

Groves Annual Fiscal Budget



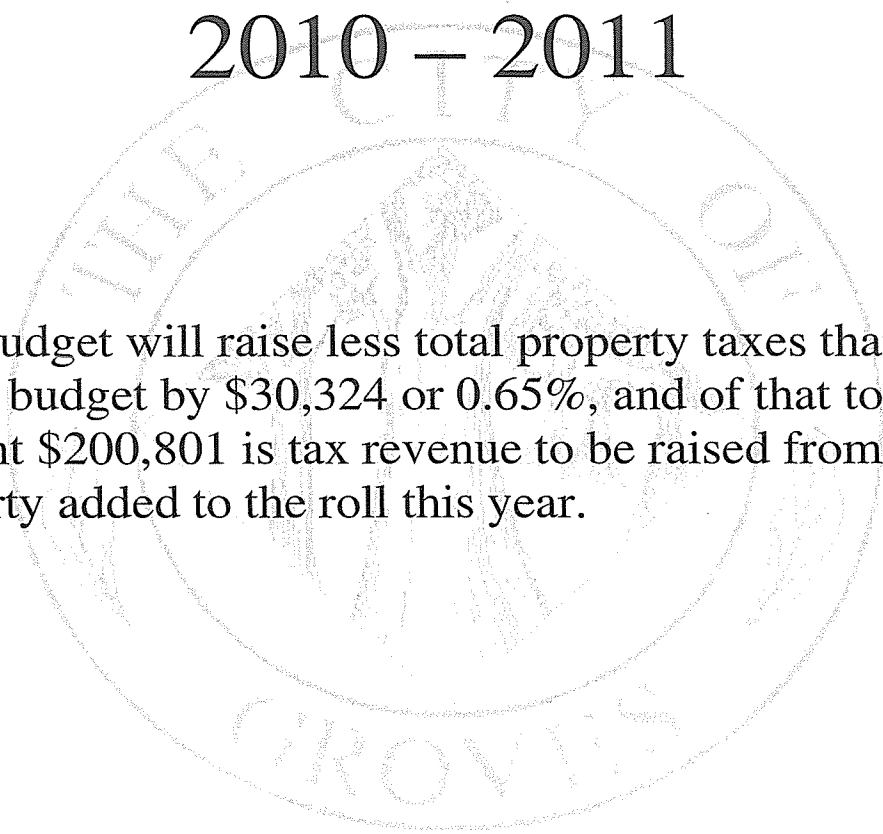
2010 - 2011

CITY OF GROVES

ANNUAL FISCAL BUDGET

2010 – 2011

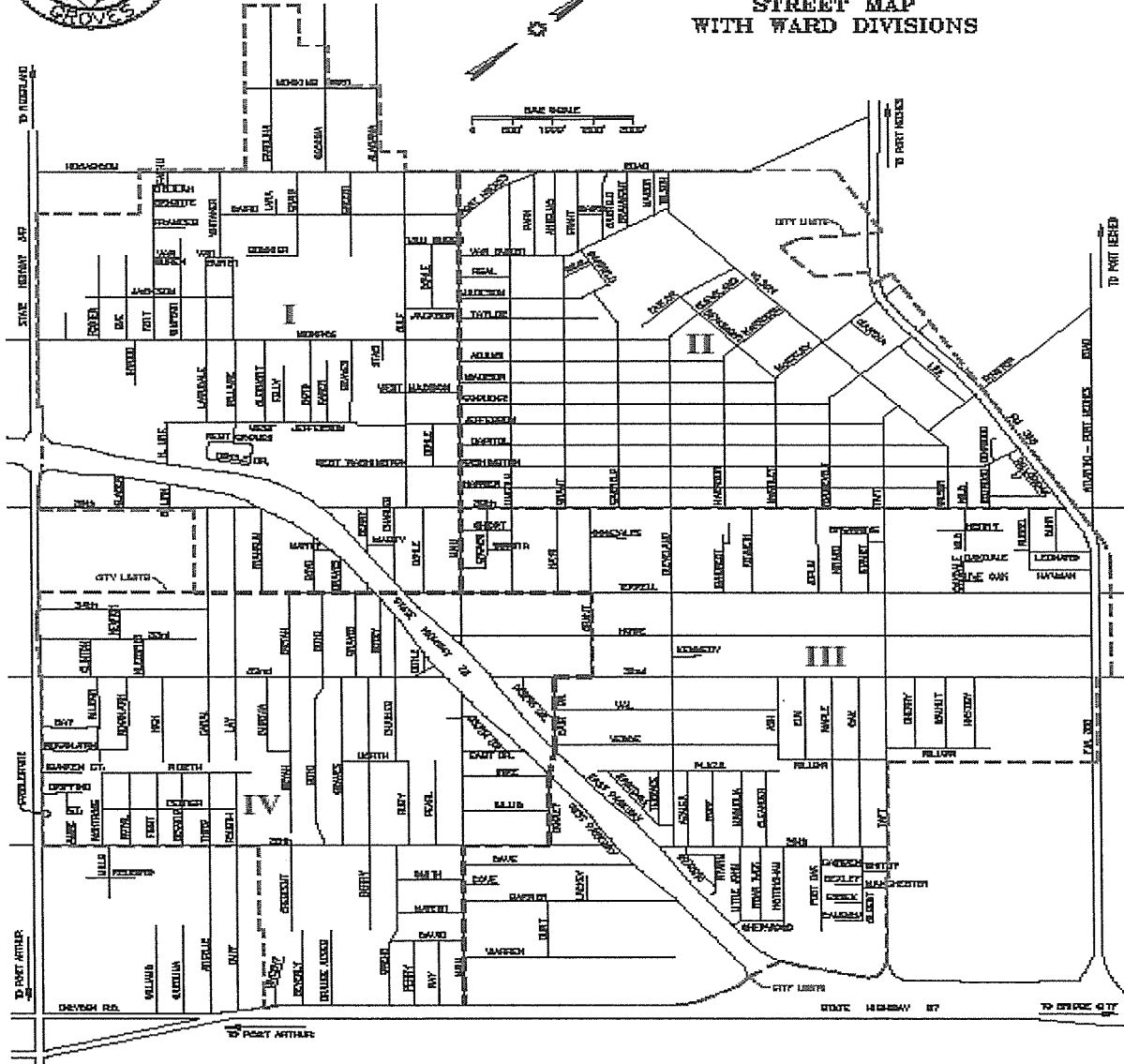
This budget will raise less total property taxes than last year's budget by \$30,324 or 0.65%, and of that total amount \$200,801 is tax revenue to be raised from new property added to the roll this year.





CITY OF GROVES

STREET MAP WITH WARD DIVISIONS



CITY OF GROVES

CITY COUNCIL

Brad P. Bailey

Mayor

Joseph P. Arisco

Councilmember, Ward I

Karen Theis

Councilmember, Ward II

Sidney Badon

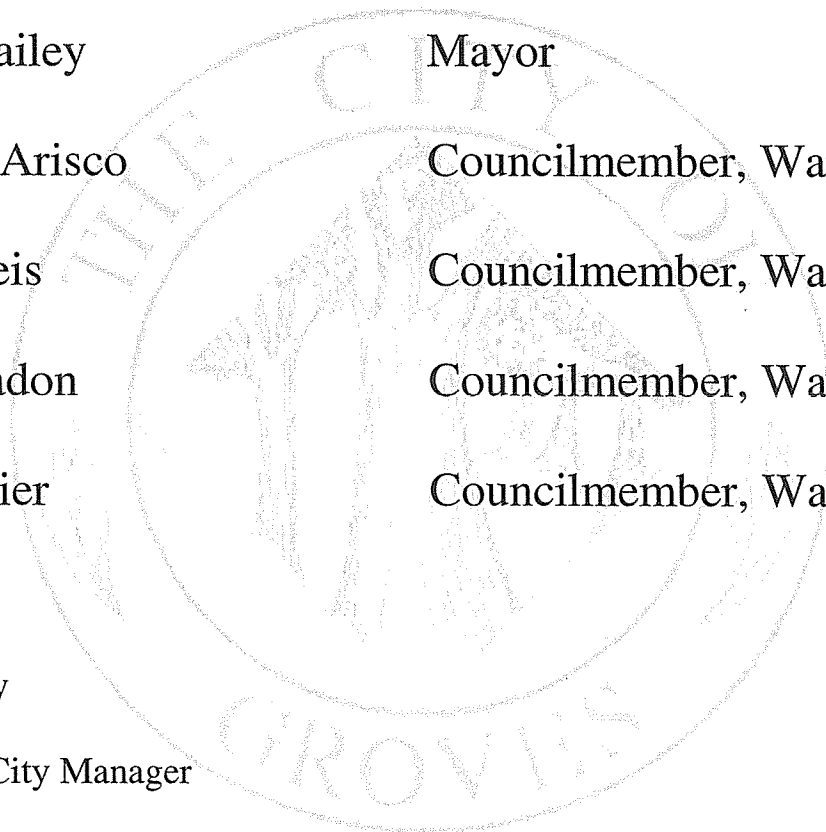
Councilmember, Ward III

Kyle Hollier

Councilmember, Ward IV

Submitted by

D. E. Sosa, City Manager



City of Groves
Annual Fiscal Budget
2010 - 2011
Table of Contents

Introduction	1
Mission Statement	2
City Manager's Letter	3
Ordinance No. 2010-11	10
Ordinance No. 2010-12	14
Organization Chart	20
Budget Summaries	21
Summary Statement of Revenues and Expenditures	22
Summary Statement of Expenditures by Department	23
General Fund	24
Summary	25
Statement of Revenues and Expenditures	26
Statement of Revenues	27
City Council	29
Expenditure Detail	30
City Manager	31
Expenditure Detail	32
Human Resources	33
Expenditure Detail	34
Finance	35
Expenditure Detail	36
Municipal Court	38
Expenditure Detail	39
Library	40
Expenditure Detail	41
Parks and Recreation	43
Expenditure Detail	44
Police	46
Expenditure Detail	47
Fire	49
Expenditure Detail	50
Animal Control	52
Expenditure Detail	53
Emergency Management	54
Expenditure Detail	55
Animal Shelter	56
Expenditure Detail	57

City of Groves
Annual Fiscal Budget
2010 - 2011

Table of Contents

Inspections and Permits	59
Expenditure Detail	60
Public Works Administration	62
Expenditure Detail	63
Garage	65
Expenditure Detail	66
Warehouse	68
Expenditure Detail	69
Streets	71
Expenditure Detail	72
Drainage	74
Expenditure Detail	75
Miscellaneous	77
Expenditure Detail	78
Solid Waste Fund	79
Summary	80
Statement of Revenues and Expenditures	81
Statement of Revenues	82
Solid Waste	83
Expenditure Detail	84
Miscellaneous	86
Expenditure Detail	87
Systems Fund	88
Summary	89
Statement of Revenues and Expenditures	90
Statement of Revenues	91
Water Plant	92
Expenditure Detail	93
Wastewater Plant	95
Expenditure Detail	96
Customer Service	98
Expenditure Detail	99
Water Distribution	101
Expenditure Detail	102
Wastewater Collection	104
Expenditure Detail	105

City of Groves
Annual Fiscal Budget
2010 - 2011

Table of Contents

Miscellaneous	107
Expenditure Detail	108
Sales Tax Fund	109
Summary	110
Statement of Revenues and Expenditures	111
Statement of Revenues	112
Expenditure Detail	113
Interest and Sinking Fund	114
Summary	115
Statement of Revenues and Expenditures	116
Statement of Revenues	117
Expenditure Detail	118
Economic Development Corporation Fund	120
Summary	121
Statement of Revenues and Expenditures	122
Statement of Revenues	123
Expenditure Detail	124
Equipment Replacement Fund	125
Summary	126
Statement of Revenues and Expenditures	127
Statement of Revenues	128
Expenditure Detail	129
Capital Outlay	131
Proposed Capital Outlay Purchases	132
Interfund Transfers	134
Proposed Interfund Transfers	135
Debt Schedules	138
Summary of Total Bonded Indebtedness	139
Schedule of Debt Requirements to Maturity	140
Recap of Certificates of Obligation	141
Certificates of Obligation Series 2004	142
Certificates of Obligation Series 2005	143
Certificates of Obligation Series 2006	144
Tax Notes Series 2010	145
Investment Policy	146
Resolution No. 2010-07	147
Investment Policy	149

INTRODUCTION

Mission Statement

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



CITY OF GROVES

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

August 1, 2010

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

Gentlemen:

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

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

Submitted herewith is the proposed budget for the fiscal year October 1, 2010 through September 30, 2011

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

Total revenues for all funds are estimated to be \$17,089,636 for 2010/2011. Total revenues for 2009/2010 were \$16,514,636 this represents a 3.44% increase over last years revenues for all funds.

TAX VALUES

The Jefferson County Appraisal District has estimated the 2011 net taxable value to be \$777,285,940; an increase of \$32,992,798 or approximately 4.2% over the 2010 value of \$744,293,158. Increases in existing residential value in the city are \$27,023,022 taxable new value is \$5,979,760. This new value is not used to calculate the effective tax rate and is not part of that formula. However, the increase in existing values does impact the tax rate making the effective tax rate 60.40 or 2.35 cents less than the current rate of 62.75 cents. It is recommended that the effective tax rate of 60.40 cents be adopted. This would be a decrease of 2.35 cents, changing the current fiscal year rate of 62.75¢ per \$100 valuation to 60.40¢ per \$100 valuation. Of this amount, 55.74¢ will be allocated to the General Fund, for maintenance and operations; this is up 0.47 cents from 55.27 cents. The remaining amount of 4.66¢ will go to Interest & Sinking Fund for debt retirement; this is down 2.81 cents from 7.47 cents. The effective tax rate is 60.40 cents. This budget is recommending a tax rate that is equal to the effective rate.

GENERAL FUND

This year General Fund costs will increase by \$205,751 compared with last year's \$563,054. \$36,057 will be from property taxes on new and property and \$38,894 on existing increased values. The remaining \$130,800 is from increases in permits and fees.

The increase in expenditures is primarily attributable to up to a 26% increase in health insurance premiums for the last three months of 2010. In January 2011 this increase will

drop to 4% as the result of changes in the plan that includes a deductible of \$1,000. This budget has no provisions for any wage and salary increases for employees. Total revenues including sales tax are expected to be \$8,244,180. Expenditures are expected to be \$8,244,180.

Capital Outlay: Equipment replacement this year is proposed in the amount of \$408,000 for all departments. These are capital acquisitions with the exception of heavy equipment that must be purchased in order to continue the work program and insure the productivity of the city departments.

Equipment Replacement Transfers Transfers from general fund are not budgeted. Reductions in the city's major revenue stream of sales tax has dictated that the city forgo any transfers to the equipment replacement fund in order to keep personnel and service at their current levels. It is hoped that this will be temporary and as the economy improves these transfers will be reinstated.

SOLID WASTE FUND

Revenues are estimated at \$1,289,500 this represents no change in rates to residential and commercial garbage customers. Expenditures including transfers to other funds are also projected at \$1,289,500. There is no increase in garbage service fees in this budget,

Capital Outlay. There is one major purchase of a garbage truck scheduled for the 2010-2011 budget at an estimated amount of \$150,000. This is built into the rate.

Transfers: There are no transfers for equipment replacement budgeted in the 2010-2011 budget.

SYSTEMS FUND

Total revenues are projected from all sources except transfers are expected to be \$4,605,768. This is \$160,541 more than last year's estimate. There are no proposed rate increases to the per 1000 gallon cost for water and sewer in the 2010-2011 budget. However, there is a change in the usage structure that will drop the amount of water

included on the minimum bill from 3,000 gallons to 2,000 gallons. This in actuality will require all those rate payers that use more than 3000 gallons of water per month to pay for an additional 1000 gallons of water and sewer on the monthly bill. The impact to the user of 2000 gallons or less will be no change on the utility bill. For those that use over 2000 gallons there will be an increase any where from .60 cents per month to \$6.00 per month depending on usage over 2000 gallons. This restructuring of the rates is needed to help offset a \$531,000 of unbudgeted mandatory repairs and improvements to the waste water plant combined with lower water and sewer sales than expected.

Capital Outlay. There are \$410,000 budgeted to Capital Outlay for the Systems Fund. This represents improvements to be made at the waste water plant at \$100,000 and \$218,000 to pay debt service on the meter upgrades two years ago. The remainder is allocated to equipment and equipment maintenance.

Transfers: Transfers total \$855,000 and include \$465,000 to the Interest & Sinking Fund for debt retirement, \$390,000 for city franchise fees.

DEBT RETIREMENT

Certificates of Obligation. The debt service is set up to pay the refinanced 1996 series certificates for the construction of the city waste water plant. Additional debt was incurred from TWDB certificates of 5.7 million to begin the inflow and infiltration remediation. The amount budgeted to pay this debt service for 2011 is \$1,674,143. A portion of this will be paid with tax revenue and the remainder will be paid from systems fund and the EDC fund.

PERSONNEL

Wages & Benefits. It is important to recognize the contributions of all the city employees. These contributions and dedication to their jobs insures a productive work force and a well-maintained city. The city employees are a valuable resource and should be treated accordingly. However, due to the economy the city has elected to freeze wages and salaries until the economy improves and the sales tax and property values indicate that increases in wages and salaries can be funded.

Health Insurance. The Texas Municipal League Intergovernmental Employee Benefits Pool notified The City that premiums for group employee medical coverage will increase by 26%. This is the result of poor experience by our group in combination with the beginning of the new federal health regulations. The city plan to deal with this increase is to fund the increase for the employees and dependents for the remainder of the calendar year at a cost of \$85,000. Then in January 2011, modify the existing plan to include a \$1,000 deductible. This modification will lower the increase by some 22% and make the remainder of the increase a 4% increase. The city intends to cover this increase for employees and dependents.

SALES TAX STATUS

The predicted loss of Sales Tax Revenue was the foremost concern in the preparation of this budget, as these funds are intertwined into all major areas of the budget. Although current sales tax revenues have fallen 15% short of budget predictions, it is still prudent to be practical and cautious in budgeting this revenue.

Basically, our Sales Tax revenues flow into three areas in the budget. The first area is the Economic Development Corp. Fund, which receives the amount derived from the ½ cent sales tax that was adopted by the voters pursuant to Section 4-B of the Development Corporation Act of 1979. This amount is specifically dedicated to the retirement of debt applicable to the construction of the Wastewater Treatment Facility.

The second stream of revenue flows into the General Fund, and is used to partially cover the various operations in that fund.

The third amount is normally transferred into the Systems Fund, and as in the case of the General Fund, helps to defray the costs required for this fund. This budget does not allow for any transfer of sales tax to the Systems Fund as has been done in the past.

This budget maintains an identical prediction in sales tax of \$1,275,000. In the last budget sales tax was down by over \$200,000. It is important to note that the yearly increase for sales tax predictions prior to last year had been over \$150,000. The condition of the economy is the major reason for this slump in sales tax. We are optimistic that the economy will improve and that we will see a rebound in this revenue stream. It is prudent to make realistic but cautious predictions about the future of this revenue stream. General Fund allocation will remain at \$1,275,000. The EDC amount will also remain at \$650,000.

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

CONCLUSION

- This budget should be reviewed in light of the objectives it was designed to accomplish:
- The careful review of current operations and the search for new revenue sources and maximizing of current revenue sources.
- The continuation of quality city services at a reasonable cost by reviewing current procedures and making improvements to operations.
- The Councils concern to balance the service demand and the ability of taxpayers to pay for that demand by establishing a reasonable tax rate of 60.40 cents. A decrease of 2.35 cents below the current rate.
- Recognition of the value and needs of all employees and their role in the efficient delivery of services; Employee initiated ideas have allowed for the cultivation of new revenue sources and much improved productivity.
- The timely replacement of capital and the maintenance and improvement of facilities for continued optimum use; the meter replacement program and septage treatment program is expected to generate an additional \$400,000 for this budget.

➤ Conformation of long-term goals designed to meet the basic infrastructure and utility needs of the city today and for the future.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D.E. Sosa", with a horizontal line extending to the right.

D.E. Sosa
City Manager

ORDINANCE NO. 2010-11

ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF GROVES FOR THE 2010-2011 FISCAL YEAR, APPROPRIATING FUNDS FOR DISBURSEMENT FOR THE VARIOUS PURPOSES AND USES OF THE CITY, PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Charter of the City of Groves provides that the City Council shall adopt an appropriation ordinance each year, after public hearing and publication as provided in said Charter, showing the estimated income of the City from all sources and the disbursements for the various purposes for the fiscal year 2010-2011; now, therefore,

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

SECTION 1: - That the proposed budget for the fiscal year October 1, 2010 through September 30, 2011 of the City of Groves has been duly filed with the City Council of said City.

SECTION 2: - That proper public notice of the public hearing of such budget was made stating the place, date, and hour of such hearing, which was held in the Groves City Council Chamber in the City of Groves, Texas, 3947 Lincoln Avenue, on the 9th day of September, 2010 at 5:30 p.m. as required by law.

SECTION 3: - That the estimated amount of revenues to be made available from all sources for the fiscal year October 1, 2010 through September 30, 2011, is \$17,219,123.

SECTION 4: - That the sum of \$17,219,123 is appropriated and shall be disbursed for the following purposes and uses:

General Government - Mayor & City Council	\$	61,348
General Government - City Manager	\$	305,578
General Government - Human Resources	\$	203,522
General Government - Finance	\$	293,167
Municipal Court	\$	126,017
Library	\$	297,471
Parks & Recreation	\$	565,521
Police	\$	2,588,462
Fire	\$	1,431,238
Animal Control	\$	71,299
Animal Shelter	\$	103,880
Emergency Management	\$	30,674
Inspections & Permits	\$	140,268
Public Works & Engineering	\$	199,920
Garage	\$	353,804
Warehouse	\$	80,577
Streets	\$	788,586
Drainage	\$	364,648
Special Items - General Fund	\$	238,200
Solid Waste	\$	1,125,016
Special Items - Solid Waste	\$	164,484
Water Plant	\$	1,175,608
Wastewater Plant	\$	870,757

Customer Service	\$	498,130
Water Distribution	\$	473,576
Wastewater Collection	\$	583,817
Special Items - Systems Fund	\$	1,003,880
General Obligation Debt Service	\$	1,804,675
Special Items - Sales Tax Fund	\$	<u>1,275,000</u>
TOTAL	\$	17,219,123

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

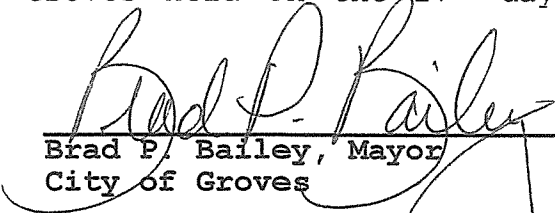
SECTION 6: - That pursuant to **Article VII, Section 2** of the City Charter, following the public hearing, a summary of the information in this ordinance was published in the official newspaper of the city, that is, the Port Arthur News.

SECTION 7: - That this Annual Appropriation Ordinance is hereby adopted at least ten (10) days after its publication, and not later than September 30, 2010, as provided in the Charter of the City of Groves.

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

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

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 27th day of September, 2010.




Brad P. Bailey, Mayor
City of Groves

ATTEST:



Kimbra L. Butler, City Clerk

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



James M. Black, City Attorney

ORDINANCE NO. 2010-12

AN ORDINANCE APPROVING THE TAX ASSESSMENT ROLLS FOR THE YEAR 2010, LEVYING AND ASSESSING TAXES FOR THE SUPPORT OF THE CITY OF GROVES AND THE MUNICIPAL GOVERNMENT THEREOF; APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; LEVYING AND ASSESSING OCCUPATION TAXES AND A HOTEL OCCUPANCY TAX; PROVIDING THE DATE FOR THE COLLECTION OF TAXES; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, pursuant to the provisions of the Tax Code of the State of Texas, the tax assessment rolls to be used for the collection of taxes for the captioned year, wherein the value of all property situated within the City of Groves, subject to ad valorem taxes for the year 2010, was fixed by Roland R. Bieber, Chief Appraiser of Jefferson County Appraisal District, at a total value of \$850,976,090; now therefore,

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

SECTION 1: - That the tax assessment roll furnished to the City Council by the Tax Assessor of the City, based upon the certified roll furnished to the Tax Assessor by Roland R. Bieber, Chief Appraiser of Jefferson County Appraisal District, certifying a total value of \$850,976,090, less all exemptions provided by either State law or City ordinance in the amount of \$73,690,150, for a total taxable value of \$777,285,940, shall become the tax assessment roll of the City of Groves for the year 2010,

SECTION 2: - That there is hereby levied for the current year, 2010, and there shall be collected for the use and support of the municipal government of the City of Groves, and to

provide interest and sinking funds for the fiscal year ending September 30, 2011, upon all property, real, personal, and mixed, within the corporate limits of said City subject to taxation, a tax of 60.40 cents on each \$100.00 valuation of property; said tax being so levied and apportioned to the specific purposes hereinafter set forth:

- (a) For the maintenance and support of the general government (General Fund), 55.0700 cents on each \$100 valuation of property; THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.48 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY (\$2.10), and
- (b) For the Interest & Sinking Fund, 5.3300 cents of each \$100 valuation of property.

SECTION 3: - That the Jefferson County Tax Assessor-Collector (who, pursuant to contract, is the Tax Assessor-Collector for the City of Groves) is hereby directed to prepare Tax Statements and proceed with the collections of the 2010 taxable year, and the amounts collected shall be deposited in the Depository of the City of Groves, to be distributed in accordance with this Ordinance.

SECTION 4: - That there is hereby levied and there shall be collected from every person, firm, association, or corporation in the City of Groves pursuing any occupation taxed

by the General Laws of the State of Texas, an annual occupation tax equal in each instance to one-fourth (1/4) of the State Occupation Tax, which said tax shall be paid annually in advance, except where otherwise provided by State law.

SECTION 5: - That there is hereby levied a hotel occupancy tax as provided by State law which shall be collected as provided by State law.

SECTION 6: - That except as provided by Sections 31.031, 31.032 and 31.034 of the Property Tax Code, the ad valorem taxes hereby levied for the year 2010 shall become due and payable on receipt of the tax bill and are delinquent if not paid before February 1, 2011, as provided by Section 31.02 of the Property Tax Code.

- (a) As provided by Section 33.01 of the Property Tax Code, after delinquency, the following penalty shall be due and payable thereon, to-wit: During the month of February, six percent (6%); during the month of March, seven percent (7%); during the month of April, eight percent (8%); during the month of May, nine percent (9%); during the month of June, ten percent (10%); and on and after the first day of July, twelve percent (12%).
- (b) The split-payment option for payment of taxes as authorized by Section 31.03 of the Property Tax Code, is hereby revoked.

- (c) A delinquent tax also accrues interest at a rate of one percent (1%) for each month or portion of a month the tax remains unpaid, to compensate the taxing unit for revenue lost because of the delinquency, as provided by Section 33.01 of the Property Tax Code.
- (d) The additional penalties for collection costs provided by Sections 33.07 and 33.08 of the Property Tax Code are also adopted.
- (e) The Tax Assessor-Collector shall, as of July 1, 2011, compile a list of the lands, lots, and/or property on which any taxes for the year 2010 are delinquent, charging against the same all unpaid taxes assessed against the owner thereof on the rolls for that year.

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

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

SECTION 7: - That all receipts of the City not specifically apportioned by this ordinance are hereby made payable to the General Fund of said City.


SECTION 8: - That the tax rate and the calculations used to determine the tax rate together with the estimated amount of Interest and Sinking Fund balances and the estimated amount of Maintenance and Operation, or General Fund balances, remaining at the end of the current fiscal year which are not encumbered with or by corresponding existing debt obligation, was published in the Port Arthur News, a newspaper of general circulation within the City of Groves, in a manner designated to come to the attention of

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

SECTION 9: - That if any provision, section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall for any reason be held to be unconstitutional, void, or invalid, such invalidity shall not affect the validity of the remaining provisions of this ordinance; and to this end all provisions of this ordinance are declared to be severable.

SECTION 10: - That this ordinance shall be in effect from and after its passage.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 27th day of September, 2010.



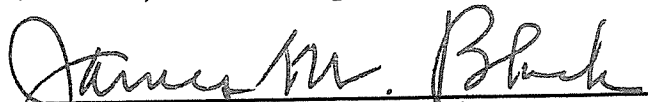
Brad P. Bailey, Mayor
City of Groves

ATTEST:



Kimbra L. Butler, City Clerk

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



James M. Black, City Attorney

BUDGET SUMMARIES

**City of Groves
Annual Fiscal Budget
2010-2011**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Revenue	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Proposed 2010-11
General Fund	\$ 7,395,750	\$ 8,038,449	\$ 7,753,608	\$ 8,244,180
Solid Waste Fund	1,351,269	1,249,010	1,175,349	1,289,500
Systems Fund	5,630,498	4,445,227	4,107,467	4,605,768
Sales Tax Fund	1,299,324	1,275,000	1,064,950	1,275,000
Debt Service Fund	1,249,385	1,506,950	1,503,506	1,804,675
Total Revenue	\$ 16,926,226	\$ 16,514,636	\$ 15,604,879	\$ 17,219,123
Expenditures				
General Fund	\$ 8,207,142	\$ 8,038,449	\$ 7,759,296	\$ 8,244,180
Solid Waste Fund	1,368,291	1,249,010	910,960	1,289,500
Systems Fund	3,835,377	4,445,227	4,408,325	4,605,768
Sales Tax Fund	1,458,154	1,275,000	1,275,000	1,275,000
Debt Service Fund	1,513,979	1,506,950	1,506,950	1,804,675
Total Expenditures	\$ 16,382,943	\$ 16,514,636	\$ 15,860,532	\$ 17,219,123
Revenues Over(Under) Expenditures	\$ 543,283	\$ -	\$ (255,652)	\$ (0)

City of Groves
Annual Fiscal Budget
2010-2011

SUMMARY STATEMENT OF EXPENDITURES BY DEPARTMENT

General Fund	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Proposed 2010-11
Mayor & Council	\$ 59,761	\$ 56,425	\$ 70,533	\$ 61,348
City Manager	293,774	302,990	277,016	305,578
Human Resources	173,009	188,254	212,697	203,522
Finance	229,026	250,642	236,009	293,167
Municipal Court	117,187	122,398	105,449	126,017
Library	261,668	288,342	252,514	297,471
Parks & Recreation	421,523	422,051	371,036	565,521
Police	2,366,058	2,508,987	2,512,840	2,588,462
Fire	1,298,572	1,357,231	1,220,422	1,431,238
Animal Control	78,274	72,818	63,671	71,299
Emergency Management	14,084	18,274	12,233	30,674
Animal Shelter	40,603	30,880	45,823	103,880
Inspections & Permits	120,065	136,174	106,360	140,268
Public Works & Administration	160,281	185,418	202,918	199,920
Garage	320,994	342,306	321,602	353,804
Warehouse	81,314	88,992	72,624	80,577
Streets	793,524	918,399	912,504	788,586
Drainage	412,701	462,668	433,882	364,648
Special Items	964,724	285,200	329,163	238,200
Total General Fund	\$ 8,207,142	\$ 8,038,449	\$ 7,759,296	\$ 8,244,180
Solid Waste Fund				
Solid Waste	\$ 1,360,791	\$ 1,119,510	\$ 908,657	\$ 1,125,016
Administration	7,500	129,500	2,303	164,484
Total Expenditures	\$ 1,368,291	\$ 1,249,010	\$ 910,960	\$ 1,289,500
Systems Fund				
Water Plant	\$ 1,105,109	\$ 1,157,427	\$ 1,119,012	\$ 1,175,608
Wastewater Plant	922,466	785,676	1,340,575	870,757
Customer Service	291,391	484,854	448,168	498,130
Water Distribution	495,807	482,115	480,451	473,576
Wastewater Collection	609,186	526,905	478,786	583,817
Administration	411,418	1,008,250	541,334	1,003,880
Total General Fund	\$ 3,835,377	\$ 4,445,227	\$ 4,408,325	\$ 4,605,768
Sales Tax Fund				
Transfers	\$ 1,458,154	\$ 1,275,000	\$ 1,275,000	\$ 1,275,000
Total General Fund	\$ 1,458,154	\$ 1,275,000	\$ 1,275,000	\$ 1,275,000
Interest & Sinking Fund				
Debt Retirement	\$ 1,513,979	\$ 1,506,950	\$ 1,506,950	\$ 1,804,675
Total General Fund	\$ 1,513,979	\$ 1,506,950	\$ 1,506,950	\$ 1,804,675
Total Expenditures	\$ 16,382,943	\$ 16,514,636	\$ 15,860,532	\$ 17,219,123

GENERAL FUND

**City of Groves
Annual Fiscal Budget
2010-2011**

GENERAL FUND SUMMARY #01

Beginning Year Gross Fund Balance 10-01-09	\$	2,576,580
 FYE 2010		
Current Estimated Revenues	\$	7,753,608
Current Estimated Expenses	\$	<u>(7,759,296)</u>
 Projected Gross Fund Balance 9-30-10	 \$	 <u>2,570,892</u>
 FYE 2011		
Estimated Gross Fund Balance 10-01-10	\$	2,570,892
Proposed Revenues	\$	<u>8,244,180</u>
Total FYE 2011 Resources	\$	10,815,072
 Proposed M&O Expenditures	 \$	 (7,926,230)
Proposed Capital Outlay	\$	(317,950)
Proposed Transfer to Capital Projects	\$	-
Proposed Transfer to Equipment Replacement	\$	-
Total Proposed Expenditures	\$	<u>(8,244,180)</u>
 Gross Fund Balance	 \$	 <u>2,570,892</u>
 Restricted/Designated Fund Balance Items:		
Municipal Court Security	\$	24,681
Municipal Court Technology	\$	34,477
Hotel Occupancy	\$	<u>(6,159)</u>
	\$	52,999
 Projected Undesignated Fund Balance 9-30-11	 \$	 <u>2,517,893</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

STATEMENT OF REVENUES AND EXPENDITURES

General Fund

Revenue	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Proposed 2010-11
Current Taxes	\$ 3,717,292	\$ 4,032,127	\$ 4,175,000	\$ 4,132,000
Delinquent Taxes	191,516	\$ 95,422	88,000	95,000
Hotel Tax	156,262	150,000	125,000	125,000
Liquor License	2,043	2,000	2,062	2,500
Penalties & Interest	86,047	70,000	50,495	70,000
Permits	83,627	82,000	52,722	74,900
Franchise Fees	774,697	1,676,500	1,000,000	1,675,000
License Fees	27,512	18,900	29,650	18,500
Demolition Revenue	124	5,000	13,632	8,500
Animal Control	12,341	\$ 21,500	28,448	142,000
Grass Cutting	3,756	2,500	2,772	2,500
Recreation Fees	13,774	15,000	13,000	15,180
Library Income	6,757	5,000	6,614	6,800
Fines & Court Costs	159,272	253,500	222,065	244,500
Miscellaneous	432,531	89,000	640,649	191,800
Earnings of Investments	3,516	45,000	25,000	40,000
Transfers In	1,724,683	1,475,000	1,278,500	1,400,000
Total Revenue	\$ 7,395,750	\$ 8,038,449	\$ 7,753,608	\$ 8,244,180
Expenditures				
Personnel Services	\$ 5,657,809	\$ 5,813,774	\$ 5,353,814	\$ 5,888,817
Supplies	231,944	229,450	209,352	240,750
Maintenance	154,856	118,075	94,535	116,135
Services	492,776	496,120	454,424	547,578
Miscellaneous	1,389,171	959,830	1,073,129	1,033,650
Capital Outlay	208,630	342,400	452,132	408,450
Transfers Out	5,101	78,800	121,911	8,800
Total Expenditures	\$ 8,207,142	\$ 8,038,449	\$ 7,759,296	\$ 8,244,180
Revenues Over(Under) Expenditures	\$ (811,392)	\$ -	\$ (5,688)	\$ -

**City of Groves
Annual Fiscal Budget
2010-2011**

STATEMENT OF REVENUES

General Fund	01-4-00
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Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Taxes					
310-48	Delinquent Taxes	\$ 191,516	\$ 95,422	\$ 88,000	\$ 95,000
310-49	Current Taxes	\$ 3,717,292	\$ 4,032,127	\$ 4,175,000	\$ 4,132,000
312-10	Hotel Tax	\$ 156,262	\$ 150,000	\$ 125,000	\$ 125,000
312-15	Liquor License	\$ 2,043	\$ 2,000	\$ 2,062	\$ 2,500
319-00	Current Penalty & Interest	\$ 31,717	\$ 30,000	\$ 20,495	\$ 30,000
319-10	Delinquent Penalty & Interest	\$ 54,330	\$ 40,000	\$ 30,000	\$ 40,000
Total Taxes		\$ 4,153,160	\$ 4,349,549	\$ 4,440,557	\$ 4,424,500
Permits, Fees & Other					
322-10	Building Permits	\$ 61,224	\$ 60,000	\$ 40,000	\$ 55,000
322-15	Electrical Permits	\$ 8,946	\$ 7,000	\$ 4,505	\$ 6,500
322-20	Plumbing Permits	\$ 6,273	\$ 5,000	\$ 4,736	\$ 5,000
322-60	Cert of Occupancy - Residential	\$ 300	\$ -	\$ 910	\$ 300
322-65	Cert of Occupancy - Commercial	\$ 100	\$ -	\$ 140	\$ 100
322-70	Rental Property Inspec Fees	\$ 6,784	\$ 10,000	\$ 2,430	\$ 8,000
322-80	Franchise Fees	\$ 774,697	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
322-90	License Fees	\$ 14,317	\$ 10,000	\$ 6,446	\$ 8,500
322-95	Demolition Revenue	\$ 124	\$ 5,000	\$ 13,632	\$ 8,500
325-10	License Fee - General Contactor	\$ -	\$ 500	\$ -	\$ 300
325-11	License Fee - Gen Contactor Renewal	\$ 390	\$ 500	\$ 1,456	\$ 750
325-20	License Fee - Elect - Master	\$ 1,875	\$ 1,000	\$ 3,045	\$ 1,500
325-21	License Fee - Elect - Journeyman	\$ 390	\$ 500	\$ 525	\$ 500
325-30	License Fee - Plumber	\$ 2,175	\$ 1,000	\$ 105	\$ 900
325-40	License Fee - Mechanical	\$ 1,725	\$ 500	\$ 2,730	\$ 1,000
325-50	License Fee - Firealarm/suppr	\$ 225	\$ -	\$ 315	\$ 150
338-10	Animal Shelter	\$ 10,410	\$ 20,000	\$ 26,064	\$ 140,000
338-11	Crematorium Reimbursement	\$ -	\$ -	\$ 602	\$ 500
344-90	Return Check Fee	\$ 200	\$ -	\$ (529)	\$ -
345-50	Animal Control	\$ 1,143	\$ 1,500	\$ 570	\$ 1,500
346-00	Grass Cutting	\$ 3,756	\$ 2,500	\$ 2,772	\$ 2,500
347-50	Recreation Building Rentals	\$ 13,774	\$ 15,000	\$ 13,000	\$ 15,000
347-51	Library Building Rentals	\$ 25	\$ -	\$ -	\$ -
347-60	Library Fees	\$ 5,164	\$ 4,000	\$ 4,316	\$ 5,000
347-61	Library Copy Machine	\$ 1,422	\$ 1,000	\$ 1,579	\$ 1,500
347-62	Library Miscellaneous	\$ 146	\$ -	\$ 718	\$ 300
347-80	Class Fees	\$ 126	\$ -	\$ 237	\$ 180
350-00	Accident Reports	\$ 788	\$ 1,000	\$ 1,212	\$ 1,000
350-50	Birth/Death Certificates	\$ 4,154	\$ 4,000	\$ 3,150	\$ 4,000
351-10	Municipal Court Fees	\$ 146,824	\$ 245,000	\$ 210,000	\$ 210,000
352-10	Warrant Fees	\$ 8,168	\$ 7,500	\$ 8,630	\$ 8,500
353-10	Court Restitution	\$ -	\$ -	\$ 49	\$ -
359-10	Misc. Police Grants	\$ -	\$ -	\$ -	\$ 25,000
360-00	Miscellaneous	\$ 51,643	\$ 25,000	\$ 20,433	\$ 125,000
361-10	Earnings on Investments	\$ 3,516	\$ 45,000	\$ 25,000	\$ 40,000

362-10	Trailer Licenses-Annual	\$ 150	\$ 400	\$ 227	\$ 400
362-20	Trailer Licenses-Monthly	\$ 6,265	\$ 4,500	\$ 5,951	\$ 4,500
363-10	Water Tower Advertising	\$ -	\$ -	\$ 8,850	\$ -
363-30	Garbage Truck Advertising	\$ -	\$ -	\$ 1,200	\$ 4,800
369-10	Insurance Reimbursement	\$ 112,412	\$ 35,000	\$ 103,468	\$ 50,000
369-30	Sale of Equipment	\$ 3,796	\$ 25,000	\$ 14,374	\$ 8,000
Total Permits, Fees & Other		\$ 1,253,427	\$ 1,537,400	\$ 1,532,848	\$ 1,744,680
Miscellaneous					
380-00	City Franchise Fee	\$ -	\$ 570,000	\$ -	\$ 550,000
380-10	EDC Administration Fee	\$ -	\$ 106,500	\$ -	\$ 125,000
906-25	Other - FEMA	\$ 264,480	\$ -	\$ 501,703	\$ -
Total Miscellaneous		\$ 264,480	\$ 676,500	501,703	\$ 675,000
Operating Transfers In					
390-24	Transfer from PD Drug Forfeiture	\$ 5,000	\$ -	\$ -	\$ -
390-30	Transfer from Sales Tax Fund	\$ 1,645,943	\$ 1,275,000	\$ 1,275,000	\$ 1,275,000
390-45	Transfer from Systems	\$ -	\$ 75,000	\$ -	\$ -
390-50	Transfer from Capital Projects	\$ -	\$ -	\$ 3,500	\$ -
390-55	Transfer from Equipment Replacement	\$ -	\$ 125,000	\$ -	\$ 125,000
390-60	Transfer from Self Insurance	\$ 73,740	\$ -	\$ -	\$ -
Total Operating Transfers		\$ 1,724,683	\$ 1,475,000	\$ 1,278,500	\$ 1,400,000
Total General Fund Revenue		\$ 7,395,750	\$ 8,038,449	7,753,608	\$ 8,244,180

City Council

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - City Council	01-5-01

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 3,605	\$ 3,250	\$ 2,500	\$ 3,250
01-040	Social Security	920	983	718	983
01-080	Workers Compensation	7	6	7	6
01-100	Expense Allowance	8,000	9,600	7,168	9,600
01-240	Unemployment Compensation	829	-	1,155	-
01-250	Life Insurance-Retirees	-	1,186	-	1,159
	Total Personnel Services	\$ 13,361	\$ 15,025	\$ 11,548	\$ 14,998
Supplies					
02-010	Office Supplies	\$ 1,122	\$ 500	\$ 528	\$ 300
02-040	Miscellaneous Supplies	141	500	63	200
	Total Supplies	\$ 1,263	\$ 1,000	\$ 591	\$ 500
Services					
04-200	Communication	\$ 128	\$ -	\$ 552	\$ -
	Total Utilities & Telephone	\$ 128	\$ -	\$ 552	\$ -
Miscellaneous					
06-330	City Attorney	\$ 30,500	\$ 36,000	\$ 37,800	\$ 36,000
07-010	Training	1,765	4,000	4,834	4,650
07-020	TML Conference	67	-	-	-
07-030	TML Region 16 Meetings	-	200	199	-
07-390	Insurance & Bonds	175	200	221	200
07-420	Contingencies	12,502	-	14,788	5,000
	Total Miscellaneous	\$ 45,009	\$ 40,400	\$ 57,842	\$ 45,850
Department Total		\$ 59,761	\$ 56,425	\$ 70,533	\$ 61,348

City Manager

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

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund
Department - City Manager 01-5-02

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 179,311	\$ 186,231	\$ 180,000	\$ 190,954
01-040	Social Security	12,807	14,270	12,000	14,608
01-050	TMRS	27,172	28,912	25,000	28,147
01-070	Hospitalization	14,036	14,758	13,493	15,831
01-080	Workers Compensation	367	341	476	397
01-160	ICMA	4,876	4,956	4,675	5,071
01-250	Life Insurance	1,029	1,222	745	1,020
	Total Personnel Services	\$ 239,598	\$ 250,690	\$ 236,389	\$ 256,028
Supplies					
02-010	Office Supplies	\$ 3,131	\$ 2,000	\$ 2,146	\$ 2,000
02-020	Minor Apparatus & Tools	5	-	6	-
02-040	Miscellaneous Supplies	2,408	2,000	2,414	1,750
02-050	Data Processing Supplies	-	-	-	-
02-100	Postage	2,000	2,000	246	1,500
	Total Supplies	\$ 7,544	\$ 6,000	\$ 4,812	\$ 5,250
Maintenance					
03-020	Furniture & Fixtures	\$ 1,109	\$ 750	\$ 400	\$ 750
03-030	Equipment Maint. & Repair	785	750	400	750
	Total Maintenance	\$ 1,894	\$ 1,500	\$ 800	\$ 1,500
Services					
04-200	Communication	\$ 2,775	\$ 2,500	\$ 3,595	\$ 2,500
	Total Services	\$ 2,775	\$ 2,500	\$ 3,595	\$ 2,500
Miscellaneous					
06-050	Ordinance Codification	\$ 2,647	\$ 3,000	\$ 2,936	\$ 3,000
06-090	Dues & Subscriptions	3,750	3,000	7,337	3,000
07-010	Training	5,405	8,000	6,780	6,000
07-050	Auto	7,127	7,800	6,762	7,800
07-060	TCMA, ICMA, & Training	2,341	-	-	-
07-080	Election	16,254	17,000	314	17,000
07-390	Insurance & Bonds	4,439	3,500	7,291	3,500
	Total Miscellaneous	\$ 41,963	\$ 42,300	\$ 31,420	\$ 40,300
Department Total		\$ 293,774	\$ 302,990	\$ 277,016	\$ 305,578

Human Resources

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 110,678	\$ 110,373	\$ 104,000	\$ 112,417
01-020	Overtime	-	200	-	200
01-040	Social Security	8,180	8,467	6,740	8,600
01-050	TMRS	15,870	17,154	14,031	16,570
01-070	Hospitalization	14,056	14,758	13,493	15,831
01-080	Workers Compensation	215	200	283	234
01-160	ICMA	2,569	2,741	2,653	2,808
01-250	Life Insurance	657	751	518	602
	Total Personnel Services	\$ 152,225	\$ 154,644	\$ 141,717	\$ 157,262
Supplies					
02-010	Office Supplies	\$ 848	\$ 1,000	\$ 994	\$ 1,300
02-040	Miscellaneous Supplies	1,963	2,200	2,621	1,500
02-050	Data Processing Supplies	-	-	-	700
02-100	Postage & Rental	1,220	7,500	3,800	7,500
	Total Supplies	\$ 4,031	\$ 10,700	\$ 7,414	\$ 11,000
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 400	\$ -	\$ 400
03-030	Equipment Maint. & Repair	1,075	1,250	-	1,250
	Total Maintenance	\$ 1,075	\$ 1,650	\$ -	\$ 1,650
Services					
04-200	Communication	\$ 1,655	\$ 1,500	\$ 1,687	\$ 1,500
	Total Services	\$ 1,655	\$ 1,500	\$ 1,687	\$ 1,500
Miscellaneous					
06-090	Dues & Subscriptions	540	700	1,001	750
06-146	State Fees	65	100	104	100
07-010	Training	425	2,500	3,164	2,900
07-020	Safety Program	1,030	2,060	2,883	2,060
07-050	Auto	28	400	24	-
07-390	Insurance & Bonds	878	500	605	500
07-450	Service Awards	-	2,500	2,835	800
07-620	Pre-employment Screening	4,339	5,000	2,908	5,000
07-650	Legal Fees	6,718	6,000	48,356	20,000
	Total Miscellaneous	\$ 14,023	\$ 19,760	\$ 61,879	\$ 32,110
Department Total		\$ 173,009	\$ 188,254	\$ 212,697	\$ 203,522

Finance

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

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Finance	01-5-05

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 116,672	\$ 126,257	\$ 120,000	\$ 126,650
01-020	Overtime	168	2,000	106	250
01-040	Social Security	8,560	9,659	7,811	9,689
01-050	TMRS	17,109	19,570	18,000	18,668
01-070	Hospitalization	11,842	16,858	18,000	18,459
01-080	Workers Compensation	279	259	328	268
01-160	ICMA	460	5,050	1,821	3,356
01-250	Life Insurance	290	789	489	677
	Total Personnel Services	\$ 155,380	\$ 180,442	\$ 166,555	\$ 178,017
Supplies					
02-010	Office Supplies	\$ 832	\$ 750	\$ 603	\$ 600
02-040	Miscellaneous Supplies	605	500	802	400
02-050	Forms and Printing	-	-	661	500
02-100	Postage	266	200	3	100
	Total Supplies	\$ 1,703	\$ 1,450	\$ 2,069	\$ 1,600
Maintenance					
03-020	Furniture & Fixtures	\$ 647	\$ 250	\$ -	\$ 250
03-030	Equipment Maint. & Repair	1,413	1,000	7	500
	Total Maintenance	\$ 2,060	\$ 1,250	\$ 7	\$ 750
Services					
04-200	Communication	\$ 616	\$ 750	\$ 1,245	\$ 1,000
	Total Services	\$ 616	\$ 750	\$ 1,245	\$ 1,000
Miscellaneous					
06-020	City Auditor	-	-	-	27,000
06-060	Single Appraisal Payment	\$ 52,977	\$ 55,000	\$ 52,000	\$ 55,000
06-090	Dues & Subscriptions	407	850	619	850
06-185	Lien Filing Fees	720	200	1,361	1,500
06-195	Lot Cleanup/Grass Cutting	4,020	-	3,017	3,000
06-270	Contract Services	-	-	-	15,000
06-300	Collection Contract	3,256	3,500	4,582	3,500
06-340	Education	80	-	-	-
07-010	Training	1,141	3,500	844	1,000
07-050	Auto	-	250	-	-
07-390	Insurance & Bonds	861	950	920	950
	Total Miscellaneous	\$ 63,462	\$ 64,250	\$ 63,343	\$ 107,800

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Finance	01-5-05

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Capital Outlay					
09-770	Equipment	-	-	-	500
09-900	Computer System/Software	\$ 5,805	\$ 2,500	\$ 2,791	\$ 3,500
	Total Capital Outlay	<u>\$ 5,805</u>	<u>\$ 2,500</u>	<u>\$ 2,791</u>	<u>\$ 4,000</u>
Interfund Transfers					
55-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 229,026</u></u>	<u><u>\$ 250,642</u></u>	<u><u>\$ 236,009</u></u>	<u><u>\$ 293,167</u></u>

Municipal Court

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Municipal Court	01-5-13

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 63,368	\$ 68,837	\$ 65,000	\$ 70,168
01-020	Overtime	6,189	5,000	4,000	5,000
01-040	Social Security	5,697	5,266	4,332	5,368
01-050	TMRS	7,632	6,864	6,000	6,683
01-070	Hospitalization	8,203	8,429	8,000	9,230
01-080	Workers Compensation	134	125	183	156
01-160	ICMA	1,449	1,329	1,343	1,360
01-250	Life Insurance	244	278	181	242
	Total Personnel Services	\$ 92,916	\$ 96,128	\$ 89,038	\$ 98,207
Supplies					
02-010	Office Supplies	\$ 1,323	\$ 1,300	\$ 1,147	\$ 1,300
02-040	Miscellaneous Supplies	1,570	1,550	1,000	300
02-050	Data Processing Supplies	-	-	-	1,250
02-120	Contract Labor - Judge	150	-	616	1,000
	Total Supplies	\$ 3,043	\$ 2,850	\$ 2,763	\$ 3,850
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 300	\$ -	\$ 300
03-030	Equipment Maint. & Repair	543	700	-	700
	Total Maintenance	\$ 543	\$ 1,000	\$ -	\$ 1,000
Services					
05-200	Communication	\$ 41	\$ 1,020	\$ 800	\$ 1,020
	Total Services	\$ 41	\$ 1,020	\$ 800	\$ 1,020
Miscellaneous					
06-010	City Prosecutor	\$ 7,700	\$ 8,400	\$ 8,820	\$ 8,400
06-090	Dues & Subscriptions	276	1,800	857	1,800
07-010	Training	2,202	2,000	2,790	2,500
07-390	Insurance & Bonds	5,365	400	381	440
	Total Miscellaneous	\$ 15,543	\$ 12,600	\$ 12,848	\$ 13,140
Interfund Transfers					
09-230	Court Security	\$ -	\$ 5,000	\$ -	\$ 5,000
09-240	Court Technology	3,093	3,800	-	3,800
09-670	Transfer to Equipment Replacement	-	-	-	-
09-770	Equipment	2,008	-	-	-
	Total Interfund Transfers	\$ 5,101	\$ 8,800	\$ -	\$ 8,800
Department Total		\$ 117,187	\$ 122,398	\$ 105,449	\$ 126,017

Library

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Library	01-5-21

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 146,593	\$ 151,232	\$ 145,000	\$ 156,087
01-020	Overtime	-	-	-	-
01-040	Social Security	11,196	11,615	10,000	11,941
01-050	TMRS	18,377	20,554	17,000	20,125
01-070	Hospitalization	18,288	21,086	19,121	22,433
01-080	Workers Compensation	292	271	379	317
01-160	ICMA	2,971	4,073	4,159	4,185
01-250	Life Insurance	727	861	592	733
	Total Personnel Services	<u>\$ 198,444</u>	<u>\$ 209,692</u>	<u>\$ 196,252</u>	<u>\$ 215,821</u>
Supplies					
02-010	Office Supplies	\$ 2,270	\$ 2,700	\$ 1,722	\$ 2,900
02-040	Miscellaneous Supplies	2,265	2,500	2,461	2,000
02-050	Data Processing Supplies	-	-	-	700
02-100	Postage	1,882	750	438	850
	Total Supplies	<u>\$ 6,417</u>	<u>\$ 5,950</u>	<u>\$ 4,621</u>	<u>\$ 6,450</u>
Maintenance					
03-010	Building & Grounds	\$ 3,810	\$ 4,250	\$ 3,899	\$ 4,350
03-020	Furniture & Fixtures	-	-	-	-
03-030	Equipment Maint. & Repair	5,119	5,000	4,474	5,500
	Total Maintenance	<u>\$ 8,929</u>	<u>\$ 9,250</u>	<u>\$ 8,373</u>	<u>\$ 9,850</u>
Services					
04-010	Electricity	\$ 10,480	\$ 12,000	\$ 10,000	\$ 11,000
04-100	Natural Gas	349	550	650	600
04-200	Communication	1,640	1,450	1,830	1,550
	Total Services	<u>\$ 12,469</u>	<u>\$ 14,000</u>	<u>\$ 12,479</u>	<u>\$ 13,150</u>
Miscellaneous					
06-080	Periodicals	\$ 1,186	\$ 1,300	\$ 1,758	\$ 1,350
06-090	Dues & Subscriptions	790	600	812	650
06-190	Janitorial Services	2,075	-	415	-
07-010	Training	421	1,700	64	1,000
07-200	Reading Clubs	832	1,200	802	1,500
07-390	Insurance & Bonds	7,805	6,150	12,033	6,200
	Total Miscellaneous	<u>\$ 13,109</u>	<u>\$ 10,950</u>	<u>\$ 15,885</u>	<u>\$ 10,700</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Library	01-5-21

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Capital Outlay					
09-010	Capital Outlay	7,736	-	-	-
09-040	Books	\$ 10,609	\$ 13,400	\$ 12,477	\$ 16,000
09-240	Audiotapes	3,955	4,600	2,426	5,000
09-770	Equipment	-	500	-	500
09-860	Building Maint & Projects	-	20,000	-	20,000
	Total Capital Outlay	<u>\$ 22,300</u>	<u>\$ 38,500</u>	<u>\$ 14,903</u>	<u>\$ 41,500</u>
Interfund Transfers					
55-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u>\$ 261,668</u>	<u>\$ 288,342</u>	<u>\$ 252,514</u>	<u>\$ 297,471</u>

Parks and Recreation

To maintain and equip City parks. Maintenance of grounds for all City facilities, including City Hall, library, activity building, police station, animal shelter, public works, water plants, water towers and wastewater plants. This department is also to perform maintenance, repairs and custodial duties for City facilities.

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 195,907	\$ 195,392	\$ 185,000	\$ 313,348
01-020	Overtime	3,084	1,000	1,280	1,000
01-040	Social Security	15,444	15,016	14,319	23,373
01-050	TMRS	25,356	27,503	22,772	42,451
01-070	Hospitalization	25,791	27,415	27,342	54,095
01-080	Workers Compensation	3,694	3,434	4,721	6,195
01-160	ICMA	5,528	5,677	5,317	5,019
01-250	Life Insurance	944	1,114	707	1,540
	Total Personnel Services	\$ 275,748	\$ 276,551	\$ 261,458	\$ 447,021
Supplies					
02-010	Office Supplies	\$ 1,089	\$ 600	\$ 689	\$ 300
02-020	Minor Apparatus & Tools	131	650	1,282	650
02-030	Vehicle Supplies	1,824	4,600	1,805	4,600
02-040	Miscellaneous Supplies	9,539	3,000	2,321	3,000
02-050	Data Processing Supplies	-	-	-	300
02-100	Postage	100	100	8	100
02-160	Building Deposit Refunds	3,208	-	3,305	-
02-180	Recreation Supplies	-	1,000	-	1,000
	Total Supplies	\$ 15,891	\$ 9,950	\$ 9,411	\$ 9,950
Maintenance					
03-010	Building & Grounds	\$ 7,866	\$ 6,000	\$ 8,065	\$ 6,000
03-020	Furniture & Fixtures	-	100	-	100
03-030	Equipment Maint. & Repair	1,897	1,500	27	1,500
03-040	Motor Vehicles	544	400	332	400
03-070	Parks	2,476	2,500	1,609	2,500
03-230	Park Restroom Repairs	-	1,000	-	1,000
	Total Maintenance	\$ 12,783	\$ 11,500	\$ 10,032	\$ 11,500
Services					
04-010	Electricity	-	-	1,140	-
04-020	Electricity-City Parks	\$ 3,859	\$ 4,300	\$ 2,645	\$ 4,300
04-030	Electricity-Ball Parks	38,960	30,000	31,829	30,000
04-040	Electricity-Activity Building	14,718	11,600	6,447	11,600
04-200	Communication	837	700	903	700
	Total Services	\$ 58,374	\$ 46,600	\$ 42,963	\$ 46,600
Contractual					
05-010	Summer Program	\$ 5,581	\$ 4,000	\$ 3,745	\$ 12,000
	Total Contractual	\$ 5,581	\$ 4,000	\$ 3,745	\$ 12,000

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Miscellaneous					
06-090	Dues & Subscriptions	\$ -	\$ 100	\$ -	\$ 100
07-390	Insurance & Bonds	9,048	7,150	14,927	7,150
07-420	Contingencies	-	-	-	-
07-440	Training	-	800	-	800
07-600	Mo Pmt - Sr Citizens Association	22,200	20,400	13,500	20,400
	Total Miscellaneous	<u>\$ 31,248</u>	<u>\$ 28,450</u>	<u>\$ 28,427</u>	<u>\$ 28,450</u>
Capital Outlay					
09-010	Capital Outlay	\$ 21,898	-	-	-
09-770	Equipment	\$ -	\$ 15,000	\$ -	\$ 10,000
09-990	Park Equipment	-	30,000	15,000	-
	Total Capital Outlay	<u>\$ 21,898</u>	<u>\$ 45,000</u>	<u>\$ 15,000</u>	<u>\$ 10,000</u>
Interfund Transfers					
09-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u>\$ 421,523</u>	<u>\$ 422,051</u>	<u>\$ 371,036</u>	<u>\$ 565,521</u>

Police

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Police	01-5-31

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 1,210,051	\$ 1,262,384	\$ 1,205,000	\$ 1,279,279
01-020	Overtime	178,234	150,000	163,614	175,000
01-040	Social Security	107,066	96,848	84,204	97,865
01-050	TMRS	199,364	190,987	180,000	183,244
01-070	Hospitalization	147,525	160,234	150,000	174,142
01-080	Workers Compensation	27,029	25,128	36,359	27,897
01-160	ICMA	34,222	32,274	31,613	28,428
01-240	Unemployment Compensation	178	-	270	-
01-250	Life Insurance	6,219	7,832	4,729	6,657
	Total Personnel Services	\$ 1,909,888	\$ 1,925,687	\$ 1,855,790	\$ 1,972,512
Supplies					
02-010	Office Supplies	\$ 2,861	\$ 2,600	\$ 2,426	\$ 4,000
02-020	Minor Apparatus & Tools	11,136	9,800	3,429	9,800
02-030	Vehicle Supplies	41,450	25,000	43,408	35,000
02-040	Miscellaneous Supplies	6,570	3,000	8,233	1,000
02-050	Data Processing Supplies	-	-	-	3,000
02-100	Postage	218	1,000	497	1,000
	Total Supplies	\$ 62,235	\$ 41,400	\$ 57,994	\$ 53,800
Maintenance					
03-010	Building & Grounds	\$ 3,121	\$ 6,000	\$ 2,000	\$ 1,200
03-020	Furniture & Fixtures	1,800	2,700	1,665	900
03-030	Equipment Maint. & Repair	5,073	8,000	5,648	8,000
03-040	Motor Vehicles	6,292	8,200	5,180	8,200
	Total Maintenance	\$ 16,286	\$ 24,900	\$ 14,492	\$ 18,300
Services					
04-010	Electricity	\$ 7,339	\$ 9,000	\$ 6,000	\$ 9,000
04-100	Natural Gas	545	750	909	750
04-200	Communication	11,853	16,400	15,897	17,500
	Total Services	\$ 19,737	\$ 26,150	\$ 22,806	\$ 27,250

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Police	01-5-31

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Miscellaneous					
06-090	Dues & Subscriptions	\$ 2,387	\$ 3,500	\$ 7,155	\$ 5,500
06-120	Central Dispatching	220,111	310,000	290,000	350,000
06-140	Sane Examinations	209	7,500	7,574	7,500
06-160	Jail Contract	23,738	32,000	36,127	39,000
06-190	Janitorial Service	1,950	-	390	-
07-010	Training	4,362	7,000	3,837	7,000
07-050	Auto Allowance/Reimburse	6,550	6,600	6,160	6,600
07-290	Uniform Allowance	9,551	10,000	12,879	12,000
07-295	Body Armor-LETPP Eligible	-	3,000	910	3,000
07-296	2007 LETPP Grants	-	-	4,728	-
07-297	2008 LETPP Grants	-	-	20,308	-
07-390	Insurance & Bonds	27,695	24,700	36,452	30,000
07-420	Contingencies	4,331	28,500	1,527	1,000
07-450	K-9 Expenses	-	550	-	-
	Total Miscellaneous	\$ 300,884	\$ 433,350	\$ 428,048	\$ 461,600
Capital Outlay					
09-010	Capital Outlay	\$ 57,028	-	-	-
09-140	Automobile	-	\$ 25,000	\$ -	\$ 50,000
09-760	Auto Equipment	-	2,500	-	5,000
09-860	Building Eng, Maint & Repair	-	-	11,800	-
	Total Capital Outlay	\$ 57,028	\$ 27,500	\$ 11,800	\$ 55,000
Interfund Transfers					
09-520	Transfer to Capital Projects	\$ -	\$ -	\$ 121,911	\$ -
09-670	Transfer to Equipment Replacement	-	30,000	-	-
	Total Interfund Transfers	\$ -	\$ 30,000	\$ 121,911	\$ -
Department Total		\$ 2,366,058	\$ 2,508,987	\$ 2,512,840	\$ 2,588,462

Fire

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Fire	01-5-32

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 790,694	\$ 804,890	\$ 750,000	\$ 815,175
01-020	Overtime	68,682	60,000	66,875	60,000
01-040	Social Security	65,110	61,574	53,771	62,361
01-050	TMRS	121,265	124,758	107,232	120,157
01-070	Hospitalization	85,018	89,203	82,872	97,678
01-080	Workers Compensation	14,427	14,107	17,933	13,773
01-160	ICMA	19,461	19,508	19,558	19,775
01-250	Life Insurance	4,024	4,391	3,073	4,369
	Total Personnel Services	\$ 1,168,681	\$ 1,178,431	\$ 1,101,313	\$ 1,193,288
Supplies					
02-010	Office Supplies	\$ 1,858	\$ 2,200	\$ 1,645	\$ 2,200
02-020	Minor Apparatus & Tools	2,588	13,000	4,000	13,000
02-030	Vehicle Supplies	14,676	13,100	9,000	13,100
02-040	Miscellaneous Supplies	5,501	5,900	3,280	5,900
02-100	Postage	1,200	1,200	295	1,200
02-130	Medical Supplies	390	500	914	900
	Total Supplies	\$ 26,213	\$ 35,900	\$ 19,135	\$ 36,300
Maintenance					
03-010	Building & Grounds	\$ 3,019	\$ 2,000	\$ 753	\$ 2,000
03-020	Furniture & Fixtures	-	500	-	500
03-030	Equipment Maint. & Repair	3,847	3,000	4,647	5,000
03-040	Motor Vehicles	1,145	1,300	998	2,000
03-100	SCBA Yearly Maint. & Inspection	3,990	4,550	2,023	4,550
03-220	Radio Maintenance	720	800	764	800
	Total Maintenance	\$ 12,721	\$ 12,150	\$ 9,185	\$ 14,850
Services					
04-010	Electricity	\$ 9,548	\$ 10,000	\$ 7,000	\$ 10,000
04-100	Natural Gas	2,930	3,000	4,035	3,000
04-200	Communication	3,257	3,000	4,115	4,500
	Total Services	\$ 15,735	\$ 16,000	\$ 15,149	\$ 17,500

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Fire	01-5-32

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Miscellaneous					
06-090	Dues & Subscriptions	\$ 1,580	\$ 2,400	\$ 1,862	\$ 2,400
06-100	Payments to Volunteers	3,575	3,900	4,095	3,900
07-010	Training	9,969	10,000	1,512	10,000
07-100	State Certification	643	600	1,176	1,000
07-170	Lamar Training	1,941	2,500	1,109	2,500
07-180	A&M Fire School	2,754	4,800	-	5,000
07-190	Sabine Chiefs Association	-	250	350	250
07-210	Fire Prevention	84	800	784	800
07-220	State Convention	-	500	-	500
07-250	Volunteer Pension	4,344	4,800	6,423	6,400
07-260	Uniform Service	7,708	9,100	9,733	9,100
07-390	Insurance & Bonds	17,605	14,200	33,811	25,000
	Total Miscellaneous	\$ 50,203	\$ 53,850	\$ 60,855	\$ 66,850
Capital Outlay					
09-010	Capital Outlay	\$ 22,879	\$ -	\$ -	\$ 70,000
09-116	Minor Equipment	-	-	-	-
09-140	Automobile	-	-	-	-
09-200	Hose	-	-	-	-
09-470	Air Packs	-	7,000	-	8,000
09-530	Pagers	-	-	-	-
09-690	Bunker Sets	70	5,000	4,543	5,250
09-730	Fire Equipment	251	17,500	1,978	12,500
09-770	Equipment	704	6,400	8,263	6,700
09-780	Hand Held Radios	1,115	-	-	-
	Total Capital Outlay	\$ 25,019	\$ 35,900	\$ 14,784	\$ 102,450
Interfund Transfers					
09-670	Transfer to Equipment Replacement	\$ -	\$ 25,000	\$ -	\$ -
	Total Interfund Transfers	\$ -	\$ 25,000	\$ -	\$ -
Department Total		\$ 1,298,572	\$ 1,357,231	\$ 1,220,422	\$ 1,431,238

Animal Control

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Animal Control	01-5-33

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 51,038	\$ 42,758	\$ 40,000	\$ 43,058
01-020	Overtime	153	1,000	172	1,000
01-040	Social Security	4,148	3,294	2,985	3,294
01-050	TMRS	7,656	6,674	5,880	6,347
01-070	Hospitalization	6,803	6,329	6,266	6,602
01-080	Workers Compensation	691	642	830	816
01-160	ICMA	9	-	1	-
01-250	Life Insurance	229	271	189	232
	Total Personnel Services	\$ 70,727	\$ 60,968	\$ 56,324	\$ 61,349
Supplies					
02-010	Office Supplies	\$ 1,441	\$ 200	\$ 172	\$ 200
02-020	Minor Apparatus & Tools	1	500	-	500
02-030	Vehicle Supplies	2,998	4,000	3,100	4,000
02-040	Miscellaneous Supplies	899	1,500	1,000	1,500
	Total Supplies	\$ 5,339	\$ 6,200	\$ 4,272	\$ 6,200
Maintenance					
03-030	Equipment Maint. & Repair	\$ 302	\$ 1,000	\$ -	\$ 1,000
03-040	Motor Vehicles	624	500	420	500
	Total Maintenance	\$ 926	\$ 1,500	\$ 420	\$ 1,500
Miscellaneous					
07-010	Training	\$ 320	\$ 800	\$ 1,645	\$ 1,200
07-260	Uniform Service	415	550	343	550
07-390	Insurance & Bonds	547	300	666	500
	Total Miscellaneous	\$ 1,282	\$ 1,650	\$ 2,654	\$ 2,250
Interfund Transfers					
09-670	Transfer to Equipment Replacement	\$ -	\$ 2,500	\$ -	\$ -
	Total Interfund Transfers	\$ -	\$ 2,500	\$ -	\$ -
Department Total		\$ 78,274	\$ 72,818	\$ 63,671	\$ 71,299

Emergency Management

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 4,624	\$ 4,676	\$ 4,278	\$ 4,676
01-040	Social Security	333	358	315	358
01-050	TMRS	655	725	641	725
01-070	Hospitalization	421	-	385	-
01-080	Workers Compensation	84	78	97	78
01-160	ICMA	186	187	172	187
	Total Personnel Services	\$ 6,303	\$ 6,024	\$ 5,888	\$ 6,024
Supplies					
02-040	Miscellaneous Supplies	\$ 50	\$ -	\$ -	\$ -
	Total Supplies	\$ 50	\$ -	\$ -	\$ -
Maintenance					
03-030	Equipment Maint. & Repair	\$ -	\$ 50	\$ -	\$ 50
	Total Maintenance	\$ -	\$ 50	\$ -	\$ 50
Services					
04-200	Communication	\$ 37	\$ 600	\$ -	\$ 600
	Total Services	\$ 37	\$ 600	\$ -	\$ 600
Miscellaneous					
06-090	Dues & Subscriptions	\$ 100	\$ 1,000	\$ 140	\$ 1,000
07-005	Reverse 911	1,839	2,000	2,376	13,000
07-010	Training	-	1,200	1,828	2,000
07-110	Texas Gulf Coast Conference	-	400	-	-
07-120	State Emergency Mgmt Conf	1,226	2,000	-	3,000
	Total Miscellaneous	\$ 3,165	\$ 6,600	\$ 4,344	\$ 19,000
Capital Outlay					
09-010	Capital Outlay	\$ 4,529	\$ -	\$ -	\$ -
09-770	Equipment	\$ -	\$ 5,000	\$ 2,000	\$ 5,000
	Total Capital Outlay	\$ 4,529	\$ 5,000	\$ 2,000	\$ 5,000
	Department Total	\$ 14,084	\$ 18,274	\$ 12,233	\$ 30,674

Animal Shelter

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Animal Shelter	01-5-35

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 248	\$ -	\$ 120	\$ -
01-020	Overtime	6,384	7,250	6,329	7,250
01-040	Social Security	489	-	493	-
01-050	TMRS	937	-	962	-
01-070	Hospitalization	956	-	860	-
01-080	Workers Compensation	86	80	137	80
01-160	ICMA	29	-	31	-
	Total Personnel Services	\$ 9,129	\$ 7,330	\$ 8,932	\$ 7,330
Supplies					
20-020	Minor Apparatus & Tools	\$ -	\$ 50	\$ -	\$ 50
02-040	Miscellaneous Supplies	1,290	1,500	668	1,500
02-230	Miscellaneous Supplies-Crematorium	-	-	-	-
	Total Supplies	\$ 1,290	\$ 1,550	\$ 668	\$ 1,550
Maintenance					
03-010	Building & Grounds	\$ 929	\$ 1,500	\$ 2,513	\$ 1,500
03-020	Furniture & Fixtures	-	-	-	-
03-260	Crematorium Maintenance	450	500	-	500
	Total Maintenance	\$ 1,379	\$ 2,000	\$ 2,513	\$ 2,000
Services					
04-010	Electricity	\$ 1,033	\$ 1,500	\$ 832	\$ 1,500
04-060	Electricity-Crematorium	716	2,100	283	2,100
04-110	Natural Gas-Crematorium	2,176	5,500	4,297	5,500
04-200	Communication	418	400	484	400
	Total Services	\$ 4,343	\$ 9,500	\$ 5,895	\$ 9,500
Miscellaneous					
07-390	Insurance & Bonds	\$ 587	\$ 500	\$ 1,364	\$ 1,000
	Total Miscellaneous	\$ 587	\$ 500	\$ 1,364	\$ 1,000
Capital Outlay					
09-010	Capital Outlay	\$ 23,875	\$ -	\$ 26,451	\$ -
09-770	Equipment	\$ -	\$ -	\$ -	\$ 82,500
	Total Capital Outlay	\$ 23,875	\$ -	\$ 26,451	\$ 82,500

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Animal Shelter	01-5-35

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Interfund Transfers					
09-670	Transfer to Equipment Replacement	\$ -	\$ 10,000	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u>\$ 40,603</u>	<u>\$ 30,880</u>	<u>\$ 45,823</u>	<u>\$ 103,880</u>

Inspections and Permits

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

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Inspections	01-5-38

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 69,256	\$ 70,001	\$ 65,000	\$ 79,668
01-020	Overtime	-	-	-	-
01-040	Social Security	5,347	5,378	4,011	6,095
01-050	TMRS	9,214	9,709	8,203	10,877
01-070	Hospitalization	5,853	6,329	5,627	6,602
01-080	Workers Compensation	382	355	440	380
01-160	ICMA	2,438	2,506	2,425	2,952
01-250	Life Insurance	392	421	290	394
	Total Personnel Services	\$ 92,882	\$ 94,699	\$ 85,994	\$ 106,968
Supplies					
02-010	Office Supplies	\$ 813	\$ 1,100	\$ 498	\$ 1,000
02-030	Vehicle Supplies	748	1,200	528	1,000
02-040	Miscellaneous Supplies	326	250	267	250
02-050	Data Processing Supplies	-	-	410	300
02-100	Postage	400	700	84	500
	Total Supplies	\$ 2,287	\$ 3,250	\$ 1,788	\$ 3,050
Maintenance					
03-020	Furniture & Fixtures	\$ 238	\$ 375	\$ -	\$ 175
03-030	Equipment Maint. & Repair	318	500	250	500
03-040	Motor Vehicles	30	400	250	250
	Total Maintenance	\$ 586	\$ 1,275	\$ 500	\$ 925
Services					
04-200	Communication	\$ 527	\$ 500	\$ 575	\$ 525
	Total Services	\$ 527	\$ 500	\$ 575	\$ 525
Miscellaneous					
06-090	Dues & Subscriptions	\$ 659	\$ 750	\$ 316	\$ 600
06-270	Contract Services	-	10,000	-	-
07-010	Training	1,420	2,400	2,281	2,400
07-390	Insurance & Bonds	754	800	906	800
07-590	Building-Plumbing School	-	-	-	-
	Total Miscellaneous	\$ 2,833	\$ 13,950	\$ 3,503	\$ 3,800
Capital Outlay					
09-560	Demolition Program	\$ 20,950	\$ 20,000	\$ 14,000	\$ 25,000
	Total Capital Outlay	\$ 20,950	\$ 20,000	\$ 14,000	\$ 25,000

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Inspections	01-5-38

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Interfund Transfers					
09-670	Transfer to Equipment Replacement	\$ -	\$ 2,500	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 120,065</u></u>	<u><u>\$ 136,174</u></u>	<u><u>\$ 106,360</u></u>	<u><u>\$ 140,268</u></u>

Public Works Administration

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 87,281	\$ 93,290	\$ 85,000	\$ 98,769
01-020	Overtime	-	-	3,303	-
01-040	Social Security	6,863	7,183	5,923	7,556
01-050	TMRS	12,206	13,766	10,952	13,251
01-070	Hospitalization	10,947	12,658	11,617	13,203
01-080	Workers Compensation	870	809	587	471
01-160	ICMA	1,115	1,274	2,909	3,171
01-250	Life Insurance	595	638	379	482
	Total Personnel Services	\$ 119,877	\$ 129,618	\$ 120,671	\$ 136,903
Supplies					
02-010	Office Supplies	\$ 1,403	\$ 800	\$ 743	\$ 800
02-020	Minor Apparatus & Tools	44	100	-	100
02-030	Vehicle Supplies	419	1,500	655	1,500
02-040	Miscellaneous Supplies	1,688	1,950	1,057	1,950
02-100	Postage	-	300	-	300
	Total Supplies	\$ 3,554	\$ 4,650	\$ 2,456	\$ 4,650
Maintenance					
03-010	Building & Grounds	\$ 1,194	\$ 2,250	\$ 1,042	\$ 2,250
03-020	Furniture & Fixtures	248	5,600	4,071	5,600
03-030	Equipment Maint. & Repair	878	1,500	1,760	2,160
03-040	Motor Vehicles	55	300	203	300
	Total Maintenance	\$ 2,375	\$ 9,650	\$ 7,076	\$ 10,310
Services					
04-010	Electricity	\$ 12,695	\$ 3,500	\$ 33,823	\$ 2,500
04-100	Natural Gas	447	400	447	400
04-200	Communication	4,960	4,000	4,977	5,333
	Total Services	\$ 18,102	\$ 7,900	\$ 39,246	\$ 8,233

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Miscellaneous					
06-027	Contract Services	\$ 4,799	\$ 1,000	\$ 5,767	\$ 5,300
06-090	Dues & Subscriptions	-	-	102	2,000
06-190	Janitorial Services	3,891	-	4,049	924
07-010	Training	540	3,500	-	2,500
07-050	Auto Allowance/Reimbursement	-	6,000	266	6,000
07-050	Secretary Auto Reimbursement	79	250	55	250
07-390	Insurance & Bonds	3,474	2,850	5,655	2,850
	Total Miscellaneous	\$ 12,783	\$ 13,600	\$ 15,893	\$ 19,824
Capital Outlay					
09-010	Capital Outlay	3,590	-	-	-
09-510	Building Improvements	\$ -	\$ 20,000	\$ 17,577	\$ 20,000
	Total Capital Outlay	\$ 3,590	\$ 20,000	\$ 17,577	\$ 20,000
Interfund Transfers					
09-670	Transfer to Equipment Replacement	\$ -	-	\$ -	\$ -
	Total Interfund Transfers	\$ -	\$ -	\$ -	\$ -
Department Total		\$ 160,281	\$ 185,418	\$ 202,918	\$ 199,920

Garage

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Garage	01-5-42

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 182,634	\$ 200,701	\$ 185,000	\$ 203,977
01-020	Overtime	8,691	5,500	5,288	5,500
01-040	Social Security	14,741	15,400	12,460	15,604
01-050	TMRS	28,403	31,202	29,000	30,066
01-070	Hospitalization	28,168	29,515	33,005	34,290
01-080	Workers Compensation	4,676	4,347	6,023	5,019
01-160	ICMA	6,285	8,052	7,273	8,159
01-250	Life Insurance	1,173	1,319	876	1,092
	Total Personnel Services	\$ 274,771	\$ 296,036	\$ 278,925	\$ 303,707
Supplies					
02-020	Minor Apparatus & Tools	\$ 583	\$ 3,300	\$ 1,250	\$ 3,000
02-030	Vehicle Supplies	5,426	3,000	4,568	3,000
02-040	Miscellaneous Supplies	3,918	4,000	4,579	4,500
02-060	Small Parts Stock	292	700	151	700
	Total Supplies	\$ 10,219	\$ 11,000	\$ 10,549	\$ 11,200
Maintenance					
03-010	Building & Grounds	\$ 4,808	\$ 1,000	\$ 1,330	\$ 2,000
03-020	Furniture & Fixtures	1,062	100	-	500
03-030	Equipment Maint. & Repair	312	1,000	350	700
03-040	Motor Vehicles	276	200	100	600
	Total Maintenance	\$ 6,458	\$ 2,300	\$ 1,780	\$ 3,800
Services					
04-010	Electricity	\$ -	\$ 2,500	\$ -	\$ 2,500
04-100	Natural Gas	1,054	900	2,083	1,700
04-200	Communication	712	600	720	600
	Total Services	\$ 1,766	\$ 4,000	\$ 2,803	\$ 4,800
Contractual					
05-220	Disposal-Regulated Waste	\$ 500	\$ 500	\$ 250	\$ 300
	Total Contractual	\$ 500	\$ 500	\$ 250	\$ 300
Miscellaneous					
07-260	Uniform Services	1,126	1,400	1,098	1,400
07-270	Tool Allowance	4,320	4,320	4,063	4,320
07-390	Insurance & Bonds	3,754	2,750	5,988	4,277
	Total Miscellaneous	\$ 9,200	\$ 8,470	\$ 11,148	\$ 9,997

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Garage	01-5-42

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Capital Outlay					
09-010	Capital Outlay	18,080	-	0	\$ 10,000
09-770	Equipment	\$ -	\$ 20,000	\$ 16,147	10,000
	Total Capital Outlay	<u>18,080</u>	<u>20,000</u>	<u>16,147</u>	<u>\$ 20,000</u>
Interfund Transfers					
09-520	Transfer to Capital Projects	\$ -		\$ -	\$ -
09-670	Transfer to Equipment Replacement	-		-	-
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 320,994</u></u>	<u><u>\$ 342,306</u></u>	<u><u>\$ 321,602</u></u>	<u><u>\$ 353,804</u></u>

Warehouse

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

The Warehouse is to maintain proper safekeeping of inventory assets.

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Warehouse	01-5-43

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 45,678	\$ 42,758	\$ 40,000	\$ 43,058
01-020	Overtime	149	1,000	45	250
01-040	Social Security	3,468	3,294	3,000	3,294
01-050	TMRS	6,398	6,674	5,370	6,347
01-070	Hospitalization	5,867	6,329	6,000	6,602
01-080	Workers Compensation	1,535	1,427	1,856	1,533
01-160	ICMA	832	861	819	861
01-250	Life Insurance	251	299	209	232
	Total Personnel Services	\$ 64,178	\$ 62,642	\$ 57,299	\$ 62,177
Supplies					
02-010	Office Supplies	\$ 703	\$ 300	\$ 974	\$ 400
20-020	Minor Apparatus & Tools	241	100	-	50
02-040	Miscellaneous Supplies	480	500	682	100
02-050	Data Processing Supplies	-	-	-	150
	Total Supplies	\$ 1,424	\$ 900	\$ 1,656	\$ 700
Maintenance					
03-010	Building & Grounds	\$ 4,593	\$ 4,000	\$ 4,929	\$ 1,500
03-020	Furniture & Fixtures	114	250	-	100
03-030	Equipment Maint. & Repair	512	1,300	1,049	500
	Total Maintenance	\$ 5,219	\$ 5,550	\$ 5,978	\$ 2,100
Services					
04-010	Electricity	\$ -	\$ 4,500	\$ -	\$ 1,000
04-100	Natural Gas	1,543	3,500	2,670	2,500
04-200	Communication	687	600	745	600
	Total Services	\$ 2,230	\$ 8,600	\$ 3,415	\$ 4,100
Miscellaneous					
07-010	Training	\$ -	\$ 500	\$ -	\$ 500
07-390	Insurance & Bonds	2,707	2,800	4,276	3,000
	Total Miscellaneous	\$ 2,707	\$ 3,300	\$ 4,276	\$ 3,500
Capital Outlay					
09-010	Capital Outlay	5,556	-	-	-
09-770	Equipment	\$ -	\$ 8,000	\$ -	\$ 8,000
	Total Interfund Transfers	\$ 5,556	\$ 8,000	\$ -	\$ 8,000

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Warehouse	01-5-43

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Interfund Transfers					
09-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 81,314</u></u>	<u><u>\$ 88,992</u></u>	<u><u>\$ 72,624</u></u>	<u><u>\$ 80,577</u></u>

Streets

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Streets	01-5-44

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 340,138	\$ 375,276	\$ 275,000	\$ 286,656
01-020	Overtime	37,199	25,000	8,585	25,000
01-040	Social Security	27,635	28,732	17,751	21,929
01-050	TMRS	53,348	58,214	36,719	42,253
01-070	Hospitalization	61,230	71,359	48,686	51,802
01-080	Workers Compensation	19,365	18,004	26,305	13,214
01-160	ICMA	2,672	2,370	2,320	4,998
01-250	Life Insurance	2,089	2,494	1,410	1,655
	Total Personnel Services	<u>\$ 543,676</u>	<u>\$ 581,449</u>	<u>\$ 416,775</u>	<u>\$ 447,507</u>
Supplies					
02-020	Minor Apparatus & Tools	\$ 688	\$ 700	\$ 20,707	\$ 700
02-030	Vehicle Supplies	23,782	25,000	20,702	25,000
02-040	Miscellaneous Supplies	5,265	5,000	1,599	5,000
02-080	Streets & Traffic Signs	25,307	10,000	6,334	10,000
02-120	Contract Labor	1,165	20,000	13,020	20,000
	Total Supplies	<u>\$ 56,207</u>	<u>\$ 60,700</u>	<u>\$ 62,362</u>	<u>\$ 60,700</u>
Maintenance					
03-020	Furniture & Fixtures	\$ 124	\$ 50	\$ -	\$ 50
03-030	Equipment Maint. & Repair	18,037	7,000	9,862	11,000
03-040	Motor Vehicles	517	1,000	1,305	1,000
03-160	Traffic Signals	13,018	3,000	358	4,000
03-180	Street Striping	13,160	-	193	3,500
	Total Maintenance	<u>\$ 44,856</u>	<u>\$ 11,050</u>	<u>\$ 11,718</u>	<u>\$ 19,550</u>
Contractual					
05-030	Equipment Rental	\$ 313	\$ -	\$ 66	\$ -
05-100	Streets Materials	134,125	200,000	150,000	250,000
05-150	Texas Dept. of Corrections	1,897	5,000	8,187	-
	Total Contractual	<u>\$ 136,335</u>	<u>\$ 205,000</u>	<u>\$ 158,253</u>	<u>\$ 250,000</u>
Miscellaneous					
07-010	Training	\$ 2,096	\$ 1,500	\$ -	\$ 1,500
07-260	Uniform Allowance	1,632	1,300	2,146	1,300
07-390	Insurance & Bonds	8,722	7,400	11,241	8,029
07-640	Drug Testing	-	-	-	-
	Total Miscellaneous	<u>\$ 12,450</u>	<u>\$ 10,200</u>	<u>\$ 13,387</u>	<u>\$ 10,829</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Streets	01-5-44

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Capital Outlay					
09-240	Minor Equipment	\$ -	\$ -	\$ 83	\$ -
09-770	Equipment	\$ -	\$ 50,000	\$ 249,927	\$ -
	Total Capital Outlay	<u>-</u>	<u>50,000</u>	<u>250,010</u>	<u>-</u>
Interfund Transfers					
09-520	Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ -
09-670	Transfer to Equipment Replacement	-	-	-	-
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 793,524</u></u>	<u><u>\$ 918,399</u></u>	<u><u>\$ 912,504</u></u>	<u><u>\$ 788,586</u></u>

Drainage

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Drainage	01-5-45

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 170,213	\$ 183,324	\$ 178,000	\$ 136,479
01-020	Overtime	13,267	12,000	1,429	12,000
01-040	Social Security	13,893	14,093	12,000	10,441
01-050	TMRS	26,489	28,555	25,000	20,117
01-070	Hospitalization	31,096	35,844	30,000	34,290
01-080	Workers Compensation	13,347	12,408	14,970	9,333
01-160	ICMA	699	281	804	308
01-250	Life Insurance	1,021	1,213	741	730
	Total Personnel Services	\$ 270,025	\$ 287,718	\$ 262,944	\$ 223,698
Supplies					
02-020	Minor Apparatus & Tools	\$ 582	\$ 500	\$ 231	\$ 1,500
02-030	Vehicle Supplies	13,162	20,000	12,500	20,000
02-040	Miscellaneous Supplies	4,281	2,500	2,562	2,500
	Total Supplies	\$ 18,025	\$ 23,000	\$ 15,293	\$ 24,000
Maintenance					
03-020	Furniture & Fixtures	\$ 1,062	\$ 1,500	\$ -	\$ 500
03-030	Equipment Maint. & Repair	17,102	15,000	12,500	15,000
03-040	Motor Vehicles	497	-	1,205	1,000
	Total Maintenance	\$ 18,661	\$ 16,500	\$ 13,705	\$ 16,500
Contractual					
05-030	Equipment Rental	\$ 4,280	\$ -	\$ -	\$ -
05-070	Culverts and Drain Boxes	82,319	50,000	58,951	50,000
05-079	Stormwater Permits	11,505	5,000	7,421	5,000
05-080	Rights-of-Way	48	-	-	-
	Total Contractual	\$ 98,152	\$ 55,000	\$ 66,373	\$ 55,000
Miscellaneous					
06-270	Contract Services	\$ 390	\$ 3,000	\$ -	\$ 3,000
07-260	Uniform Allowance	1,305	1,350	878	1,350
07-390	Insurance & Bonds	6,143	6,100	8,021	6,100
07-640	Drug Testing	-	-	-	-
	Total Miscellaneous	\$ 7,838	\$ 10,450	\$ 8,898	\$ 10,450
Capital Outlay					
09-770	Equipment	\$ -	\$ 70,000	\$ 66,669	\$ 35,000
	Total Capital Outlay	\$ -	\$ 70,000	\$ 66,669	\$ 35,000

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund	
Department - Drainage	01-5-45

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Interfund Transfers					
09-520	Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ -
09-670	Transfer to Equipment Replacement	-	-	-	-
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 412,701</u></u>	<u><u>\$ 462,668</u></u>	<u><u>\$ 433,882</u></u>	<u><u>\$ 364,648</u></u>

Miscellaneous

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

General Fund
Department - Special Items 01-5-99

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-090	Sick Leave Accumulation	\$ 36,229	\$ -	\$ -	\$ -
	Total Personnel Services	\$ 36,229	-	\$ -	\$ -
Supplies					
02-040	Miscellaneous Supplies	\$ 5,209	\$ 3,000	\$ 1,500	\$ -
	Total Supplies	\$ 5,209	\$ 3,000	\$ 1,500	\$ -
Maintenance					
03-010	Buildings & Grounds	\$ 7,026	\$ 5,000	\$ 7,955	\$ -
03-020	Furniture & Fixtures	11,079	-	-	-
	Total Maintenance	\$ 18,105	\$ 5,000	\$ 7,955	\$ -
Services					
04-010	Electricity	\$ 2,531	\$ 2,000	\$ 1,264	\$ 2,000
04-090	Street Lighting	111,142	90,000	71,329	90,000
	Total Services	\$ 113,673	\$ 92,000	\$ 72,593	\$ 92,000
Miscellaneous					
06-020	City Auditor	\$ 78,184	\$ 25,000	\$ 25,000	\$ -
06-025	Hurricane Ike	375,740	-	21,050	-
06-030	Hurricane Gustav	-	-	-	-
06-080	Bank Fees	234	-	10,524	-
06-090	Dues & Subscriptions	7,201	7,200	6,691	7,200
06-140	Advertising & Publicity	11,460	6,000	6,650	6,000
06-150	Chamber of Commerce	91,427	40,000	20,000	40,000
06-170	Programming & Maintenance	8,671	3,000	23,988	14,000
06-190	Janitorial Services	1,950	-	966	-
06-260	Hotel Tax Expenditure	148,380	104,000	84,599	79,000
07-010	Compensation Step Plan	-	-	-	-
07-420	Contingencies	37,635	-	47,648	-
	Total Miscellaneous	\$ 760,882	\$ 185,200	\$ 247,115	\$ 146,200
Capital Outlay					
09-520	Transfer to Capital Projects	\$ 30,626	\$ -	\$ -	\$ -
	Total Capital Projects	\$ 30,626	\$ -	\$ -	\$ -
Department Total		\$ 964,724	\$ 285,200	\$ 329,163	\$ 238,200

SOLID WASTE FUND

**City of Groves
Annual Fiscal Budget
2010-2011**

SOLID WASTE FUND SUMMARY #05

Beginning Year Gross Fund Balance 10-01-09	\$ (22,445)
 FYE 2010	
Current Estimated Revenues	\$ 1,175,349
Current Estimated Expenses	<u>\$ (910,960)</u>
 Projected Gross Fund Balance 9-30-10	 <u>\$ 241,944</u>
 FYE 2011	
Estimated Gross Fund Balance 10-01-10	\$ 241,944
Proposed Revenues	<u>\$ 1,289,500</u>
Total FYE 2011 Resources	\$ 1,531,444
 Proposed M&O Expenditures	 \$ (1,139,500)
Proposed Capital Outlay	\$ (150,000)
Proposed Transfer to Equipment Replacement	<u>\$ -</u>
Total Proposed Expenditures	\$ (1,289,500)
 Projected Undesignated Fund Balance 9-30-11	 <u>\$ 241,944</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Solid Waste Fund

Revenue	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Proposed 2010-11
Solid Waste	\$ 1,276,404	\$ 1,231,510	\$ 1,117,770	\$ 1,275,000
Garbage Bags	14,160	15,000	12,127	12,000
Miscellaneous	1,347	1,500	39,969	1,500
Earnings on Investments	-	1,000	-	1,000
Sale of Equipment	-	-	5,484	-
Transfer from Equip Replacement	59,358	-	-	-
Total Revenue	\$ 1,351,269	\$ 1,249,010	\$ 1,175,349	\$ 1,289,500
Expenditures				
Personnel Services	\$ 328,639	\$ 308,860	\$ 299,258	\$ 311,866
Supplies	91,989	112,600	101,927	115,300
Maintenance	45,296	60,700	53,210	62,350
Services	530,464	469,100	428,761	465,500
Miscellaneous	26,791	147,750	27,804	184,484
Capital Outlay	210,986	150,000	-	150,000
Transfers Out	134,126	-	-	-
Total Expenditures	\$ 1,368,291	\$ 1,249,010	\$ 910,960	\$ 1,289,500
Revenues Over(Under) Expenditures	\$ (17,022)	\$ -	\$ 264,389	\$ -

**City of Groves
Annual Fiscal Budget
2010-2011**

STATEMENT OF REVENUES

Solid Waste Fund	05-4-00
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Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Permits, Fees & Other					
344-10	Solid Waste Sales	\$ 1,276,404	\$ 1,231,510	\$ 1,117,770	\$ 1,275,000
344-60	Garbage Bag Sales	14,160	15,000	12,127	12,000
344-96	Miscellaneous Garbage	1,284	-	778	-
360-00	Miscellaneous Income	63	1,500	39,190	1,500
361-10	Earnings on Investments	-	1,000	-	1,000
369-30	Sale of Equipment	-	-	5,484	-
	Total Permits, Fees & Other	<u>\$ 1,291,911</u>	<u>\$ 1,249,010</u>	<u>\$ 1,175,349</u>	<u>\$ 1,289,500</u>
Interfund Transfers					
	Transfer from Equip Replacement	\$ 59,358	\$ -	\$ -	\$ -
	Total Transfers	\$ 59,358	\$ -	\$ -	\$ -
Total Solid Waste Fund Revenue		<u><u>\$ 1,351,269</u></u>	<u><u>\$ 1,249,010</u></u>	<u><u>\$ 1,175,349</u></u>	<u><u>\$ 1,289,500</u></u>

Solid Waste

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 194,184	\$ 203,155	\$ 200,000	\$ 205,077
01-020	Overtime	29,503	14,000	13,000	14,000
01-040	Social Security	18,929	15,633	14,000	15,688
01-050	TMRS	35,746	31,675	27,539	30,228
01-070	Hospitalization	35,022	33,744	31,599	35,636
01-080	Workers Compensation	6,434	5,982	7,858	5,988
01-160	ICMA	3,789	3,303	4,150	4,149
01-240	Unemployment Compensation	3,724	-	172	-
01-250	Life Insurance	1,308	1,368	939	1,100
	Total Personnel Services	\$ 328,639	\$ 308,860	\$ 299,258	\$ 311,866
Supplies					
02-010	Office Supplies	\$ 238	\$ 1,000	\$ 512	\$ 700
02-020	Minor Apparatus & Tools	36	100	-	100
02-030	Vehicle Supplies	66,728	78,000	70,000	78,000
02-040	Miscellaneous Supplies	3,457	2,500	1,219	2,500
02-100	Postage	5,030	7,000	6,720	7,000
02-440	Garbage Bags	7,704	15,000	13,013	15,000
02-600	Garbage Containers	8,796	9,000	10,462	12,000
	Total Supplies	\$ 91,989	\$ 112,600	\$ 101,927	\$ 115,300
Maintenance					
03-020	Furniture & Fixtures	\$ 114	\$ 300	\$ -	\$ 300
03-030	Equipment Maint. & Repair	9	50	344	50
03-040	Motor Vehicles	1,134	350	2,689	2,000
03-050	Solid Waste Trucks	44,039	60,000	50,176	60,000
	Total Maintenance	\$ 45,296	\$ 60,700	\$ 53,210	\$ 62,350
Services					
04-010	Electricity	\$ 2,531	\$ 1,500	\$ 1,264	\$ -
04-200	Communication	243	500	246	500
	Total Services	\$ 2,774	\$ 2,000	\$ 1,511	\$ 500
Contractual Services					
05-020	Landfill Fee	\$ 464,183	\$ 400,000	\$ 365,000	\$ 400,000
05-050	Container Service	8,261	7,100	6,000	5,000
05-160	Green Waste Contract	55,246	60,000	56,251	60,000
	Total Contractual Services	\$ 527,690	\$ 467,100	\$ 427,251	\$ 465,000

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Miscellaneous					
06-140	Advertising & Publicity	\$ -	\$ 500	\$ -	\$ 500
07-260	Uniform Service	2,164	2,100	1,168	2,100
07-390	Insurance & Bonds	17,127	15,650	24,333	17,400
	Total Miscellaneous	<u>\$ 19,291</u>	<u>\$ 18,250</u>	<u>\$ 25,501</u>	<u>\$ 20,000</u>
Capital Outlay					
09-770	Equipment	\$ 210,986	\$ 150,000	\$ -	\$ 150,000
	Total Capital Outlay	<u>\$ 210,986</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 150,000</u>
Interfund Transfers					
55-555	Depreciation	\$ 134,126	\$ -	\$ -	\$ -
55-670	Transfer to Equipment Replacement	-	-	-	-
	Total Interfund Transfers	<u>\$ 134,126</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 1,360,791</u></u>	<u><u>\$ 1,119,510</u></u>	<u><u>\$ 908,657</u></u>	<u><u>\$ 1,125,016</u></u>

Miscellaneous

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Miscellaneous					
06-020	City Auditor	\$ 7,500	\$ 7,500	\$ -	\$ -
06-170	Programming & Maintenance	\$ -	\$ -	\$ 2,303	\$ -
07-100	City Franchise Fee	-	122,000	-	160,000
07-420	Contingencies	-	-	-	4,484
	Total Miscellaneous	<u>\$ 7,500</u>	<u>\$ 129,500</u>	<u>\$ 2,303</u>	<u>\$ 164,484</u>
Department Total		<u>\$ 7,500</u>	<u>\$ 129,500</u>	<u>\$ 2,303</u>	<u>\$ 164,484</u>

SYSTEMS FUND

**City of Groves
Annual Fiscal Budget
2010-2011**

SYSTEMS FUND SUMMARY #11

Beginning Year Gross Fund Balance 10-01-08	\$ (695,810)
FYE 2009	
Current Estimated Revenues	\$ 4,107,467
Current Estimated Expenses	<u>\$(4,408,325)</u>
Projected Gross Fund Balance 9-30-09	<u>\$ (996,668)</u>
FYE 2010	
Estimated Gross Fund Balance 10-01-09	\$ (996,668)
Proposed Revenues	<u>\$ 4,605,768</u>
Total FYE 2010 Resources	\$ 3,609,100
Proposed M&O Expenditures	\$(3,730,268)
Proposed Capital Outlay	\$ (410,500)
Proposed Transfer to General Fund	\$ -
Proposed Transfer to Capital Projects	\$ -
Proposed Transfer to Equipment Replacement	\$ -
Proposed Transfer to Interest and Sinking	<u>\$ (465,000)</u>
Total Proposed Expenditures	<u>\$(4,605,768)</u>
Gross Fund Balance	<u>\$ (996,668)</u>
Restricted/Designated Fund Balance Items:	
Customer Deposits	\$ 476,457
	<u>\$ 476,457</u>
Projected Undesignated Fund Balance 9-30-10	<u>\$(1,473,125)</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Systems Fund				
Revenue	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Proposed 2010-11
Septage Hauling	\$ 332,470	\$ 350,000	\$ 335,000	\$ 315,000
Water Taps	5,440	7,500	6,000	10,000
New Service	12,450	12,000	10,521	14,000
Wastewater Taps	5,000	6,500	5,250	9,000
Water Sales	1,522,048	1,635,000	1,600,000	1,874,400
Wastewater Sales	1,510,801	1,643,500	1,600,000	1,833,200
Sewer Maintenance Fee	362,711	381,000	370,000	380,000
System Extensions	19,081	24,000	-	20,000
Delinquent Penalties	138,873	129,060	149,799	120,000
Miscellaneous	227	36,667	30,897	27,668
Earnings of Investments	-	25,000	-	2,500
Transfers In	1,721,397	195,000	-	-
Total Revenue	\$ 5,630,498	\$ 4,445,227	\$ 4,107,467	\$ 4,605,768
Expenditures				
Personnel Services	\$ 1,991,289	\$ 1,854,954	\$ 1,845,182	\$ 1,845,464
Supplies	476,246	431,350	476,107	487,279
Maintenance	297,444	185,700	179,915	206,200
Services	86,496	282,450	165,609	301,600
Miscellaneous	472,403	731,773	430,389	889,725
Capital Outlay	11,365	368,000	282,482	410,500
Debt Retirement	74,123	-	-	-
Transfers Out	164,101	591,000	1,028,641	465,000
Total Expenditures	\$ 3,573,467	\$ 4,445,227	\$ 4,408,325	\$ 4,605,768
Revenues Over(Under) Expenditures	\$ 2,057,031	\$ -	\$ (300,858)	\$ -

**City of Groves
Annual Fiscal Budget
2010-2011**

STATEMENT OF REVENUES

System Fund	11-4-00
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Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Permits, Fees & Other					
330-50	Septage Hauling	\$ 332,470	\$ 350,000	\$ 335,000	\$ 315,000
344-30	Water Taps	5,440	7,500	6,000	10,000
344-35	New Service Fees	12,450	12,000	10,521	14,000
344-40	Wastewater Taps	5,000	6,500	5,250	9,000
344-50	Water Sales	1,522,048	1,635,000	1,600,000	1,874,400
344-70	Wastewater Sales	1,510,801	1,643,500	1,600,000	1,833,200
344-75	Sewer Maintenance Fee	362,711	381,000	370,000	380,000
344-80	System Extensions	19,081	24,000	-	20,000
344-85	Service Fees	31,973	25,000	37,538	-
344-90	Return Check Fee	4,945	4,060	4,340	-
351-30	Delinquent Penalties	91,137	100,000	107,920	120,000
360-00	Miscellaneous Income	227	10,000	458	1,000
361-10	Earnings on Investments	-	25,000	-	2,500
369-10	Insurance Reimbursement	10,818	-	655	-
369-30	Sale of Equipment	-	-	3,784	-
	Total Permits, Fees & Other	<u>\$3,909,101</u>	<u>\$ 4,223,560</u>	<u>\$ 4,081,467</u>	<u>\$ 4,579,100</u>
Miscellaneous					
372-00	Fina Oil and Chemical Co	\$ -	\$ 26,667	\$ 26,000	\$ 26,668
	Total Miscellaneous	<u>\$ -</u>	<u>\$ 26,667</u>	<u>\$ 26,000</u>	<u>\$ 26,668</u>
Transfers In					
390-50	Transfer from Capital Projects	\$ 1,721,397	\$ -	\$ -	\$ -
390-55	Transfer from Equipment Replacement	\$ -	\$ 195,000	\$ -	\$ -
	Total Transfers	<u>\$1,721,397</u>	<u>\$ 195,000</u>	<u>\$ -</u>	<u>\$ -</u>
	Total Systems Fund Revenue	<u>\$ 5,630,498</u>	<u>\$ 4,445,227</u>	<u>\$ 4,107,467</u>	<u>\$ 4,605,768</u>

Water Plant

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

Systems Fund	
Department - Water Plant	11-5-63

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 358,415	\$ 395,121	\$ 380,000	\$ 379,768
01-020	Overtime	121,088	90,000	108,790	90,000
01-040	Social Security	36,690	30,296	28,892	29,052
01-050	TMRS	70,950	61,383	58,584	55,978
01-070	Hospitalization	58,877	52,702	44,285	59,351
01-080	Workers Compensation	9,521	8,852	15,022	10,632
01-160	ICMA	8,391	7,960	6,465	7,886
01-250	Life Insurance	2,423	2,563	1,310	2,035
	Total Personnel Services	\$ 666,355	\$ 648,877	\$ 643,348	\$ 634,702
Supplies					
02-010	Office Supplies	\$ 801	\$ 1,500	\$ 750	\$ 1,500
02-020	Minor Apparatus & Tools	898	200	100	200
02-030	Vehicle Supplies	710	1,500	1,000	1,500
02-040	Miscellaneous Supplies	5,393	1,500	1,553	1,500
02-090	Water Plant Supplies	4,735	-	-	-
02-100	Postage	4,204	1,950	1,851	1,950
02-110	Water Purchased	115,072	115,000	105,000	115,000
02-120	Chemicals	188,009	185,000	187,372	203,500
	Total Supplies	\$ 319,822	\$ 306,650	\$ 297,625	\$ 325,150
Maintenance					
03-010	Building & Grounds	\$ 4,132	\$ 100	\$ 5,530	\$ 100
03-020	Furniture & Fixtures	104	100	-	100
03-030	Equipment Maint. & Repair	1,959	500	1,462	500
03-040	Motor Vehicles	634	100	120	100
03-080	Water Plant	22,567	35,000	20,000	35,000
03-280	Water Tanks	1,300	4,000	1,729	4,000
	Total Maintenance	\$ 30,696	\$ 39,800	\$ 28,841	\$ 39,800
Services					
04-010	Electricity	\$ -	\$ 70,000	\$ -	\$ 85,000
04-050	Electricity-Water Production	\$ (5,566)	\$ -	\$ 3,606	\$ -
04-200	Communication	4,729	4,000	4,981	4,000
	Total Services	\$ (837)	\$ 74,000	\$ 8,588	\$ 89,000

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

Systems Fund	
Department - Water Plant	11-5-63

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Miscellaneous					
06-180	Fees & Permits	4,396	5,000	22,260	16,000
06-220	Laboratory Charges	27,052	24,000	20,000	15,000
06-270	Contract Services	8,411	6,000	7,000	10,000
07-010	Training	5,487	4,000	4,365	2,100
07-050	Auto Allowance/Reimbursement	6,532	-	2,700	-
07-100	Certification	555	100	-	333
07-260	Uniform Service	-	-	1,264	1,400
07-390	Insurance & Bonds	36,640	19,000	41,523	41,523
07-480	Water Utility Assoc. Dues	-	-	560	600
	Total Miscellaneous	\$ 89,073	\$ 58,100	\$ 99,672	\$ 86,956
Capital Outlay					
09-880	Plant Equipment	\$ -	\$ 30,000	\$ -	\$ -
	Total Capital Outlay	\$ -	\$ 30,000	\$ -	\$ -
Interfund Transfers					
50-520	Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ -
50-530	Capital Projects	\$ -	\$ -	\$ 40,937	\$ -
55-670	Transfer to Equipment Replacement	-	-	-	-
	Total Interfund Transfers	\$ -	\$ -	\$ 40,937	\$ -
Department Total		\$ 1,105,109	\$ 1,157,427	\$ 1,119,012	\$ 1,175,608

Wastewater Plant

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 205,808	\$ 141,011	\$ 141,011	\$ 145,668
01-020	Overtime	26,805	-	6,378	-
01-040	Social Security	18,193	10,833	13,290	11,144
01-050	TMRS	34,432	21,950	27,276	21,471
01-070	Hospitalization	28,350	23,486	23,012	22,433
01-080	Workers Compensation	3,337	3,103	2,856	2,341
01-160	ICMA	6,864	3,776	4,582	5,827
01-240	Unemployment Compensat	-	-	7,958	-
01-250	Life Insurance	1,232	917	585	781
	Total Personnel Services	\$ 325,021	\$ 205,076	\$ 226,949	\$ 209,665
Supplies					
02-010	Office Supplies	\$ 856	\$ 500	\$ 746	\$ 500
02-011	Supplies-Septage	-	500	-	500
02-020	Minor Apparatus & Tools	367	500	911	500
02-030	Vehicle Supplies	3,728	1,500	13,993	2,650
02-040	Miscellaneous Supplies	4,719	1,500	7,591	5,000
02-100	Postage	16	400	76	400
02-130	Wastewarer Plant Supplies	2,953	300	1,974	300
02-140	Wastewater Plant Chemicals	72,541	69,000	99,140	100,000
02-200	Water Purchased - P.A.	143	100	108	100
	Total Supplies	\$ 85,323	\$ 74,300	\$ 124,538	\$ 109,950
Maintenance					
03-010	Building & Grounds	\$ 693	\$ 300	\$ 81	\$ 300
03-030	Equipment Maint. & Repair	20	200	1,578	200
03-040	Motor Vehicles	385	350	685	350
03-090	Lift Station	8,283	3,000	5,013	5,000
03-110	Plant	74,023	40,000	47,018	50,000
	Total Maintenance	\$ 83,404	\$ 43,850	\$ 54,375	\$ 55,850
Services					
04-010	Electricity	\$ -	\$ 200,000	\$ -	\$ 160,000
04-070	Electricity-Sewer Operations	\$ 202,423	\$ -	\$ 148,933	\$ 45,500
04-100	Natural Gas	537	1,100	501	-
04-200	Communication	4,626	3,600	4,747	3,600
	Total Services	\$ 207,586	\$ 204,700	\$ 154,182	\$ 209,100

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Miscellaneous					
05-170	Sludge Disposal	\$ 119,315	\$ 75,000	\$ 75,000	\$ 100,000
06-090	Dues & Subscriptions	1,258	250	-	250
06-180	Fees & Permits	25,587	25,000	30,000	27,000
06-220	Laboratory Charges	32,270	16,000	25,943	30,000
07-010	Training	(25)	600	1,247	800
07-100	Certification	222	200	155	444
07-260	Uniform Service	738	700	755	800
07-390	Insurance & Bonds	41,267	40,000	51,000	51,648
07-480	Water Utility Assoc. Dues	500	-	280	250
	Total Miscellaneous	\$ 221,132	\$ 157,750	\$ 184,381	\$ 211,192
Capital Outlay					
09-115	Plant Repairs	\$ -	\$ 100,000	\$ 73,447	\$ 75,000
	Total Capital Outlay	\$ -	\$ 100,000	\$ 73,447	\$ 75,000
Interfund Transfers					
50-520	Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ -
50-530	Capital Projects	\$ -	\$ -	\$ 522,704	\$ -
	Total Interfund Transfers	\$ -	\$ -	\$ 522,704	\$ -
Department Total		\$ 922,466	\$ 785,676	\$ 1,340,575	\$ 870,757

Customer Service

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

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

Systems Fund
Department - Customer Service 11-5-66

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 127,626	\$ 149,263	\$ 140,000	\$ 153,063
01-020	Overtime	3,981	5,000	3,997	4,000
01-040	Social Security	9,905	11,487	10,112	11,709
01-050	TMRS	16,939	22,212	19,513	21,525
01-070	Hospitalization	19,977	27,415	27,079	29,034
01-080	Workers Compensation	3,861	3,590	4,777	3,677
01-160	ICMA	1,024	815	1,582	839
01-240	Unemployment Compensation	1,768	-	-	-
01-250	Life Insurance	562	899	781	783
	Total Personnel Services	\$ 185,643	\$ 220,681	\$ 207,841	\$ 224,630
Supplies					
02-010	Office Supplies	\$ 4,322	\$ 3,500	\$ 3,867	\$ 3,500
02-020	Minor Apparatus & Tools	537	2,000	829	1,000
02-030	Vehicle Supplies	2,844	4,000	2,729	3,500
02-040	Miscellaneous Supplies	1,916	500	1,110	400
02-050	Forms and Printing	210	-	-	100
02-100	Postage	11,963	14,000	13,503	14,000
	Total Supplies	\$ 21,792	\$ 24,000	\$ 22,037	\$ 22,500
Maintenance					
03-020	Furniture & Fixtures	-	2,000	-	1,500
03-030	Equipment Maint. & Repair	8,267	4,000	2,000	2,500
03-040	Motor Vehicles	1,177	500	3,471	-
03-140	Meters	70,274	5,000	4,666	5,000
	Total Maintenance	\$ 79,718	\$ 11,500	\$ 10,137	\$ 9,000
Services					
04-200	Communication	\$ 804	\$ 900	\$ 917	\$ 900
	Total Services	\$ 804	\$ 900	\$ 917	\$ 900
Miscellaneous					
07-010	Training	\$ 1,643	\$ 6,023	\$ -	\$ 3,000
07-011	Education	105	-	-	-
07-050	Auto Allowance/Reimbursement	-	200	-	-
07-260	Uniform Service	33	500	134	500
07-390	Insurance & Bonds	1,653	2,050	2,101	2,100
	Total Miscellaneous	\$ 3,434	\$ 8,773	\$ 2,236	\$ 5,600

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

Systems Fund	
Department - Customer Service	11-5-66

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Capital Outlay					
09-140	Automobile	-	-	-	17,500
09-770	Equipment / Meter Lease	\$ -	\$ 218,000	\$ 205,000	\$ 218,000
	Total Capital Outlay	<u>\$ -</u>	<u>\$ 218,000</u>	<u>\$ 205,000</u>	<u>\$ 235,500</u>
Interfund Transfers					
50-520	Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ -
55-670	Transfer to Equipment Replacement	-	1,000	-	-
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 291,391</u></u>	<u><u>\$ 484,854</u></u>	<u><u>\$ 448,168</u></u>	<u><u>\$ 498,130</u></u>

Water Distribution

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

Systems Fund
Department - Water Distribution 11-5-67

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 246,076	\$ 247,295	\$ 245,046	\$ 196,219
01-020	Overtime	28,500	26,000	27,467	26,000
01-040	Social Security	21,713	19,033	20,135	15,011
01-050	TMRS	40,517	38,563	41,663	28,923
01-070	Hospitalization	36,332	40,073	36,989	40,892
01-080	Workers Compensation	6,995	6,503	8,463	5,117
01-160	ICMA	3,188	3,002	1,561	-
01-240	Unemployment Compensation	-	-	1,368	-
01-250	Life Insurance	1,527	1,646	925	1,052
	Total Personnel Services	\$ 384,848	\$ 382,115	\$ 383,617	\$ 313,214
Supplies					
02-010	Office Supplies	\$ 550	\$ 350	\$ 144	\$ 350
02-020	Minor Apparatus & Tools	1,621	2,000	4,042	2,000
02-030	Vehicle Supplies	6,860	5,000	8,466	8,429
02-040	Miscellaneous Supplies	5,155	3,000	2,775	3,000
	Total Supplies	\$ 14,186	\$ 10,350	\$ 15,427	\$ 13,779
Maintenance					
03-020	Furniture & Fixtures	\$ 114	150	-	150
03-030	Equipment Maint. & Repair	5,595	5,000	6,878	6,000
03-040	Motor Vehicles	361	200	701	200
03-240	Cast Iron Lines	-	-	3,595	-
03-270	Water Lines	80,149	70,000	62,000	80,000
03-271	Inventory Adjustment	-	-	-	-
	Total Maintenance	\$ 86,219	\$ 75,350	\$ 73,175	\$ 86,350
Miscellaneous					
05-030	Equipment Rental	\$ 269	\$ 1,000	\$ 895	\$ 1,000
06-090	Dues & Subscriptions	770	400	-	400
06-270	Contract Services	250	-	-	-
07-010	Training	1,155	600	-	1,000
07-100	Certification	111	300	-	333
07-260	Uniform Service	2,240	3,000	1,700	3,000
07-390	Insurance & Bonds	3,908	4,000	4,347	4,000
07-480	Water Utility Assoc. Dues	-	-	490	500
	Total Miscellaneous	\$ 8,703	\$ 9,300	\$ 7,432	\$ 10,233

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

Systems Fund	
Department - Water Distribution	11-5-67

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Capital Outlay					
09-030	Water Taps	1,851	-	801	-
09-770	Equipment	-	5,000	-	-
09-910	Heavy Equipment	-	-	-	50,000
	Total Capital Outlay	<u>\$ 1,851</u>	<u>\$ 5,000</u>	<u>\$ 801</u>	<u>\$ 50,000</u>
Interfund Transfers					
09-670	Transfer to Equipment Replacement	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u><u>\$ 495,807</u></u>	<u><u>\$ 482,115</u></u>	<u><u>\$ 480,451</u></u>	<u><u>\$ 473,576</u></u>

Wastewater Collection

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

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

Systems Fund
Department-Wastewater Collection 11-5-68

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Personnel Services					
01-010	Salaries & Wages	\$ 280,748	\$ 257,581	\$ 250,000	\$ 302,091
01-020	Overtime	17,231	13,000	12,912	13,000
01-040	Social Security	23,109	19,797	17,000	23,110
01-050	TMRS	43,845	40,111	37,000	44,528
01-070	Hospitalization	37,189	42,173	39,000	51,467
01-080	Workers Compensation	17,570	16,334	19,000	19,531
01-160	ICMA	8,257	7,583	7,311	7,906
01-250	Life Insurance	1,473	1,626	1,204	1,620
	Total Personnel Services	<u>\$ 429,422</u>	<u>\$ 398,205</u>	<u>\$ 383,427</u>	<u>\$ 463,253</u>
Supplies					
02-010	Office Supplies	\$ 477	\$ 300	\$ 150	\$ 300
02-020	Minor Apparatus & Tools	12,850	1,500	3,762	1,500
02-030	Vehicle Supplies	15,950	10,000	8,884	10,000
02-040	Miscellaneous Supplies	5,846	4,150	3,683	4,000
02-100	Postage	-	100	-	100
	Total Supplies	<u>\$ 35,123</u>	<u>\$ 16,050</u>	<u>\$ 16,480</u>	<u>\$ 15,900</u>
Maintenance					
03-020	Furniture & Fixtures	\$ 114	\$ 100	\$ -	\$ 100
03-030	Equipment Maint. & Repair	9,490	10,000	7,938	10,000
03-040	Motor Vehicles	496	100	612	100
03-060	Service Lines	7,307	5,000	4,838	5,000
	Total Maintenance	<u>\$ 17,407</u>	<u>\$ 15,200</u>	<u>\$ 13,388</u>	<u>\$ 15,200</u>
Services					
04-200	Communication	\$ 602	\$ 600	\$ 658	\$ 600
	Total Services	<u>\$ 602</u>	<u>\$ 600</u>	<u>\$ 658</u>	<u>\$ 600</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

Systems Fund
Department-Wastewater Collection 11-5-68

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Miscellaneous					
05-030	Equipment Rental	\$ 5,460	\$ 1,000	\$ 3,549	\$ 1,000
05-040	Construction Materials	92,254	15,000	30,000	15,000
06-090	Dues & Subscriptions	-	350	-	350
06-270	Contract Services	6,108	8,500	10,302	8,500
07-010	Training	265	600	140	1,000
07-050	Auto Allowance/Reim	900	-	-	-
07-100	Certification	-	100	330	222
07-260	Uniform Service	1,609	1,200	1,189	1,200
07-390	Insurance & Bonds	10,522	5,100	15,739	11,242
07-480	Water Utility Assoc. Dues	-	-	350	350
	Total Miscellaneous	<u>\$ 117,118</u>	<u>\$ 31,850</u>	<u>\$ 61,599</u>	<u>\$ 38,864</u>
Capital Outlay					
09-500	Sewer Extensions	\$ 2,415	\$ -	\$ -	\$ -
09-640	Barricades	-	-	-	-
09-660	Rotating Laser	-	-	-	-
09-770	Equipment	7,099	-	35	50,000
09-860	Building Main & Repairs	-	-	3,199	-
09-880	Plant Equipment	-	15,000	-	-
09-910	Heavy Equipment	-	-	-	-
	Total Capital Outlay	<u>\$ 9,514</u>	<u>\$ 15,000</u>	<u>\$ 3,234</u>	<u>\$ 50,000</u>
Interfund Transfers					
50-530	Transfer to Capital Projects	\$ -	\$ 50,000	\$ -	-
09-670	Transfer to Equipment Replacement	-	-	-	-
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total		<u>\$ 609,186</u>	<u>\$ 526,905</u>	<u>\$ 478,786</u>	<u>\$ 583,817</u>

Miscellaneous

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Services					
04-010	Electricity	\$ 2,523	\$ 2,000	\$ 1,264	\$ 2,000
04-100	Natural Gas	-	250	-	-
	Total Services	\$ 2,523	\$ 2,250	\$ 1,264	\$ 2,000
Miscellaneous					
06-020	City Auditor	\$ -	\$ 8,000	\$ -	\$ -
06-170	Programming & Maintenance	\$ -	\$ -	\$ 15,365	\$ -
07-100	City Franchise Fee	-	448,000	-	390,000
07-420	Contingencies	4,591	-	32,579	135,880
07-580	Subdivider Rebates	11,275	10,000	27,125	11,000
07-900	Allowance for Bad Debt	154,805	-	-	-
	Total Miscellaneous	\$ 170,671	\$ 466,000	\$ 75,069	\$ 536,880
Debt Retirement					
08-050	Capital Lease Interest	74,123	-	-	-
	Total Debt Retirement	\$ 74,123	\$ -	\$ -	\$ -
Interfund Transfers					
09-500	Transfer to General Fund	\$ -	\$ 75,000	\$ -	\$ -
53-040	Transfer to Interest & Sinking	164,101	465,000	465,000	465,000
	Total Interfund Transfers	\$ 164,101	\$ 540,000	\$ 465,000	\$ 465,000
Department Total		\$ 411,418	\$ 1,008,250	\$ 541,334	\$ 1,003,880

SALES TAX FUND

**City of Groves
Annual Fiscal Budget
2010-2011**

SALES TAX FUND SUMMARY #21

Beginning Year Gross Fund Balance 10-01-09	\$ 2,091,000
FYE 2010	
Current Estimated Revenues	\$ 1,064,950
Current Estimated Expenses	<u>\$(1,275,000)</u>
Projected Gross Fund Balance 9-30-10	<u>\$ 1,880,950</u>
FYE 2011	
Estimated Gross Fund Balance 10-01-10	\$ 1,880,950
Proposed Revenues	<u>\$ 1,275,000</u>
Total FYE 2011 Resources	\$ 3,155,950
Proposed Transfer to General Fund	<u>\$(1,275,000)</u>
Total Proposed Expenditures	<u>\$(1,275,000)</u>
Projected Undesignated Fund Balance 9-30-11	<u>\$ 1,880,950</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Sales Tax Fund

Revenue	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Proposed 2010-11
Sales Tax	\$ 1,271,644	\$ 1,250,000	\$ 1,056,000	\$ 1,010,000
Mixed Beverage Tax	5,588	5,000	2,450	5,000
Earnings of Investments	22,092	20,000	6,500	10,000
Fund Balance Transfer	-	-	-	250,000
Total Revenue	\$ 1,299,324	\$ 1,275,000	\$ 1,064,950	\$ 1,275,000
Expenditures				
Transfers Out	\$ 1,458,154	\$ 1,275,000	\$ 1,275,000	\$ 1,275,000
Total Expenditures	\$ 1,458,154	\$ 1,275,000	\$ 1,275,000	\$ 1,275,000
Revenues Over(Under) Expenditures	\$ (158,830)	\$ -	\$ (210,050)	\$ -

**City of Groves
Annual Fiscal Budget
2010-2011**

STATEMENT OF REVENUES

Sales Tax Fund	21-4-00
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Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Taxes					
313-00	Sales Tax Receipts	\$ 1,271,644	\$ 1,250,000	\$ 1,056,000	\$ 1,010,000
	Fund Balance Transfer	\$ -	\$ -	\$ -	\$ 250,000
	Total Taxes	<u>\$ 1,271,644</u>	<u>\$ 1,250,000</u>	<u>\$ 1,056,000</u>	<u>\$ 1,260,000</u>
Miscellaneous					
320-00	Mixed Beverage Tax	\$ 5,588	\$ 5,000	\$ 2,450	\$ 5,000
361-10	Earnings on Investments	22,092	20,000	6,500	10,000
	Total Miscellaneous	<u>\$ 27,680</u>	<u>\$ 25,000</u>	<u>\$ 8,950</u>	<u>\$ 15,000</u>
Total Sales Tax Fund Revenue		<u><u>\$ 1,299,324</u></u>	<u><u>\$ 1,275,000</u></u>	<u><u>\$ 1,064,950</u></u>	<u><u>\$ 1,275,000</u></u>

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Miscellaneous					
07-420	Contingencies	\$ -	\$ -	\$ -	\$ -
	Total Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Interfund Transfers					
50-520	Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ -
51-313	Transfer to General Fund	1,458,154	1,275,000	1,275,000	1,275,000
	Total Interfund Transfers	<u>\$ 1,458,154</u>	<u>\$ 1,275,000</u>	<u>\$ 1,275,000</u>	<u>\$ 1,275,000</u>
Department Total		<u><u>\$ 1,458,154</u></u>	<u><u>\$ 1,275,000</u></u>	<u><u>\$ 1,275,000</u></u>	<u><u>\$ 1,275,000</u></u>

INTEREST AND SINKING FUND

**City of Groves
Annual Fiscal Budget
2010-2011**

INTEREST & SINKING FUND SUMMARY #35

Beginning Year Gross Fund Balance 10-01-09	\$ (122,244)
FYE 2010	
Current Estimated Revenues	\$ 1,503,506
Current Estimated Expenses	<u>\$(1,506,950)</u>
Projected Gross Fund Balance 9-30-10	<u>\$ (125,688)</u>
FYE 2011	
Estimated Gross Fund Balance 10-01-10	\$ (125,688)
Proposed Revenues	<u>\$ 1,804,675</u>
Total FYE 2010 Resources	<u>\$ 1,678,987</u>
Proposed I&S Expenditures	<u>\$(1,804,675)</u>
Total Proposed Expenditures	<u>\$(1,804,675)</u>
Projected Undesignated Fund Balance 9-30-11	<u>\$ (125,689)</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Interest & Sinking Fund

Revenue	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Proposed 2010-11
Current Taxes	\$ 340,815	\$ 544,904	\$ 544,904	\$ 400,000
Delinquent Taxes	15,926	14,546	10,000	29,675
Current Penalty & Interest	2,910	2,000	2,769	5,000
Delinquent Penalty & Interest	4,479	2,000	2,239	5,000
Interest on Investments	1,451	-	94	-
Economic Development	719,703	478,500	478,500	900,000
Transfers	164,101	465,000	465,000	465,000
Total Revenue	<u>\$ 1,249,385</u>	<u>\$ 1,506,950</u>	<u>\$ 1,503,506</u>	<u>\$ 1,804,675</u>
Expenditures				
Principal	\$ 945,000	\$ 990,000	\$ 990,000	\$ 1,150,000
Interest	567,479	515,450	515,450	523,175
Fees & Charges	1,500	1,500	1,500	1,500
Contingencies	-	-	-	130,000
Total Expenditures	<u>\$ 1,513,979</u>	<u>\$ 1,506,950</u>	<u>\$ 1,506,950</u>	<u>\$ 1,804,675</u>
Revenues Over(Under) Expenditures	<u>\$ (264,594)</u>	<u>\$ -</u>	<u>\$ (3,444)</u>	<u>\$ (0)</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

STATEMENT OF REVENUES

Interest & Sinking Fund	35-4-00
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Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Taxes					
310-49	Current Taxes	\$ 340,815	\$ 544,904	\$ 544,904	\$ 400,000
310-48	Delinquent Taxes	15,926	14,546	10,000	29,675
319-00	Current Penalty & Interest	2,910	2,000	2,769	5,000
319-10	Delinquent Penalty & Interest	4,479	2,000	2,239	5,000
	Total Taxes	<u>\$ 364,130</u>	<u>\$ 563,450</u>	<u>\$ 559,912</u>	<u>\$ 439,675</u>
Permits, Fees & Other					
360-00	Miscellaneous Income	\$ 37	\$ -	\$ -	\$ -
361-10	Interest on Investments	1,414	-	94	-
	Total Permits, Fees & Other	<u>\$ 1,451</u>	<u>\$ -</u>	<u>\$ 94</u>	<u>\$ -</u>
Miscellaneous					
371-17	EDC Revenue	\$ 109,400	\$ -	\$ -	\$ -
	Total Miscellaneous	<u>\$ 109,400</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Transfers In					
390-00	Transfer from Systems Fund	\$ 164,101	\$ 465,000	\$ 465,000	\$ 465,000
390-11	Transfer from Systems/SM	-	-	-	-
390-30	Transfer from EDC	610,303	478,500	478,500	900,000
	Total Operating Transfers	<u>\$ 774,404</u>	<u>\$ 943,500</u>	<u>\$ 943,500</u>	<u>\$1,365,000</u>
Total General Fund Revenue		<u><u>\$ 1,249,385</u></u>	<u><u>\$ 1,506,950</u></u>	<u><u>\$ 1,503,506</u></u>	<u><u>\$ 1,804,675</u></u>

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Debt Retirement					
08-040	Principal	\$ 945,000	\$ 990,000	\$ 990,000	\$ 1,150,000
08-050	Interest	567,479	515,450	515,450	523,175
08-060	Fees & Charges	1,500	1,500	1,500	1,500
	Total Debt Retirement	<u>\$ 1,513,979</u>	<u>\$ 1,506,950</u>	<u>\$ 1,506,950</u>	<u>\$ 1,674,675</u>
	Department Total	<u>\$ 1,513,979</u>	<u>\$ 1,506,950</u>	<u>\$ 1,506,950</u>	<u>\$ 1,674,675</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

Interest & Sinking Fund
Department - Miscellaneous 35-5-99

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Miscellaneous					
07-420	Contingencies	\$ -	\$ -	\$ -	\$ 130,000
	Total Miscellaneous	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 130,000</u>
	Department Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 130,000</u>

**GROVES
ECONOMIC
DEVELOPMENT
CORPORATION
FUND**

**City of Groves
Annual Fiscal Budget
2010-2011**

ECONOMIC DEVELOPMENT FUND SUMMARY #30

Beginning Year Gross Fund Balance 10-01-09	\$ 1,681,000
FYE 2010	
Current Estimated Revenues	\$ 548,630
Current Estimated Expenses	<u>\$ (800,268)</u>
Projected Gross Fund Balance 9-30-10	<u>\$ 1,429,362</u>
FYE 2011	
Estimated Gross Fund Balance 10-01-10	\$ 1,429,362
Fund Balance Transfer	\$ (540,000)
Proposed Revenues	<u>\$ 1,050,000</u>
Total FYE 2011 Resources	<u>\$ 1,939,362</u>
Proposed Expenditures	\$ (150,000)
Proposed I&S Expenditures	<u>\$ (900,000)</u>
Total Proposed Expenditures	<u>\$(1,050,000)</u>
Projected Undesignated Fund Balance 9-30-11	<u>\$ 889,362</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Economic Development Fund

Revenue	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Proposed 2010-11
Sales Taxes	\$ 621,223	\$ 650,000	\$ 544,000	\$ 505,000
Interest on Investments	11,954	10,000	4,630	5,000
Fund Balance Transfer	-	-	-	540,000
Total Revenue	\$ 633,177	\$ 660,000	\$ 548,630	\$ 1,050,000
Expenditures				
Supplies	\$ 5,261	\$ -	\$ 627	\$ -
Miscellaneous	303,423	181,500	321,140	150,000
Transfers	610,303	478,500	478,500	900,000
Total Expenditures	\$ 918,987	\$ 660,000	\$ 800,268	\$ 1,050,000
Revenues Over(Under) Expenditures	\$ (285,810)	\$ -	\$ (251,638)	\$ -

**City of Groves
Annual Fiscal Budget
2010-2011**

STATEMENT OF REVENUES

Economic Development Fund 30-4-00

Acct #	Account Description	Actual 2007-08	Budget 2008-09	Estimated 2008-09	Budget 2009-10
Taxes					
313-00	Sales Taxes	\$ 621,223	\$ 650,000	\$ 544,000	\$ 505,000
	Fund Balance Transfer	\$ -	\$ -	\$ -	\$ 540,000
	Total Taxes	<u>\$ 621,223</u>	<u>\$ 650,000</u>	<u>\$ 544,000</u>	<u>\$ 1,045,000</u>
Permits, Fees & Other					
361-10	Interest on Investments	\$ 11,954	\$ 10,000	\$ 4,630	\$ 5,000
	Total Fees & Other	<u>\$ 11,954</u>	<u>\$ 10,000</u>	<u>\$ 4,630</u>	<u>\$ 5,000</u>
Total EDC Fund Revenue		<u><u>\$ 633,177</u></u>	<u><u>\$ 660,000</u></u>	<u><u>\$ 548,630</u></u>	<u><u>\$ 1,050,000</u></u>

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Supplies					
02-040	Miscellaneous Supplies	\$ 5,261	\$ -	\$ 627	\$ -
	Total Services	<u>\$ 5,261</u>	<u>\$ -</u>	<u>\$ 627</u>	<u>\$ -</u>
Miscellaneous					
06-100	Grant Disbursement	\$ 281,566	\$ 75,000	\$ 240,142	\$ 25,000
06-270	Contract Services	21,222	-	80,878	-
07-100	Administration Fee	-	106,500	-	125,000
08-060	Fees & Charges	635	-	120	-
	Total Miscellaneous	<u>\$ 303,423</u>	<u>\$ 181,500</u>	<u>\$ 321,140</u>	<u>\$ 150,000</u>
Transfers					
36-000	Transfer to Interest & Sinking	\$ 610,303	\$ 478,500	\$ 478,500	\$ 900,000
	Total Transfers	<u>\$ 610,303</u>	<u>\$ 478,500</u>	<u>\$ 478,500</u>	<u>\$ 900,000</u>
Department Total		<u><u>\$ 918,987</u></u>	<u><u>\$ 660,000</u></u>	<u><u>\$ 800,268</u></u>	<u><u>\$ 1,050,000</u></u>

EQUIPMENT REPLACEMENT

**City of Groves
Annual Fiscal Budget
2010-2011**

EQUIPMENT REPLACEMENT FUND SUMMARY #55

Beginning Year Gross Fund Balance 10-01-09	\$ 1,011,040
FYE 2010	
Current Estimated Revenues	\$ 73,764
Current Estimated Expenses	<u>\$ (324,054)</u>
Projected Gross Fund Balance 9-30-10	<u>\$ 760,749</u>
FYE 2011	
Estimated Gross Fund Balance 10-01-10	\$ 760,749
Proposed Revenues	<u>\$ 5,000</u>
Total FYE 2011 Resources	\$ 765,749
Proposed Capital Outlay	<u>\$ 125,000</u>
Total Proposed Expenditures	<u>\$ 125,000</u>
Projected Undesignated Fund Balance 9-30-11	<u>\$ 640,749</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Equipment Replacement Fund

Revenue	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Proposed 2010-11
Transfers In	\$ -	\$ 71,000	\$ 71,000	\$ -
Interest on Investments	4,446	5,000	2,764	5,000
Total Revenue	\$ 4,446	\$ 76,000	\$ 73,764	\$ 5,000
Expenditures				
Computers	\$ -	\$ -	\$ -	\$ -
Police	650	-	-	-
Fire	-	-	-	50,000
Animal Control	-	-	-	-
Public Works Admin	-	5,000	5,000	20,000
Garage	-	-	-	20,000
Streets	-	50,000	50,000	-
Drainage	-	70,000	70,000	35,000
Solid Waste	-	-	-	-
Water Plant	-	30,000	30,000	-
Wastewater Plant	-	100,000	100,000	-
Customer Service	-	-	-	-
Water Distribution	-	50,000	50,000	-
Wastewater Collection	78,772	15,000	19,054	-
Miscellaneous	-	-	-	-
Total Expenditures	\$ 79,422	\$ 320,000	\$ 324,054	\$ 125,000
Revenues Over(Under) Expenditures	\$ (74,976)	\$ (244,000)	\$ (250,291)	\$ (120,000)

**City of Groves
Annual Fiscal Budget
2010-2011**

STATEMENT OF REVENUES

Equipment Replacement Fund		55-4-00			
Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Operating Transfers In					
349-05	Finance	\$ -	\$ -	\$ -	\$ -
349-13	Municipal Court	-	-	-	-
349-21	Library	-	-	-	-
349-25	Parks & Recreation	-	-	-	-
349-31	Police	-	30,000	30,000	-
349-32	Fire	-	25,000	25,000	-
349-33	Animal Control	-	2,500	2,500	-
349-35	Animal Shelter	-	10,000	10,000	-
349-38	Inspections	-	2,500	2,500	-
349-41	Public Works Admin.	-	-	-	-
349-42	Garage	-	-	-	-
349-43	Warehouse	-	-	-	-
349-44	Streets	-	-	-	-
349-45	Drainage	-	-	-	-
349-55	Solid Waste	-	-	-	-
349-63	Water Plant	-	-	-	-
349-66	Customer Service	-	1,000	1,000	-
349-67	Water Distribution	-	-	-	-
349-68	Wastewater Collection	-	-	-	-
	Total Operating Transfers	\$ -	\$ 71,000	\$ 71,000	\$ -
Permits, Fees & Other					
361-10	Interest on Investments	\$ 4,446	\$ 5,000	\$ 2,764	\$ 5,000
	Total Fees & Other	\$ 4,446	\$ 5,000	\$ 2,764	\$ 5,000
Total Equipment Replacement Rev		\$ 4,446	\$ 76,000	\$ 73,764	\$ 5,000

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

Equipment Replacement Fund	55-5
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Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Computer System					
19-09-900	Computer System	\$ -	\$ -	\$ -	\$ -
	Total Computer System	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Police					
31-09-140	Automobiles	\$ 650	\$ -	\$ -	\$ -
	Total Police	<u>\$ 650</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Animal Control					
33-09-140	Animal Control	\$ -	\$ -	\$ -	\$ -
	Total Animal Control	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Public Works Admin.					
41-09-140	Public Works Admin.	\$ -	\$ 5,000	\$ 5,000	\$ -
	Total Public Works Admin.	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>
Garage					
42-09-140	Automobiles	\$ -	\$ -	\$ -	\$ -
	Total Garage	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Streets					
44-09-113	Heavy Equipment	\$ -	\$ 50,000	\$ 50,000	\$ -
44-09-440	Street Equipment	-	-	-	-
	Total Undesignated	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>
Drainage					
45-09-113	Heavy Equipment	\$ -	\$ 70,000	\$ 70,000	\$ -
	Total Garage	<u>\$ -</u>	<u>\$ 70,000</u>	<u>\$ 70,000</u>	<u>\$ -</u>
Solid Waste					
55-09-030	Solid Waste Truck	\$ -	\$ -	\$ -	\$ -
	Total Solid Waste	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Water Plant					
63-09-670	Equipment	\$ -	\$ 30,000	\$ 30,000	\$ -
	Total Water Plant	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ -</u>
Wastewater Plant					
64-09-670	Equipment	\$ -	\$ 100,000	\$ 100,000	\$ -
	Total Water Plant	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>

**City of Groves
Annual Fiscal Budget
2010-2011**

EXPENDITURE DETAIL

Equipment Replacement Fund	55-5
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Acct #	Account Description	Actual 2008-09	Budget 2009-10	Estimated 2009-10	Budget 2010-11
Customer Service					
66-09-670	Cust. Svc. Equip. Repmt.	\$ -	\$ -	\$ -	\$ -
	Total Customer Service	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Water Distribution					
67-09-113	Heavy Equipment	\$ -	\$ 50,000	\$ 50,000	\$ -
	Total Water Distribution	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>
Wastewater Collection					
68-09-113	Heavy Equipment	\$ 61,727	\$ -	\$ 4,054	\$ -
68-09-140	Automobiles	\$ 17,045	\$ -	\$ -	\$ -
68-09-670	Equipment	\$ -	\$ 15,000	\$ 15,000	\$ -
	Total Department 76	<u>\$ 78,772</u>	<u>\$ 15,000</u>	<u>\$ 19,054</u>	<u>\$ -</u>
Sundry					
99-07-450	M&R Telephone System	\$ -	\$ -	\$ -	\$ -
	Total Water Plant	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Outlay					
99-09-671	Transfer To General Fund	\$ -	\$ -	\$ -	\$ 125,000
99-09-675	Transfer To Solid Waste	\$ 59,358	\$ -	\$ -	\$ -
	Total Capital Outlay	<u>\$ 59,358</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 125,000</u>
Department Total		<u><u>\$ 138,780</u></u>	<u><u>\$ 320,000</u></u>	<u><u>\$ 324,054</u></u>	<u><u>\$ 125,000</u></u>

CAPITAL OUTLAY

**City of Groves
Annual Fiscal Budget
2009-2010**

Proposed Capital Outlay Purchases

General Fund		
Department	Description	Amount
Finance	New P.O. System	\$ 2,500
Total Finance		\$ 2,500
Library	Books	\$ 13,400
	Audiotapes	4,600
	Equipment	500
	Building Maint. & Proj.	20,000
Total Library		\$ 38,500
Parks and Recreation	Equipment	\$ 15,000
	Park Equipment	30,000
Total Parks and Recreation		\$ 45,000
Police	Automobile	\$ 25,000
	Auto Equipment	2,500
Total Police		\$ 27,500
Fire	Air Packs	\$ 7,000
	Bunker Sets	5,000
	Fire Equipment	17,500
	Equipment	6,400
Total Fire		\$ 35,900
Emergency Management	Equipment	\$ 5,000
Total Emergency Management		\$ 5,000
Inspections	Demolition Program	\$ 20,000
Total Inspections		\$ 20,000
Public Works Administration	Building Improvements	\$ 20,000
Total Public Works Admin		\$ 20,000
Garage	Equipment	\$ 20,000
Total Garage		\$ 20,000
Warehouse	Equipment	\$ 8,000
Total Warehouse		\$ 8,000

**City of Groves
Annual Fiscal Budget
2010-2011**

Proposed Capital Outlay Purchases

General Fund - Continued		
Department	Description	Amount
Streets	Equipment	\$ 50,000
Total Streets		\$ 50,000
Drainage	Equipment	\$ 70,000
Total Drainage		\$ 70,000
Total General Fund		\$ 342,400
Solid Waste		
Solid Waste	Equipment	\$ 150,000
Total Solid Waste		\$ 150,000
Systems		
Water Plant	Plant Equipment	\$ 30,000
Total Water Plant		\$ 30,000
Wastewater Plant	Plant Repairs	\$ 100,000
Total Wastewater Plant		\$ 100,000
Customer Service	Equipment/Meter Lease	\$ 218,000
Total Customer Service		\$ 218,000
Water Distribution	Equipment	\$ 5,000
Total Water Distribution		\$ 5,000
Wastewater Collection	Plant Equipment	\$ 15,000
Total Wastewater Collection		\$ 15,000
Total Systems Fund		\$ 368,000

INTERFUND TRANSFERS

**City of Groves
Annual Fiscal Budget
2010-2011**

Proposed Interfund Transfers

General Fund		
Department	Source/Destination	Amount
Transfers In		
General	Sales Tax Fund	\$ 1,275,000
General	Equipment Replacement	\$ 125,000
Total Transfers In		\$ 1,400,000
 Transfers Out		
Municipal Court	Court Security (Restricted)	5,000
Municipal Court	Court Technology (Restricted)	3,800
Total Transfers Out		\$ 8,800
 Total General Fund Transfers		 \$ 1,391,200
 Systems Fund		
Transfers In		
Total Transfers In		\$ -
 Transfers Out		
Administration	Interest & Sinking	465,000
Total Transfers Out		\$ 465,000
 Total Systems Fund Transfers		 \$ (465,000)

**City of Groves
Annual Fiscal Budget
2010-2011**

Proposed Interfund Transfers

Sales Tax Fund		
Transfers Out		
Sales Tax	General Fund	\$ 1,275,000
Total Transfers Out		\$ 1,275,000
Total Sales Tax Fund Transfers		\$ (1,275,000)
Interest & Sinking Fund		
Department	Source/Destination	Amount
Transfers In		
Interest & Sinking	Systems Fund	\$ 465,000
Interest & Sinking	Economic Development Corporation	\$ 550,000
Total Transfers In		\$ 1,015,000
Total Interest & Sinking Fund Transfers		\$ 1,015,000
Economic Development Corporation Fund		
Transfers Out		
E.D.C.	Interest & Sinking	\$ 550,000
Total Transfers Out		\$ 550,000
Total E.D.C. Fund Transfers		\$ (550,000)
Equipment Replacement Fund		
Transfers In		
Total Transfers In		\$ -

**City of Groves
Annual Fiscal Budget
2010-2011**

Proposed Interfund Transfers

Transfers Out			
Equipment Replacement	General Fund	\$	125,000
Total Transfers Out		\$	125,000
Total Equipment Replacement Fund Transfers		\$	(125,000)
Total Interfund Transfers		\$	<u>(8,800)</u>

DEBT SCHEDULES

City of Groves
Annual Fiscal Budget
2010-2011

SUMMARY OF TOTAL BONDED INDEBTEDNESS

Issue/Series	Maturity	Issue	Balance
Certificates of Obligation 2004	2026	\$ 715,000	\$ 640,000
General Obligation Refunding Bonds 2005	2015	10,855,000	8,530,000
Certificates of Obligation 2006	2027	5,000,000	4,645,000
Tax Notes Series 2010	2016	890,000	890,000
Total		<u><u>\$ 17,460,000</u></u>	<u><u>\$ 14,705,000</u></u>

City of Groves
Annual Fiscal Budget
2010-2011

SCHEDULE OF DEBT REQUIREMENTS TO MATURITY

Year	Principal	Interest	Total
2010	990,000.00	515,450.00	1,505,450.00
2011	1,150,000.00	523,175.14	1,673,175.14
2012	1,225,000.00	468,821.00	1,693,821.00
2013	1,300,000.00	426,091.26	1,726,091.26
2014	1,350,000.00	380,020.76	1,730,020.76
2015	1,415,000.00	330,031.26	1,745,031.26
2016	1,470,000.00	275,416.26	1,745,416.26
2017	1,350,000.00	222,882.50	1,572,882.50
2018	1,405,000.00	170,240.00	1,575,240.00
2019	300,000.00	115,287.50	415,287.50
2020	310,000.00	104,447.50	414,447.50
2021	315,000.00	93,072.50	408,072.50
2022	330,000.00	81,495.00	411,495.00
2023	345,000.00	69,195.00	414,195.00
2024	355,000.00	56,145.00	411,145.00
2025	370,000.00	42,520.00	412,520.00
2026	380,000.00	28,285.00	408,285.00
2027	345,000.00	13,455.00	358,455.00
	<u>\$ 14,705,000.00</u>	<u>\$ 3,916,030.68</u>	<u>\$ 18,621,030.68</u>

City of Groves
Annual Fiscal Budget
2010-2011

RECAP OF CERTIFICATES OF OBLIGATION

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2010	990,000.00	257,725.00	257,725.00	1,505,450.00	13,715,000.00
2011	1,150,000.00	253,287.50	269,887.64	1,673,175.14	12,565,000.00
2012	1,225,000.00	233,658.00	235,163.00	1,693,821.00	11,340,000.00
2013	1,300,000.00	212,014.38	214,076.88	1,726,091.26	10,040,000.00
2014	1,350,000.00	188,846.88	191,173.88	1,730,020.76	8,690,000.00
2015	1,415,000.00	163,571.88	166,459.38	1,745,031.26	7,275,000.00
2016	1,470,000.00	136,008.13	139,408.13	1,745,416.26	5,805,000.00
2017	1,350,000.00	111,441.25	111,441.25	1,572,882.50	4,455,000.00
2018	1,405,000.00	85,120.00	85,120.00	1,575,240.00	3,050,000.00
2019	300,000.00	57,643.75	57,643.75	415,287.50	2,750,000.00
2020	310,000.00	52,223.75	52,223.75	414,447.50	2,440,000.00
2021	315,000.00	46,536.25	46,536.25	408,072.50	2,125,000.00
2022	330,000.00	40,747.50	40,747.50	411,495.00	1,795,000.00
2023	345,000.00	34,597.50	34,597.50	414,195.00	1,450,000.00
2024	355,000.00	28,072.50	28,072.50	411,145.00	1,095,000.00
2025	370,000.00	21,260.00	21,260.00	412,520.00	725,000.00
2026	380,000.00	14,142.50	14,142.50	408,285.00	345,000.00
2027	345,000.00	13,455.00	-	358,455.00	-

City of Groves
Annual Fiscal Budget
2010-2011

CERTIFICATES OF OBLIGATION SERIES 2004

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2010	25,000.00	11,697.50	11,697.50	48,395.00	615,000.00
2011	30,000.00	11,366.25	11,366.25	52,732.50	585,000.00
2012	30,000.00	10,938.75	10,938.75	51,877.50	555,000.00
2013	30,000.00	10,488.75	10,488.75	50,977.50	525,000.00
2014	30,000.00	10,016.25	10,016.25	50,032.50	495,000.00
2015	35,000.00	9,528.75	9,528.75	54,057.50	460,000.00
2016	35,000.00	8,933.75	8,933.75	52,867.50	425,000.00
2017	35,000.00	8,330.00	8,330.00	51,660.00	390,000.00
2018	35,000.00	7,708.75	7,708.75	50,417.50	355,000.00
2019	40,000.00	7,070.00	7,070.00	54,140.00	315,000.00
2020	40,000.00	6,330.00	6,330.00	52,660.00	275,000.00
2021	40,000.00	5,570.00	5,570.00	51,140.00	235,000.00
2022	45,000.00	4,800.00	4,800.00	54,600.00	190,000.00
2023	45,000.00	3,922.50	3,922.50	52,845.00	145,000.00
2024	45,000.00	3,022.50	3,022.50	51,045.00	100,000.00
2025	50,000.00	2,100.00	2,100.00	54,200.00	50,000.00
2026	50,000.00	1,062.50	1,062.50	52,125.00	-

City of Groves
Annual Fiscal Budget
2010-2011

GENERAL OBLIGATION REFUNDING BONDS, 2005

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2010	780,000.00	163,675.00	163,675.00	1,107,350.00	7,750,000.00
2011	815,000.00	150,025.00	150,025.00	1,115,050.00	6,935,000.00
2012	855,000.00	135,253.00	135,253.00	1,125,506.00	6,080,000.00
2013	910,000.00	119,221.88	119,221.88	1,148,443.76	5,170,000.00
2014	950,000.00	102,159.38	102,159.38	1,154,318.76	4,220,000.00
2015	990,000.00	83,753.13	83,753.13	1,157,506.26	3,230,000.00
2016	1,035,000.00	63,953.13	63,953.13	1,162,906.26	2,195,000.00
2017	1,075,000.00	43,900.00	43,900.00	1,162,800.00	1,120,000.00
2018	1,120,000.00	22,400.00	22,400.00	1,164,800.00	-

City of Groves
Annual Fiscal Budget
2010-2011

CERTIFICATES OF OBLIGATION SERIES 2006

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2010	185,000.00	82,352.50	82,352.50	349,705.00	4,460,000.00
2011	195,000.00	79,716.25	79,716.25	354,432.50	4,265,000.00
2012	200,000.00	76,791.25	76,791.25	353,582.50	4,065,000.00
2013	210,000.00	73,691.25	73,691.25	357,382.50	3,855,000.00
2014	215,000.00	70,383.75	70,383.75	355,767.50	3,640,000.00
2015	225,000.00	66,890.00	66,890.00	358,780.00	3,415,000.00
2016	230,000.00	63,121.25	63,121.25	356,242.50	3,185,000.00
2017	240,000.00	59,211.25	59,211.25	358,422.50	2,945,000.00
2018	250,000.00	55,011.25	55,011.25	360,022.50	2,695,000.00
2019	260,000.00	50,573.75	50,573.75	361,147.50	2,435,000.00
2020	270,000.00	45,893.75	45,893.75	361,787.50	2,165,000.00
2021	275,000.00	40,966.25	40,966.25	356,932.50	1,890,000.00
2022	285,000.00	35,947.50	35,947.50	356,895.00	1,605,000.00
2023	300,000.00	30,675.00	30,675.00	361,350.00	1,305,000.00
2024	310,000.00	25,050.00	25,050.00	360,100.00	995,000.00
2025	320,000.00	19,160.00	19,160.00	358,320.00	675,000.00
2026	330,000.00	13,080.00	13,080.00	356,160.00	345,000.00
2027	345,000.00	13,455.00	-	358,455.00	-

City of Groves
Annual Fiscal Budget
2010-2011

TAX NOTES SERIES 2010

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2011	110,000	12,180.00	28,780.14	150,960.14	780,000
2012	140,000	10,675.00	12,180.00	162,855.00	640,000
2013	150,000	8,612.50	10,675.00	169,287.50	490,000
2014	155,000	6,287.50	8,614.50	169,902.00	335,000
2015	165,000	3,400.00	6,287.50	174,687.50	170,000
2016	170,000	-	3,400.00	173,400.00	-

INVESTMENT POLICY

RESOLUTION NO. 2010-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVES ESTABLISHING A REVIEW OF THE INVESTMENT POLICY OF THE CITY OF GROVES AND RECORDING CHANGES TO THE INVESTMENT POLICY OR INVESTMENT STRATEGIES

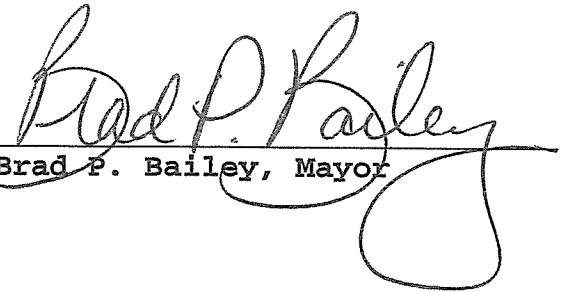
WHEREAS, the Public Funds Investment Act, V.T.C.A., Government Code § 2256.005 (e), provides that the governing body of an investing entity shall review its investment policy and investment strategies not less than annually, and further now provides that said governing body shall adopt a written instrument stating that it has reviewed the investment policy and investment strategies and further recording any changes made to the investment policy or investment strategies;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GROVES:

SECTION 1: - That the City Council of the City of Groves has reviewed the Investment Policy of the City of Groves as presented by the Finance Director of the City, and hereby adopts said Investment Policy together with the changes made thereto as recommended by the Finance Director and as provided by the Public Funds Investment Act, as amended.

SECTION 2: - That a copy of said revised Investment Policy of the City of Groves, with any changes made to either the investment policy or investment strategies indicated thereon, is attached hereto as Exhibit "A" and made a part hereof.

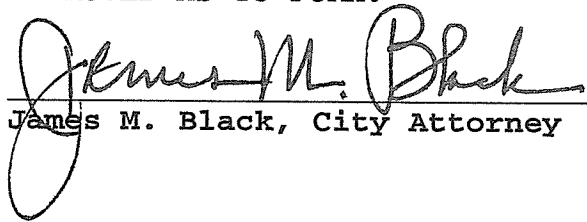
PASSED, APPROVED and ADOPTED at a regular meeting of the City Council of the City of Groves held on the 13th day of September, 2010.


Brad P. Bailey, Mayor

ATTEST:


Kimbra L. Butler, City Clerk

APPROVED AS TO FORM:


James M. Black, City Attorney

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

CITY OF GROVES

INVESTMENT POLICY

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

I. SCOPE

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

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

II. OBJECTIVES

The City of Groves shall manage and invest its cash with four objectives, listed in order of priority: Safety, Liquidity, Yield, and Public Trust. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

SAFETY

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

LIQUIDITY

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

YIELD

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

PUBLIC TRUST

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

III. RESPONSIBILITY AND CONTROL

DELEGATION OF AUTHORITY AND TRAINING

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

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

INTERNAL CONTROLS

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

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

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

PRUDENCE

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

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

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

ETHICS AND CONFLICTS

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

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

IV. REPORTING

QUARTERLY REPORTING

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

METHODS

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

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

ANNUAL AUDIT

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

V. INVESTMENT PORTFOLIO

INVESTMENTS

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

AUTHORIZED INSTRUMENTS

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

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

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

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

UNAUTHORIZED INSTRUMENTS

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

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

EXISTING INVESTMENTS

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

HOLDING PERIOD

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

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

RISK AND DIVERSIFICATION

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

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

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

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

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

MONITORING

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

SETTLEMENT

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

VI. SELECTION OF BROKERS/DEALERS

SELECTION OF AUTHORIZED BROKERS

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

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

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

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

VII. SAFEKEEPING AND CUSTODY

INSURANCE OR COLLATERAL

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

SAFEKEEPING AGREEMENT

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

COLLATERAL DEFINED

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

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

SUBJECT TO AUDIT

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

VIII. INVESTMENT POLICY ADOPTION

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

IX. INVESTMENT STRATEGY

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

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

GLOSSARY
of
COMMON TREASURY TERMINOLOGY

AGENCIES: Federal agency securities

ASKED: Price at which securities are offered

BID: Price offered for securities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PORTFOLIO: Collection of securities held by an investor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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