major expenses are for aviation fuel purchases and maintenance. Capital improvements for the airport are funded primarily through grants from Texas Department of Transportation (TXDOT) and the Federal Aviation Administration (FAA).



AIRPORT

DEPARTMENT 17

MISSION STATEMENT

To provide a safe and secure air transportation system for Corporate and General Aviation while delivering the highest quality of customer services.



DESCRIPTION

The City of Granbury Regional Airport provides excellent and quality customer services to the flying public that includes general aviation aircraft to small jets and turbine engine corporate aircraft. This also encompasses almost 100 aircraft that calls Granbury Regional their home. The Aviation Department handles the day-to-day operations of the Airport that includes the providing of fuel services in an Assisted Self-Service manner for 100LL AvGas and full services for Jet-A fuel. The Airport is coming to be known as “The Friendliest Little Airport in Texas.”

The Aviation Director is responsible for obtaining and coordinating AIP and CIP grants from the FAA and TXDOT Aviation Division for improvements and maintenance. Airport Management monitors Airport T-Hangar leases and Airport-owned facilities.

In addition, the Airport facilitates all ground maintenance and the 24-hour operations of the runway, taxiway, taxi lanes and ramps. There is a complete Automated Weather Observation System (AWOS), offering pilots and the general public up to date weather reporting. Maintenance needs are identified through daily Airport inspection and are either repaired immediately or reported to the Service Center through the work order system.

STAFFING			
Title	2014-15	2015-16	2016-17
Aviation Director	1	1	1
Airport Operations Supervisor	1	1	1
Part-Time Airport Attendant	4	4	4
Total Staffing	6	6	6

Recent Accomplishments

- Taxiway crack seal and coal tar coating
- Runway lights upgrade with new seals
- Hangar A roof repair
- Terminal building small roof replaced
- Developed successful business case for runway project and received City Council approval to move forward
- Determined cost for remaining easement to relocate electric lines
- Applied and soon to receive \$600,000 Non-Primary Entitlement Grant for engineering and design of electric line relocation

OBJECTIVES AND STRATEGIES

1 Increase and stabilize airport revenue in order to be a self-sustaining enterprise fund.

Related to City Council Goal: Economic Development.

- Attract Corporate Aviation and flight departments by marketing and branding
- Develop relationships with Corporate pilots through NBAA Schedulers & Dispatchers Show with AvFuel assistance, Contract Fuel and marketing
- Obtain Military Fuel Contract
- Improve and expand current facilities
- Increase rates and leases
- Make sure that all hangar aircraft holds an Air Worthiness Certificate
- Remain active in NCTCOG and General Aviation organizations



2 Provide a safe and secure air transportation infrastructure.

Related to City Council Goal: Infrastructure Basics.

- Inspect and maintain runway, taxiways and navigational aids monthly
- Comply with all Federal and State mandates, i.e. EPA and TCEQ
- Improve and expand current facilities
- Begin fencing and gating along Airport perimeter

3 Provide the highest quality customer service.

Related to City Council Goal: Service Delivery.

- Maintain open hours of 7:00 a.m. to 7:00 p.m. daily, every day
- Professional marshaling aircraft on and off the Terminal Apron
- Meet and greet personally as the customer arrives, "Welcome to Granbury!"
- Take care of luggage and carry-ons and take them to their vehicle
- Join the National Air Transportation Association's Safety First Program
- Smile and be friendly, the Airport provides the front door to the Granbury community

4 Maximize all state and federal grants available.

Related to City Council Goal: Infrastructure Basics.

- Inform TXDOT Aviation of our needs and desires
- Always utilize the \$100,000 50/50 Routine Airport Maintenance Program to its fullest
- Keep the City Manager and elected officials informed

AIRPORT FUND REVENUE

Revenue Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Interest				
Interest Income	(698)	-	(532)	-
Total Interest	(698)	-	(532)	-
Other Revenue				
Sale of Maps/Charts/Other	3,093	4,600	2,536	4,600
Concession Sales	1,353	920	1,070	920
Leases on City Property	20,211	15,900	21,336	21,000
Sale of Aviation Fuel - 100LL	299,840	337,000	212,135	195,000
Sale of Aviation Fuel - JetA	167,737	187,000	175,054	151,000
Hangar Rent	234,345	271,000	266,875	315,880
Hangar Rent - King Air	20,815	27,000	23,025	22,000
Hangar Rent Penalty Income	-	-	-	-
Cost Share Contribution	-	-	-	-
Miscellaneous Income	33,273	4,200	4,673	4,000
Sale of Asset/Auction	5,162	-	-	-
Cash Short/Over	(0)	-	(27)	-
Contribution	-	-	-	-
Total Other Revenue	785,829	847,620	706,677	714,400
Interfund Transfers				
Transfer from General Fund	232,461	224,378	224,378	120,000
Transfer from Land Acquis'n UF	4,159,058	-	-	-
Total Interfund Transfers	4,391,519	224,378	224,378	120,000
Inter-Governmental				
State Grants - TXDOT	-	-	218	-
Grant Income - NPE Entitlement	-	450,000	-	150,000
Grant Income - RAMP	48,862	50,000	48,968	50,000
Total Inter-Governmental	48,862	500,000	49,185	200,000
TOTAL REVENUES	5,225,512	1,571,998	979,709	1,034,400

OPPORTUNITIES AND CHALLENGES

Opportunities:

- ◆ Purchase land and electrical easements
- ◆ Council Support
- ◆ Runway construction project
- ◆ Continue hangar construction
- ◆ AvFuel branded fuel dealer
- ◆ Marketing
- ◆ Funding

Challenges:

- ◆ Finding Corporate Flight Department to Base here
- ◆ Dealing with a short runway
- ◆ Available Grant funding
- ◆ Available hanger space
- ◆ Weather
- ◆ Personnel
- ◆ Environmental issues

AIRPORT FUND EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Personnel Costs				
Regular	168,970	174,789	175,528	163,065
FICA	13,111	14,029	13,742	12,685
Vacation	198	-	1,715	-
Sick Leave	-	-	-	-
Overtime	(9)	3,000	-	-
Retirement	24,818	28,460	50,533	19,037
Longevity	560	800	800	660
Insurance	13,551	7,425	12,406	14,850
Workers Compensation	3,852	3,664	3,664	3,367
Texas Workforce Commission	179	1,242	1,157	1,026
Contract Labor	-	-	-	-
Total Personnel Costs	225,230	233,409	259,545	214,690
Supplies & Maintenance				
Office Supplies	34	600	209	600
Copier	954	2,000	1,350	1,500
Items for Resale	2,142	3,000	2,456	2,000
Janitorial Supplies	784	750	780	1,500
Concession Supplies	1,811	1,800	1,869	1,800
Wearing Apparel	383	600	353	900
Vehicle Fuel	830	2,070	316	1,200
Purchase 100LL Gasoline for Resale	242,257	286,450	148,392	139,780
Purchase Jet A Gasoline for Resale	145,627	175,780	134,265	131,300
Non-Capital Tools & Equip	1,281	1,000	833	1,000
Maintenance- Runway/Lights	185	1,500	761	-
Maintenance- Buildings	2,840	4,200	4,331	3,500
Maintenance- Motor Vehicles	2,587	3,000	1,704	3,000
Maintenance- Minor Equip	-	500	-	500
Maintenance- Pumps/Motors	310	2,424	399	500
Maintenance- Grounds	60	100	-	100
Maintenance- Radios & Assoc	-	307	-	500
Maintenance- Signs	-	76	75	500
Total Supplies & Maint	402,086	486,157	298,095	290,180



AIRPORT FUND EXPENDITURES

CONTINUED

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Services				
Consultants, Architects, Engin	-	-	-	-
Electricity	50,923	45,000	39,467	45,000
Water	3,281	2,000	969	2,000
Telephone	1,503	2,300	2,436	2,300
Sewer	1,040	800	696	800
Postage	72	400	180	400
Travel/Training	1,223	4,084	1,462	4,084
Advertising Legal	-	-	-	-
Permits/Inspections	-	-	-	-
General Liability Insurance	15,250	16,000	16,604	16,000
Longterm Lease/Purchase	91,419	132,345	132,314	130,273
Equipment Lease/ Purchase	15,612	15,740	14,400	12,000
Dues, Subscriptions, Membersh	624	1,534	899	1,534
Car Allowance	4,819	4,800	4,837	4,800
Airport Promotions	-	-	-	-
Depreciation Expense	151,055	-	-	-
Internet Services	-	-	340	1,400
Bank Card Fees	11,233	13,000	9,099	12,000
Miscellaneous Fees	-	240	-	240
Total Services	348,053	238,243	223,702	232,831
Grant Expense				
Grant Reimb - Consultants	-	-	-	-
Grant Reimb - AWOS Maintenance	-	-	-	-
RAMP Grant Expenditures	97,724	100,000	98,430	100,000
NPE Entitlement Expenditures	-	450,000	-	150,000
Total Grant Expense	97,724	550,000	98,430	250,000
Transfers				
Shared Allocation	64,189	64,189	64,189	46,699
Total Transfers	64,189	64,189	64,189	46,699
Capital Outlay				
Other Vehicles	-	-	-	-
Total Capital Outlay	-	-	-	-
Total Airport	1,137,283	1,571,998	943,962	1,034,400

Tourism Fund

The Tourism Fund is a Special Revenue Fund which derives its revenue from Hotel Occupancy Taxes. This tax is levied on persons using hotel, motel or bed and breakfast rooms in the City of Granbury. The City currently imposes a tax of 7% of the price paid for a room.

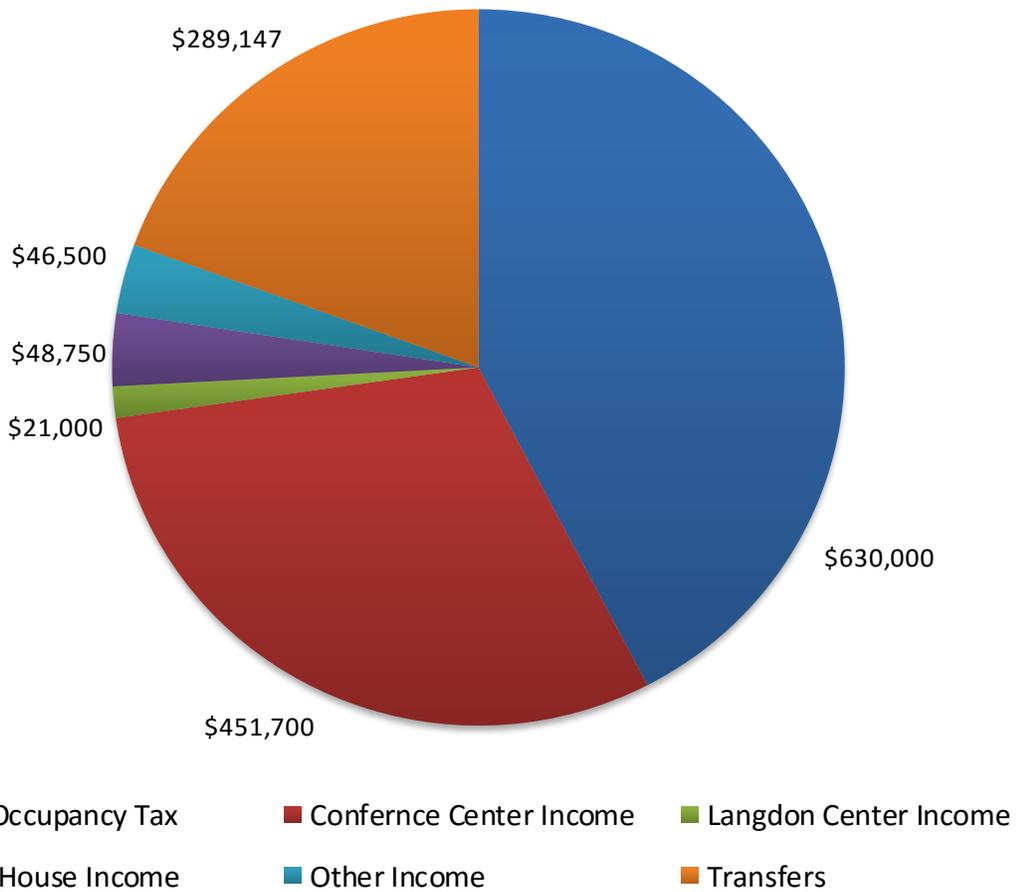
Revenue from the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry.

According to the Texas Tax Code, Section 351.101, the City Council may contract with another governmental entity or private organization and delegate to them the responsibilities for the management or supervision of programs and activities funded with revenue from the hotel occupancy tax.



TOURISM FUND REVENUES

Revenue Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Hotel Occupancy Taxes	626,203	600,000	696,893	630,000
Conference Center Income	373,481	512,650	475,864	451,700
Langdon Center Income	20,300	22,000	21,120	21,000
Interest Income	(912)	-	(585)	-
Opera House Income	41,250	48,750	45,000	48,750
Other Income	73,804	46,500	53,800	46,500
Transfers	483,995	438,251	438,251	289,147
TOTAL REVENUES	1,618,121	1,668,151	1,730,344	1,487,097



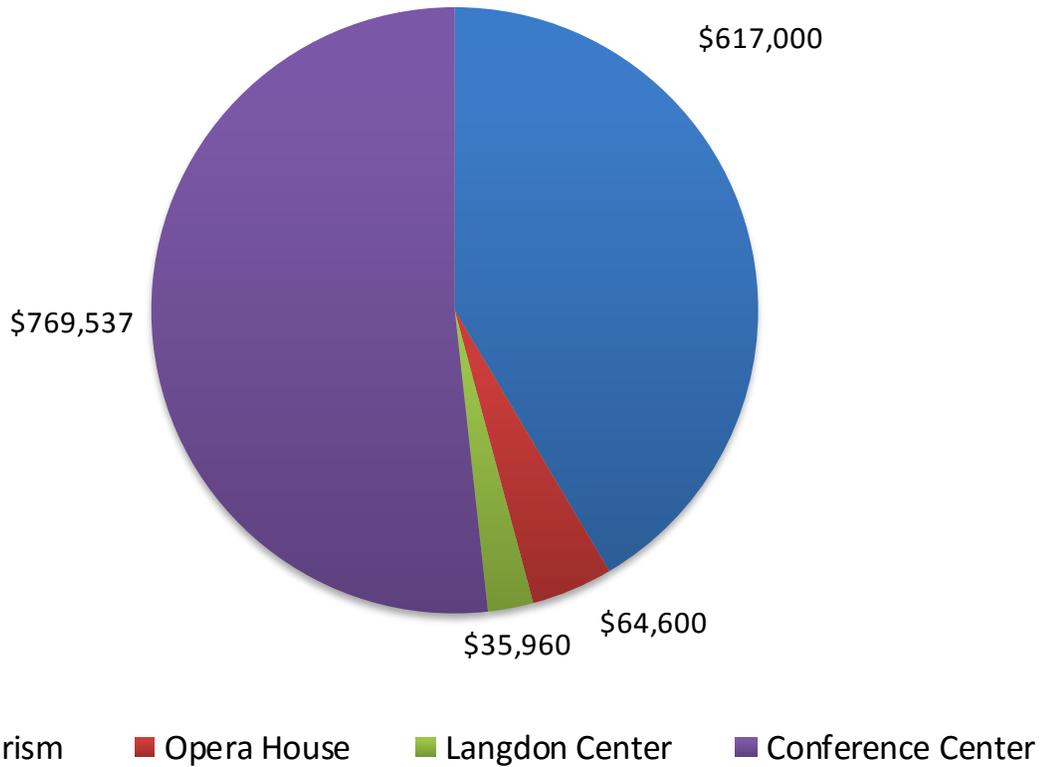
TOURISM FUND REVENUES

DETAIL

Revenue Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Taxes				
Hotel Occupancy Taxes	626,203	600,000	696,893	630,000
Total Taxes	<u>626,203</u>	<u>600,000</u>	<u>696,893</u>	<u>630,000</u>
Langdon Center Income				
Lang. Ctr. Facility Rental	20,300	22,000	21,120	21,000
Total Langdon Center Income	<u>20,300</u>	<u>22,000</u>	<u>21,120</u>	<u>21,000</u>
Conference Center Income				
Conf. Ctr. Concession Revenue	-	-	-	-
Conf. Ctr. Facility Rental	167,274	200,000	204,328	220,000
Conf. Ctr. Catering Revenue	144,102	213,250	227,101	157,700
Conf. Ctr. Alcoholic Bev. Sales	36,355	43,700	51,386	46,000
Conf. Ctr. Service/Use Fees	17,329	20,000	21,204	15,700
Conf. Ctr. Equipment Rental	19,716	37,600	41,744	35,000
Conf. Ctr. Contracted Svc. Rev	4,485	5,000	1,840	3,000
Conf Ctr: Gratuity	-	-	1,879	32,300
Conf Ctr: Bar Svcs & Supplies	-	-	2,690	2,000
Conf. Ctr. Group Srvc Revenue	22,678	18,100	19,753	15,000
Conf. Ctr. Other Income	35	-	878	-
Conf. Ctr. Discounts Given	(38,493)	(25,000)	(96,937)	(75,000)
Total Conference C. Income	<u>373,481</u>	<u>512,650</u>	<u>475,864</u>	<u>451,700</u>
Interest				
Interest Income	(912)	-	(585)	-
Total Interest	<u>(912)</u>	<u>-</u>	<u>(585)</u>	<u>-</u>
Other Income				
Novelty Sales	-	-	-	-
Opera House Income	41,250	48,750	45,000	48,750
Opera House Utilities Reimb	20,729	22,500	34,002	22,500
Marketing/Investment Income	3,613	3,000	3,115	3,000
Donations	13,577	-	-	-
Groups/Meetings Income	10,730	16,000	14,150	16,000
Other Income	25,114	5,000	2,515	5,000
Cash Short/Over	41	-	19	-
Total Other Income	<u>115,054</u>	<u>95,250</u>	<u>98,800</u>	<u>95,250</u>
Interfund Transfers				
Transfer from General Fund	483,995	438,251	438,251	289,147
Transfer from Hist Properties	-	-	-	-
Total Interfund Transfers	<u>483,995</u>	<u>438,251</u>	<u>438,251</u>	<u>289,147</u>
TOTAL REVENUES	<u><u>1,618,121</u></u>	<u><u>1,668,151</u></u>	<u><u>1,730,344</u></u>	<u><u>1,487,097</u></u>

TOURISM FUND EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Tourism	637,420	700,000	700,000	617,000
Opera House	66,777	71,219	82,106	64,600
Langdon Center	35,067	35,230	30,080	35,960
Conference Center	597,924	824,676	768,490	769,537
Capital Outlay	51,242	37,026	37,026	-
TOTAL EXPENDITURES	1,388,430	1,668,151	1,617,702	1,487,097





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OPERA HOUSE

DEPARTMENT 16

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Supplies & Maintenance				
Maintenance of Buildings	14,992	23,349	11,593	15,000
Maintenance of Vehicles	-	-	-	-
Total Supplies & Maint	15,028	23,349	11,593	15,000
Services				
Consultants, Architects, Engin	-	2,750	2,750	-
Electricity	31,189	22,000	43,652	24,000
Water	2,354	3,000	3,387	3,000
Natural Gas	-	2,600	1,027	2,600
Telephone	-	-	-	-
Sewer	1,894	1,800	1,746	1,800
Printing	-	-	-	-
General Liability Insurance	8,511	8,520	10,752	11,000
Equipment Rental/Lease	-	-	-	-
Building Lease	7,800	7,200	7,200	7,200
Bank/ Misc Fees	-	-	-	-
Other Expenses	-	-	-	-
Total Services	51,748	47,870	70,513	49,600
Capital Outlay				
Miscellaneous Equipment	40,165	-	-	-
Property Improvements	-	-	-	-
Total Capital Outlay	40,165	-	-	-
Total Opera House	106,942	71,219	82,106	64,600



LANGDON CENTER

DEPARTMENT 18

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Supplies & Maintenance				
Janitorial Supplies	-	-	53	-
Non-Capital Equipment	-	-	-	-
Maintenance of Buildings	4,150	10,000	3,855	10,000
Total Supplies & Maint	4,150	10,000	3,907	10,000
Services				
Consultants, Architects, Engin	2,500	-	-	-
Electricity	16,726	15,000	15,179	15,000
Water	7,311	6,000	7,821	7,000
Natural Gas	1,210	1,800	900	1,500
Telephone	-	-	-	-
Sewer	1,643	1,200	1,016	1,200
Advertising & Promotions	298	-	-	-
General Liability Insurance	1,228	1,230	1,257	1,260
Total Services	30,917	25,230	26,173	25,960
Capital Outlay				
Buildings Improvement	-	34,423	34,423	-
Property Improvements	11,077	-	-	-
Total Capital Outlay	11,077	34,423	34,423	-
Total Langdon Center	46,144	69,653	64,503	35,960



CONFERENCE CENTER

DEPARTMENT 19

MISSION STATEMENT

The primary objective of the Granbury Resort Conference Center is to create maximum hotel occupancy and increase the occupancy tax within the City. We encourage use of the Granbury Resort Conference Center for events ranging from day meetings, social events, corporate and convention meeting groups. This exposure and aggressive marketing will help to make Granbury become a true destination City.



DESCRIPTION

Granbury Resort Conference Center (GRCC) is a 20,000-square-foot facility owned and operated by the City of Granbury. It offers meeting and banquet space with complete audio-visual services, internet access, and the ability to rent many of the ancillary and decorative items event planners might need. The Conference Center operates year-round, hosting a wide variety of functions including: business meetings, conferences and training, weddings, reunions, banquets, community gatherings and more.

STAFFING			
Title	2014-15	2015-16	2016-17
Conference Center Manager	1	1	1
Assistant Conf Center Manager/ IT	1	1	1
Group Service Technicians	3	3	3
Custodian	1	1	1
PT Trolley Driver/Bartenders	3	3	3
Total Staffing	9	9	9

Recent Accomplishments

- Hired a new Operations Manager with significant experience in the hospitality industry
- Re-designed the Center lobby to make it more comfortable, modern, and user friendly
- Began offering rental of additional decorative items for events
- Entered into collaborative booking/marketing arrangement with Hilton Garden Inn



OBJECTIVES AND STRATEGIES

1 Provide excellent service to clients before and during events at the conference center.

Related to City Council Goal: Service Delivery.

- Properly staff events to provide a high quality of service.
- Research the client's needs prior to event via email, phone or in person, and adjust as necessary to accommodate client.
- Use Social Tables cloud-based program to create room set-ups (table layouts and seating charts) for client to view in 3D, and get client to approve prior to event.
- Order adequate supplies ahead of event, supplement as necessary, even in emergencies, to meet client's needs.
- Accommodate schedule exceptions whenever possible (early or late hours).
- Solicit feedback via survey forms and web submissions for improvement of service levels.
- Constant upkeep of the facility for cleanliness and appearance.
- Conduct ongoing customer service training with GRCC Team.

2 Provide current technology and up-to-date facilities and amenities for events.

Related to City Council Goal: Service Delivery.

- Fully incorporate new "Wi-Fi bar" in the lobby into plans for events and make improvements to this amenity based on user feedback.
- Paint the ceiling in the ballroom black, so that it is more appealing and a more flexible color for all event planners than the current green paint.

3 Augment the City's previous efforts to market the GRCC with targeted advertising, promotions, and use of social media. *Related to City Council Goal: Tourism Development*

- Utilize social media more effectively and consistently to promote the GRCC, the kinds of events it can host, and the level of customer service provided by the staff.
- Develop targeted advertisements in print and online publications targeting planners of specific kinds of events: corporate training, weddings, mid-sized conferences, etc.
- Work collaboratively with the CVB and owners/managers of lodging facilities to develop promotions that encourage bookings of events that include overnight stays.

OPPORTUNITIES AND CHALLENGES

The greatest challenge for any conference center is the ability to book mid-week conferences and events that will include overnight stays in local hotels. At Granbury Resort Conference Center, this challenge is made greater by the fact that the center can accommodate events with many more attendees than any one lodging facility in the area can hold. This often prevents meeting planners from booking corporate conferences or events that require sleeping rooms for more than 80 people.

While the GRCC has capacity for mid-sized corporate and celebratory events, some building logistics create challenges in hosting those events. The meeting rooms on the second floor can accommodate 250 attendees, yet there is only one elevator in the building. The facility can hold several hundred people, but there are only 105 parking spaces, with only four (4) designated for the disabled. There is overflow parking available across Pearl Street at Hewlett Park, but that walking distance is off-putting to some meeting planners. Alternatives involving the offer of valet parking for events may need to be examined in the future.

CONFERENCE CENTER EXPENDITURES

Expenditure Type	Actual	Budgeted	Projected	Adopted
	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
Personnel Costs				
Regular	185,835	262,668	200,481	253,541
FICA	14,726	20,337	17,527	19,474
Vacation	3,001	-	5,626	-
Sick Leave	2,944	-	20,174	-
Overtime	805	-	1,866	-
Retirement	28,854	31,766	32,238	30,591
Longevity	2,690	3,170	2,710	2,430
Insurance	35,366	37,126	34,641	37,126
Workers Compensation	7,785	5,081	5,081	5,323
Texas Workforce Commission	130	2,898	1,354	2,565
Contract Labor	-	-	-	8,000
Total Personnel Costs	282,136	363,046	321,698	359,050
Supplies & Maintenance				
Office Supplies	-	1,560	-	-
Copier Expense	1,114	5,500	1,559	1,000
Concessions for Resale	5,406	-	4,352	4,500
Alcoholic Beverage for Resale	10,494	20,430	14,945	13,000
Janitorial Supplies	1,723	2,158	2,158	1,500
Ancillary Items	268	18,300	18,283	8,000
Bar Supplies	176	1,425	1,424	500
Wearing Apparel	1,261	1,570	1,570	1,150
Vehicle Fuel	-	542	541	500
Non-Capital Equipment	11,469	7,480	7,474	3,600
Software	6,592	6,865	6,865	6,000
Maintenance of Buildings	20,396	34,532	34,531	25,000
Maintenance of Vehicles	-	73	72	100
Maintenance of Signs	504	-	-	-
Total Supplies & Maint	59,404	100,435	93,773	64,850



CONFERENCE CENTER EXPENDITURES

CONTINUED

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Services				
Electricity	40,931	27,000	26,541	40,000
Water	11,137	15,000	13,811	15,000
Telephone	1,356	2,085	2,085	2,200
Sewer	3,376	5,000	2,863	5,000
Postage	-	416	415	-
Cable Television	76	-	-	-
Travel/Training	610	2,500	2,119	1,000
Advertising Promotions	1,690	30,700	19,621	32,200
Industry Conference	-	-	-	-
Entertainer Fee	-	-	-	-
Printing	-	-	-	-
General Liability Insurance	7,887	8,650	8,645	8,000
Catering Services	145,811	217,350	230,738	190,000
Contract Services	-	280	280	-
Equipment Rental/Lease	22,616	23,985	20,168	18,985
Dues, Subscriptions, Membersh	170	315	313	150
Sales and Promotions	-	-	-	-
Trade Shows	-	7,155	7,154	6,500
Mixed Beverage Gross Rec Tax	2,638	3,238	3,238	3,082
Group Services	11,091	10,000	8,198	10,000
Bank/ Misc Fees	2,386	4,500	3,793	4,500
Miscellaneous Fees	4,611	1,285	1,303	6,020
Misc Expenses / Disposables	-	1,736	1,735	3,000
Total Services	256,383	361,195	353,019	345,637
Capital Outlay				
Other Vehicles	-	-	-	-
Signs	-	-	-	-
Buildings Improvement	-	2,603	2,603	-
Total Capital Outlay	-	2,603	2,603	-
Total Conference Center	597,924	827,279	771,093	769,537

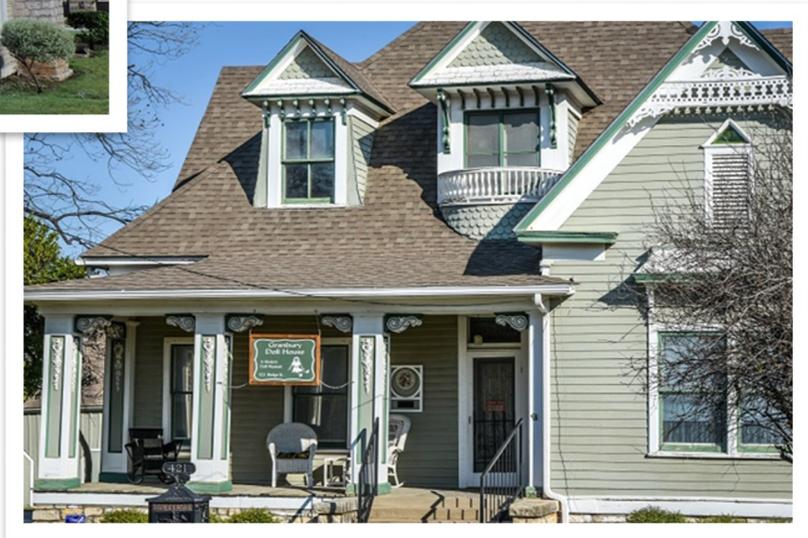




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Granbury Historic Properties Fund

Granbury Historic Properties Corporation was established in September 2009 to assist the City in acquisition and control of Historical properties deemed important to the growth and development of the City. This entity is considered a government entity as it is a component of the City of Granbury.



GRANBURY HISTORIC PROPERTIES REVENUES

Revenue Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Interest				
Interest Income	105	86	86	-
Total Interest	<u>105</u>	<u>86</u>	<u>86</u>	<u>-</u>
Other Revenue				
Lease of Property	-	-	-	-
Donations	43,885	5,500	5,500	-
Miscellaneous Income	-	-	-	-
Total Other Revenue	<u>43,885</u>	<u>5,500</u>	<u>5,500</u>	<u>-</u>
Interfund Transfers				
Transfer from General Fund	40,000	40,000	40,000	40,000
Total Interfund Transfers	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Inter-Governmental				
Loan Proceeds	-	-	-	-
Grant Revenue	-	-	-	-
Total Inter-Governmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL REVENUES	<u><u>83,990</u></u>	<u><u>45,586</u></u>	<u><u>45,586</u></u>	<u><u>40,000</u></u>



GRANBURY HISTORIC PROPERTIES EXPENDITURES

Expenditure Type	Actual FY 2014-2015	Budgeted FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
Supplies & Maintenance				
Non-Capital Equipment	6,528	-	-	-
Maintenance- Buildings	-	-	-	-
Total Supplies & Maint	6,528	-	-	-
Services				
Consultants, Architects, Eng	-	-	5,500	-
Legal Expenses	-	-	-	-
Transfer to Tourism	-	-	-	-
Loan Payment	35,399	40,000	35,670	40,000
Miscellaneous Fees	4,234	-	9	-
Total Services	39,633	40,000	41,179	40,000
Capital Outlay				
Furniture & Fixtures	42,241	-	-	-
Total Capital Outlay	42,241	-	-	-
Total Historical Properties	88,402	40,000	41,179	40,000



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CAPITAL IMPROVEMENTS

A Capital Improvement Program is a schedule of public physical improvements to be constructed with estimated resources available to finance the projected expenditures.

Capital Improvements are any expenditure of public funds for the purchase, construction, rehabilitation, replacement or expansion of the physical assets of the community when the project is relatively large in size, expensive (the City's capital threshold is \$5,000), long-term and permanent. Some common examples include streets, tennis courts, fire stations, water and sewer lines and fire engines. Capital expenditures are financed from a variety of sources to include long-term and short-term debt, current revenues, and grants from other governmental entities and donations from foundations, businesses, individuals and non-profit organizations. A detailed listing of financing methods is found on the following pages.

FUNCTIONS OF A CAPITAL IMPROVEMENT PROGRAM

- Estimating capital project requirements, budgeting priority projects and developing revenue sources for proposed improvements.
- Scheduling all capital projects over a fixed period with the appropriate planning implementation and informing the public of projected capital improvements.
- Coordinating the activities of various departments in meeting project schedules.
- Monitoring and evaluating the progress of capital projects.

CAPITAL IMPROVEMENTS POLICY

The City of Granbury prioritizes the funding of capital projects on the basis of a Capital Improvements Plan. The functions of the Capital Improvement Plan are as follows:

- Estimating capital project requirements.
- Scheduling all capital projects over a fixed period with appropriate planning and implementation.
- Budgeting priority projects and developing revenue sources for proposed improvements.
- Coordinating the activities of various departments in meeting project schedules.
- Monitoring and evaluating the progress of capital projects.
- Informing the public of projected capital projects.

The following questions are considered when justifying a project:

- What is the relationship of the project to the progress of the entire city?
- Is the project part of a large program? How does it relate to the goals of the program?
- How many citizens will be helped by it? How many citizens will be harmed or inconvenienced if the project is not considered?
- Will it add to the value of the surrounding area? Will it increase the valuation of local property?
- Will it increase efficiency or performance of a service? Will it reduce the on-going costs of a service or facility?
- Will it provide a service required for economic development of the community? What improvements would be of the most value in attracting commercial and industrial firms?
- Is the project required to complete or make fully usable a major public improvement?
- Will rapid urban growth in the area of the proposed project increase the costs of land acquisition if the project is deferred?
- Is the project well identified by the citizens? Does it have established voter appeal?
- Is the project needed to protect public health or safety?

METHODS OF FINANCING CAPITAL IMPROVEMENTS PROJECTS

Certificates of Obligations

Certificates of Obligations are issued with limited revenues pledged by the water, sewer and electric systems. Voter approval is not required.

Donations

Donations are periodically received, by the City, from individuals, businesses, foundations and non-profit organizations.

Earmarked Funds

With Earmarked Funds, monies are accumulated in advance or set aside for capital construction or purchase. The accumulation may result from surplus of earmarked operational revenues or sale of capital assets.

Enterprise Funds

Enterprise Funds are established from the delivery of specific services – where money paid to administer the services and the expenses (as a result of providing services) are accounted for separate from the general fund budget of the City.

General Fund

General Fund is the financing of improvements from revenues such as general taxation, fees and service charges.

General Obligation Bonds

With General Obligation bonds, the taxing power of the jurisdiction is pledged to pay interest and retire the debt. General Obligation Bonds can be sold to finance permanent types of improvements such as municipal buildings, streets and parks and recreation facilities. Voter approval is required.

Revenue Bonds

Revenue Bonds frequently are sold for projects that produce revenues, such as water, sewer and electric systems. Voter approval is not required.

Special Assessments

Public works that benefit particular properties may be financed more equitably by special assessments (i.e., paid by those who directly benefit).

State and Federal Grants

State and Federal Grant-in-Aid programs are available for financing a number of programs. These may include streets, water and sewer facilities, airports, parks and playgrounds. The costs of funding these facilities may be borne completely by grant funds or a local share may be required.

IMPACTS OF CAPITAL IMPROVEMENTS ON OPERATING BUDGET

Most of the capital improvements scheduled for FY 2015-16 are routine replacements and/or upgrades of facilities or equipment. There should be no major impact on operating budgets for most of the capital items scheduled. The maintenance and operating costs related to most of the capital project items scheduled should be absorbed in the corresponding department's operating budget.

FY 2016-17 CAPITAL IMPROVEMENTS

The following pages identify the capital improvements that have been authorized in FY 2016-2017. All projects and equipment are listed by departments, by fund in which expenditures will be recorded, by the sources of funds, and by the cost and the reason the project is being undertaken or equipment being purchased.

CAPITAL IMPROVEMENTS

BY FUND

2016-17 Capital Improvement Program	General Fund	General CIP Fund	Utility Fund	Utility CIP Funds	Total
General Government					
Information Technology	32,000	-	-	-	32,000
Clean Air Coalition	-	-	-	-	-
Total General Government	<u>32,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>32,000</u>
Public Works					
Streets	1,619,200	-	-	-	1,619,200
Public Works	-	-	-	-	-
Total Public Works	<u>1,619,200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,619,200</u>
Public Safety					
Police	-	-	-	-	-
Fire	14,203	-	-	-	14,203
Total Public Safety	<u>14,203</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,203</u>
City Services					
Parks & Recreation	223,450	-	-	-	223,450
Building Maintenance	203,000	-	-	-	203,000
Fleet Maintenance	-	-	-	-	-
Total City Services	<u>426,450</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>426,450</u>
Water/Wastewater					
Meter Reading	-	-	40,000	2,660,147	2,700,147
Water Treatment	-	-	-	-	-
Water Distribution	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-
Wastewater Collection	-	-	700,000	-	700,000
Total Water/Wastewater	<u>-</u>	<u>-</u>	<u>740,000</u>	<u>2,660,147</u>	<u>3,400,147</u>
Electric					
Electric	-	-	-	-	-
Total Electric	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Funds					
Airport	-	-	-	-	-
Tourism	-	-	-	-	-
Historical Properties	-	-	-	-	-
Total Other Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total CIP by Fund	<u><u>2,091,853</u></u>	<u><u>-</u></u>	<u><u>740,000</u></u>	<u><u>2,660,147</u></u>	<u><u>5,492,000</u></u>

CAPITAL IMPROVEMENTS

GENERAL GOVERNMENT IMPROVEMENT PROGRAM

INFORMATION TECHNOLOGY

Project	Department	Fund	Source of Funds	Amount
Website Redesign	IT	General	Operating	\$32,000
		<p>Project Description: The current website has not been updated since 2009. It’s mobile platform is insufficient for the majority of people visiting the website. The redesign will allow for a progressive easy to navigate website with many features that are currently not available.</p> <p>Effect on Operating Budget: Increased annual maintenance cost for upgraded website subscription. Reduce labor time for phone calls and walk-ins once citizens can do more self-service through mobile portals.</p>		

FIRE

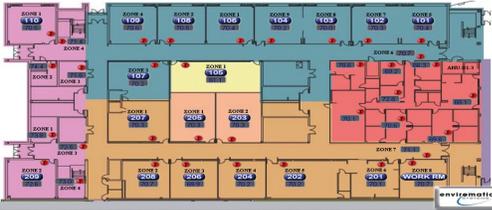
Project	Department	Fund	Source of Funds	Amount
Bay Door Motor Replacement	Fire	General	Operating	\$14,203
		<p>Project Description: The current installation of drive motors at the back of the Fire Station used for lifting the garage doors are not the right system to lift the bay doors properly. Therefore, the system will be changed to an overhead trolley lifting system.</p> <p>Effect on Operating Budget: Project purchased with General Fund operating funds. Inefficient motor system is causing premature wear and tear on the doors. The new motor system will help to extend the life and reduce the future maintenance need on these doors</p>		

CAPITAL IMPROVEMENTS

GENERAL GOVERNMENT IMPROVEMENT PROGRAM

BUILDING MAINTENANCE

Project	Department	Fund	Source of Funds	Amount
City Hall Exterior Painting	Build. Maintenance	General	Operating	\$43,000
 <p>Project Description: Painting the exterior of City Hall.</p> <p>Effect on Operating Budget: The exterior of the City Hall has not been painted since it was constructed in 2002. The exterior is metal and if not re-painted it will begin to rust and cause additional funds to repair.</p>				

Project	Department	Fund	Source of Funds	Amount
Chiller Remote Access	Build. Maintenance	General	Operating	\$5,000
 <p>Project Description: Chiller remote access to the A/C unit at City Hall.</p> <p>Effect on Operating Budget: Remote access will allow maintenance to receive real-time notifications and the ability to fix some issues offsite. This could reduce overtime labor hours. It may also have energy cost savings due to the new ability to identify errors in the system as soon as they happen.</p>				

Project	Department	Fund	Source of Funds	Amount
Service Center Roof	Build. Maintenance	General	Operating	\$155,000
 <p>Project Description: The original 1984 roof at the Service Center has to be replaced due to wear, leaks, and poor conditions.</p> <p>Effect on Operating Budget: If the roof is not repaired soon there will be additional damage done to the interior of the building causing increased building maintenance expense.</p>				

CAPITAL IMPROVEMENTS

GENERAL GOVERNMENT IMPROVEMENT PROGRAM

PARKS & RECREATION

Project	Department	Fund	Source of Funds	Amount
Zero Turn Mower	Park	General	Operating	\$18,450
		<p>Project Description: Two zero turn mowers consisting of one propane and one gas mower.</p> <p>Effect on Operating Budget: General Fund operating budget will be utilized to replace old mowers that are no longer cost effective to maintain. Propane mower will also reduce fuel costs.</p>		

Project	Department	Fund	Source of Funds	Amount
3/4 Ton Truck	Park	General	Operating	\$30,000
		<p>Project Description: New truck will be used to transport staff and equipment to maintenance sites around the City.</p> <p>Effect on the Operating Budget: The current truck being replaced is over 10 years old. New unit will decrease maintenance and fuel costs, availability of vehicle will ensure staff can move to sites efficiently.</p>		

Project	Department	Fund	Source of Funds	Amount
Compact Tractor	Park	General	Operating	\$25,000
		<p>Project Description: The compact tractor will be replacing a 1998 2610 long tractor. This unit will be used to drag the City beach and maintain the infields of the City Ball fields.</p> <p>Effect on Operating Budget: General Fund operating budget will be utilized. New tractor will reduce the maintenance costs that had increased due to the older unit.</p>		

CAPITAL IMPROVEMENTS

GENERAL GOVERNMENT IMPROVEMENT PROGRAM

PARKS & RECREATION

Project	Department	Fund	Source of Funds	Amount
Memorial Lane Project	Park	General	Donations	\$150,000
 <p>Project Description: The Memorial Lane project will honor Granbury's military veterans and local public safety officials who lost their lives in the line of duty.</p> <p>Effect on Operating Budget: Additional landscaping will be maintained by parks department. Initial project will be funded by donations.</p> 				

STREETS

Project	Department	Fund	Source of Funds	Amount
Town Square Project	Street	General	Grant	\$1,619,200
 <p>Project Description: The Granbury Town Square project will provide for enhanced pedestrian cross walks, improve sidewalks/crosswalks/ramp alignments, provide landscape planting, and improve pedestrian circulation in the Downtown Granbury area.</p> <p>Effect on Operating Budget: Additional landscaping will be maintained by parks department. Initial project funded by TXDOT TAP Grant.</p>				

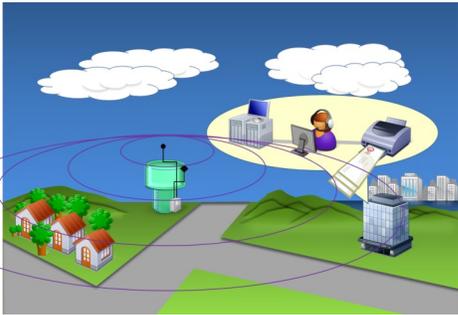
CAPITAL IMPROVEMENTS

GENERAL GOVERNMENT IMPROVEMENT PROGRAM

METER READING

Project	Department	Fund	Source of Funds	Amount
Electric Meters	Meter Reading	Utility	Operating	\$5,000
 <p>Project Description: New electric meters due to new developments within the City.</p> <p>Effect on Operating Budget: Utility Fund operating budget will be utilized. New meters help to maintain accuracy for utility billing and reduce labor time for meter repairs.</p>				

Project	Department	Fund	Source of Funds	Amount
Water Meters	Meter Reading	Utility	Operating	\$35,000
 <p>Project Description: New water meters due to new developments within the City.</p> <p>Effect on Operating Budget: Utility Fund operating budget will be utilized for new meters being installed due to new developments (<i>Note: the meter replacement project below will pay to replace all <u>current</u> meters</i>) New upgraded meters will relay better accuracy for utility billing and reduce labor time for meter repairs.</p>				

Project	Department	Fund	Source of Funds	Amount
AMI Project	Meter Reading	Utility	CIP Bond Fund	\$2,660,147
 <p>Project Description: Upgrade of the City’s water meter infrastructure to a advanced metering infrastructure integrated system. The AMI is an integrated system of smart meters, communications networks, and data management systems that enables two-way communication between utilities and customers.</p> <p>Effect on Operating Budget: Increase accuracy for utility billing and reduce labor time for water meter readings and the need for re-reads. New system will also help to identify any issues in water lines and possible areas of water loss. Project will be funded through a bond.</p>				

CAPITAL IMPROVEMENTS

GENERAL GOVERNMENT IMPROVEMENT PROGRAM

WASTEWATER COLLECTION

Project	Department	Fund	Source of Funds	Amount
Sewer Jetter	Wastewater Collection	Utility	Operating	\$100,000
		<p>Project Description: Purchase new sewer jetter.</p> <p>Effect on Budget: Utility Fund operating budget will be utilized. This new jetter will reduce maintenance costs that were previously utilized on the older equipment.</p>		

Project	Department	Fund	Source of Funds	Amount
Sewer Lines	Wastewater Collection	Utility	Operating	\$150,000
		<p>Project Description: Maintenance of the City's sewer line infrastructure</p> <p>Effect on Budget: Utility Fund operating budget will be utilized. Less labor and equipment will be needed on the new pipes once we increase their flow coefficient and decrease treatment costs for less concentrated sewer treatment.</p>		

Project	Department	Fund	Source of Funds	Amount
List Station #7	Wastewater Collection	Utility	Impact Fees	\$450,000
		<p>Project Description: Reconstruction of one of the City's older lift stations.</p> <p>Effect on Operating Budget: Reserve Impact Fees will be utilized. New pumps and motors within the lift station will be more efficient and use less electricity. Repairs and labor hours for maintenance will decrease. We will also have less SSO reports to file as we increase the tank capacity.</p>		

SUMMARY OF CAPITAL IMPROVEMENTS

FISCAL YEARS 2016-2021

Uses of Funds by Program	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
GENERAL GOVERNMENT					
Information Technology	32,000	86,000	32,000	-	57,800
Clean Air Coalition	-	-	-	-	-
	32,000	86,000	32,000	-	57,800
PUBLIC SAFETY					
Police	-	140,000	160,000	160,000	185,000
Fire	14,203		24,000	289,000	27,900
	14,203	140,000	184,000	449,000	212,900
PUBLIC WORKS					
Public Works	-	30,000	-	-	26,750
Streets	1,619,200	195,000	130,000	-	-
	1,619,200	225,000	130,000	-	26,750
CITY SERVICES					
Warehouse	-	30,000	-	-	-
Parks & Recreation	223,450	103,475	194,700	61,700	95,270
Cemetery	-	-	-	-	-
Building Maintenance	203,000	73,500	35,000	6,000	55,830
Fleet Maintenance	-	-	40,000	-	-
	426,450	206,975	269,700	67,700	151,100
WATER/WASTEWATER					
Meter Reading	2,700,147	-	-	-	-
Ground Water	-	-	450,000	300,000	150,000
Water Treatment	-	-	-	-	-
Water Distribution	-	252,494	250,000	250,000	215,000
Wastewater Treatment	-	782,000	150,000	110,000	20,100,000
Wastewater Collection	700,000	289,900	400,000	500,000	500,000
	3,400,147	1,324,394	1,250,000	1,160,000	20,965,000
ELECTRIC					
Electric	-	185,000	160,000	150,000	150,000
	-	185,000	160,000	150,000	150,000
OTHER FUNDS					
Airport	-				
Tourism	-	30,000	-	-	-
Historic Properties	-	-	-	-	-
	-	30,000	-	-	-
Grand Total	5,492,000	2,197,369	2,025,700	1,826,700	21,563,550

SOURCE OF FUNDS

FISCAL YEARS 2016-2021

Source of Funds	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Operating Budget - General Fund	472,653	657,975	520,700	516,700	448,550
Operating Budget - Utility Fund	740,000	1,009,394	1,110,000	1,110,000	1,015,000
Operating Budget - Airport Fund	-	-	-	-	-
Operating Budget - Tourism Fund	-	30,000	-	-	-
Operating Budget - Other Fund	-	-	-	-	-
Impact Fees	-	500,000	300,000	200,000	100,000
Grants	1,619,200	-	95,000	-	-
Possible Bond Issue	-	-	-	-	20,000,000
Utility CIP Funds	2,660,147	-	-	-	-
Grand Total	5,492,000	2,197,369	2,025,700	1,826,700	21,563,550



Construction on new Water Treatment Plant



Ribbon cutting for MIT Phase 2 Bridge



*Skate Park
Phase 2 Dedication*



*Granbury Town Square before new sidewalk
and utility revitalization*



Groundbreaking on Memorial Lane

OVERVIEW OF BONDS & DEBT SERVICE

OVERVIEW

Major capital improvements such as streets, drainage, buildings, and other facilities are often financed by bonds. This funding mechanism allows payment for infrastructure improvements to be made over multiple years, usually over the life of the improvement.

DEBT SERVICE POLICY

The City’s goal is to fund capital improvement projects on a “pay-as-you-go” basis whenever possible. For large infrastructure projects or large pieces of equipment, debt financing is sometimes required. The City’s debt management objective is to maintain levels of debt service that does not adversely impact tax or utility rates and does not hinder the City’s ability to effectively operate the utility systems, street network, or other facilities. Debt financed projects must meet the City’s long-term financing criteria as included in the Fiscal and Budgetary Policy.

When the City of Granbury utilizes long-term debt financing, it will ensure that the debt is soundly financed by:

- Conservatively projecting the revenue sources that will be utilized to pay the debt.
- Financing the improvement over a period of time not greater than the useful life of the asset.

THE CITY OF GRANBURY’S BONDS ARE RATED:

	<u>GO</u>	<u>URB</u>
Fitch Ratings	AA	Not rated
Standard & Poor’s	AA	A+

Debt Service accounts for all funds required to finance the payment of interest and principal on all general debt, serial and term, other than the payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. The City has authorized the following issues:

GENERAL DEBT SERVICE

GENERAL OBLIGATION INTEREST AND SINKING FUND

This fund derives its revenue from property taxes. The amount of the taxes levied is determined by the City Council. The function of this fund is to retire bonded indebtedness and pay the interest on the indebtedness. The debt, which this fund retires, was issued by the City for General Fund capital equipment and infrastructure.

WATER/WASTEWATER BONDS

Detail for Utility-related debt is located in the non-departmental section of the Utility Fund's budget.

CURRENT DEBT REQUIREMENTS

The total Debt Service requirement for the City of Granbury in fiscal year 2016-17 is \$5,119,460. The total General Obligation (GO) debt service requirement for fiscal year 2016-17 is \$3,874,837 while the Water, Sewer and Electric systems revenue bond requirement equals \$1,244,623.

Funds for the GO Debt Service expenses will come from Ad Valorem Taxes (\$2,812,281). Also, contributing to the Debt Service is the Utility Fund (\$1,062,556). The Water, Sewer and Electric System Revenue Bonds are funded by and paid directly from the Utility Operating Fund.

The following pages detail the future annual principal and interest requirements for the City's outstanding debt obligations as of October 1, 2016. Through 2036, the City's General Obligation debt has as total of \$29,475,000 in principal to retire and \$9,398,350 in interest payments.

GENERAL OBLIGATION BONDS

General Obligation Refunding Bonds, Series 2008 – Issued in the aggregate principal amount of \$4,540,000 to provide funds sufficient to refund all of the outstanding Tax and Utility System Revenue Certificates of Obligation, Series 1997, and all of the outstanding Combination Tax and Revenue Certificates of Obligation, Series 1999, and to pay the costs related to the issuance of the Bonds.

General Obligation Refunding Bonds, Series 2011 – Issued in the aggregate principal amount of \$5,845,000 to provide funds sufficient to refund all of the outstanding Combination Tax Certificates of Obligation, Series 2001, all of the outstanding Combination Tax and Revenue Certificates of Obligation Series 2003, and Series 2005; and all of the outstanding General Obligation Refunding Bonds, Series 2004, and to pay the costs related to the issuance of the Bonds.

General Obligation Refunding Bonds, Series 2013 – The City Council authorized an ordinance on April 12, 2013, for general obligation refunding bonds in the amount of \$8,170,000. The bonds will be used to refund the 2005 General Obligation Bond, a portion of the Tax and Utility Revenue Certificates of Obligation, Series 2006, and to pay the costs associated with the issuance of the bonds.

General Obligation Refunding Bonds, Series 2014 – The City Council authorized an ordinance on November 4, 2014, for general obligation refunding bonds in the amount of \$8,130,000. The bonds will be used to refund the Combination Tax and Revenue Certificates of Obligation, Series 2006A, and a portion of the Combination Tax and Revenue Certificates of Obligation, Series 2007, and to pay the costs associated with the issuance of the bonds.

General Obligation Refunding Bonds, Series 2016 – The City Council authorized an ordinance on July 5, 2016, for general obligation refunding bonds in the amount of \$5,890,000. The bonds will be used to refund the 2007 Tax & Revenue Certificates of Obligations Bond, partially refund the 2008 General Obligation Refunding Bonds and the 2011 General Obligation Refunding Bonds, and to pay the costs related to the issuance of the Bonds.

CERTIFICATES OF OBLIGATION

Combination Tax and Revenue Certificates of Obligation, Series 2015 – The City Council authorized an ordinance on March 26, 2015, for the issuance of the Combination Tax and Revenue Certificates in the amount of \$2,460,000. Proceeds from the sale of the

Certificates will be used for paying all or a portion of the City's contractual obligations for constructing and improving streets within the City, including the acquisition of rights of way therefor, acquiring land for a police station, constructing, improving and equipping firefighting facilities, constructing, improving and equipping park and recreation facilities, paying engineering fees associated with the Downtown Square Project, and professional services rendered in connection therewith.

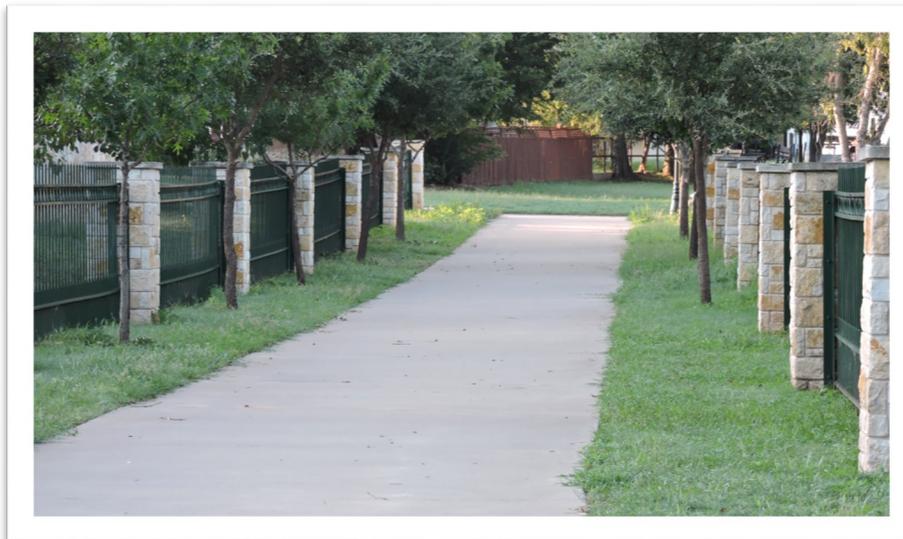
Combination Tax and Surplus Revenue Certificates of Obligation, Series 2015A – The City Council authorized an ordinance on June 2, 2015, for the issuance of the Combination Tax and Surplus Revenue Certificates in the amount of \$16,400,000. Proceeds from the sale of the Certificates will be used for the purpose of paying contractual obligations to be incurred for constructing improvements and extensions to the City's water system and professional services rendered in connection therewith.

Combination Tax and Surplus Revenue Certificates of Obligation, Series 2016A – The City Council authorized an ordinance on December 1, 2015 for the issuance of the Combination Tax and Surplus Revenue Certificates in the amount of \$10,000,000. The bonds will be used for constructing, improving, renovating and equipping municipal airport facilities, including acquisition of land and ROWs, constructing street improvements, constructing and equipping municipal police, fire-fighting, and park facilities, including acquisition of land and ROWs.

Combination Tax and Surplus Revenue Certificates of Obligation, Series 2016B— The City Council authorized an ordinance on April 19, 2016 for the issuance of the Combination Tax and Surplus Revenue Certificates in the amount of \$2,720,000. The bonds will be used for construction improvements and extensions to the City's water system and professional services rendered in connection to the project.

GENERAL DEBT SERVICE

	Actual FY 2015	Budgeted FY 2016	Projected FY 2016	Adopted FY 2017
REVENUES				
Ad Valorem Taxes				
Current Taxes	2,704,021	2,653,663	2,653,663	2,795,084
Delinquent Taxes	20,000	20,000	20,000	10,000
Penalty & Interest	20,000	20,000	20,000	10,000
Total Ad Valorem Taxes	2,744,021	2,693,663	2,693,663	2,815,084
Miscellaneous Income				
Interest	16,185	-	-	-
Total Miscellaneous Income	16,185	-	-	-
Other Revenue				
From Fund Balance	-	-	-	-
Bond Premiums	-	-	-	-
Bond Proceeds	-	-	-	-
Total Other Revenue	-	-	-	-
Interfund Transfers				
UT transfer for shared I&S	537,152	868,138	868,138	1,063,838
Transfer TO/FR UT Debt Svc	-	-	-	-
Transfer TO/FR General Debt	-	-	-	-
Tourism Debt Sv. Fund	-	-	-	-
Airport Debt Sv. Fund	-	-	-	-
Total Intrafund Transfers	537,152	868,138	868,138	1,063,838
TOTAL REVENUES	3,297,358	3,561,801	3,561,801	3,878,921



GENERAL DEBT SERVICE

	Actual FY 2015	Budgeted FY 2016	Projected FY 2016	Adopted FY 2017
EXPENDITURES				
Agent Fees	1,918	2,400	2,400	4,082
Cost of Issuance of Bonds	-	-	-	-
06-A Tax/Rev CO's Principal	45,000	-	-	-
06-A Tax/Rev CO's Interest	16,688	-	-	-
07 Tax/Rev CO's Principal	465,000	485,000	485,000	-
07 Tax/Rev CO's Interest	533,333	164,863	164,863	-
08 GO Refunding - Principal	235,000	230,000	230,000	250,000
08 GO Refunding - Interest	110,425	102,200	102,200	24,350
11 GO Refunding - Principal	825,000	280,000	280,000	290,000
11 GO Refunding - Interest	107,175	82,425	82,425	33,626
13 GO Refunding - Principal	760,000	770,000	770,000	785,000
13 GO Refunding - Interest	188,575	173,375	173,375	157,975
14 GO Refunding - Principal	-	65,000	65,000	65,000
14 GO Refunding - Interest	-	297,275	297,275	295,976
15 Tax/Rev CO's Principal	-	480,000	480,000	195,000
15 Tax/Rev CO's Interest	-	94,600	94,600	56,550
15A Tax/Rev CO's Principal	-	-	-	215,000
15A Tax/Rev CO's Interest	-	337,063	337,063	296,682
16A Tax/Rev CO's Principal	-	-	-	-
16A Tax/Rev CO's Interest	-	-	-	478,697
16B Tax/Rev CO's Principal	-	-	-	-
16B Tax/Rev CO's Interest	-	-	-	12,986
16 GO Refunding - Principal	-	-	-	495,000
16 GO Refunding - Interest	-	-	-	222,998
Total Debt Service	3,288,113	3,564,201	3,564,201	3,878,921
TOTAL EXPENDITURES	3,288,113	3,564,201	3,564,201	3,878,921



Citizens On Patrol serving at Trunk-or-Treat

OUTSTANDING DEBT SUMMARY

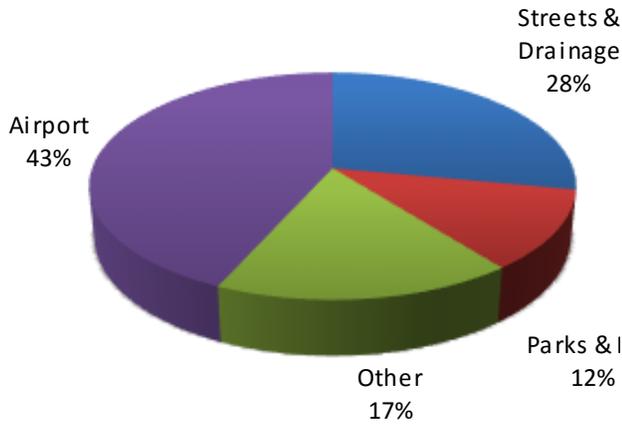
BY TYPE AS OF OCTOBER 1, 2016

	<u>Debt Outstanding</u>	<u>2016-17 Principal & Interest</u>
GENERAL OBLIGATION DEBT:		
Tax Supported:		
Streets & Drainage	8,483,761	787,677
Parks & Recreation Facilities	3,461,184	321,354
Airport	13,120,580	1,218,183
Other Improvements	<u>5,224,475</u>	<u>485,067</u>
Subtotal - Tax Supported GO Debt	30,290,000	2,812,281
Self Supporting:		
Electric	994,839	48,950
Water	19,354,198	952,300
Wastewater	<u>1,245,963</u>	<u>61,306</u>
Subtotal - Self Supporting GO Debt	21,595,000	1,062,556
Total General Obligation Debt	51,885,000	3,874,837
<hr/> <hr/>		
UTILITY REVENUE DEBT:		
Electric	66,347	8,030
Water	6,030,335	729,893
Wastewater	<u>4,186,318</u>	<u>506,699</u>
Total Utility Revenue Debt	10,283,000	1,244,623
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TOTAL DEBT	62,168,000	5,119,460
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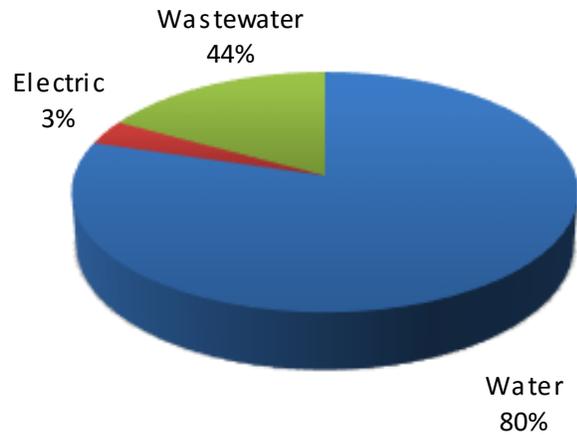
OUTSTANDING DEBT

BY TYPE

General Obligation Debt Tax Supported



Utility Revenue Debt Self Supported



Debt and Tax Rate Limitations

All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax sufficient to provide for the payment of principal and interest on the Bonds within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City and limits its maximum ad valorem tax rate to \$2.50 per \$100 of assessed valuation for all City purposes.

Calculation of Legal Debt Margin – October 1, 2016

Taxable Assessed Valuation	\$1,353,431,803
Constitutional Limit	2.50% of assessed valuation
Maximum Constitutional Revenue Available	\$33,835,795
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Tax Rate for FY 2016-167	\$0.397584/\$100 of valuation
Available Unused Constitutional Max Tax Rate	\$2.10% of assessed valuation

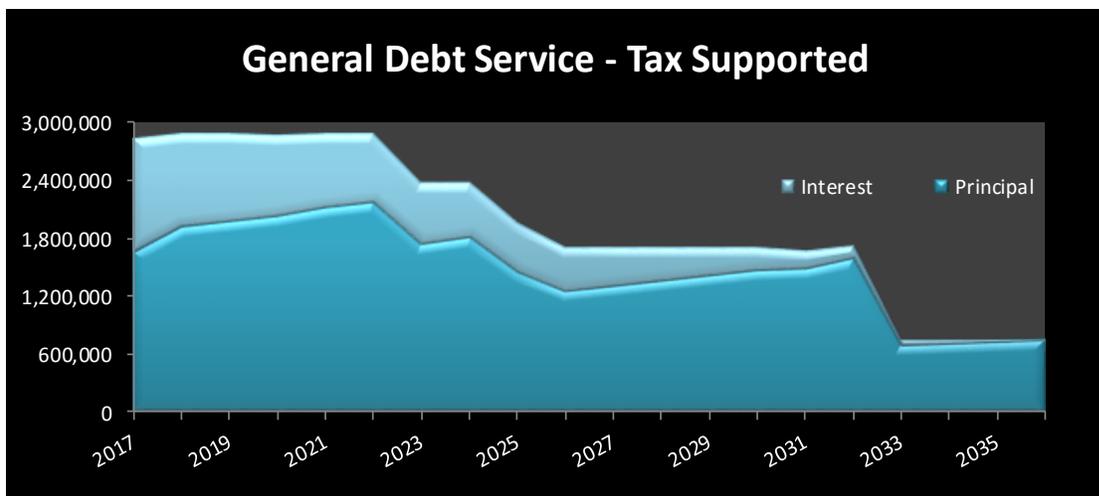
The City operates under a Home Rule Charter that adopts the constitutional provisions. Under rules promulgated by the Office of the Attorney General of Texas, such office will not approve tax bonds of the City unless the City can demonstrate its ability to pay debt service requirements on all outstanding City tax bonds, including the issue to be approved.

Current debt levels are relatively high, which puts a certain level of limitations on new projects and operational capital investments.

SUMMARY OF DEBT SERVICE CHARGES TO MATURITY

GENERAL OBLIGATION AND CERTIFICATE OF OBLIGATIONS- TAX SUPPORTED

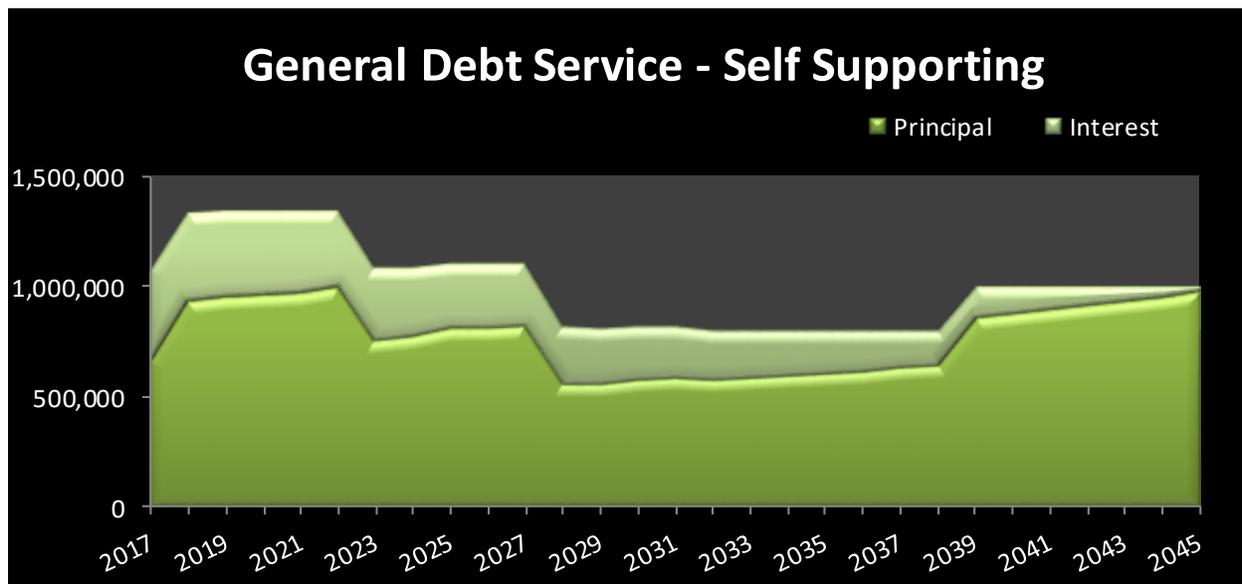
Year Ending September 30	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2017	29,475,000	1,645,000	1,167,281	2,812,281
2018	27,830,000	1,907,500	958,556	2,866,056
2019	25,922,500	1,960,000	909,081	2,869,081
2020	23,962,500	2,010,000	852,306	2,862,306
2021	21,952,500	2,105,000	772,506	2,877,506
2022	19,847,500	2,160,000	704,506	2,864,506
2023	17,687,500	1,735,000	634,306	2,369,306
2024	15,952,500	1,807,500	572,781	2,380,281
2025	14,145,000	1,450,000	507,781	1,957,781
2026	12,695,000	1,250,000	454,681	1,704,681
2027	11,445,000	1,300,000	404,681	1,704,681
2028	10,145,000	1,355,000	352,681	1,707,681
2029	8,790,000	1,410,000	298,481	1,708,481
2030	7,380,000	1,460,000	248,181	1,708,181
2031	5,920,000	1,480,000	196,031	1,676,031
2032	4,440,000	1,580,000	143,281	1,723,281
2033	2,860,000	685,000	86,731	771,731
2034	2,175,000	705,000	66,181	771,181
2035	1,470,000	725,000	45,031	770,031
2036	745,000	745,000	23,281	768,281



SUMMARY OF DEBT SERVICE CHARGES TO MATURITY

GENERAL OBLIGATION AND CERTIFICATE OF OBLIGATIONS- SELF-SUPPORTING

Year Ending September 30	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2017	22,410,000	650,000	412,556	1,062,556
2018	21,760,000	932,500	397,974	1,330,474
2019	20,827,500	950,000	386,974	1,336,974
2020	19,877,500	960,000	374,339	1,334,339
2021	18,917,500	975,000	356,926	1,331,926
2022	17,942,500	995,000	339,304	1,334,304
2023	16,947,500	760,000	319,168	1,079,168
2024	16,187,500	772,500	307,261	1,079,761
2025	15,415,000	810,000	294,251	1,104,251
2026	14,605,000	815,000	285,525	1,100,525
2027	13,790,000	825,000	275,652	1,100,652
2028	12,965,000	555,000	264,620	819,620
2029	12,410,000	560,000	255,740	815,740
2030	11,850,000	575,000	246,332	821,332
2031	11,275,000	585,000	236,212	821,212
2032	10,690,000	575,000	225,565	800,565
2033	10,115,000	585,000	214,755	799,755



DEBT RATIOS

RATIO OF NET GENERAL BONDED DEBT TO ASSESSED VALUE AND NET BONDED DEBT PER CAPITA

Year Ended Sept. 30	Est. Pop.	Assessed Value (Adjusted)	Gross Bonded Debt	Less: Debt Service Funds	Net Bonded Debt	Net General Bonded Debt to Assessed Value	Net General Bonded Debt Per Capita
2005	6,700	\$503,686,504	\$15,230,000	\$428,935	\$14,801,065	2.94%	\$2,209
2006	7,050	\$560,829,540	\$18,069,500	\$464,599	\$17,604,901	3.14%	\$2,497
2007	7,400	\$704,439,830	\$17,890,300	\$688,822	\$17,201,478	2.44%	\$2,325
2008	7,600	\$872,539,194	\$31,429,250	\$957,812	\$30,471,438	3.49%	\$4,009
2009	7,850	\$954,340,060	\$29,986,250	\$141,370	\$29,844,880	3.13%	\$3,802
2010	8,200	\$1,056,606,134	\$28,494,375	\$182,969	\$28,311,406	2.68%	\$3,453
2011	8,030	\$1,051,053,040	\$26,819,750	\$175,130	\$26,644,620	2.54%	\$3,318
2012	8,648	\$1,040,534,979	\$25,319,875	\$273,016	\$25,046,859	2.41%	\$2,896
2013	8,290	\$1,087,038,259	\$23,385,375	\$266,352	\$23,119,023	2.13%	\$2,789
2014	8,779	\$1,113,466,317	\$21,525,000	\$171,352	\$21,353,648	1.92%	\$2,432
2015	8,940	\$1,144,341,281	\$20,776,684	\$260,791	\$20,515,893	1.79%	\$2,295

UTILITY DEBT SERVICE

Utility Debt Service accounts for all funds required to finance the payment of interest and principal on all debt which is to be retired primarily from revenues or earnings of the City's Utility Fund. Such debt includes the following issues:

UTILITY REVENUE BONDS

Subordinate Lien Utility System Revenue Bonds, Series 1998 – On October 20, 1998, the City Council passed an ordinance authorizing the issuance of \$3,352,000 in bonds for the purpose of providing funds to construct improvements and extensions to the City's sewer system and to pay the associated costs of issuance.

Subordinate Lien Utility System Revenue Bonds, Series 1999 – On July 6, 1999, the City Council passed an ordinance authorizing the issuance of \$270,000 in bonds for the purpose of providing funds to construct improvements and extensions to the City's sewer system and to pay the associated costs of issuance.

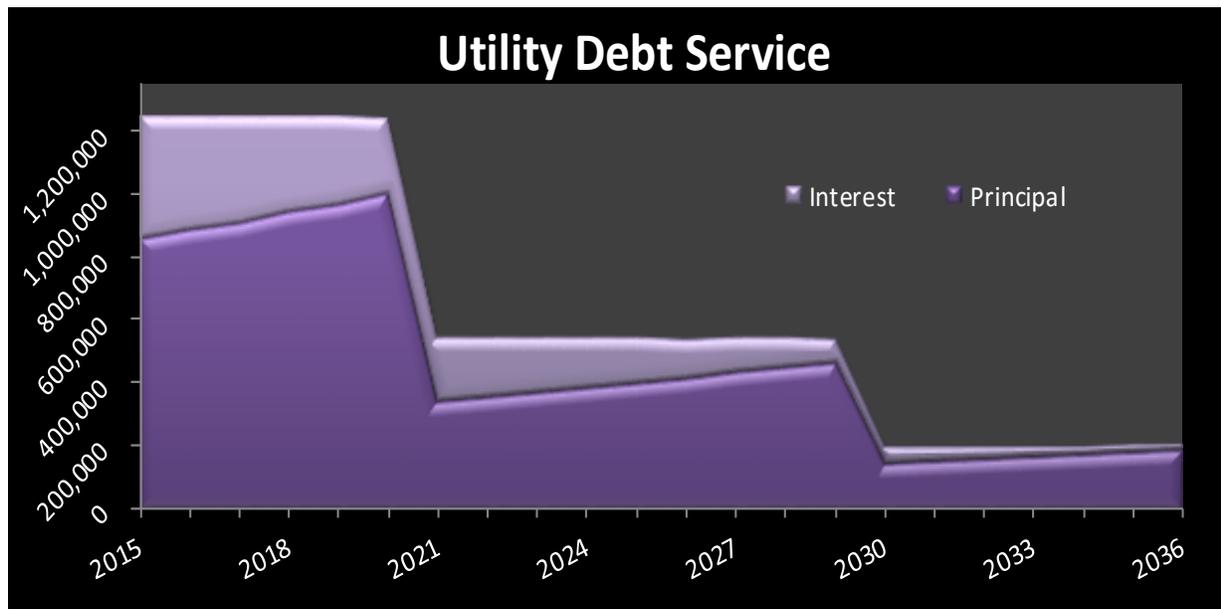
Utility System Revenue Refunding Bonds, Series 2010 – Issued in the aggregate principal amount of \$5,910,000 to provide funds sufficient to refund maturities 2011 through 2021 of the City's Utility System Improvement and Refunding Bonds, Series 2001 in the amount of \$3,245,000 and to refund maturities 2011 through 2013 of the City's Utility System Revenue Bonds, Series 2008, in the amount of \$2,500,000, and to pay cost of issuance relating to Bonds.

Utility System Revenue Refunding Bonds, Series 2012 – On January 1, 2012, the City Council passed an ordinance authorizing the issuance of \$4,700,000 in bonds for the purpose of providing funds to construct and improve the City's water and wastewater system, including the acquisition of sites and pay costs related to the issuance of the Bonds.



SUMMARY OF UTILITY DEBT SERVICE CHARGES TO MATURITY

Year Ending September 30	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2017	10,283,000	849,000	395,623	1,244,623
2018	9,434,000	878,000	366,168	1,244,168
2019	8,556,000	901,000	338,658	1,239,658
2020	7,655,000	935,000	308,875	1,243,875
2021	6,720,000	963,000	275,019	1,238,019
2022	5,757,000	998,000	239,334	1,237,334
2023	4,759,000	337,000	201,480	538,480
2024	4,422,000	351,000	187,515	538,515
2025	4,071,000	366,000	172,970	538,970
2026	3,705,000	381,000	157,800	538,800
2027	3,324,000	397,000	142,005	539,005
2028	2,927,000	412,000	125,540	537,540
2029	2,515,000	432,000	108,450	540,450
2030	2,083,000	448,000	90,535	538,535
2031	1,635,000	464,000	71,950	535,950
2032	1,171,000	146,000	52,695	198,695
2033	1,025,000	152,000	46,125	198,125
2034	873,000	159,000	39,285	198,285
2035	714,000	166,000	32,130	198,130
2036	548,000	174,000	24,660	198,660
2037	374,000	183,000	16,830	199,830
2038	191,000	191,000	8,595	199,595



SCHEDULE OF TOTAL BOND INDEBTEDNESS

PRINCIPAL AND INTEREST REQUIREMENTS FOR FY 2016-2017

Long-Term Debt	Total Outstanding 10/01/2016	FY 2016 Principal	FY 2016 Interest	FY 2016 Total P/I
General Obligation Bond 2008 Refunding Bonds	640,000	250,000	24,350	274,350
General Obligation Bond 2011 Refunding Bonds	950,000	290,000	33,625	323,625
General Obligation Bond 2013 Refunding Bonds	5,670,000	785,000	157,975	942,975
General Obligation Bond 2014 Refunding Bonds	7,915,000	65,000	295,975	360,975
Certificates of Obligation 2015 CO's	1,980,000	195,000	56,550	251,550
Certificates of Obligation 2015A CO's	16,430,000	215,000	296,682	511,682
Certificates of Obligation 2016A CO's	9,690,000	-	478,697	478,697
Certificates of Obligation 2016B CO's	2,720,000	-	12,986	12,986
General Obligation Bond 2016 Refunding Bonds	5,890,000	495,000	222,998	717,998
Revenue Bonds 1998 Subordinate Lien Utility System	2,523,000	69,000	113,535	182,535
Revenue Bonds 1999 Subordinate Lien Utility System	200,000	5,000	9,000	14,000
Revenue Bonds 2010 Refunding Bond	3,750,000	575,000	126,788	701,788
Revenue Bonds 2012 Utility System	3,810,000	200,000	146,300	346,300
TOTAL	\$ 62,168,000	\$ 3,144,000	\$ 1,975,460	\$ 5,119,460

DEBT SCHEDULES:

**Combination General Obligation Refunding Bonds
2008- \$4,540,000
Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2017	250,000	24,350	274,350
2018	45,000	15,600	60,600
2019	50,000	13,800	63,800
2020	50,000	11,800	61,800
2021	50,000	9,800	59,800
2022	70,000	7,800	77,800
2023	60,000	5,000	65,000
2024	65,000	2,600	67,600
Total	640,000	90,750	730,750

**Combination General Obligation Refunding Bonds
2011- \$5,845,000
Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2017	290,000	33,625	323,625
2018	295,000	24,925	319,925
2019	310,000	14,600	324,600
2020	15,000	2,200	17,200
2021	20,000	1,600	21,600
2022	20,000	800	20,800
Total	950,000	77,750	1,027,750

**Combination General Obligation Refunding Bonds
2013- \$8,170,000
Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2017	785,000	157,975	942,975
2018	810,000	138,350	948,350
2019	830,000	118,100	948,100
2020	845,000	97,350	942,350
2021	875,000	72,000	947,000
2022	895,000	45,750	940,750
2023	310,000	18,900	328,900
2024	320,000	9,600	329,600
Total	5,670,000	658,025	6,328,025

DEBT SCHEDULES:

**Combination General Obligation Refunding Bonds
2014- \$8,130,000
Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2017	65,000	295,975	360,975
2018	70,000	294,675	364,675
2019	65,000	293,275	358,275
2020	70,000	291,975	361,975
2021	660,000	289,875	949,875
2022	615,000	270,075	885,075
2023	635,000	251,625	886,625
2024	660,000	229,400	889,400
2025	685,000	203,000	888,000
2026	710,000	175,600	885,600
2027	740,000	147,200	887,200
2028	770,000	117,600	887,600
2029	800,000	86,800	886,800
2030	835,000	54,800	889,800
2031	535,000	21,400	556,400
Total	7,915,000	3,023,275	10,938,275

**Tax and Revenue Bond
Certificates of Obligation
2015- \$2,460,000
Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2017	195,000	56,550	251,550
2018	200,000	50,700	250,700
2019	210,000	42,700	252,700
2020	215,000	36,400	251,400
2021	220,000	29,950	249,950
2022	225,000	23,350	248,350
2023	230,000	16,600	246,600
2024	240,000	9,700	249,700
2025	245,000	4,900	249,900
Total	1,980,000	270,850	2,250,850

DEBT SCHEDULES:

Tax and Revenue Bond
Combination Tax and Surplus Revenue Certificates of Obligation
2015A- \$16,430,000
Principal Due - August 15

Fiscal Year	Principal	Interest	Total
2017	215,000	296,682	511,682
2018	215,000	296,682	511,682
2019	225,000	296,682	521,682
2020	220,000	296,322	516,322
2021	225,000	295,486	520,486
2022	195,000	294,046	489,046
2023	270,000	292,447	562,447
2024	280,000	289,855	569,855
2025	535,000	286,719	821,719
2026	540,000	280,138	820,138
2027	545,000	272,740	817,740
2028	555,000	264,620	819,620
2029	560,000	255,740	815,740
2030	575,000	246,332	821,332
2031	585,000	236,212	821,212
2032	575,000	225,565	800,565
2033	585,000	214,755	799,755
2034	600,000	203,523	803,523
2035	610,000	191,763	801,763
2036	620,000	179,563	799,563
2037	635,000	166,915	801,915
2038	645,000	153,770	798,770
2039	860,000	140,225	1,000,225
2040	880,000	121,907	1,001,907
2041	895,000	102,987	997,987
2042	915,000	83,566	998,566
2043	935,000	63,527	998,527
2044	955,000	42,957	997,957
2045	980,000	21,756	1,001,756
Total	16,430,000	6,113,472	22,543,472

DEBT SCHEDULES:

**Combination Tax and Surplus Revenue Certificates of Obligation
2016B- \$2,720,000
Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2017	-	12,986	12,986
2018	270,000	11,717	281,717
2019	270,000	11,717	281,717
2020	270,000	11,717	281,717
2021	270,000	11,690	281,690
2022	270,000	11,258	281,258
2023	270,000	10,421	280,421
2024	270,000	9,206	279,206
2025	275,000	7,532	282,532
2026	275,000	5,387	280,387
2027	280,000	2,912	282,912
Total	2,720,000	106,543	2,826,543

**Combination General Obligation Refunding Bonds
2016- \$5,890,000
Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2017	495,000	222,998	717,998
2018	720,000	204,750	924,750
2019	730,000	190,350	920,350
2020	1,065,000	168,450	1,233,450
2021	550,000	115,200	665,200
2022	630,000	93,200	723,200
2023	240,000	68,000	308,000
2024	245,000	58,400	303,400
2025		48,600	48,600
2026		48,600	48,600
2027		48,600	48,600
2028		48,600	48,600
2029		48,600	48,600
2030		48,600	48,600
2031	300,000	48,600	348,600
2032	915,000	36,600	951,600
Total	5,890,000	1,498,148	7,388,148

DEBT SCHEDULES:

Subordinate Lien Utility System Revenue Bonds
Series 1998- \$3,352,000
Principal Due - September 15

Fiscal Year	Principal	Interest	Total
2017	69,000	113,535	182,535
2018	72,000	110,430	182,430
2019	75,000	107,190	182,190
2020	79,000	103,815	182,815
2021	82,000	100,260	182,260
2022	86,000	96,570	182,570
2023	90,000	92,700	182,700
2024	94,000	88,650	182,650
2025	98,000	84,420	182,420
2026	103,000	80,010	183,010
2027	108,000	75,375	183,375
2028	113,000	70,515	183,515
2029	118,000	65,430	183,430
2030	123,000	60,120	183,120
2031	129,000	54,585	183,585
2032	135,000	48,780	183,780
2033	141,000	42,705	183,705
2034	147,000	36,360	183,360
2035	154,000	29,745	183,745
2036	161,000	22,815	183,815
2037	169,000	15,570	184,570
2038	177,000	7,965	184,965
Total	2,523,000	1,507,545	4,030,545

DEBT SCHEDULES:

Subordinate Lien Utility System Revenue Bonds Series 1999 - \$270,000 Principal Due September 15			
Fiscal Year	Principal	Interest	Total
2017	5,000	9,000	14,000
2018	6,000	8,775	14,775
2019	6,000	8,505	14,505
2020	6,000	8,235	14,235
2021	6,000	7,965	13,965
2022	7,000	7,695	14,695
2023	7,000	7,380	14,380
2024	7,000	7,065	14,065
2025	8,000	6,750	14,750
2026	8,000	6,390	14,390
2027	9,000	6,030	15,030
2028	9,000	5,625	14,625
2029	9,000	5,220	14,220
2030	10,000	4,815	14,815
2031	10,000	4,365	14,365
2032	11,000	3,915	14,915
2033	11,000	3,420	14,420
2034	12,000	2,925	14,925
2035	12,000	2,385	14,385
2036	13,000	1,845	14,845
2037	14,000	1,260	15,260
2038	14,000	630	14,630
Total	200,000	120,195	320,195

DEBT SCHEDULES:

**Utility System Revenue and Refunding Bonds
Series 2010 - \$5,910,000
Principal Due - September 15**

Fiscal Year	Principal	Interest	Total
2017	575,000	126,788	701,788
2018	595,000	106,663	701,663
2019	615,000	88,813	703,813
2020	635,000	68,825	703,825
2021	655,000	47,394	702,394
2022	675,000	24,469	699,469
Total	3,750,000	462,952	4,212,952

**Utility System Revenue and Refunding Bonds
Series 2012 - \$4,700,000
Principal Due - September 15**

Fiscal Year	Principal	Interest	Total
2017	200,000	146,300	346,300
2018	205,000	140,300	345,300
2019	205,000	134,150	339,150
2020	215,000	128,000	343,000
2021	220,000	119,400	339,400
2022	230,000	110,600	340,600
2023	240,000	101,400	341,400
2024	250,000	91,800	341,800
2025	260,000	81,800	341,800
2026	270,000	71,400	341,400
2027	280,000	60,600	340,600
2028	290,000	49,400	339,400
2029	305,000	37,800	342,800
2030	315,000	25,600	340,600
2031	325,000	13,000	338,000
Total	3,810,000	1,311,550	5,121,550

FISCAL AND BUDGETARY POLICIES

I. Statement of Purpose

The City of Granbury is committed to financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication. The broad purpose of these Fiscal and Budgetary Policies are to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs.

Policy scope generally spans areas of accounting and fiscal reporting, internal controls, both operating and capital budgeting, revenue management, investment and asset management, debt management and forecasting. This is done in order to:

- Demonstrate to the citizens of Granbury, the investment community, and the bond rating agencies that the City is committed to a strong fiscal operation;
- Provide precedents for future policy-makers and financial managers on common financial goals and strategies;
- Fairly present and fully disclose the financial position of the City on conformity to generally accepted accounting principals (GAAP); and
- Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates.

These policies will be reviewed and updated annually as part of the budget preparation process.

II. Operating Budget Policy Statement

A. Preparation

Budgeting is an essential element of financial planning, control, and evaluation process of municipal government. The "Operating Budget" is the City's annual financial operating plan. The following funds are appropriated: General Fund, Enterprise funds (Utility Fund and Airport Fund), Special Revenue Funds (Tourism Fund and Granbury Historical Properties), and the Debt Service Fund. The Finance Department prepares the budget, with the cooperation of all departments, and under the direction of the City Manager who makes necessary changes and transmits the document to the City Council.

1. Proposed Budget – Under the City Charter, the City Manager is responsible for preparing and recommending an operating budget for City Council consideration. Such budget shall provide a complete plan for the fiscal year within the provisions of the City Charter.

- A. A budget message which shall outline the proposed financial policies for the next year with explanations of any change from previous years in expenditures and any major changes in policy and complete statement regarding the financial conditions of the City.
 - B. The budget shall include four basic segments for review and evaluation: (1) personnel costs, (2) line item budget for operations and maintenance costs, (3) service level adjustments for increases or decreases to existing service levels, and (4) revenues.
 - C. The budget review process shall include the City Council participation in the development of each of the four segments of the proposed budget.
2. Adoption of the Budget – The budget and all supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be open for public inspection by anyone interested.

At the Council meeting at which time the budget is submitted, the Council will name the time and place of a budget public hearing and will publish the notice of the public hearing at least ten (10) days before the date of the hearing. At this hearing, interested citizens may express their opinions concerning items of expenditure, giving their reasons for wishing the increase or decrease in any items of expense. After the public hearing, the Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least twenty (20) days prior to the beginning of the next fiscal year, adopt the budget by a favorable majority vote of all members of the Council. Should the Council take no action on or prior to such day, the budget, as submitted, shall be deemed to have been finally and unanimously adopted by the Council.

3. The Operating Budget shall be submitted to the Government Finance Officers Association (GFOA) annually for evaluation and consideration for the Award for Distinguished Budget Presentation.

B. Balanced Budget

A Balanced Budget is defined as a budget with total expenditures not exceeding total revenues and monies available in the fund balance within an individual fund. The goal of the City is to balance the operating budget with the current revenues, whereby, current revenues would match and fund on-going expenditures.

C. Planning

The budget process will be coordinated so that major policy issues are identified prior to the budget approval date. This will allow the City Council adequate time for consideration of appropriate decisions and analysis of financial impacts.

D. Reporting

Summary financial reports will be presented to the City Council quarterly. These reports will be in a format appropriate to enable the City Council to understand the overall budget and financial status. The City Manager will also present a mid-year report to the City Council following the end of the second fiscal quarter which updates the status of projects and related financial goals set forth in the budget.

E. Control and Accountability

Each Department Director, appointed by the City Manager, will be responsible for the administration of his/her departmental budget. This includes accomplishing the objectives adopted as part of the budget and monitoring each departmental budget for compliance with spending limitations.

F. Contingency Appropriations

The budget may include contingency appropriations within designated operating departmental budgets. These funds are to offset expenditures for unexpected maintenance or other unanticipated or unforeseen expenses that might occur during the year. The Contingency Accounts for 2015-16 is \$285,000 in the General Fund and \$100,000 in the Utility Fund.

III. Asset Management**A. Cash Management and Investments**

The City Council has formally approved a separate Investment Policy for the City of Granbury that meets the requirements of the public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. This policy is reviewed annually by the City Council and it applies to all financial assets held by the City.

1. Statement of Cash Management Philosophy – The City shall maintain a comprehensive cash management program to include the effective collection of all accounts receivable, the prompt deposit of receipts to the City's depository, the payment of obligations, and the prudent investment of idle funds in accordance with this policy.
2. Objectives - The City's investment program will be conducted as to accomplish the following listed in priority order:
 - a. Safety of the principal invested
 - b. Liquidity and availability of cash to pay obligations when due
 - c. Receive the highest possible rate of return (yield) consistent with the City's investment policy.
3. Safekeeping and Custody - Investments may only be purchased through brokers/dealers who meet the criteria detailed in the investment policy, which also addresses internal controls related to investments.

4. Standard of Care and Reporting – Investments will be made with judgment and care, always considering the safety of principal to be invested and the probable income to be derived. The Director of Finance is responsible for overall management of the City’s investment program and ensures all investments are made in compliance with the investment policy. An investment report, providing both summary and detailed information, will be presented to the City Council quarterly.
5. Authorized Investments – The City can currently invest in the following:
 - a. U.S Treasury and Agency securities;
 - b. Obligations of this state or other states, agencies, counties, cities, rated as to investment quality by a nationally recognized investment rating firm of not less than A;
 - c. Certificates of Deposit;
 - d. Fully collateralized Repurchase Agreements;
 - e. No-load Money Market Mutual Funds;
 - f. Investment Pools that meet the requirements of PFIA.

B. Capital Expenditures

These assets will be reasonably safeguarded and properly accounted for, and prudently insured.

1. Capitalization Criteria – For purposes of budgeting and accounting classification, capital expenditures are defined as a purchase of an asset that contains the following criteria:
 - The asset is owned by the City.
 - The expected useful life of the asset must be longer than one year, or extend the life of an identifiable existing asset by more than one year.
 - The original cost of the asset must be at least \$5,000.
 - The asset must be tangible.
 - On-going repairs and general maintenance are not capitalized.
2. New Purchases – All costs associated with bringing the asset into working order will be capitalized as part of the asset costs. This will include start up costs, engineering or consultant type fees as part of the asset cost once the decision or commitment to purchase the asset is made. The cost of land acquired should include all related costs associated with its purchase.
3. Improvements and Replacement – Improvements will be capitalized when they extend the original life of an asset or when they make the asset more valuable than it was originally. The replacement of assets components will normally be expensed unless they are of a significant nature and meet all the capitalization criteria.
4. Contributed Capital – Infrastructure assets received from developers or as a result of annexation will be recorded as equity contributions when they are received.

5. Distributions Systems – All costs associated with public domain assets, such as streets and utility distribution lines will be capitalized in accordance with the capitalization policy. Costs should include engineering, construction and other related costs including right of way acquisition.
6. Reporting and Inventory – The Finance Department will maintain the permanent records of the City’s fixed assets, including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. Periodically, random sampling at the department level will be performed to inventory fixed assets assigned to that department. Responsibility for safeguarding the City’s fixed assets lies with the department Director whose department has been assigned the asset.

IV. Debt Management

The City of Granbury recognizes the primary purpose of capital facilities is to provide services to the citizens. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements. In meeting demand for additional services, the City will strive to balance the needs between debt financing and “pay-as-you-go” methods. The City realizes that failure to meet the demands of growth may inhibit its continued economic vitality, but also realizes that too much debt may have detrimental effects on the City’s long-range financial condition.

The City will issue debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow it to fulfill its various purposes as a city.

- A. **Usage of Debt** – Debt financing will be considered for non-continuous capital improvements which citizens will be benefited. Alternatives for financing will be explored prior to debt issuance and include, but not limited to:

- Grants
- Use of Reserve Funds
- Use of Current Revenues
- Contributions from developers and others
- Leases
- Impact Fees

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period of time greater than the useful life of the improvement and it will determine that the cost benefit of the improvement, including interest costs, is positive to the community.

B. Types of Debt –

1. General Obligation Bonds – General obligation bonds must be authorized by a vote of the citizens of Granbury. They are used only to fund capital assets of the general government and are not to be used to fund operating needs of the City. The full faith and credit of the City as well as the City's ad valorem taxing authority back general obligation bonds. Conditions for issuance of general obligation debt include:

When the project will have a significant impact on the tax rate;
 When the project may be controversial even though it is routine in nature; or
 When the project falls outside normal bounds of projects the City has typically done.

2. Revenue Bonds – Revenue bonds will be issued to provide for the capital needs of any activities where the capital requirements are necessary for a continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The average life of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issue.

3. Certificates of Obligation, Contract Obligations (CO's) – Certificates of obligation or contract obligations may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be either from general revenues (tax-supported) by a specific revenue stream(s) or a combination of both. Typically, the City may issue CO's when the following conditions are met:

- When the proposed debt will have a minimal impact on future effective property tax rates;
- When the projects to be funded are within the normal bounds of city capital projects, such as roads, parks, various infrastructure and City facilities; and
- When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issue.

Certificates of obligation will be the least preferred method of financing and will be used with prudent care and judgment by the City Council. Every effort will be made to ensure public participation in decisions relating to debt financing.

- C. **Method of Sale** – The City will use a competitive bidding process in the sale of bonds unless conditions in the bond market or the nature of the issue warrant a negotiated bid. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor in selection of the underwriter or direct purchaser.

- D. **Disclosure** – Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the preliminary Official Statements. The City will take the responsibility for the accuracy of all financial information released.
- E. **Federal Requirements** – The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.
- F. **Debt Restructuring** – The City will issue bonds not to exceed the useful life of the asset being financed. The structure should approximate level debt service unless operational matters dictate otherwise. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options and the like, will be given consideration during the structuring of long-term debt instruments.
- G. **Debt Coverage Ratio** – Refers to the number of times the current combined debt service requirements or payments would be covered by the current operating revenues, net of on-going operating expenses of the City's combined utilities (Electric, Water, and Wastewater). The current bond ordinance for outstanding utility debt requires a combined minimum 1.25 times coverage ratio.
- H. **Bond Reimbursement Resolutions** – The City may utilize bond reimbursements as a tool to manage its debt issues, due to arbitrage requirements and project timing. In so doing, the City uses its capital reserves "cash" to delay bond issues until such time when issuance is favorable and beneficial to the City.

The City Council may authorize a bond reimbursement resolution for General Capital projects that have a direct impact on the City's ad valorem tax rate when the bonds will be issued within the term of the existing City Council.

The City Council may also authorize revenue bond reimbursements for approved utility and other self-supporting capital projects.

V. **Other Funding Alternatives**

When at all possible, the City will research alternative funding opportunities prior to issuing debt or increasing user-related fees.

- A. **Grants** – All potential grants will be examined for any matching requirements and the source of those requirements identified. A grant funding worksheet, reviewed by Finance, that clearly identifies funding sources, outcomes and other relevant information will be presented and approved by the City Council prior to any grant application being submitted. It must be clearly understood that any resulting operation requirements of the grant could be discontinued once the term and conditions of the project have been terminated. The City Council must authorize acceptance of any grant funding.

- B. **Use of Reserve Funds** - The City may authorize the use of reserve funds to potentially delay or eliminate a proposed bond issue. This may occur due to higher than anticipated fund balances in prior years, thus eliminating or reducing the needs for debt proceeds, or postpone a bond issue until market conditions are more beneficial or timing of the related capital improvements does not correspond with the planned bond issue. Reserve funds used in this manner are replenished upon issuance of the proposed debt.
- C. **Developer Contributions** – The City will require developers who negatively impact the City’s utility capital plans to offset those impacts.
- D. **Leases** – The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such arrangement is advantageous to the City.
- E. **Impact Fees** – The City will impose impact fees as allowable under state law for both water and wastewater services. These fees will be calculated in accordance with statute and reviewed at least every three years. All fees collected will fund projects identified within the Fee study and as required by state laws.

VI. Financial Conditions and Reserves

The City of Granbury will maintain budgeted minimum reserves in the ending working capital/ fund balances to provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency, allow stability of City operations should revenues fall short of budgeted projections and provide available resources to implement budgeted expenditures without regard to actual timing of cash flows into the City.

- A. **Operational Coverage** – The City’s goal is to maintain operations coverage of 1.00, such that operating revenues will at least equal or exceed current operating expenditures. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques.
- B. **Operating Reserves** – City wide the City will maintain reserves at a minimum of ninety (90) days (25%) of net budgeted operating expenditures. Net budgeted operating expenditures are defined as total budgeted expenditures less interfund transfers and charges, general debt service (tax-supported), direct cost for purchased power and payments from third party grant monies.
 - 1. **General Fund** – The unobligated fund balance in the General Fund should equal at least ninety (90) days or 25% of annual budgeted General Fund expenditures.
 - 2. **Utility Fund** –Working capital reserves in the Utility Fund should be 25% or ninety (90) days.

For all other funds, the fund balance is the excess of assets over liabilities which is an

indication of strength of each particular fund at a specific time. The ultimate goal of each such fund is to have expended the fund balance at the conclusion of the activity for which the fund was established.

Reserve requirements will be calculated as part of the annual budget process and any additional required funds to be added to the reserve balances will be appropriated within the budget. Funds in excess of the minimum reserves may be expended for City purposes at the will of the City Council once it has been determined that the use of the excess will not endanger reserve requirements in future years.

- C. **Liabilities and Receivables** – Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Accounts receivable procedures will target collection for a maximum of 30 days of service. Receivables aging past 120 days will be sent to a collection agency.

Capital Projects Funds – Every effort will be made for all monies within the Capital Projects Funds to be expended within thirty-six (36) months of receipt. The fund balance will be invested and income generated will offset increases in construction costs or other costs associated with the projects. Capital project funds are intended to be expended totally, with any unexpected excess to be transferred to the Debt Service Fund to service project-related debt service.

- E. **General Debt Service Funds** - Revenues within this fund are stable, based on property tax revenues. Balances are maintained to meet contingencies and to make certain that the next year's debt service payments may be met in a timely manner. The fund balance should not fall below one month or 1/12th annual debt service requirements, in accordance with IRS guidelines.
- F. **Investment of Reserve Funds** - The reserve funds will be invested in accordance with the City's investment policy.

VII. Internal Controls

- A. **Written Procedures** – Wherever possible, written procedures will be established and maintained by the Director of Finance for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.
- B. **Department Directors Responsibility** - Each department director is responsible for ensuring that good internal controls are followed throughout the department, that all Finance Department directives are implemented and that all independent auditor internal control recommendations are addressed.

BASIS OF ACCOUNTING & BUDGETING

The City's basis of accounting conforms to Generally Accepted Accounting Principles (GAAP) as established by the Governmental Accounting Standards Board (GASB), and the Comprehensive Annual Financial Report (CAFR) is prepared under the modified accrual and accrual basis of accounting, as required by GAAP. The City's basis of budgeting essentially follows the basis of accounting (modified accrual for government funds and full accrual for proprietary funds); however, there are exceptions, which are described below.

- A. Only revenues expected to be received during the year or soon thereafter are included in revenue estimates (budget basis). For GAAP purposes, governmental fund type revenues are recognized when they are both "*measurable and available*" according to the modified accrual basis of accounting. Proprietary fund type revenues are recognized when earned according to the accrual basis of accounting.
- B. Only amounts that will be spent or encumbered by the end of the fiscal year are recorded as expenditures (budget basis). For GAAP purposes, governmental and proprietary fund type expenditures are recorded when incurred according to the modified accrual and accrual basis of accounting.
- C. Depreciation expense is not displayed and capital expenditures and bond principal payments are shown as utilized by each fund (budget basis).
- D. Compensated absences (accrued but unused leave) and employee benefits are not reflected in the budget.
- E. Transfers are classified as revenues and expenditures (budget basis) rather than as "other financing sources or uses" (accounting basis).





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APPROVED POSITIONS

BY FUND

	FY 2013-14		FY 2014-15		FY 2015-16		FY 2016-17		TOTAL
	FT	PT	FT	PT	FT	PT	FT	PT	
GENERAL FUND									
City Manager	2	-	2	-	2	-	2	-	2
City Secretary	2	-	2	-	2	-	2	1	3
Human Resources	2	-	2	-	2	-	2	-	2
Finance	5	-	6	-	6	-	6	-	6
Purchasing	2	-	2	-	2	-	2	-	2
Warehouse	2	-	2	-	2	-	2	-	2
Information Technology	2	-	2	-	2	-	2	-	2
City Wi-Fi	1	-	1	-	1	-	-	-	-
Granbury Broadcasting Svcs	2	1	1	1	1	-	1	-	1
Assistant City Manager	1	-	1	-	1	1	1	-	1
Building & Permits	3	-	4	-	6	-	7	-	7
Economic Development	2	-	2	-	-	1	1	-	1
Community Development	5	-	6	-	5	-	5	-	5
Clean Air Coalition	-	-	1	-	1	-	1	-	1
Municipal Court	3	2	3	2	2	2	2	1	3
Police	38	-	39	-	39	-	39	-	39
Fire	-	1	-	1	1	-	1	-	1
Streets	5	1	6	1	6	1	6	1	7
Fleet Maintenance	4	-	4	-	4	-	4	-	4
Building Maintenance	9	-	9	-	9	-	9	-	9
Parks and Recreation	19	6	19	6	19	6	19	6	25
Cemetery	1	-	1	-	1	-	1	-	1
TOTAL GENERAL FUND	110	11	115	11	114	11	115	9	124
UTILITY FUND									
Utility Administration	3	-	3	-	3	-	3	-	3
Meter Reading	3	-	3	-	3	-	3	-	3
Water Treatment	7	-	7	-	7	-	8	-	8
Electric	7	-	7	-	7	-	6	1	7
Water Distribution	4	-	4	-	4	-	4	1	5
Wastewater Treatment	6	-	6	-	6	-	6	-	6
Wastewater Collection	4	-	4	-	4	-	4	-	4
Public Works	4	-	4	-	4	-	2	-	2
TOTAL UTILITY FUND	38	0	38	0	38	0	36	2	38
AIRPORT FUND									
Airport	2	3	2	4	2	4	2	4	6
TOTAL AIRPORT FUND	2	3	2	4	2	4	2	4	6
TOURISM FUND									
Tourism	4	5	3	2	-	-	-	-	-
Conference Center	6	5	5	4	5	4	5	4	9
TOTAL TOURISM FUND	10	10	8	6	5	4	5	4	9
TOTAL EMPLOYEES	160	24	163	21	159	19	158	19	177

APPROVED POSITIONS

SIGINIIFICANT CHANGES

EXPLANATION OF SIGNIFICANT POSITION CHANGES FOR FISCAL YEAR 2016-2017

City Secretary– added part time position to coordinate document retention initiative

City Wi-Fi– the City is phasing out the City Wi-Fi service and therefore the technical position was no longer needed in that department

Economic Development– Part-time position from the Assistant City Manager department was combined with the part-time position in the Economic Development department

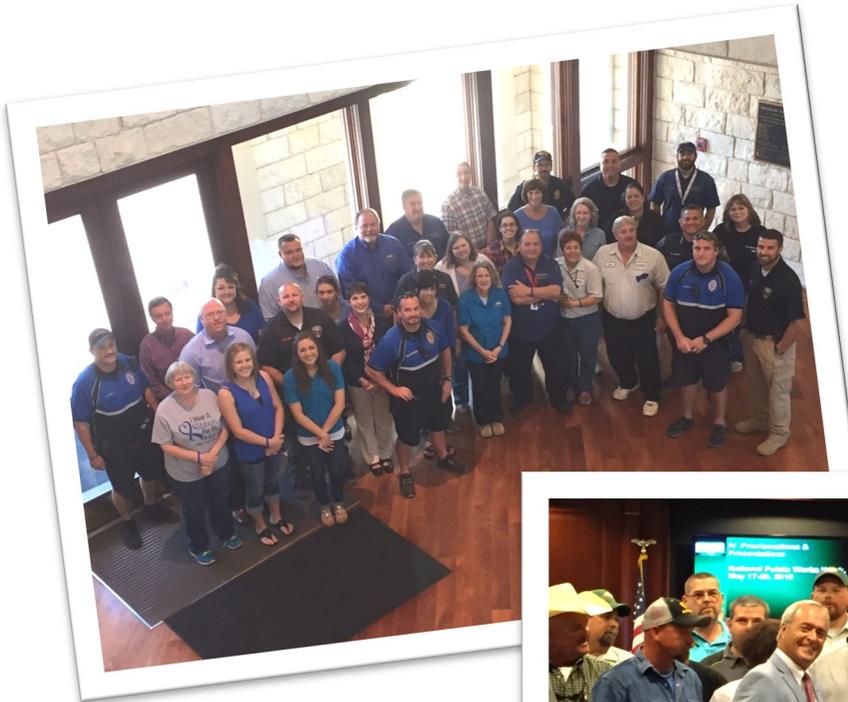
Municipal Court– removed position for part-time clerk

Police– changed one of the School Resource Officer positions to Evidence/Information Systems Tech

Water Treatment– added additional position to begin training for the new Water Treatment Plant

Electric & Water Distribution– split a full-time position from Electric department to be paid 1/2 from Electric department and 1/2 from Water Distribution department based on related duties.

Public Works– eliminated one project inspector and transferred one position to the Building & Permits department.



UTILITY RATE SCHEDULE

Electric Rate Structure - last updated 5-3-2016

Residential Rate Structure

<i>Electric</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Minimum charge	13.75	25.00
Energy Charge per/kWh	0.0246	0.0246

Commercial/ Multi Unit Rate Structure

<i>Electric</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Minimum- Small Commercial	35.00	45.00
Minimum- Large Commercial	72.00	82.00
Minimum- Multi Unit	13.75	25.00
Energy Charge per/kWh	0.0246	0.0246

Power Cost Adjustment Factor - In addition to the appropriate base rates, each customer's monthly charges shall be increased by an amount equal to the total power cost incurred in providing service.

<i>All Customers</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Residential Sales Tax	1.50%	n/a
Commercial Sales Tax	8.25%	6.25%

Garbage Rate Structure - last updated 07-05-13

<i>Garbage</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Residential Customer	8.57	n/a
Commercial Customer	*varies	n/a

* rates will be set by type, amount, and frequency of service

<i>All Customers</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Residential Sales Tax	8.25%	n/a
Commercial Sales Tax	8.25%	n/a

UTILITY RATE SCHEDULE

Water Rate Structure - last updated 06-15-2013

Residential Rate Structure

<i>Water</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Minimum Charge	16.00	24.60
Rate per 1,000 gallons:		
0-2,000 gallons	5.00	7.00
2,000- 10,000 gallons	6.75	9.45
10,001-20,000 gallons	7.75	9.75
over 20,000 gallons	8.00	10.00

Commercial/ Multi Unit Rate Structure

<i>Water</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Minimum Per Meter Size:		
3/4" Meters	18.00	25.00
1" Meters	37.00	52.00
2" Meters	174.00	244.00
3" and 4" Meters	348.00	488.00
Rate per 1,000 gallons:		
0-2,000 gallons	5.00	7.00
2,000- 10,000 gallons	6.75	9.45
10,001-20,000 gallons	7.75	9.75
over 20,000 gallons	8.00	10.00

Sewer Rate Structure - last updated 06-15-2013

Residential Rate Structure

<i>Sewer</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Minimum Charge	24.00	34.00
Rate per 1,000 gallons	3.50	5.25

Commercial/ Multi Unit Rate Structure

<i>Sewer</i>	<i>Inside City Limits</i>	<i>Outside City Limits</i>
Minimum- Small Commercial	36.50	44.50
Minimum- Large Commercial	36.50	44.50
Minimum- Multi Unit	6.50	10.00
Rate per 1,000 gallons	3.50	5.25

ORDINANCE NO. 16-44

AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE CITY OF GRANBURY, TEXAS FOR FISCAL YEAR 2016-2017; PROVIDING FOR SEVERABILITY CLAUSE; AND NAMING AN EFFECTIVE DATE.

WHEREAS, it is the responsibility of the City Council under the Laws of the State of Texas and the City Charter to approve a fiscal budget for the operation of City Government in providing services and community development; and

WHEREAS, a public hearing for citizen participation was held on September 6, 2016 for consideration of the proposed budget for Fiscal Year 2016-2017;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRANBURY, TEXAS:

ADOPTION OF FISCAL BUDGET

That the proposed annual budget for the fiscal year 2016-2017 of the City of Granbury, Texas, commencing on the 1st day of October, 2016, and ending on the 30th day of September, 2017, heretofore prepared and submitted to the City Council by the City Manager be approved and adopted. Copies of said budget shall be kept on file in the office of the City Secretary.

SEVERABILITY CLAUSE

That if any section, provision, subsection, paragraph, sentence, clause, phrase or word in this Ordinance or application thereof to any person or circumstance is held invalid by any court of competent jurisdiction, such holdings shall not affect the validity of the remaining portions of this Ordinance, and the City Council of the City of Granbury, Texas hereby declares it would have enacted such remaining portions, despite such invalidity.

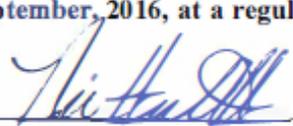
REPEALING CLAUSE

All Ordinances or parts of Ordinances in conflict herewith are repealed to the extent of conflict only.

EFFECTIVE DATE

This ordinance shall become effective from and after its passage and publication as required by law.

PASSED AND APPROVED on the 6th day of September, 2016, at a regular meeting of the City Council of the City of Granbury, Texas.



 NIN HULETT, MAYOR

ATTEST:



 CARLA WALKER, CITY SECRETARY



APPROVED AS TO FORM AND LEGALITY:



 WALTER W LEONARD, CITY ATTORNEY



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ORDINANCE NO. 16-45

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRANBURY, TEXAS, LEVYING TAXES FOR THE TAX YEAR 2016-2017; ENACTING PROVISIONS INCIDENT AND RELATING TO THE SUBJECT AND PURPOSE OF THIS ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; REPEALING CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City council has approved, by separate ordinance adopted on September 6, 2016, an annual budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017 (tax year 2016-2017); and

WHEREAS, the City Council finds that as ad valorem tax must be levied to provide the revenue requirements of the Budget for the tax year 2016-2017; and

WHEREAS, all statutory and constitutional requirements concerning the levying and assessing of ad valorem taxes have been complied with.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRANBURY, TEXAS:

SECTION 1.

The City of Granbury, Texas does hereby levy and adopt a tax rate for tax year 2016-2017 and for each year thereafter until otherwise ordained as follows:

\$0.187950	for the purposes of maintenance and operation
<u>\$0.209634</u>	for the payment of principal and interest on debt of this City
\$0.397584	Total Tax Rate

The above tax rate shall be assessed and collected on each One Hundred Dollars (\$100.00) of assessed value of all taxable property, real, personal, and mixed, situated within the corporate limits of the City of Granbury on January 1, 2016 and not exempt from taxation by the Constitution and statues of the State of Texas.

SECTION 2.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

SECTION 3.

That the tax so levied and assessed shall be apportioned to the accounts and funds in the amount as set forth above and in the Annual Budget of the City adopted for the Fiscal Year commencing October 1, 2016.

SECTION 4.

Ad Valorem taxes levied by this Ordinance shall be due and payable on October 1, 2016, and shall become delinquent on the first day of February, 2017. Payment of such tax is due in one full installment. Taxes shall be payable at the Office of the Hood County Tax Collector. There shall be no discount for taxes paid prior to January 31, 2017.

SECTION 5.

If the tax is unpaid after January 31, 2017, such tax will become delinquent and penalty and interest will attach and accrue as provided by Texas Tax Code, Section 33.01.

SECTION 6.

As provided by Texas Tax Code, Section 33.07, in the event the taxes become delinquent and remain delinquent on July 1, 2017 and in the event such delinquent taxes are referred to an attorney for collection, an additional penalty in the amount of compensation to be paid in connection with the collection of the delinquent taxes as specified in the contract with the attorney shall be added as collection costs to be paid by the taxpayer.

SECTION 7.

The Hood County Tax Collector is hereby authorized to collect the taxes levied under this Ordinance. The City and Hood County shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

SECTION 8.

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

SECTION 9.

All Ordinances or parts of Ordinances in conflict herewith are repealed to the extent of conflict only.

SECTION 10.

This Ordinance shall become effective from and after its date of passage and publication.

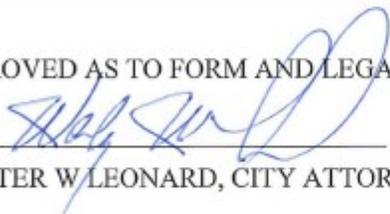
Presented, passed and approved on the 6th day of September, 2016 at a regular meeting of the City Council of the City of Granbury, Texas.



NIN HULETT, MAYOR

ATTEST:


CARLA WALKER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:


WALTER W LEONARD, CITY ATTORNEY



ADVISORY BOARDS & COMMISSIONS

In addition to the permanent advisory boards and commissions listed, the Council also appoints temporary advisory committees from time to time to address specific, short term issues. The 2014-2015 Membership of Advisory Boards and Commissions include:

Granbury Regional Airport Board. Studies and makes recommendations to the City Council regarding operations and facility improvements of the municipal airport. Ensures that the municipal airport is efficiently and adequately meeting the needs of the City and the air transportation industry.

Jackie W. Vaughn, Chair	Charles (Rick) Huber	Timothy Rothenbush
Rich Chiappe	Monty Johnson (alternate)	Terry Strange
Paula Holder	Andy Rash	Mark Zimmermann

Building Standards, Plumbing, Adjustments & Appeals Board. Hears and renders decisions on rulings by City building inspectors or officials in regards to code interpretation, enforcement and substandard housing or structures within the City.

Russell Pruitt, Chair	Brian Gaffin	Bob White
Brian Blevins	Terry Taylor	David Zunker
Billy Friesen		

Cemetery Board. Studies and makes recommendations to the City Council regarding operations and facility improvements of the municipal cemetery. Ensures that the cemetery is efficiently and adequately meeting the needs of the citizens.

David Southern, Chair	Jake Caraway (Alternate)	Carol Walton
John Boozer	Lometa Kennon	Billy Wiley
Sylvia Campbell	Asa Maddox	

Historic Preservation Commission. Adopts regulations and restrictions for the preservation of historical places and areas of historical significance. Also establishes criteria for granting or denying requests for alterations to buildings in established historical districts.

Carrie Young, Chair	Shirley Hooks	Amber Ross
Kay Collerain	Bob Pannell	Stan Wasielewski
Connie Jo Duncan		

Municipal Utility Advisory Board. Recommends annual utility budget to City Council. Reviews all utility rates for services and make recommendations to the City Council for any changes. Before Council making final decisions reviews all proposed expansions or contractions of the utility systems and the making of improvements, incurring indebtedness, issuing bonds and the fixing of rates and charges for utility services. Recommends all capital improvement projects for the upcoming five-year period.

Ken Hackett, Chair	Steve Ellis	James Jarrett
Greg Corrigan	Gary Goldston	

Granbury Parks and Recreation Advisory Board. Recommends, to the City Council, uses of parkland and parks/recreation facilities and improvements in programs, activities and facilities to meet community recreation needs and interests.

Jean Cate, Chair	Cathy Kuban	Jo Parker
Barbara Boozer	James Makens	Jone Snider
Bev Groves	Julia Pannell	Kay Wasielewski

Planning and Zoning Commission. Studies and reviews plans and recommends to the City Council action to be taken in regard to City growth and development and comprehensive community planning. Also, makes recommendations and acts as a hearing board on zoning requests. Drafts new development regulations and conducts periodic review of plans and regulations.

Lee D. Daniels, Chair	Steve Gerhardt	Barry Howze
Cathey Briscoe	Tim Hallman	Reda Kay
Stephen Ellis	Tony Hedges	

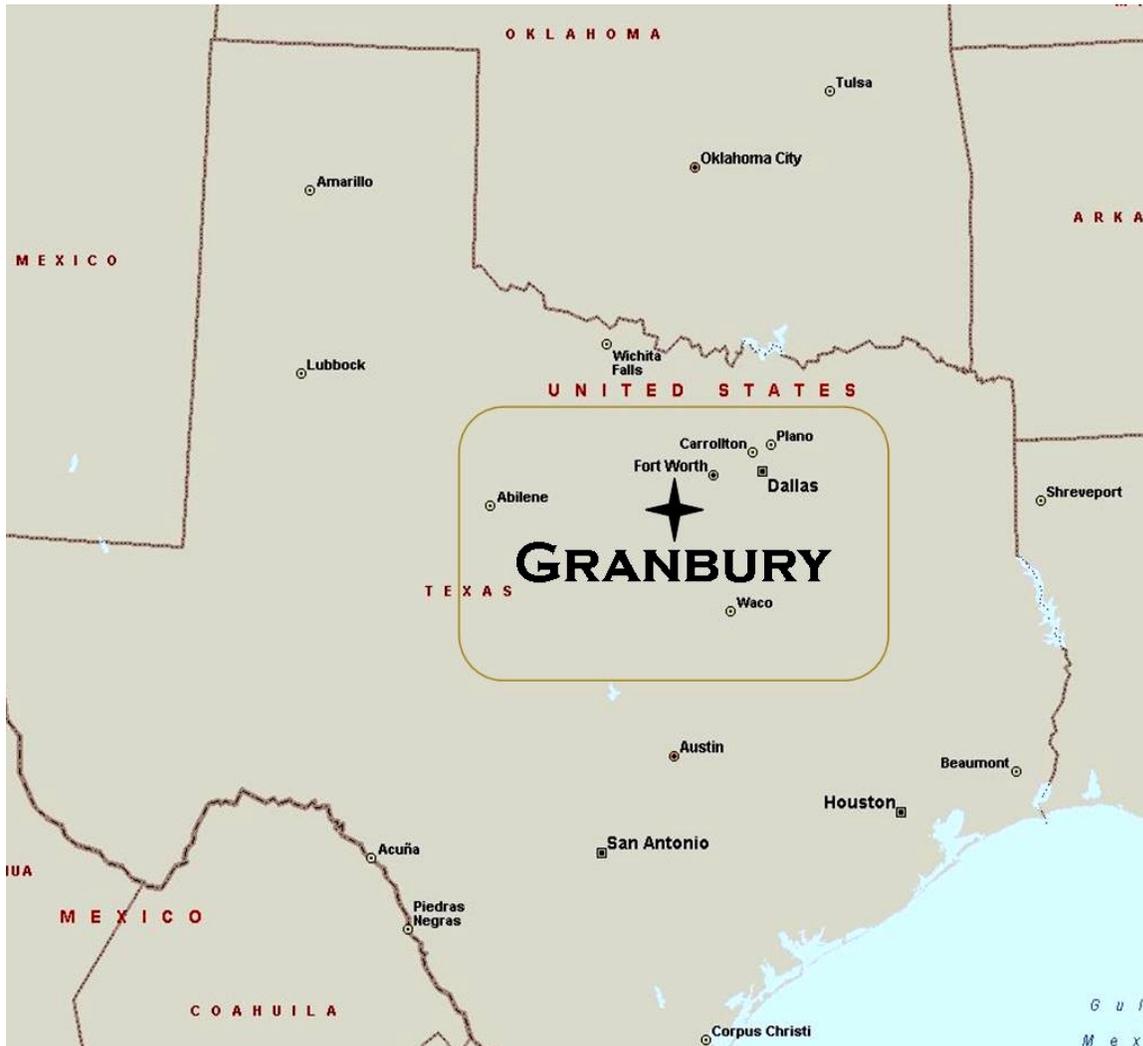
Public Television Channel Advisory Board. Brings forward needs, suggestions and recommendations from the community to aid in development and improvement of the public television channel (Granbury TV). Advises City Council and City staff regarding the City’s broadcast of GISD sports and other programming on KTRL radio through Tarleton State University.

Jackie Solomon, Chair	Chris Cheyne	Thomas Patterson
Jon Back	Kevin Myers	

Zoning Board of Adjustment. Hears and decides appeals that allege that there was an error in any order, requirement, decision or determination made by a City administrative officer, department or board. Also acts on applications that are submitted for a variance or a special exception to City zoning regulations.

Eilleen M. Cate, Chair	Betty Jacobs	Ronnie Wann
Tom Baker	Eddie Rodriguez (Alternate)	
Greg Corrigan (Alternate)	Ernestine Shugart	

LOCATION OF GRANBURY



MILES FROM...

Dallas.....	73
Austin.....	177
Houston.....	285
El Paso.....	579
Atlanta.....	851
Chicago.....	1,031
Los Angeles.....	1,381
New York.....	1,620

MISCELLANEOUS STATISTICS

LEADING TAXPAYERS			
2015			
Rank	Taxpayer	\$000 Assessed Value	% of Total Assessed Val.
1	Health Care Reit Inc	20,761,400	1.86%
2	Lake Granbury Medical	12,396,600	1.11%
3	ARI	11,027,700	0.99%
4	HEB Grocery Company LP	9,198,710	0.83%
5	Wal-Mart Real Estate	9,139,050	0.82%
6	Pacific Lake Granbury LP	9,000,000	0.81%
7	HCRI Texas Properties LTD	8,427,630	0.76%
8	Lake Granbury Medical	7,816,520	0.70%
9	Quicksilver Resources	7,747,330	0.70%
10	Lowe's Home Center	7,715,170	0.69%

LEADING EMPLOYERS		
2014		
Rank	Employer	Number of Employees
1	Granbury ISD	1,028
2	Lake Granbury Medical	570
3	Wal-Mart Supercenter	380
4	Hood County	356
5	H-E-B	244
6	City of Granbury	205
7	United Cooperative Services	175
8	Granbury Care Center	153
9	Total Equipment & Service	145
10	Lowe's	143

TEN LARGEST ELECTRIC CUSTOMERS		
2015		
Rank	Customer	000 Kwh Consumed
1	Granbury ISD	10,523
2	City of Granbury	9,184
3	Lake Granbury Medical Center	4,227
4	Hood County	3,921
5	Waterview Point Retirement	3,444
6	Brookshire Grocery	1,879
7	Lowe's Home Center	1,873
8	Kroger	1,374
9	AT&T	1,146
10	Hilton Garden Inn	1,054

TEN LARGEST WATER CUSTOMERS		
2015		
Rank	Customer	Gallons (hundreds) Consumed
1	City of Granbury	79,475
2	Waterview Point Retirement	78,545
3	Wash My Ride	77,535
4	Lake Granbury Medical	75,959
5	Hood County	75,519
6	Jerry Durant Toyota	75,260
7	Creative Solutions	51,415
8	Lake Granbury Youth Services	46,824
9	Granbury SNF	38,499
10	Kroger	29,312

5 YEAR STRATEGIC PLANS

As part of the budget process, five year strategic plans are forecasted out for each of the four major funds. These strategic plans assume that revenues and expenses will increase at a 3% growth rate each year. The capital improvement projects that have been requested by department heads have also been included for each of the five years. These strategic plans each result in an estimated budget surplus or deficit.

GENERAL FUND

5 YEAR STRATEGIC PLAN

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Tax Base	\$ 1,353,431,800	\$ 1,380,500,436	\$ 1,408,110,445	\$ 1,436,272,654	\$ 1,464,998,107
Tax Rate	0.397584	0.397584	0.397584	0.397584	0.397584
Tax Levy	4,733,875	4,828,553	4,925,124	5,023,626	5,124,099
Collection Rate	99%	99%	99%	99%	99%
Ad Valorem Revenue	4,733,875	4,780,267	4,875,872	4,973,390	5,072,858
Add: Tax Ceiling Revenue	605,106	623,259	641,957	661,216	681,052
Less: I&S Expense	(2,815,083)	(2,907,419)	(2,910,044)	(2,905,919)	(2,914,169)
Ad Valorem Revenue -M&O	\$ 2,523,898	\$ 2,496,107	\$ 2,607,785	\$ 2,728,686	\$ 2,839,741
Sales Tax	\$ 7,350,000	\$ 7,423,500	\$ 7,497,735	\$ 7,572,712	\$ 7,648,439
Other Taxes, Franchise Fees	1,773,363	1,711,912	1,661,093	1,713,245	1,742,036
Licenses & Permits	681,300	701,739	722,791	744,475	766,809
Municipal Court Revenue	189,000	194,670	200,510	206,525	212,721
Park Revenue	192,150	193,795	199,608	205,597	211,764
Interest Income	18,000	18,180	18,362	18,545	18,731
Other Revenue	327,050	192,852	174,797	179,891	185,288
Other Inter-Govt Revenue	1,915,099	304,776	313,919	323,337	333,037
Subtotal	\$ 12,445,962	\$ 10,741,422	\$ 10,788,815	\$ 10,964,328	\$ 11,118,825
Internal Fund Transfers	\$ 1,291,091	\$ 1,329,824	\$ 1,369,719	\$ 1,410,810	\$ 1,453,135
Reserve Contribution	\$ 29,100	\$ -	\$ -	\$ -	\$ -
Non Ad Valorem Revenue	13,766,153	12,071,246	12,158,534	12,375,138	12,571,960
Total Net Revenue	\$ 16,290,051	\$ 14,567,353	\$ 14,766,319	\$ 15,103,824	\$ 15,411,701
Budgeted M&O Expense	\$ 14,035,289	\$ 13,763,999	\$ 14,098,085	\$ 14,436,111	\$ 14,809,696
Required 1% Reserve	162,901	145,674	147,663	151,038	154,117
Net Remaining Funds	2,091,862	657,681	520,571	516,675	447,888
Less Capital Items	(2,091,853)	(663,913)	(526,989)	(523,286)	(454,697)
Budget Surplus/Deficit	\$ 9	\$ (6,232)	\$ (6,418)	\$ (6,611)	\$ (6,809)

* Other Intergovernmental Revenue-- 2016-2017 budget includes TXDOT TAP Grant for the Town Square Project.

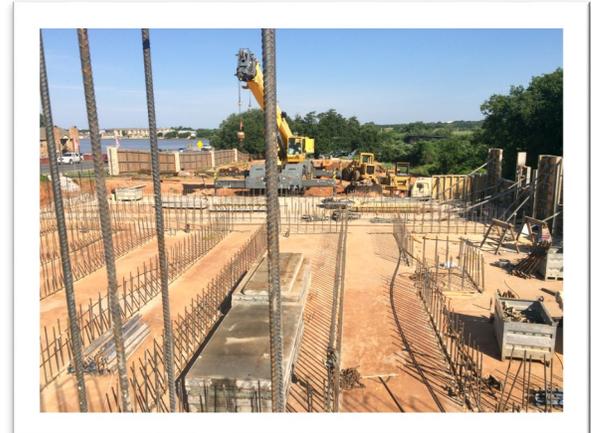
UTILITY FUND

5 YEAR STRATEGIC PLAN

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Electric Revenue	\$ 11,058,000	\$ 9,306,679*	\$ 8,729,919	\$ 8,818,576	\$ 8,864,417
Water Revenue	6,309,520	6,556,803	6,623,926	6,757,205	6,893,175
Sewer Revenue	2,715,000	2,742,850	2,771,000	2,799,452	2,828,212
Interest Income	13,000	13,390	13,792	14,205	14,632
Other Revenue	509,100	519,243	529,592	540,153	550,928
Subtotal	<u>\$ 20,604,620</u>	<u>\$ 19,138,965</u>	<u>\$ 18,668,229</u>	<u>\$ 18,929,592</u>	<u>\$ 19,151,363</u>
Impact Fee Utilization	\$ 450,000	\$ 500,000	\$ 300,000**	\$ 200,000	\$ 100,000
Internal Fund Transfers	-	-	-	-	-
Reserve Contribution	-	-	-	-	-
Total Net Revenue	<u>\$ 21,054,620</u>	<u>\$ 19,638,965</u>	<u>\$ 18,968,229</u>	<u>\$ 19,129,592</u>	<u>\$ 19,251,363</u>
Budgeted M&O Expense	<u>\$ 20,104,062</u>	<u>\$ 17,933,251</u>	<u>\$ 17,366,775</u>	<u>\$ 17,627,989</u>	<u>\$ 17,945,075</u>
Required 1% Reserve	210,546	196,390	189,682	191,296	192,514
Restricted Reserve					
Net Remaining Funds	<u>740,012</u>	<u>1,509,324</u>	<u>1,411,771</u>	<u>1,310,307</u>	<u>1,113,775</u>
Less Capital Items	<u>(740,000)</u>	<u>(1,509,394)</u>	<u>(1,410,000)</u>	<u>(1,310,000)</u>	<u>(1,115,000)</u>
Budget Surplus/Deficit	<u>\$ 12</u>	<u>\$ (70)</u>	<u>\$ 1,771</u>	<u>\$ 307</u>	<u>\$ (1,225)</u>

***Electric Revenue**– New electric power purchase contract will take effect during 2017-2018

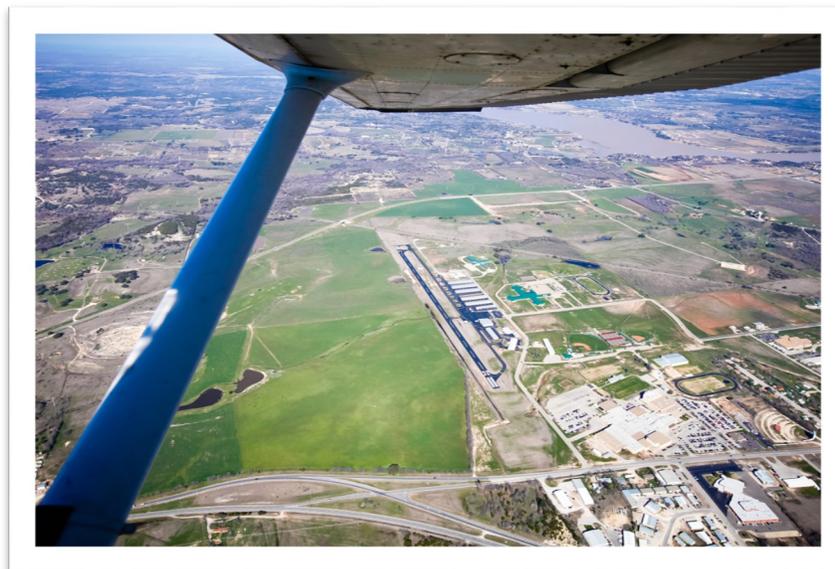
****Impact Fees**– impact fees are budgeted based on projected future impact fee related capital expenditures.



AIRPORT FUND

5 YEAR STRATEGIC PLAN

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Sale of Aviation Fuel	\$ 346,000	\$ 356,380	\$ 367,071	\$ 378,084	\$ 389,426
Hangar Rent	337,880	348,016	358,457	369,211	380,287
Interest Income	-	-	-	-	-
Other Revenue	30,520	31,436	32,379	33,350	34,351
Subtotal	\$ 714,400	\$ 735,832	\$ 757,907	\$ 780,644	\$ 804,063
Intergovernmental Revenues	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Internal Fund Transfers	120,000	113,427	115,917	109,983	107,961
Total Net Revenue	\$ 1,034,400	\$ 1,049,259	\$ 1,073,824	\$ 1,090,627	\$ 1,112,025
Budgeted M&O Expense	\$ 1,034,400	\$ 1,049,259	\$ 1,073,824	\$ 1,090,627	\$ 1,112,025
Net Remaining Funds	-	-	-	-	-
Less Capital Items	-	-	-	-	-
Budget Surplus/Deficit	\$ -				



TOURISM FUND

5 YEAR STRATEGIC PLAN

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Hotel Occupancy Tax	\$ 630,000	\$ 620,000	\$ 650,000	\$ 620,000	\$ 620,000
Opera House Revenue	71,250	71,925	72,620	73,336	74,074
Langdon Center Income	21,000	21,420	26,000	26,500	26,500
Conference Center Income	451,700	427,491	440,516	453,781	462,295
Interest Income	-	-	-	-	-
Other Revenue	24,000	24,720	25,462	26,225	27,012
Subtotal	\$ 1,197,950	\$ 1,165,556	\$ 1,214,598	\$ 1,199,843	\$ 1,209,881
Internal Fund Trnsfer	\$ 289,147	\$ 321,713	\$ 290,064	\$ 303,396	\$ 314,548
Total Net Revenue	\$ 1,487,097	\$ 1,487,269	\$ 1,504,662	\$ 1,503,239	\$ 1,524,428
Budgeted M&O Expense	\$ 1,487,097	\$ 1,457,269	\$ 1,504,662	\$ 1,503,239	\$ 1,524,428
Net Remaining Funds	-	30,000	-	-	-
Less Capital Items	-	(30,000)	-	-	-
Budget Surplus/Deficit	\$ -				



BUDGET GLOSSARY

The Annual Budget contains specialized and technical terminology that is unique to the public finance and budgeting. To help the reader of the Annual Budget document to better understand these terms, a budget glossary has been included in the 2015-16 Annual Operating Budget.

ACCOUNT - A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control, or fund balance.

ACCOUNTING STANDARDS - The generally accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB), which guide the recording and reporting of financial information by state and local governments. The standards establish such guidelines as when transactions are recognized, the types and purposes of funds, and the content and organization of the annual financial report.

ACCOUNTING SYSTEM - Records and procedures which are used to classify, record, and report information on the financial status and operations of the entity.

ACCRUAL BASIS OF ACCOUNTING - A basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or the payment of the expenditure may take place, in whole or in part, in another accounting period.

ACTIVITY - A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. See also **FUNCTION**.

ADOPTED BUDGET - An annual spending plan that is adopted by the City Council.

AD VALOREM TAXES - Taxes levied on real property according to the property's valuation and the tax rate. See **PROPERTY TAXES**.

AIRPORT FUND – Fund used to account for the accumulation of resources for the municipal airport. All activities necessary to provide such services are accounted for in the fund.

AMENDED BUDGET - Includes the adopted budget for a fiscal year, plus any budget amendments or budget transfers.

APPRAISED VALUE (Assessed Valuation) - The value of real and/or personal property assigned by the assessor as a basis for the levying property taxes. (Property values are established by the Hood County Tax Appraisal District.)

APPROPRIATION - A legal authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

ASSETS - Resources owned or held by the City, which have a monetary value.

AUTHORIZED POSITIONS - Employee positions which are authorized in the adopted budget, to be filled during the year.

AUDIT - A comprehensive review of the manner in which the City's resources were actually utilized. The main purpose of an audit is to issue an opinion over the presentation of financial statements and to test the controls over the safekeeping of assets while making any recommendations for improvement where necessary. The City's annual audit is conducted by an independent auditor.

AVAILABLE (ASSIGNED) FUND BALANCE - This refers to the funds remaining from the prior year that are not committed for other purposes and can be allocated in the upcoming budget year.

BALANCED BUDGET - A budget with total expenditures not exceeding total revenues and monies available in the fund balance within an individual fund.

BASE POINT - A unit of measurement used in the valuation of fixed income securities equal to 1/100 of 1% of yield, e.g., "1/4" of 1 percent is equal to 25 basis points.

BASE BUDGET - Cost of continuing the existing levels of service in the current budget year.

BOND - A way of borrowing money long term for capital projects. A long-term IOU or promise to pay a specified sum of money (the face amount of the bond) on a specific date(s) (the bond maturity date) at a specified interest rate. The most common types of bonds are general obligation (G.O.) and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

BONDED DEBT - That portion of indebtedness represented by outstanding bonds.

BOND ORDINANCE - An ordinance or resolution authorizing the sale of government bonds that specifies how revenues may be spent.

BOND REFINIACING - The pay-off and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures and the estimated means of financing them over a fixed time period, usually a year. The approved budget is authorized by ordinance and thus specifies the legal spending limits for the fiscal year.

BUDGET AMENDMENT - The budget may be formally amended after it has been approved.

BUDGET CALENDAR - The schedule of key dates which the City follows in the preparation and adoption of the budget.

BUDGET CONTROL – The control or management of the organization in accordance with and approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

BUDGET DOCUMENT - The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

BUDGET MESSAGE - The opening section of the budget which provides the City Council and the public with a summary of the most important aspects of the budget, changes from previous years and views and recommendations of the City Manager.

BUDGET ORDINANCE - The official enactment, by the City Council, to legally authorize the City Staff to obligate and expend the resources of the City.

BUDGET YEAR - The fiscal year of the City which begins October 1 and ends September 30.

CAFR – see *Comprehensive Annual Financial Report*

CAPITAL ASSETS - Assets of a long-term character, which are intended to continue to be held or used. Examples of capital assets include items such as land, buildings, machinery, furniture and other equipment.

CAPITAL EXPENDITURES – Defined as the charges for the acquisition at the delivered price including transportation, costs of equipment, land, buildings, or improvements of land or buildings, fixtures, and other permanent improvements with a value in excess of \$5,000 and a useful life expectancy of greater than 1 year.

CAPITAL IMPROVEMENT PROGRAM (CIP) - A long-range plan for providing the capital outlays necessary to insure that adequate services are provided to the residents of the City. The plan includes improvements, or the acquisition of structural improvements, and major equipment purchases.

CAPITAL PROJECTS FUND - A fund created to account for financial resources to be used for the acquisition and/or the construction of major capital facilities or equipment.

CAPITALIZED INTEREST – A portion of the proceeds of a bond issue set aside, upon issuance of the bonds, to pay interest on the bonds for a specified period of time. Interest is commonly capitalized during the construction of a revenue-producing project.

CASH BASIS OF ACCOUNTING - The basis of accounting in which transactions are recorded when cash is either received or disbursed for goods and services.

CASH FLOW – A sufficient amount of cash on hand to cover disbursement or payments that are coming due. Part of the duties of the finance director is to ensure sufficient cash is on hand or available in short term investments to meet expected disbursements.

CASH MANAGEMENT - The proper management of the cash necessary to pay for government services while investing temporary, idle, excess cash in order to earn interest revenue.

CERTIFICATE OF DEPOSIT – A deposit with a financial institution for a specified period that earns a specified interest rate.

CERTIFICATES OF OBLIGATION (CO's) - Bonds that finance a variety of public improvement projects which can be backed by general revenues, backed by a specific revenue stream, or a combination of both. Certificates of obligation will be used to fund capital assets where bond issues are not warranted as a result of the cost of the asset(s) to be funded through the instrument. This type of bond generally does not require voter approval.

CHANGE ORDERS – A change in the design or specification of an already approved capital project that often creates a need for an increased expense.

CHART OF ACCOUNTS – A way of recording revenues and expenditures that includes all transactions and that fits the organizational structure. A chart of accounts assigns a unique number to each type of transaction and to each budgetary unit in the organization.

CIP – see *Capital Improvement Program*

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) – This report summarizes financial data for the previous fiscal year in a standardized format.

CITY CHARTER - The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas.

CONTIGENCY - A budgetary reserve set aside for emergencies or unforeseen expenditures.

CURRENT TAXES - Taxes that are due within one year.

DEBT LIMIT – The maximum amount of debt which an issuer of municipal securities is permitted to incur under constitutional, statutory or charter provisions.

DEBT RATIO – Comparative statistics showing the relationship between the issuer's total debt service obligation and the net operating income.

DEBT SERVICE FUND - The fund used to account for accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs other than debt serviced by Proprietary Fund Types. The revenue source is principally ad valorem taxes levied by the City.

DEFICIT - The excess of expenditures over revenues during an accounting period.

DELINQUET TAXES - Real or personal property taxes that remain unpaid on or after February 1st of each year upon which penalties and interest are assessed.

DEPARTMENT - A major administrative organizational unit of the City, which indicates overall management responsibility of one or more activities.

DEPRECIATION - The process of estimating and recording the expired useful life of a fixed asset which is used to distribute its cost over its revenue producing years.

EFFECTIVE INTEREST RATE- When compared to the same property, the tax rate which produces the same effect in terms of the total amount of taxes as compared to the prior year.

ENCUMBRANCE - The commitment of appropriate funds to purchase an item or service. To encumber funds means to set aside or commit funds for specified future expenditure.

ENTERPRISE FUND - A fund established to finance and account for operations

(1) that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or

(2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

EXPENDITURE - Funds spent in accordance with the budgeted appropriations on assets or goods and services obtained.

EXPENSES - A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FIDUCIARY FUND – These funds account for resources that governments hold in trust for individuals or other governments.

FINANCIAL REPORT – see *Comprehensive Annual Financial Report*

FISCAL YEAR - A 12-month period to which the annual operating budget applies. (The City of Granbury has established October 1 through September 30 as its fiscal year.)

FIXED ASSETS – see *Capital Assets*

FRANCHISE FEE - A fee paid by public service businesses for the use of City streets, alleys and property in providing their services to the citizens of the City. Services requiring franchises include electricity, telephone, natural gas, cable television, sanitation, taxicab, water and wastewater.

FULL FAITH AND CREDIT - A pledge of the general taxing power of the City to repay debt obligations (the term typically used in reference to bonds.)

FULL TIME EQUIVALENT (FTE) - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year, or full value of one full-time position.

FUNCTION - A group of related activities aimed at accomplishing a major service for which the City is responsible. For example, public safety is a function.

FUND - An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government functions.

FUND BALANCE - The difference between a fund's assets and its liabilities. Portion of the fund balance may be reserved for various purposes such as contingencies or encumbrances at the end of the fiscal year.

FUNDING SOURCE - Identifies the source of revenue to fund both the operating and capital appropriations.

GAAP – see *Generally Accepted Accounting Principles*

GASB – see *Governmental Accounting Standard Board*

GASB STATEMENT 34 - This Statement establishes financial reporting standards for state and local governments, including states, cities, towns, villages, and special-purpose governments such as school districts and public utilities.

GENERAL FUND - The general operating fund of the City and accounts for the ordinary operations of the City that are financed from taxes and other general revenues. It is used to account for all financial resources except those required to be accounted for in another fund. Major functions financed by the General Fund include: Administration, Financial Services, Public Safety, Community Development, Public Works and Streets, and Parks and Recreation.

GENERAL LEDGER - A listing of various accounts, which are necessary to reflect the financial position of a fund.

GENERAL OBLIGATION (GO) BONDS - Bonds that finance a variety of public improvement projects, backed by the full faith, credit and taxing power of the City. Such bonds constitute debts of the issuer and normally require approval by election prior to issuance.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) - The uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

GFOA – see *Governmental Finance Officers Association*.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) - The authoritative accounting and financial reporting standard-setting body for governmental entities.

GOVERNMENTAL FINANCE OFFICER ASSOCIATION – Professional organization primarily of state and local government finance officers.

GOVERNMENTAL FUNDS – Funds that record the types of activities that are tax-supported and not designed to be self-supporting. Examples include General, Special Revenue, Debt Service, and Capital Projects funds.

GRANT - Contributions of assets by one government unit or other organization to another. Grants are usually to be used or expended for specific purposes.

HOME RULE – A limited grant of discretion from state governments to local governments, concerning either the organization of functions or the raising of revenue. Without home rule, local governments are restricted to whatever functions, organization, and revenue sources are specified by the state government, and are bound by whatever limits in revenue or borrowing that state requires.

HOOD COUNTY APPRAISAL DISTRICT - An entity established by the State of Texas to insure uniform property appraisals for all taxing entities in Hood County.

HOTEL OCCUPANCY TAX (HOT)- Hotel occupancy tax is imposed on the rental of a room or space in a hotel costing \$15 or more each day. The tax applies not only to hotels and motels, but also to bed and breakfasts, condominiums, apartments and houses. Local hotel taxes apply to sleeping rooms costing \$2 or more each day.

IMPACT FEES - Fees assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service relating to capital projects.

INDIRECT COST – A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

INFRASTRUCTURE - Roads, bridges, curbs and gutters, street, sidewalks, drainage systems, lighting systems, water lines, wastewater lines and other improvements that are installed for the common good.

INTEREST – Compensation for the use of borrowed money, generally expressed as an annual percentage of the principal amount.

INTEREST RATE – The annual percentage of principal payable for the use of borrowed money.

INTRAFUND TRANSFERS - The movement of money from one fund to another in a governmental unit for specific purposes: i.e., debt service, reimbursement for services.

INTERGOVERNMENTAL REVENUE - Funds received from federal, state and other local government sources in the form of grants, shared revenues and payments in lieu of taxes.

INVESTMENTS - Securities purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

INVOICE - A bill requesting payment for goods or services by a vendor or other governmental unit.

ISSUANCE – Authorization, sale, and delivery of a new issue of municipal securities.

LETTER OF CREDIT (LOC) – An agreement, usually with a commercial bank, to honor demands for payment upon compliance with conditions established in the agreement.

LEVY - To impose taxes, special assessments, or service charges for the support of City activities.

LIABILITIES - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. This term does not include encumbrances.

LINE-ITEM BUDGET - A budget prepared along departmental lines that focus on what is to be bought.

LIQUIDITY – Usually refers to the ability to convert assets (such as investments) into cash.

LONG-TERM DEBT – Debt with a maturity of more than one year after the date of issuance.

MAJOR FUND – Funds whose revenues, expenditures, assets, or liabilities are at least 10 percent of corresponding total for all governmental and enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds.

MARKET VALUE – Valuing the inventory of held securities at its current market value, as opposed to book value.

MODIFIED ACCRUAL ACCOUNTING - A basis of accounting in which expenditures are accrued, but revenues are accounted for on a cash basis. This accounting technique is combination of cash and accrual accounting since expenditures are immediately incurred as a liability, while revenues are not recorded until they are actually received.

NET ASSETS – In the proprietary and fiduciary funds this is the difference between assets and liabilities.

OBJECT OF EXPENDITURE - An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

OBJECTIVE - Desired output oriented accomplishments, which can be measured and achieved within a given time frame.

ORGANIZATIONAL CHART - A graphic presentation, by function of programs and services provided to clients in the Capital Program.

OPERATING BUDGET - Operating budgets serve many purposes within a governmental entity, but they have two primary purposes:

- (1) to plan the services that are going to be offered during the coming year and set priorities;
 - (2) to conform with legal requirements to ensure that expenditures do not exceed those appropriated.
- Operating budgets are also called Annual Budgets. See **BUDGET**.

ORDINANCE - A formal legislative enactment by the governing board of a municipality.

PAY-AS-YOU-GO BASIS - A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

PAY-AS-YOU-USE – Incurring debt to pay for capital outlays rather than paying out of current revenues.

PER CAPITA DEBT – The amount of an issuer’s debt divided by population, which is used as an indication of the issuer’s credit position by reference to the proportionate debt borne per resident.

PERFORMANCE MEASURE - Data collected to determine how effective or efficient a program is in achieving its objectives.

PERMANENT FUNDS – A category of governmental funds, established by GASBS 34, used to report on funds whose outflow is legally restricted to the earnings, not principal, from the fund for purposes that benefit the government or its citizens.

PERSONNEL COSTS - Costs related to compensating employees including salaries, wages, insurance, payroll taxes and retirement contributions.

PROPERTY TAX - Ad valorem tax levied on both real and personal property according to the property’s valuation and the tax rate.

PROPRIETARY FUNDS – Funds that record activities for which user fees are charged and the intent of the governing body is to recover the costs of the activity. Examples include the Utility and Airport funds.

PUBLIC HEARINGS - Meetings that provide citizens an opportunity to voice their views on the merits of the City's proposals and services.

PURCHASE ORDERS – An agreement drawn up to buy goods and services from a specific vendor with a promise to pay when delivered.

RATING – The credit worthiness of a city as evaluated by independent agencies.

REAL ESTATE TAXES - The revenues from current taxes, delinquent taxes, penalties, and interest on delinquent taxes. These taxes are levied on real property according to the property's assessed value and tax rate.

REAL PROPERTY - Property classified by the State Property Tax Board including residential single and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas and other mineral reserves.

REFUNDING BONDS - Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

REPLACEMENT COST – The cost as of certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

REQUEST FOR BID (RFB) - A formal document used to invite vendors to submit pricing in response to a clearly defined set of requirements.

REQUEST FOR PROPOSAL (RFP) - An official request for proposals to be submitted to the County to perform specified services.

RESERVES - An account used to indicate that a portion of a fund balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

RESOLUTION - A special or temporary order of the City; an order of the City requiring less legal formality than an ordinance.

RETAINED EARNINGS - The equity account reflecting the accumulated earnings of the Proprietary Funds.

REVENUE - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, shared revenues and interest income.

REVENUE BONDS - Legal debt instruments which finance public projects for such services as water or sewer. Bonds whose principal and interest are payable exclusively from a revenue enterprise or project, pledged as the funding source before issuance.

SERVICES - Operational expenses related to professional or technical services and other outside organizations.

SPECIAL ASSESSMENT - Charges imposed against property because that property receives a special benefit by virtue of some public improvement, separate and apart from the general benefit accruing to the public at large.

SPECIAL REVENUE FUND - Funds used to account for the accumulation and distribution of specific resources that are legally restricted to expenditure for specified purposes. The Tourism Fund accounts for the tax revenues received from local hotels and bed and breakfasts and for expenditures made within guidelines of the Texas Hotel Occupancy Tax Act.

SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) - Electronic monitoring of water pump stations, sewer lift stations and pumps and motors at wastewater treatment plant.

SURFACE AREA WATER TREATMENT SYSTEM (SWATS) - Water treatment plant owned by Brazos River Authority (BRA) that, by contract, produces potable water for the City of Granbury. The City of Granbury is a participant in receiving treated water from this plant along with Johnson County Special Utility District, Johnson County Fresh Water Supply District, City of Keene and Acton Municipal Utility District.

SURPLUS - The excess of the assets of a fund over its liabilities; or if the fund has other resources and obligations; the excess of resources over the obligations. The term should not be used without a properly descriptive adjective unless its meaning is apparent from the context. See also Fund Balance.

TAX BASE - The total value of all real, personal and mineral property in the City as of January 1st of each year, as certified by the Hood County Appraisal District. The tax base represents net value after all exemptions.

TAX EXPENDITURES – Abatements, partial of full exemptions, tax credits, deductions or other foregone tax revenues.

TAX LEVY - The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

TAX LEVY ORDINANCE - An ordinance by means of which taxes are levied.

TAX RATE - The amount of tax stated in terms of a unit of the tax base; for example, 44 cents per \$100 of assessed valuation of taxable property.

TAX ROLL - The official list showing the amount of taxes levied against each taxpayer or property.

TRANSFERS IN/OUT - Amounts transferred from one fund to another to assist in financing the services or programs for the recipient fund.

TRUST FUNDS – A fund set up to receive money that the city holds on behalf of other governments (taxes collected for another government) or persons. The governmental unit is holding money that does not belong to it, and over which it exercises minimal if any discretion.

USER CHARGES - The payment of a fee for a direct receipt of a public service by the party benefiting from the service.

UNENCUMBERED FUND BALANCE - For budget purposes, the unencumbered fund balance is the amount of unassigned fund balance of a fund available for allocation.

UNRESERVED FUND BALANCE - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

UTILITY FUND - This fund accounts for water, sewer and electric services for the residents of the City. All activities necessary to provide such services are accounted for in the fund, including administration, operation, and maintenance, financing and related debt service, and billing and collection.

WORKING CAPITAL - For enterprise funds, the excess of current assets over current liabilities. Working capital of a fund is important because budgeted expenditures of the fund must be provided for from cash receipts during the year supplemented by working capital carried over from prior years, if any.

BUDGET ACRONYMS

The Annual Budget contains specialized and technical acronyms that may be unique to the City of Granbury. To help the reader of the document to better understand these acronyms, a list has been included with the Annual Budget.

BRA – Brazos River Authority

BTU – Bryan Texas Utilities

CVB – Convention and Visitors Bureau

DMO- Destination Marketing Organization

ETJ – Extraterritorial Jurisdiction

GISD – Granbury Independent School District

HOT- Hotel Occupancy Tax

SWATS – Surface Water and Treatment System

TXDOT – Texas Department of Transportation