



**FISCAL YEAR  
NOVEMBER 1, 2016 – OCTOBER 31, 2017**

**OPERATING BUDGET**

*“A unique city that leads through providing planned growth, quality of life, a safe environment, and a vision for the future.”*



**FISCAL YEAR NOVEMBER 1, 2016 – OCTOBER 31, 2017  
OPERATING BUDGET**

**MAYOR TOM DALY  
MAYOR PRO-TEM HARRY GREENE  
CITY COUNCILMAN KEVIN HADAS  
CITY COUNCILMAN KEN HARRIS  
CITY COUNCILMAN JIM PARMA  
CITY COUNCILMAN KEN POLASEK**

**JOHNNY CASIAS, CITY ADMINISTRATOR / SECRETARY  
RIC BRAUN, FIRE CHIEF  
ALBERT COMPTON, PUBLIC WORKS DIRECTOR  
REBECCA DEL TORO, ASSISTANT CITY SECRETARY  
HORTENCIA LOZANO, FINANCE DIRECTOR  
DAVE PADULA, POLICE CHIEF  
LARRY VERNER, CITY ENGINEER**

This budget will raise more revenue from property taxes than last year's budget by an amount of \$78,907, which is a 4.1 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$117,303.

**Texas Local Government Code Section 102.008 (2) (B)**

**The City of Selma Fiscal Year 2016-2017 Annual Operating Budget was approved at the September 8, 2016 City Council Meeting and Public Hearing. By record vote described by Section 102.007 (d) (2) of the Texas Local Government Code, Mayor Pro Tem Harry Greene voted Yes, Councilman Ken Polasek voted Yes, Councilman Kevin Hadas voted Yes, Councilman Jim Parma voted Yes, and Councilman Ken Harris voted Yes.**

**CITY OF SELMA 2016 – 2017 BUDGET  
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September 1, 2016

TO: The Honorable Mayor, City Council Members, and Citizens of Selma

FROM: Johnny Casias, City Administrator / City Secretary

SUBJECT: Executive Summary, FY 2016 – 2017 Budget

The proposed budget for Fiscal Year 2016-2017 was filed with the municipal clerk on August 5, 2016, and the Notice of Public Hearing was published in the Northeast Herald on August 17, 2016 and August 24, 2016. The Guadalupe County Appraisal District lists the City's tax roll for FY 2016-2017 at \$966,466,818. Last fiscal year, the Guadalupe County Appraisal District listed the City's tax roll at \$881,145,145. After careful analysis, it is our recommendation that we adopt the Effective Tax Rate of \$0.2034 per \$100 of valuation for FY 2016-2017. This represents a \$0.0031 decrease from last year's tax rate of \$0.2065 per \$100 of valuation. The tax components for the proposed FY 2016-2017 tax rate would be as follows: \$0.0997 for Maintenance & Operations (General Fund) and \$0.1037 for Interest & Sinking (Debt Service).

From January 2016 through August 2016, exactly 2/3<sup>rd</sup>s of the way into the current fiscal year, Selma's local economy grew as sales tax collections were 1.73% above this same period last year. Some businesses that were added during the current fiscal year included O'Reilly Auto Parts Distribution Center, Nothing Bundt Cakes, and Rooms-to-Go Furniture. New retail businesses are expected in The Forum and Forum Pointe Shopping Centers next fiscal year. North Park Audi, part of the Kahlig Auto Group, will be opening this fall in its temporary building as they prepare for the construction of a state of the art 41,000 square foot facility.

The industrial sector in Selma continues to show rapid growth, especially in the new Titan Industrial Park, located on 188 acres off of Lookout Road. This was proven with yet another San Antonio Business Journal "Best in Commercial Real Estate Award". Ben E. Keith will soon begin construction on its brand new 500,000 square foot regional headquarters and distribution center, which will eventually employ close to 1,000 people. VIRC Snacks is nearing completion on their 25,000 square foot facility across from City Hall with potential expansion to follow in the near future. The industrial sector in Selma has become one of the most sought after locations for new and relocating businesses along the IH 35 corridor.

In addition to commercial development, there continues to be a steady increase in residential building permits as Centex / Pulte continue to build new homes in Kensington Ranch II. Creekside Ridge Subdivision near the cul-de-sac on Retama Parkway is now under construction and when completed, will close to 95 new homes. These residential construction projects will continue throughout the next year.

The multi-family housing in Selma is also on the uptick with the completion of Liberty Pass, an affordable Veteran's housing development located near the intersection of Lookout Road and Jordan Road. Also, TruCare Living Centers, a nursing and rehabilitation community, is in the final stages of permitting and is expected to open in the near future. This new center will provide skilled rehabilitation care to those who are recovering from illness and injury, as well as assisting those who cannot fully take care of themselves.

The City of Selma is setting its course for the future. Experiencing rapid growth in both new homes and quality jobs, we now seek to make a statement about its identity. Current population estimates indicate that Selma is fast approaching 10,000 residents. To further enhance the quality of life for all citizens and visitors of Selma, the City of Selma has worked diligently to provide a Capital Improvement Plan (CIP) in order to provide a variety of capital improvement projects for the next fiscal year and beyond. First, over the past year the following capital improvement projects have been completed:

- Reconstruction of Alton Boulevard in the Selma Park Estates Subdivision
- Road Improvements throughout the Forest Creek Subdivision
- Reconstruction at the Derby Vista @ Amberly Court Intersection in Retama Springs Subdivision;

Work began on the reconstruction of Woodcliffe Boulevard in Selma Park Estates earlier this year. The reconstructed road will mirror that of nearby Alton Boulevard in terms of appearance and functionality. Construction is expected to be completed by mid-2017.

New projects currently being designed that are forecasted to be presented to City Council to construct next year include:

- Engineering / Non-construction costs for Wiederstein Road Improvements, to include construction of a sidewalk
- Drainage improvements in Selma Park Estates
- In all, approximately \$3.8 million dollars are committed towards capital improvement projects & maintenance repairs that do not utilize property taxes!

Work is finally completed on the restoration of the historic John S. Harrison House. The newly restored property will not only serve as a reminder of the rich heritage of Selma, but also as a community center. The Harrison House will be available for historical tours, as a meeting place, and wedding/social event venue. The next phase of the project will be the development and construction of a trail system to connect the Harrison House with the Stage Stop and surrounding property. The trail system project is slated to begin in early 2017, with further development of the remaining property to begin in coming years.

In May 2015, the citizens of Selma voted and approved a special bond election that issued \$9 million dollars in general obligation bonds to fund the widening of Lookout Road and to construct a bridge over the Cibolo Creek. The City is in the final stages of preparation and

right of way acquisition for this project. The widening of Lookout Road is scheduled to begin by the end of 2016.

### **ANNUAL OPERATING BUDGET**

Collectively, the funds that make up the Fiscal Year 2016-2017 Annual Operating Budget (which begins on November 1<sup>st</sup>) will increase by 4.0% or \$760,920 over the previous fiscal year. The following is a list of all city funds represented in this budget: General Fund, Municipal Development District Fund, Utility Fund, Reserve Funds and the Debt Service Fund. Combined, these funds equate to a total operating budget for Fiscal Year 2016-2017 of \$19,877,018.

### **GENERAL FUND**

Expected Revenues for Fiscal Year 2016-2017 are \$10,671,430, an increase of 1.7% or \$179,444 over the previous fiscal year. The majority of this increase is primarily due to increasing sales tax collections, increasing franchise fee collections, an influx of new properties added to the City's tax rolls, and projected new residential and commercial development next fiscal year. It is estimated that \$57,671,110 worth of new improvements and property will be added to the City's tax rolls this year.

Expenditures for FY 2016-2017 balance with the revenue total of \$10,671,430. Highlights of General Fund Expenditures include:

- 2% Salary Adjustment increase for all city employees;
- Anticipation of an approximate 10% increase for Medical Insurance Premium Costs;
- Additional funds allocated for Street Repairs (road repair from sales tax);
- A slight decrease in the City's portion towards the Texas Municipal Retirement System;
- Funding for a trail system at the John S. Harrison Park
- Funding for four new vehicles for the Patrol Division in the Police Department;
- Additional funding for service calls provided by Schertz EMS; and
- Continued funding set aside for Historical & Parks Commission expenditures / activities.

### **MUNICIPAL DEVELOPMENT DISTRICT**

MDD Revenue and Expenditures equal \$2,500,000 of which \$875,000 is rolled over into this fiscal year from the MDD fund balance. Projects that may be supported by the MDD Fund must be located in Bexar County. The aforementioned projects listed on the previous page are some of the projects that will be supported by the MDD fund (pending City Council approval). Look for projects to be taken to City Council for approval throughout next fiscal year.

### **RESERVE FUNDS**

Several reserve funds have been allocated for various items in the next fiscal year. These reserve fund expenditures will include continued street repairs, technology upgrades, court security upgrades, and hotel/motel expenditures. Reserve funds allocated for these expenditures total \$249,000.

### **UTILITY FUND**

Revenues for the Utility Fund are \$4,822,932, an increase of 6.8% or \$305,600 over last fiscal year. This increase is primarily attributed to an increase in water, sanitation, and

wastewater sales due to the City's rising residential and commercial population combined with the wastewater rate increase by Cibolo Creek Municipal Authority. Expenditures for FY 2016-2017 balance with forecasted revenue. Expenditure highlights of the Utility Fund include:

- 2% Salary Adjustment increase for all city employees;
- Anticipation of an approximate 10% increase for Medical Insurance Premium Costs;
- A slight decrease in the City's portion towards the Texas Municipal Retirement System; and
- Additional funds allocated for contractual payments to CCMA and Bexar Waste.

### **DEBT SERVICE**

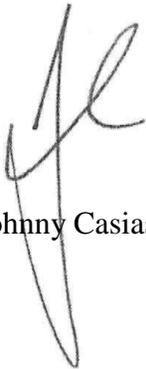
Ad Valorem Tax collections applied to the City's debt service payments totaled \$1,633,656 which is up 1.7% over the previous fiscal year. Covered in this section of the budget are all outstanding long term debt payments that the City is due to pay in Fiscal Year 2016 – 2017.

### **SUMMATION**

Overall, the City of Selma is in a sound financial position heading into next fiscal year. In July 2015, Standard & Poor's Credit Rating Agency raised the City's long-term rating to 'AA' from 'AA-'. According to Standard & Poor's this upgrade was due primarily to the City's further strengthened wealth and income levels, strong economy, strong management, adequate budgetary performance, very strong budgetary flexibility, very strong liquidity, weak debt & contingent liability profile, and strong institutional framework. We will continue to monitor economic conditions throughout the current and next fiscal year and recommend adjustments to the budget that may be warranted.

We would like to thank all the department heads for their hard work and assistance in developing this document. Lastly, we would like to thank the Mayor, City Council and all Selma Citizens for your continued support and faith in striving to make Selma, "a premier destination in the San Antonio-Austin corridor for quality entertainment, shopping, dining, and industrial services."

Sincerely,



Johnny Casias, City Administrator / City Secretary

**ORDINANCE # 091416**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SELMA,  
TEXAS, ADOPTING AND LEVYING THE TAX RATE ON ALL  
TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE  
CITY OF SELMA, TEXAS FOR THE YEAR 2016**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELMA, TEXAS,  
that:

The City Council of the City of Selma, Texas does hereby adopt and levy the tax rate on  
\$100 valuation for the City of Selma, Texas, for the tax year 2016 as follows:

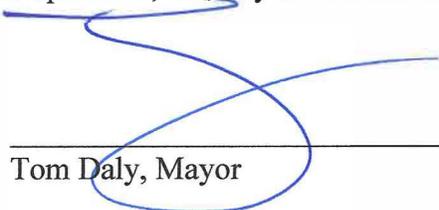
\$0.0997 FOR THE PURPOSE OF MAINTENANCE AND OPERATIONS

\$0.1037 FOR THE PAYMENT OF PRINCIPAL AND INTEREST

\$0.2034 TOTAL ADOPTED TAX RATE FOR 2016

The total adopted tax rate of \$0.2034 per \$100 of valuation is less than the tax rate for  
2015 of \$0.2065.

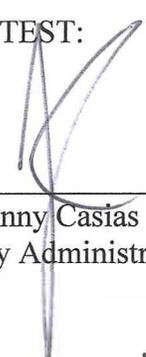
Read, approved, and adopted this 14<sup>th</sup> day of September, 2016 by record roll call vote.



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Tom Daly, Mayor

ATTEST:



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Johnny Casias  
City Administrator/City Secretary



## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

1	FY 2016-2017 GENERAL FUND REVENUE		ADOPTED		PROJECTED	ADOPTED
2			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
3	<u>AD VALOREM TAXES:</u>		BUDGET	ACTUAL	BUDGET	BUDGET
4	30050	AD VALOREM TAXES	\$1,000,000	\$945,015	\$975,000	<b><i>\$1,050,000</i></b>
5	30055	AD VALOREM TAXES - DELINQUENT	\$6,000	-\$208	\$5,500	<b><i>\$6,000</i></b>
6	30060	TAX PENALTY & INTEREST	\$3,750	\$4,281	\$6,000	<b><i>\$3,750</i></b>
7	30070	SPECIAL ASSESSMENTS (TAX)	<u>\$1,200</u>	<u>\$613</u>	<u>\$915</u>	<b><i>\$1,200</i></b>
8	<b>SUB-TOTAL:</b>		\$1,010,950	\$949,700	\$987,415	<b><i>\$1,060,950</i></b>
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12	<u>SALES TAX:</u>					
13	30170	CITY SALES TAX	\$4,060,606	\$2,045,063	\$4,090,126	<b><i>\$4,200,000</i></b>
14	30175	SALES TAX - STREET REPAIR	\$1,000,000	\$511,266	\$1,022,532	<b><i>\$1,050,000</i></b>
15	30180	SALES TAX - PROPERTY TAX RELIEF	\$1,000,000	\$511,266	\$1,022,532	<b><i>\$1,050,000</i></b>
16	30190	MIXED BEVERAGE TAX (32070)	<u>\$75,000</u>	<u>\$37,845</u>	<u>\$75,691</u>	<b><i>\$80,000</i></b>
17	<b>SUB-TOTAL:</b>		\$6,135,606	\$3,105,440	\$6,210,880	<b><i>\$6,380,000</i></b>
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21	<u>FRANCHISE FEES:</u>					
22	30281	TELECOMMUNICATIONS FRANCHISE	\$30,000	\$20,510	\$27,346	<b><i>\$30,000</i></b>
23	30282	CPS FRANCHISE	\$485,000	\$359,295	\$479,060	<b><i>\$510,000</i></b>
24	30283	CABLE FRANCHISE	\$55,000	\$23,721	\$47,442	<b><i>\$55,000</i></b>
25	30284	CENTERPOINT ENERGY FRANCHISE	\$5,000	\$2,094	\$4,188	<b><i>\$5,000</i></b>
26	30285	HOTEL / MOTEL OCCUPANCY TAX	\$220,000	\$150,646	\$224,845	<b><i>\$220,000</i></b>
27	30286	GVEC FRANCHISE	\$14,000	\$11,879	\$15,838	<b><i>\$14,000</i></b>
28	30287	SIGNAGE ADMIN FEE	\$500	\$300	\$600	<b><i>\$600</i></b>
29	30288	PEG CAPITAL FEES	\$17,000	\$12,051	\$17,987	<b><i>\$17,000</i></b>
30	30289	AT&T FRANCHISE	\$70,000	\$18,830	\$75,319	<b><i>\$70,000</i></b>
31	30291	CELL TOWER LEASE PAYMENTS	\$14,400	\$9,600	\$14,400	<b><i>\$14,400</i></b>
32	31000	RETAMA GATE RECEIPTS	<u>\$12,000</u>	<u>\$5,144</u>	<u>\$7,677</u>	<b><i>\$12,000</i></b>
33	<b>SUB-TOTAL:</b>		\$922,900	\$614,069	\$914,702	<b><i>\$948,000</i></b>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

37	FY 2016-2017 GENERAL FUND REVENUE (CONT'D)		ADOPTED		PROJECTED	ADOPTED
38			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
39	PERMITS:		BUDGET	ACTUAL	BUDGET	BUDGET
40	32000	BUILDING PERMITS	\$370,000	\$291,938	\$435,728	\$425,000
41	32025	PLAN CHECKS	\$120,000	\$77,270	\$115,328	\$120,000
42	32050	PLATTING FEES	\$40,000	\$4,494	\$6,707	\$20,000
43	32060	HEALTH / FOOD PERMITS	\$29,000	\$24,179	\$36,088	\$35,000
44	32070	MIXED BEVERAGE PERMITS	\$10,000	\$2,490	\$3,716	\$5,000
45	32090	PYROTECH PERMIT	\$0	\$750	\$750	\$750
46	32095	OTHER PERMITS	\$14,000	\$11,102	\$16,570	\$14,000
47	<b>SUB-TOTAL:</b>		\$583,000	\$412,222	\$614,888	\$619,750
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51	CHARGES FOR SERVICES:					
52	33070	LOT MAINTENANCE	\$3,500	\$0	\$0	\$0
53	33080	TRANSFER IN LIEU OF TAXES	\$550,000	\$0	\$0	\$600,000
54	33095	GARBAGE FEES / RECYCLING TRANSFER	\$170,000	\$135,458	\$202,176	\$200,000
55	<b>SUB-TOTAL:</b>		\$723,500	\$135,458	\$202,176	\$800,000
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59	FINES / FORFEITURES:					
60	34040	BOND ACCOUNT	\$2,500	\$797	\$1,190	\$1,200
61	34050	PUBLIC SAFETY	\$825,000	\$317,609	\$474,043	\$618,750
62	34060	POLICE DEPARTMENT SERVICE FEES	\$45,000	\$13,896	\$20,740	\$33,750
63	34065	TIME PAYMENT EFFICIENCY FUND	\$500	\$293	\$437	\$500
64	34070	TECHNOLOGY FUND	\$25,000	\$8,744	\$13,050	\$18,750
65	34071	SECURITY FUND	\$18,000	\$6,538	\$9,758	\$13,500
66	34072	WARRANT RECOVERY	\$115,000	\$45,570	\$68,015	\$86,250
67	34075	OMNI LOCAL FEE	\$10,000	\$3,216	\$4,800	\$7,500
68	34076	CIVIL JUSTICE FEE COURT	\$30	\$11	\$17	\$30
69	<b>SUB-TOTAL:</b>		\$1,041,030	\$396,674	\$592,050	\$780,230
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

73	FY 2016-2017 GENERAL FUND REVENUE (CONT'D)		ADOPTED		PROJECTED	ADOPTED
74			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
75	<b>INTEREST INCOME:</b>		BUDGET	ACTUAL	BUDGET	BUDGET
76	39012	BANK INTEREST	\$0	\$0	\$0	\$0
77	39014	INVESTMENT INTEREST	\$1,000	\$5,085	\$7,590	\$7,000
78	<b>SUB-TOTAL:</b>		\$1,000	\$5,085	\$7,590	\$7,000
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82	<b>MISCELLANEOUS INCOME:</b>					
83	39504	ANIMAL CONTROL SERVICES	\$3,500	\$3,626	\$5,412	\$5,000
84	39505	ANIMAL LICENSE	\$2,500	\$2,103	\$3,139	\$2,500
85	39541	ALARM PERMITS	\$14,000	\$10,122	\$15,107	\$14,000
86	39542	ACCIDENT REPORTS	\$2,000	\$876	\$1,307	\$2,000
87	39543	CREDIT CARD SERVICE FEE	\$18,000	\$7,826	\$11,680	\$18,000
88	39544	SCHOOL CROSSING FEES	\$6,000	\$4,152	\$6,197	\$6,000
89	39545	COPIES / FINGERPRINT CARDS	\$500	\$105	\$157	\$500
90	39548	MISCELLANEOUS INCOME	\$25,000	\$854	\$1,274	\$25,000
91	39549	GARAGE SALE PERMITS	\$1,000	\$320	\$478	\$1,000
92	39555	SCRAP METAL RECYCLE INCOME	\$0	\$0	\$0	\$0
93	39560	CHILD SAFETY FEE / GUADALUPE COUNTY	\$1,500	\$1,045	\$1,560	\$1,500
94	<b>SUB-TOTAL:</b>		\$74,000	\$31,029	\$46,312	\$75,500
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97	<b>TOTAL GENERAL FUND / MAINTENANCE &amp; OPERATIONS REVENUE:</b>		<u>\$10,491,986</u>	<u>\$5,649,677</u>	<u>\$9,576,013</u>	<u>\$10,671,430</u>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

111	ADMINISTRATION DEPARTMENT EXPENDITURES		ADOPTED		PROJECTED	ADOPTED
112			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
113	<b>PERSONNEL COSTS:</b>		BUDGET	ACTUAL	BUDGET	BUDGET
114	540-1000	CITY ADMINISTRATOR	\$111,300	\$88,782	\$132,511	<b>\$115,000</b>
115	540-1006	CITY CLERKS' SALARIES	\$417,468	\$271,125	\$404,664	<b>\$487,017</b>
116	540-1007	WARRANT OFFICERS	\$128,000	\$59,711	\$89,122	<b>\$130,560</b>
117	540-1033	CUSTODIAN / HOUSEKEEPING	\$15,198	\$10,492	\$15,660	<b>\$16,912</b>
118	540-1035	LONGEVITY	\$19,205	\$2,108	\$19,205	<b>\$18,970</b>
119	540-1040	MEDICARE / FICA TAXES	\$10,808	\$7,547	\$11,264	<b>\$10,868</b>
120	540-1045	WORKERS COMPENSATION	\$3,500	\$2,055	\$4,109	<b>\$4,521</b>
121	540-1050	TMRS / RETIREMENT	\$113,072	\$64,849	\$96,790	<b>\$110,774</b>
122	540-1055	MEDICAL / LIFE INSURANCE	\$84,000	\$43,270	\$64,581	<b>\$84,000</b>
123	540-1091	CELL PHONE ALLOWANCE	\$7,080	\$4,682	\$6,987	<b>\$7,920</b>
124	NEW	UNIFORMS	\$0	\$0	\$0	<b>\$5,400</b>
125	540-1019	CAR ALLOWANCE	\$13,200	\$5,989	\$8,939	<b>\$7,200</b>
126	<b>SUB-TOTAL:</b>		\$922,831	\$560,609	\$853,832	<b>\$999,142</b>
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130	<b>CONTRACTUAL SERVICES:</b>					
131	540-2110	CITY ATTORNEY / LEGAL FEES	\$60,000	\$29,126	\$43,472	<b>\$60,000</b>
132	540-2120	CONTRACT ENGINEER	\$60,000	\$38,068	\$56,818	<b>\$60,000</b>
133	540-2190	OUTSIDE INSPECTIONS	\$65,000	\$57,745	\$86,186	<b>\$75,000</b>
134	540-2130	COURT PROSECUTORS	\$40,675	\$20,650	\$30,821	<b>\$35,000</b>
135	540-2140	MUNICIPAL JUDGE	\$29,700	\$14,700	\$21,940	<b>\$25,000</b>
136	540-2145	MASTER PLAN	\$15,000	\$10,626	\$15,859	<b>\$15,000</b>
137	540-2150	AUDITOR / FINANCIAL REPORTS	\$16,500	\$16,500	\$16,500	<b>\$16,500</b>
138	540-2620	COPIER LEASE	\$3,000	\$948	\$1,415	<b>\$2,000</b>
139	540-2158	BUILDING SECURITY	\$1,500	\$919	\$1,372	<b>\$1,500</b>
140	540-2160	APPRAISAL DISTRICTS	\$16,500	\$15,899	\$18,500	<b>\$19,000</b>
141	540-2180	PLANNING / CONSULTING	\$35,000	\$14,192	\$21,182	<b>\$35,000</b>
142	540-2185	SCHERTZ EMS	\$75,000	\$38,088	\$76,175	<b>\$106,656</b>
143	540-2196	ELECTIONS ADMINISTRATION	\$10,000	\$4,715	\$6,287	<b>\$10,000</b>
144	540-2197	CODIFICATION OF ORDINANCES	\$7,500	\$1,700	\$2,537	<b>\$7,500</b>
145	540-2198	HEALTH INSPECTOR	\$18,000	\$12,840	\$19,164	<b>\$18,000</b>
146	540-2199	CONTINUING DISCLOSURE REPORT	\$2,250	\$0	\$2,250	<b>\$2,250</b>
147	540-2210	GENERAL INSURANCE	\$100,000	\$65,654	\$97,991	<b>\$100,000</b>
148	540-2495	BANK FEES	\$30,000	\$12,289	\$18,341	<b>\$20,000</b>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

151	ADMINISTRATION DEPARTMENT EXPENDITURES (CONT'D)		ADOPTED		PROJECTED	ADOPTED
152			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
153	CONTRACTUAL SERVICES (CONT'D):		BUDGET	ACTUAL	BUDGET	BUDGET
154	540-2910	STREET REPAIRS	\$20,000	\$18,816	\$28,083	\$0
155	540-2920	STREET LIGHTS	\$35,000	\$18,265	\$27,261	\$35,000
156	540-2930	ECONOMIC DEVELOPMENT / CHAMBER OF COMMERCE	\$4,000	\$2,231	\$3,329	\$6,000
157	540-2931	ROAD REPAIR FROM SALES TAX	\$1,000,000	\$180,221	\$268,987	\$1,050,000
158	<b>SUB-TOTAL:</b>		\$1,644,625	\$574,190	\$864,471	\$1,699,406
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162	SUPPLIES:					
163	540-3000	TRANSFER TO DEBT SERVICE / DEBT RED.	\$747,105	\$0	\$0	\$622,220
164	540-3001	CONTINGENCY	\$75,000	\$73,130	\$109,150	\$75,000
165	540-3002	TRANSFER TO ECONOMIC DEV. RESERVE	\$200,000	\$123,334	\$184,080	\$190,000
166	540-3005	HOTEL / MOTEL EXPENDITURES	\$10,000	\$42,991	\$64,165	\$0
167	540-3242	REPAIRS / SERVICE EQUIPMENT	\$8,000	\$4,881	\$7,285	\$8,000
168	540-3245	ELECTRICITY	\$15,000	\$11,055	\$16,501	\$16,500
169	540-3250	TELEPHONE	\$20,000	\$12,867	\$19,204	\$20,000
170	540-3255	BUTANE / NATURAL GAS	\$300	\$277	\$414	\$450
171	540-3260	WATER SERVICE	\$15,000	\$15,080	\$22,508	\$22,500
172	540-3510	OFFICE SUPPLIES	\$15,000	\$8,872	\$13,242	\$15,000
173	540-3516	REPAIRS / SUPPLIES	\$15,000	\$7,975	\$11,903	\$15,000
174	540-3518	BUILDING / REMODEL	\$8,000	\$649	\$6,649	\$8,000
175	540-3520	POSTAGE	\$5,500	\$2,772	\$4,138	\$4,500
176	540-3540	PUBLICATIONS / NEWSPAPERS	\$4,000	\$2,849	\$4,252	\$4,000
177	<b>SUB-TOTAL:</b>		\$1,137,905	\$306,733	\$463,491	\$1,001,170
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181	CAPITAL OUTLAY:					
182	540-4235	OFFICE EQUIPMENT	\$4,500	\$1,130	\$1,687	\$4,500
183	540-4740	COURT TECHNOLOGY EQUIPMENT	\$25,000	\$7,063	\$10,541	\$0
184	540-4750	COURT SECURITY EQUIPMENT	\$5,000	\$0	\$0	\$0
185	<b>SUB-TOTAL:</b>		\$34,500	\$8,193	\$12,228	\$4,500
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

191	ADMINISTRATION DEPARTMENT EXPENDITURES (CONT'D)		ADOPTED		PROJECTED	ADOPTED
192			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
193	<b>OTHER EXPENDITURES:</b>		BUDGET	ACTUAL	BUDGET	BUDGET
194	540-5335	MILEAGE REIMBURSEMENT	\$1,500	\$843	\$1,259	\$1,500
195	540-5337	CONFERENCE / REGISTRATION / TUITION	\$13,000	\$1,432	\$9,000	\$13,000
196	540-5450	DUES / SUBSCRIPTIONS	\$15,000	\$8,598	\$12,833	\$15,000
197	540-5455	SOFTWARE / TECHNOLOGY UPGRADE	\$20,000	\$5,575	\$20,000	\$38,500
198	540-5470	OTHER	\$5,000	\$641	\$5,000	\$5,000
199	<b>SUB-TOTAL:</b>		\$54,500	\$17,089	\$48,092	\$73,000
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203	<b>TOTAL ADMINISTRATION EXPENDITURES:</b>		\$3,794,361	\$1,466,814	\$2,242,114	\$3,777,218
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

231	INFRASTRUCTURE EXPENDITURES		ADOPTED		PROJECTED	ADOPTED
232			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
233	PERSONNEL COSTS:		BUDGET	ACTUAL	BUDGET	BUDGET
234	545-1001	PUBLIC WORKS DIRECTOR	\$60,000	\$42,750	\$63,806	<b>\$70,000</b>
235	545-1005	MAINTENANCE TECHNICIANS	\$192,000	\$117,545	\$175,441	<b>\$206,000</b>
236	545-1006	OVERTIME	\$5,000	\$2,813	\$4,199	<b>\$8,000</b>
237	545-1035	LONGEVITY	\$1,120	\$145	\$1,120	<b>\$3,085</b>
238	545-1040	MEDICARE / FICA TAXES	\$2,784	\$1,808	\$2,699	<b>\$4,002</b>
239	545-1045	WORKERS COMPENSATION	\$8,500	\$6,638	\$13,275	<b>\$14,604</b>
240	545-1050	TMRS / RETIREMENT	\$29,126	\$16,963	\$25,319	<b>\$40,793</b>
241	545-1055	HEALTH / LIFE INSURANCE	\$28,000	\$19,147	\$28,577	<b>\$31,435</b>
242	545-1090	CLEANING ALLOWANCE	\$5,460	\$2,940	\$4,388	<b>\$5,460</b>
243	545-1091	CELL PHONE ALLOWANCE	\$5,460	\$2,940	\$4,388	<b>\$5,460</b>
244	545-1092	UNIFORM REPLACEMENT	\$3,600	\$3,900	\$5,821	<b>\$4,800</b>
245	<b>SUB TOTAL:</b>		\$341,050	\$217,590	\$329,033	<b>\$393,639</b>
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249	CONTRACTUAL SERVICES:					
250	545-2360	GROUNDS MAINTENANCE	\$2,000	\$1,101	\$1,643	<b>\$2,000</b>
251	545-2490	ANIMAL CONTRACT	\$3,000	\$1,000	\$1,493	<b>\$4,000</b>
252	545-2492	ANIMAL FOOD & MAINTENANCE	\$1,500	\$497	\$741	<b>\$2,000</b>
253	<b>SUB TOTAL:</b>		\$6,500	\$2,598	\$3,877	<b>\$8,000</b>
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257	SUPPLIES & CAPITAL OUTLAY:					
258	545-3237	TOOLS & EQUIPMENT	\$7,000	\$3,146	\$4,696	<b>\$5,000</b>
259	545-3242	REPAIRS	\$12,000	\$6,177	\$9,219	<b>\$12,000</b>
260	545-3310	VEHICLE MAINTENANCE	\$7,000	\$2,228	\$3,325	<b>\$7,000</b>
261	545-3320	FUEL / TIRES / OIL	\$16,000	\$4,729	\$7,059	<b>\$10,000</b>
262	545-3330	TRAINING	\$2,500	\$2,033	\$3,034	<b>\$2,500</b>
263	545-3335	LODGING / TRAVEL / MEALS	\$800	\$354	\$528	<b>\$1,200</b>
264	545-3340	SAFETY CLOTHING	\$1,500	\$258	\$385	<b>\$1,500</b>
265	<b>SUB TOTAL:</b>		\$46,800	\$18,925	\$28,246	<b>\$39,200</b>
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268	<b>TOTAL INFRASTRUCTURE EXPENDITURES:</b>		\$394,350	\$239,112	\$361,156	<b>\$440,839</b>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

271	FIRE DEPARTMENT EXPENDITURES		ADOPTED		PROJECTED	ADOPTED
272			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
273	<b>PERSONNEL COSTS:</b>		BUDGET	ACTUAL	BUDGET	BUDGET
274	550-1000	FIRE CHIEF	\$97,577	\$63,798	\$95,220	\$99,529
275	550-1003	FIRE DEPARTMENTAL STAFF	\$105,936	\$69,290	\$103,418	\$108,055
276	550-1005	FIREFIGHTERS / FULLTIME	\$1,194,746	\$816,308	\$1,218,370	\$1,218,641
277	550-1011	FIREFIGHTERS / FSLA OVERTIME	\$51,428	\$30,584	\$45,648	\$58,000
278	550-1046	WORKERS COMP - FIRE CHIEF	\$2,100	\$121	\$242	\$266
279	550-1045	WORKERS COMP FIREFIGHTERS	\$19,000	\$14,236	\$28,472	\$31,319
280	550-1050	TMRS / RETIREMENT	\$211,563	\$134,545	\$200,813	\$210,796
281	550-1055	MEDICAL / LIFE INSURANCE	\$190,000	\$135,148	\$201,713	\$221,885
282	550-1035	LONGEVITY	\$19,000	\$0	\$17,500	\$20,620
283	550-1040	MEDICARE / FICA TAXES	\$20,082	\$13,976	\$20,860	\$20,680
284	550-1090	CLEANING ALLOWANCE	\$17,000	\$10,000	\$14,925	\$18,000
285	550-1033	CUSTODIAN / HOUSEKEEPING	\$15,198	\$10,492	\$15,660	\$16,912
286	550-1091	CELL PHONES	\$2,400	\$1,468	\$2,190	\$2,600
287	<b>SUB TOTAL:</b>		\$1,946,030	\$1,299,966	\$1,965,033	\$2,027,302
288						
289	<b>MISCELLANEOUS:</b>					
290	550-1110	TRAINING	\$18,000	\$14,530	\$21,687	\$19,000
291	550-5120	PROFESSIONAL MEMBERSHIP	\$2,500	\$2,028	\$3,028	\$2,800
292	550-1130	PUBLIC RELATIONS	\$1,500	\$213	\$1,250	\$1,500
293	550-4150	EQUIPMENT	\$20,000	\$11,930	\$17,806	\$20,000
294	550-5340	UNIFORMS	\$15,000	\$11,725	\$17,500	\$15,000
295	<b>SUB TOTAL:</b>		\$57,000	\$40,426	\$61,270	\$58,300
296						
297	<b>OPERATING SUPPLIES:</b>					
298	550-3510	OFFICE SUPPLIES	\$2,500	\$1,457	\$2,175	\$2,500
299	550-4235	OFFICE EQUIPMENT	\$2,000	\$500	\$1,750	\$2,000
300	550-3240	BUILDING MAINTENANCE	\$12,000	\$5,987	\$8,935	\$15,000
301	550-3245	ELECTRICITY	\$16,000	\$9,942	\$14,838	\$18,000
302	550-3250	TELEPHONE	\$2,000	\$354	\$1,500	\$2,200
303	550-3310	VEHICLE MAINTENANCE	\$20,000	\$17,547	\$26,190	\$24,000
304	550-5311	LADDER & AERIAL TESTING	\$2,500	\$0	\$2,500	\$2,800
305	550-5313	SEMI-ANNUAL COMP INST TEST	\$3,000	\$2,114	\$3,155	\$3,000
306	550-5314	SCBA FLOW TESTING	\$1,400	\$0	\$1,400	\$1,400
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

311	FIRE DEPARTMENT EXPENDITURES (CONT'D)		ADOPTED		PROJECTED	ADOPTED
312			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
313	<b>OPERATING SUPPLIES (CONT'D):</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
314	550-5315	SCBA FIT TESTING	\$1,400	\$0	\$1,400	<b><u>\$1,400</u></b>
315	550-3320	FUEL / TIRES / OIL	\$20,000	\$10,439	\$15,581	<b><u>\$22,000</u></b>
316	550-3410	MEDICAL SUPPLIES	\$2,500	\$804	\$1,200	<b><u>\$3,000</u></b>
317	<b>SUB TOTAL:</b>		\$85,300	\$49,144	\$80,624	<b><u>\$97,300</u></b>
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319						
320	<b>TRAINING / EMPLOYMENT COSTS:</b>					
321	550-1420	MEDICAL TRAINING	\$2,800	\$1,039	\$1,551	<b><u>\$3,000</u></b>
322	550-5360	TRAVEL / LODGING / MEALS	\$1,500	\$24	\$1,200	<b><u>\$1,500</u></b>
323	<b>SUB TOTAL:</b>		\$4,300	\$1,064	\$2,751	<b><u>\$4,500</u></b>
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325						
326	<b>OTHER:</b>					
327	550-2510	BUNKER GEAR	\$12,000	\$10,239	\$15,282	<b><u>\$16,000</u></b>
328	550-2512	RADIO / COMMUNICATION - MONTHLY	\$8,000	\$0	\$0	<b><u>\$8,000</u></b>
329	550-5510	FIRE DEPT SPECIAL	\$8,000	-\$73	-\$109	<b><u>\$8,000</u></b>
330	550-5610	HAZMAT	\$2,000	\$1,137	\$1,696	<b><u>\$2,000</u></b>
331	550-2620	COPIER LEASE	\$1,800	\$948	\$1,415	<b><u>\$1,800</u></b>
332	<b>SUB TOTAL:</b>		\$31,800	\$12,250	\$18,284	<b><u>\$35,800</u></b>
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335	<b>TOTAL FIRE DEPARTMENT EXPENDITURES:</b>		\$2,124,430	\$1,402,850	\$2,127,963	<b><u>\$2,223,202</u></b>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

351	POLICE DEPARTMENT EXPENDITURES		ADOPTED		PROJECTED	ADOPTED
352			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
353	PERSONNEL COSTS:		BUDGET	ACTUAL	BUDGET	BUDGET
354	560-1000	POLICE CHIEF	\$97,577	\$63,798	\$95,220	<b>\$99,529</b>
355	560-1005	PATROL OFFICERS	\$1,804,712	\$1,064,673	\$1,589,065	<b>\$1,977,100</b>
356	560-1001	POLICE DEPT CLERICAL	\$94,343	\$66,546	\$99,322	<b>\$139,842</b>
357	560-1010	HOLIDAY / OVERTIME - OFFICERS	\$99,840	\$74,947	\$111,861	<b>\$102,000</b>
358	560-1091	CELL PHONE ALLOWANCE	\$5,400	\$1,680	\$2,507	<b>\$5,500</b>
359	560-1035	LONGEVITY	\$27,015	\$599	\$19,715	<b>\$23,120</b>
360	560-1045	WORKERS COMPENSATION	\$47,000	\$29,129	\$58,257	<b>\$64,084</b>
361	560-1055	HEALTH / LIFE INSURANCE	\$240,000	\$151,233	\$225,721	<b>\$248,293</b>
362	560-1050	TMRS / RETIREMENT	\$318,035	\$170,047	\$253,801	<b>\$327,594</b>
363	560-1040	MEDICARE / FICA	\$27,838	\$17,945	\$26,783	<b>\$32,139</b>
364	560-1033	CUSTODIAN / HOUSEKEEPING	\$15,198	\$10,492	\$15,660	<b>\$16,912</b>
365	<b>SUB TOTAL:</b>		\$2,776,958	\$1,651,088	\$2,497,914	<b>\$3,036,114</b>
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367						
368	MISCELLANEOUS:					
369	560-5330	TRAINING	\$15,000	\$11,974	\$17,872	<b>\$20,000</b>
370	560-2638 (3335)	TRAINING / STATE SPECIAL	\$6,000	\$0	\$0	<b>\$0</b>
371	560-5450	MEMBERSHIP DUES	\$500	\$0	\$500	<b>\$1,000</b>
372	560-3540	NEWSPAPER ADS	\$1,000	\$156	\$750	<b>\$1,000</b>
373	560-3360	TRAVEL / PARKING	\$2,000	\$1,919	\$2,864	<b>\$10,000</b>
374	560-1123	RECRUITING / TESTING	\$2,500	\$33	\$1,750	<b>\$2,500</b>
375	560-3240	BUILDING OPERATIONS / MAINTENANCE	\$16,000	\$9,021	\$13,464	<b>\$16,000</b>
376	560-3245	ELECTRICITY	\$20,000	\$9,025	\$13,470	<b>\$20,000</b>
377	560-3250	TELEPHONE	\$3,200	\$532	\$793	<b>\$1,200</b>
378	<b>SUB TOTAL:</b>		\$66,200	\$32,660	\$51,463	<b>\$71,700</b>
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380						
381	CONTRACTUAL SERVICES:					
382	560-2146	MEDICAL EXAMINER	\$2,000	\$383	\$572	<b>\$2,000</b>
383	560-2310	LIVE OAK DISPATCH	\$110,000	\$58,980	\$78,640	<b>\$110,000</b>
384	560-2620	COPIER LEASE	\$6,000	\$2,847	\$4,249	<b>\$6,000</b>
385	<b>SUB TOTAL:</b>		\$118,000	\$62,210	\$83,460	<b>\$118,000</b>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

391	POLICE DEPARTMENT EXPENDITURES (CONT'D)		ADOPTED		PROJECTED	ADOPTED
392			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
393	OPERATING SUPPLIES:		BUDGET	ACTUAL	BUDGET	BUDGET
394	560-3210	AMMO	\$15,000	\$1,866	\$15,000	\$15,000
395	560-3510	OFFICE SUPPLIES	\$8,000	\$5,845	\$8,724	\$8,000
396	560-5340	UNIFORMS	\$38,000	\$17,142	\$25,585	\$38,000
397	560-3248	AUTOMATION	\$116,000	\$29,640	\$44,239	\$62,000
398	<b>SUB TOTAL:</b>		\$177,000	\$54,493	\$93,548	\$123,000
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400						
401	EQUIPMENT:					
402	560-4410	POLICE EQUIPMENT	\$12,000	\$3,784	\$12,000	\$12,000
403	560-4420	CAMERA / VIDEO EQUIPMENT	\$5,000	\$4,822	\$7,197	\$9,000
404	560-4710	COMMUNICATIONS / RADAR	\$15,000	\$9,963	\$14,871	\$25,000
405	560-3275	OFFICE EQUIPMENT / SOFTWARE	\$10,000	\$1,781	\$2,659	\$15,000
406	560-3278	DIGITAL MOBILE RADAR UNITS	\$1,000	\$0	\$1,000	\$1,000
407	<b>SUB TOTAL:</b>		\$43,000	\$20,351	\$37,727	\$62,000
408						
409						
410	VEHICLES:					
411	560-4505	NEW PURCHASE / AUTOS	\$100,000	\$60,684	\$90,573	\$65,000
412	560-3310	VEHICLE MAINTENANCE	\$25,000	\$14,929	\$22,282	\$20,000
413	560-3320	GASOLINE / OIL / ETC.	\$85,000	\$18,884	\$28,185	\$65,000
414	560-3545	TIRES	\$4,000	\$5,948	\$8,877	\$8,000
415	<b>SUB TOTAL:</b>		\$214,000	\$100,444	\$149,917	\$158,000
416						
417						
418	OTHER:					
419	560-5515	POLICE SPECIAL	\$20,000	-\$2,486	-\$2,486	\$0
420	560-5520	STATE FORFEITURE	\$10,000	\$0	\$0	\$0
421	<b>SUB TOTAL:</b>		\$30,000	-\$2,486	-\$2,486	\$0
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424	<b>TOTAL POLICE DEPARTMENT EXPENDITURES:</b>		\$3,425,158	\$1,918,760	\$2,911,543	\$3,568,814
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

430	ENGINEERING & PERMITS EXPENDITURES		ADOPTED		PROJECTED	ADOPTED
431			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
432	PERSONNEL COSTS:		BUDGET	ACTUAL	BUDGET	BUDGET
433	580-1005	DEPARTMENTAL SALARY	\$204,448	\$112,957	\$168,592	<b>\$208,537</b>
434	580-1010	CITY ENGINEER	\$87,888	\$57,932	\$86,466	<b>\$89,646</b>
435	580-1033	CUSTODIAN / HOUSEKEEPING	\$15,198	\$10,492	\$15,660	<b>\$16,912</b>
436	580-1035	LONGEVITY	\$5,360	\$0		<b>\$4,445</b>
437	580-1040	MEDICARE / FICA	\$5,330	\$3,175	\$4,739	<b>\$4,569</b>
438	580-1045	WORKERS COMPENSATION	\$1,300	\$1,003	\$2,007	<b>\$2,207</b>
439	580-1050	TMRS / RETIREMENT	\$54,271	\$30,013	\$44,795	<b>\$44,071</b>
440	580-1055	MEDICAL / LIFE INSURANCE	\$48,300	\$27,855	\$41,574	<b>\$48,300</b>
441	580-1015	OVERTIME CODE / ADMINISTRATION	\$500	\$0	\$0	<b>\$500</b>
442	<b>SUB TOTAL:</b>		\$422,595	\$243,427	\$363,834	<b>\$419,187</b>
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446	OPERATIONS AND SUPPLIES:					
447	580-3510	OFFICE SUPPLIES	\$4,000	\$1,611	\$2,405	<b>\$3,000</b>
448	580-4235	OFFICE EQUIPMENT	\$12,000	\$7,037	\$10,503	<b>\$14,000</b>
449	580-3520	POSTAGE / FED-EX	\$400	\$7	\$10	<b>\$100</b>
450	580-5330	TRAINING / CERTIFICATION	\$2,500	\$1,389	\$2,073	<b>\$2,500</b>
451	580-5360	LODGING / TRAVEL / MEALS	\$2,250	\$1,492	\$2,227	<b>\$2,250</b>
452	580-3535	PUBLICATIONS	\$100	\$0	\$75	<b>\$100</b>
453	580-5340	CLOTHING ALLOWANCE	\$3,840	\$1,761	\$2,629	<b>\$3,840</b>
454	580-3310	VEHICLE MAINTENANCE	\$1,000	\$0	\$750	<b>\$1,000</b>
455	580-3320	FUEL / TIRES / OIL	\$4,000	\$963	\$1,438	<b>\$2,500</b>
456	580-2110	CONTRACT PLANS REVIEW	\$120,000	\$6,612	\$9,869	<b>\$120,000</b>
457	580-1091	CELL PHONE ALLOWANCE	\$3,600	\$1,760	\$2,627	<b>\$2,880</b>
458	580-5120	PROFESSIONAL DUES	\$600	\$130	\$194	<b>\$300</b>
459	<b>SUB TOTAL:</b>		\$154,290	\$22,763	\$34,799	<b>\$152,470</b>
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462	<b>TOTAL ENGINEERING &amp; PERMITS EXPENDITURES:</b>		\$576,885	\$266,190	\$398,633	<b>\$571,657</b>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

470	MAYOR AND CITY COUNCIL EXPENDITURES		ADOPTED		PROJECTED	ADOPTED
471			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
472			BUDGET	ACTUAL	BUDGET	BUDGET
473	570-3530	COMMUNITY MAGAZINE	\$24,000	\$15,623	\$23,318	<u>\$24,000</u>
474	570-1019	MAYOR CAR ALLOWANCE	\$1,200	\$800	\$1,194	<u>\$1,200</u>
475	570-3360	TRAVEL / DUES / MEALS	\$10,000	\$2,560	\$9,000	<u>\$10,000</u>
476	570-3515	OTHER SUPPLIES	\$2,500	\$403	\$2,250	<u>\$2,500</u>
477	570-3900	COMMUNITY SUPPORT / ACTIVITIES / AWARDS	\$11,000	\$10,769	\$16,073	<u>\$15,000</u>
478	570-3910	ANNUAL APPRECIATION DINNER / RECEPTION	<u>\$6,000</u>	<u>\$6,627</u>	<u>\$6,627</u>	<u>\$7,000</u>
479						
480	<b>TOTAL MAYOR AND COUNCIL EXPENDITURES:</b>		\$54,700	\$36,782	\$58,462	<u>\$59,700</u>
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484	HISTORICAL & PARKS COMMISSION EXPENDITURES		ADOPTED		PROJECTED	ADOPTED
485			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
486			BUDGET	ACTUAL	BUDGET	BUDGET
487	575-3500	COMMISSION EXPENDITURES (APROVED BY COUNCIL)	<u>\$30,000</u>	<u>\$15,395</u>	<u>\$22,978</u>	<u>\$30,000</u>
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489	<b>TOTAL HISTORICAL &amp; PARKS COMMISSION EXPENDITURES:</b>		\$30,000	\$15,395	\$22,978	<u>\$30,000</u>
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498	<b>TOTAL GENERAL FUND / M&amp;O EXPENDITURES:</b>		<u>\$10,399,884</u>	<u>\$5,345,904</u>	<u>\$8,122,849</u>	<u>\$10,671,430</u>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

508	RESERVE FUNDS FOR ASSIGNED PURPOSES		ADOPTED		PROJECTED	ADOPTED
509			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
510			BUDGET	ACTUAL	BUDGET	BUDGET
511	2636	RESERVES FOR HOTEL/MOTEL EXPENDITURES	\$0	\$0	\$0	<u>\$65,000</u>
512	2625	RESERVES FOR COURT SECURITY	\$0	\$0	\$0	<u>\$25,000</u>
513	2627	RESERVES FOR TECHNOLOGY	\$0	\$0	\$0	<u>\$25,000</u>
514	2635	RESERVES FOR STREET REPAIRS	\$0	\$0	\$0	<u>\$100,000</u>
515	2610	RESERVES FOR POLICE SPECIAL	\$0	\$0	\$0	<u>\$20,000</u>
516	2615	RESERVES FOR STATE FORFEITURE	\$0	\$0	\$0	<u>\$10,000</u>
517	2638	RESERVES FOR POLICE TRAINING	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$4,000</u>
518						
519	<b>TOTAL RESERVE FUNDS FOR ASSIGNED PURPOSES:</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$249,000</u>
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530	MUNICIPAL DEVELOPMENT DISTRICT		ADOPTED		PROJECTED	ADOPTED
531			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
532	<b>REVENUE:</b>		BUDGET	ACTUAL	BUDGET	BUDGET
533	30170	REVENUE FROM SALES TAX	\$1,600,000	\$807,977	\$1,615,954	<u>\$1,625,000</u>
534	39012	INTEREST	\$0	\$0	\$0	<u>\$0</u>
535	30175	CARRY OVER FROM PRIOR FY / FUND BALANCE	<u>\$900,000</u>	<u>\$900,000</u>	<u>\$900,000</u>	<u>\$875,000</u>
536						
537	<b>TOTAL MDD REVENUE:</b>		<u>\$2,500,000</u>	<u>\$1,707,977</u>	<u>\$2,515,954</u>	<u>\$2,500,000</u>
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540	<b>EXPENDITURES:</b>					
541	591-2110	PROFESSIONAL SERVICES	\$30,000	\$0	\$25,000	<u>\$30,000</u>
542	591-4250	CAPITAL IMPROVEMENTS	<u>\$2,470,000</u>	<u>\$769,887</u>	<u>\$1,149,086</u>	<u>\$2,470,000</u>
543						
544	<b>TOTAL MDD EXPENDITURES:</b>		<u>\$2,500,000</u>	<u>\$769,887</u>	<u>\$1,174,086</u>	<u>\$2,500,000</u>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

547	UTILITY DEPARTMENT REVENUE		ADOPTED		PROJECTED	ADOPTED
548			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
549			BUDGET	ACTUAL	BUDGET	BUDGET
550	30170	SALES TAX RETAINED	\$13,000	\$10,194	\$15,215	<b>\$15,000</b>
551	30172	PTR SALES TAX RETAINED	\$2,300	\$1,995	\$2,977	<b>\$2,900</b>
552	33000	WATER ON / OFF FEE	\$12,000	\$13,650	\$20,373	<b>\$15,000</b>
553	33010	WATER SALES	\$975,000	\$691,786	\$1,032,517	<b>\$1,025,000</b>
554	33015	EAA WATER PURCHASE	\$98,532	\$56,513	\$84,347	<b>\$98,532</b>
555	33020	SANITATION SALES	\$1,150,000	\$893,794	\$1,334,021	<b>\$1,250,000</b>
556	33025	RECYCLING SALES	\$42,000	\$30,577	\$45,637	<b>\$43,500</b>
557	33026	RECYCLING INCOME (CITY)	\$0	\$1,237	\$1,847	<b>\$1,500</b>
558	33040	WASTE WATER SALES (CCMA)	\$915,000	\$690,368	\$1,030,400	<b>\$1,000,000</b>
559	33045	CCMA WASTE WATER IMPACT FEES	\$350,000	\$248,400	\$370,746	<b>\$350,000</b>
560	33050	WHOLESALE WATER	\$25,000	\$12,493	\$18,646	<b>\$20,000</b>
561	33055	DEVELOPER WATER RIGHTS	\$300,000	\$123,398	\$184,175	<b>\$300,000</b>
562	33060	WATER CONNECT FEE	\$27,000	\$22,850	\$34,104	<b>\$30,000</b>
563	33070	METER CHARGE	\$31,000	\$23,050	\$34,403	<b>\$31,000</b>
564	33075	TAP FEES	\$28,000	\$19,350	\$28,881	<b>\$28,000</b>
565	33080	LATE CHARGES	\$35,000	\$34,672	\$51,749	<b>\$42,000</b>
566	33090	CITY WASTE WATER IMPACT FEES	\$45,000	\$32,470	\$48,463	<b>\$45,000</b>
567	33095	WATER IMPACT FEES	\$150,000	\$155,958	\$232,773	<b>\$175,000</b>
568	39010	INTEREST INCOME	\$500	\$268	\$400	<b>\$500</b>
569	39540	MISCELLANEOUS INCOME	\$8,000	\$25,256	\$37,695	<b>\$20,000</b>
570	39570	STORM WATER RUNOFF FEE	<u>\$310,000</u>	<u>\$220,769</u>	<u>\$329,505</u>	<u><b>\$330,000</b></u>
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573		<b>TOTAL UTILITY REVENUE:</b>	<u>\$4,517,332</u>	<u>\$3,309,046</u>	<u>\$4,938,874</u>	<u><b>\$4,822,932</b></u>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

587	UTILITY DEPARTMENT EXPENDITURES		ADOPTED		PROJECTED	ADOPTED
588			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
589	<b>PERSONNEL COSTS:</b>		BUDGET	ACTUAL	BUDGET	BUDGET
590	520-1005	SERVICEMAN SALARIES	\$185,000	\$106,896	\$159,546	<b>\$202,000</b>
591	520-1006	UTILITY CLERKS	\$79,866	\$52,226	\$77,949	<b>\$81,463</b>
592	520-1010	OVERTIME	\$5,000	\$2,542	\$3,794	<b>\$7,000</b>
593	520-1040	MEDICARE / FICA	\$3,841	\$2,382	\$3,556	<b>\$4,110</b>
594	520-1035	LONGEVITY	\$3,390	\$0	\$2,955	<b>\$3,675</b>
595	520-1045	WORKERS COMPENSATION	\$9,000	\$4,463	\$8,926	<b>\$9,900</b>
596	520-1050	TMRS / RETIREMENT	\$40,180	\$22,695	\$33,873	<b>\$43,001</b>
597	520-1055	HEALTH / LIFE INSURANCE	\$47,000	\$28,470	\$42,492	<b>\$47,000</b>
598	520-1090	CLEANING ALLOWANCE	\$5,460	\$2,870	\$4,284	<b>\$5,760</b>
599	520-1091	CELL PHONES	\$5,460	\$3,017	\$4,503	<b>\$5,760</b>
600	<b>SUB TOTAL:</b>		\$384,197	\$225,560	\$341,877	<b>\$409,670</b>
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603	<b>CONTRACTUAL SERVICES:</b>					
604	520-2110	PROFESSIONAL FEES	\$25,000	\$25,934	\$38,707	<b>\$40,000</b>
605	520-2510	WATER TESTING	\$5,000	\$2,159	\$3,222	<b>\$4,500</b>
606	520-2520	CCMA FLOW PAYMENT	\$640,000	\$467,987	\$698,488	<b>\$700,000</b>
607	520-2530	CCMA CONNECT (IMPACT) FEE	\$300,000	\$210,600	\$314,328	<b>\$300,000</b>
608	520-2533	SANITATION CONTRACT	\$895,000	\$792,717	\$1,183,160	<b>\$1,000,000</b>
609	520-2535	SANITATION TRANSFER TO G.F.	\$170,000	\$133,124	\$198,692	<b>\$200,000</b>
610	520-2540	EAA FEE	\$98,532	\$65,729	\$98,104	<b>\$98,532</b>
611	520-2545	WATER TRANS. FEE SSLGC	\$350,000	\$351,972	\$525,332	<b>\$425,000</b>
612	520-2621	EQUIPMENT LEASE / PURCHASE	\$75,000	\$75,706	\$112,993	<b>\$25,000</b>
613	520-2622	EQUIPMENT RENTAL	\$10,000	\$1,740	\$2,597	<b>\$8,000</b>
614	<b>SUB TOTAL:</b>		\$2,568,532	\$2,127,668	\$3,175,623	<b>\$2,801,032</b>
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618	<b>SUPPLIES:</b>					
619	520-3237	TOOLS & EQUIPMENT	\$10,000	\$6,352	\$9,480	<b>\$8,000</b>
620	520-3245	ELECTRICITY	\$55,000	\$27,634	\$41,245	<b>\$55,000</b>
621	520-3310	VEHICLE MAINTENANCE	\$8,000	\$3,841	\$5,733	<b>\$7,000</b>
622	520-3320	FUEL / OIL / TIRES	\$17,000	\$5,364	\$8,005	<b>\$11,000</b>
623	520-3510	OFFICE SUPPLIES	\$16,000	\$14,356	\$21,427	<b>\$20,000</b>
624	520-3516	MAINTENANCE SUPPLIES	\$25,000	\$5,422	\$8,093	<b>\$20,000</b>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

627	UTILITY DEPARTMENT EXPENDITURES (CONT'D)		ADOPTED		PROJECTED	ADOPTED
628			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
629	SUPPLIES (CONT'D):		BUDGET	ACTUAL	BUDGET	BUDGET
630	520-3517	METER PURCHASES	\$45,000	\$13,489	\$20,133	<u>\$35,000</u>
631	520-3522	CHLORINE	\$3,500	\$1,889	\$2,819	<u>\$6,000</u>
632	<b>SUB TOTAL:</b>		\$179,500	\$78,346	\$116,935	<u>\$162,000</u>
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635	CAPITAL OUTLAY:					
636	520-4100	REPAIRS / INFRASTRUCTURE	\$65,000	\$52,457	\$78,294	<u>\$55,000</u>
637	520-4235	OFFICE EQUIPMENT	\$2,000	\$3,883	\$5,796	<u>\$6,000</u>
638	<b>SUB TOTAL:</b>		\$67,000	\$56,340	\$84,090	<u>\$61,000</u>
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641	OTHER:					
642	520-5235	TRANSFER TO G.F. IN LIEU OF TAXES	\$550,000	\$0	\$0	<u>\$600,000</u>
643	520-5330	TRAINING / CERTIFICATION	\$4,000	\$2,413	\$3,601	<u>\$4,000</u>
644	520-5335	LODGING / TRAVEL / MEALS	\$1,000	\$160	\$239	<u>\$1,000</u>
645	520-5340	UNIFORM REPLACEMENT	\$3,600	\$3,600	\$5,373	<u>\$4,800</u>
646	520-5700	DEPRECIATION	\$99,503	\$0	\$99,503	<u>\$99,430</u>
647	520-5900	CONTINGENCY	\$50,000	\$57,007	\$85,085	<u>\$50,000</u>
648	520-5921	RESERVED FOR DEVELOPER WATER RIGHTS	\$300,000	\$0	\$0	<u>\$300,000</u>
649	520-5930	STORM WATER CONTROL PROJECTS	\$310,000	\$59,770	\$275,000	<u>\$330,000</u>
650	<b>SUB TOTAL:</b>		\$1,318,103	\$122,950	\$468,801	<u>\$1,389,230</u>
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653	<b>TOTAL UTILITY EXPENDITURES:</b>		<u>\$4,517,332</u>	<u>\$2,610,865</u>	<u>\$4,187,327</u>	<u>\$4,822,932</u>
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## City of Selma, Texas Fiscal Year 2016 - 2017 Adopted Operating Budget

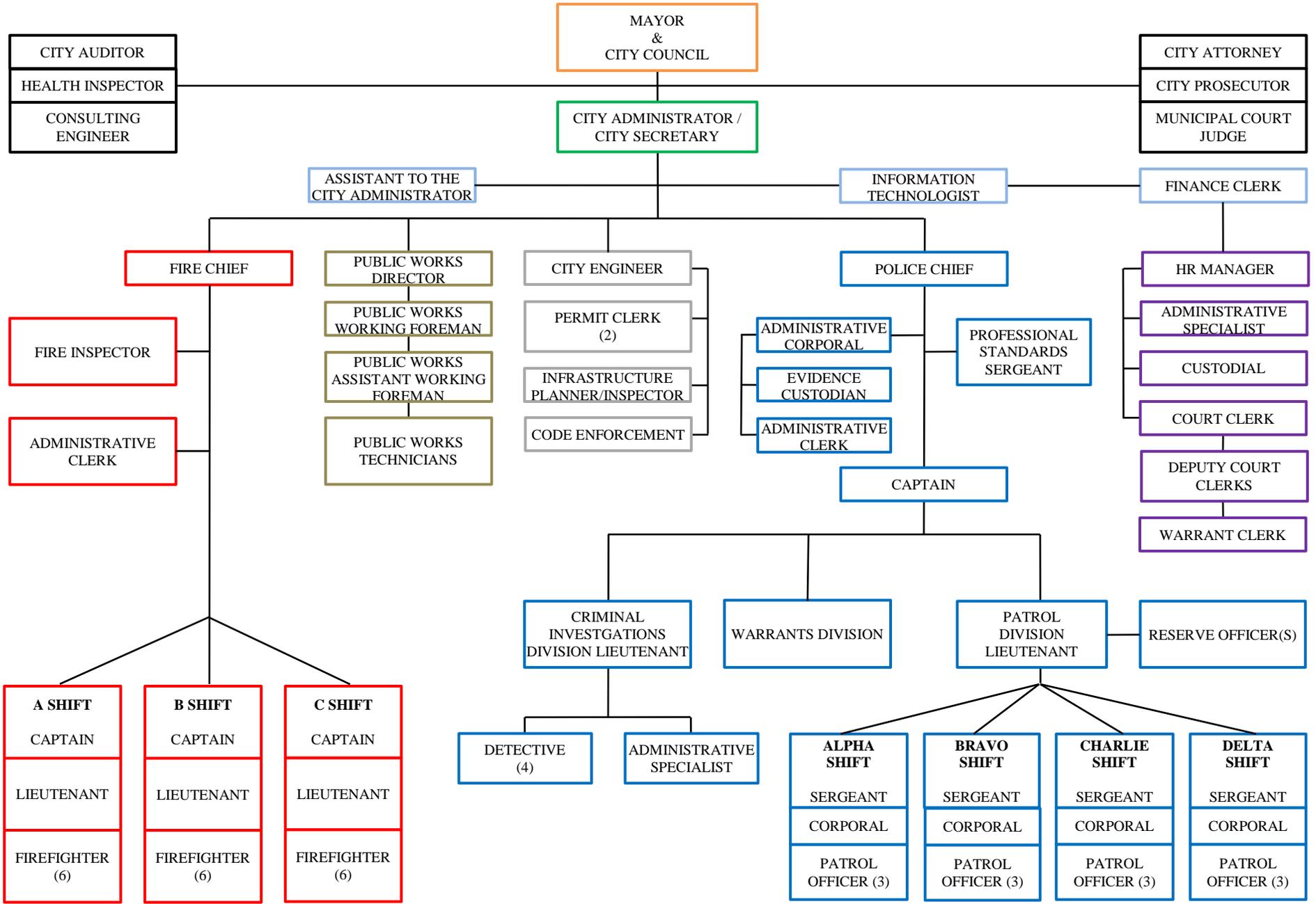
666	DEBT SERVICE		ADOPTED		PROJECTED	ADOPTED
667			2015 - 2016	30-Jun-16	2015 - 2016	2016 - 2017
668	INCOME:		BUDGET	ACTUAL	BUDGET	BUDGET
669	30050	AD VALOREM TAX	\$946,249	\$924,465	\$950,000	\$975,156
670	30055	AD VALOREM TAX - DELINQUENT	\$9,000	\$1,175	\$2,400	\$9,000
671	30060	P&I / DELINQUENT TAX	\$7,500	\$4,445	\$6,634	\$7,500
672	39010	INTEREST INCOME	\$0	\$0	\$0	\$0
673	39011	INTEREST INCOME C of O 2003	\$0	\$0	\$0	\$0
674	2700	FUND BALANCE	\$150,000	\$0	\$150,000	\$150,000
675	36020	TRANSFER IN FROM WATER FUND	\$294,031	\$0	\$294,031	\$292,000
676	39525	TRANSFER FROM G.F. / DEBT SALES TAX	\$200,000	\$0	\$200,000	\$200,000
677						
678	<b>TOTAL DEBT SERVICE INCOME:</b>		<u>\$1,606,780</u>	<u>\$930,085</u>	<u>\$1,603,065</u>	<u>\$1,633,656</u>
679						
680	PAYMENTS:					
681	Certificate of Obligation - Series 2008 (Utilities Improvements & P.D. Bldg.)					
682	500-6150	PRINCIPAL PAYMENTS	\$365,000	\$365,000	\$365,000	\$375,000
683	500-7150	INTEREST PAYMENTS	\$215,531	\$111,188	\$215,531	\$201,656
684						
685	General Obligation Refunding Bonds 2010 (Facility Expansion)					
686	500-6120	PRINCIPAL PAYMENTS	\$155,000	\$155,000	\$155,000	\$160,000
687	500-7120	INTEREST PAYMENTS	\$26,829	\$14,248	\$26,829	\$23,163
688						
689	General Obligation Refunding Bonds, Series 2012 (Utilities Improvements)					
690	500-6130	PRINCIPAL PAYMENTS	\$200,000	\$0	\$200,000	\$210,000
691	500-7130	INTEREST PAYMENTS	\$39,900	\$19,950	\$39,900	\$35,900
692						
693	Certificates of Obligation, Series 2012 (Harrison House Project)					
694	500-6180	PRINCIPAL PAYMENTS	\$140,000	\$0	\$140,000	\$140,000
695	500-7180	INTEREST PAYMENTS	\$51,750	\$25,875	\$51,750	\$48,950
696						
697	General Obligation Bonds - Series 2015 (Lookout Rd. & Bridge Improvement)					
698	500-6190	PRINCIPAL PAYMENTS	\$140,000	\$0	\$140,000	\$190,000
699	500-7190	INTEREST PAYMENTS	\$272,770	\$146,876	\$272,770	\$248,988
700						
701	500-2495	BANK AND / OR BOND SERVICE FEES	\$0	\$1,000	\$1,000	\$0
702						
703	<b>TOTAL DEBT SERVICE PAYMENTS:</b>		<u>\$1,606,780</u>	<u>\$839,137</u>	<u>\$1,607,780</u>	<u>\$1,633,656</u>

## Budget Summary Compared to Previous Fiscal Year

<u>FUND / DEPARTMENT</u>	<u>FISCAL YEAR</u> <u>2015 - 2016</u>	<u>FISCAL YEAR</u> <u>2016 - 2017</u>	<u>PERCENT</u> <u>Δ</u>	<u>INCREASE /</u> <u>DECREASE:</u>
<b>ADMINISTRATIVE DEPT. EXPENSES:</b>	\$3,794,361	\$3,777,218	-0.5%	-\$17,143
<b>INFRASTRUCTURE DEPT. EXPENSES:</b>	\$394,350	\$440,839	11.8%	\$46,489
<b>FIRE DEPT. EXPENSES:</b>	\$2,124,430	\$2,223,202	4.6%	\$98,772
<b>POLICE DEPT. EXPENSES:</b>	\$3,425,158	\$3,568,814	4.2%	\$143,656
<b>ENGINEERING / PERMITS DEPT. EXPENSES:</b>	\$576,885	\$571,657	-0.9%	-\$5,228
<b>MAYOR &amp; CITY COUNCIL EXPENSES:</b>	\$54,700	\$59,700	9.1%	\$5,000
<b>HISTORICAL &amp; PARKS COMMISSION EXPENSES:</b>	<u>\$30,000</u>	<u>\$30,000</u>	<u>0.0%</u>	<u>\$0</u>
<b>TOTAL GENERAL FUND INCOME &amp; EXPENSES:</b>	\$10,491,986	\$10,671,430	1.7%	\$179,444
<b>RESERVE FUNDS FOR ASSIGNED PURPOSES:</b>	\$0	\$249,000		\$249,000
<b>MDD INCOME &amp; EXPENSES:</b>	\$2,500,000	\$2,500,000	0.0%	\$0
<b>UTILITY DEPARTMENT INCOME &amp; EXPENSES:</b>	\$4,517,332	\$4,822,932	6.8%	\$305,600
<b>DEBT SERVICE INCOME &amp; EXPENSES:</b>	<u>\$1,606,780</u>	<u>\$1,633,656</u>	<u>1.7%</u>	<u>\$26,876</u>
<b>TOTAL OPERATING BUDGET:</b>	<u>\$19,116,098</u>	<u>\$19,877,018</u>	<u>4.0%</u>	<u>\$760,920</u>

# CITY OF SELMA

## 2016 - 2017 ORGANIZATIONAL CHART



# CITY OF SELMA

## PROCUREMENT POLICY

**Purpose:** The purpose of this policy is to establish procedures for purchasing required operational services and supplies. The City of Selma prefers to purchase required operational items and services from local sources if possible; however, purchasing from the source with the best price and product is preferred.

A set of *City of Selma Numbered Purchase Orders* will be issued to each department head by the Finance Clerk. A numbered log will be maintained by the department head to have accurate accountability of issued/non-issued Purchase Orders. The Purchasing Log will be turned in to the Finance Clerk at completion of issuance of the assigned Purchase Orders before receiving another set.

A purchase order number must accompany **all** purchases on behalf of the City of Selma. Fully executed Purchase Orders, along with any invoices, must be turned in to the Finance Clerk weekly. The City Administrator has final approval of all requisitions/purchase orders. **No payment for goods or services will be paid until all documents are approved.**

**Distribution:** The four-part Purchase Order will be disbursed as follows:

*Original (top copy)* to the Vendor  
*Yellow copy* after coding and proper signature(s) will be sent to the Finance Clerk, along with attached invoice or receipt, for payment procures.  
*Blue copy* sent to Finance Clerk for maintaining a numerical file.  
*Pink copy* to be retained by purchaser/department head.

**Information Required:** All Purchase Orders should be completed with the following information:

- 1) User Department
- 2) Date of order/purchase
- 3) Name/address of vendor
- 4) Destination or Ship to address
- 5) Quantity
- 6) Description of item or service to be supplied
- 7) Unit price
- 8) Total price
- 9) Budget Account Code to be charged against
- 10) Signature of Purchaser
- 11) Signature of City Administrator authorizing payment

**Funds Available:** The Department Head must ensure that funds are available in the proper account that the purchase order has been coded. If funds are not available, a Budget Change Form must be completed and sent to the City Administrator prior to making the purchase. If the

purchase is of an emergency nature, please state the reason on the purchase order when issuing to support the invoice/ticket.

**Credit Card Purchases:** The City of Selma utilizes Credit Cards when necessary. Goods purchased by credit card still follow the same Purchase Order Requirements, with the exception of travel, meals, gasoline.

**Contracting and Competitive Bidding Requirements:** The City of Selma officers and employees must comply with the Local Government Code in Contracting and Competitive Bidding laws. A municipal officer or employee who knowingly or intentionally makes or authorizes a purchase in order to avoid compliance with competitive bidding requirements can be convicted of a criminal offense [Texas Local Government Code Section 252.062(b)]. Criminal penalties apply to dividing purchases in order to avoid the dollar limits which trigger the competitive bid statute [Texas Local Government Code Section 252.062(a)].

The City of Selma shall comply with all applicable provisions of Texas Local Government Code Chapter 252 in its contracting and competitive bidding procedures.

The general rule is that contracts that require an expenditure of more than \$50,000 out of any fund of a municipality must be awarded in accordance with the competitive bid provisions of Chapter 252 of the Texas Local Government Code unless the expenditure is exempt under that statute. It is best to consult with the City Administrator prior to planning purchases in this range.

**Guidelines for Procurement:**

**a) Small Purchases up to \$ 2,999:** Competition is not required. Purchasing from local vendors and use of credit cards is encouraged, if price is fair and reasonable.

**b) Purchases of \$3,000–\$50,000** Such purchases are permitted, provided that there are funds budgeted and provided that a minimum of three (3) quotes are obtained. Quotes may be verbal, written or faxed depending upon complexity. The approval of the City Administrator is required prior to issuance of a Purchase Order. In addition, the City officer or employee seeking to make an expenditure of more than \$3,000 shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the Comptroller of Public Accounts pursuant to Chapter 2161 of the Texas Government Code unless such list fails to identify a historically underutilized business in Bexar, Comal, or Guadalupe County. Alternatively, the procedure outlined below for purchases costing more than \$50,000 using municipal funds may be followed for such purchases.

**c) Purchases Costing More Than \$50,000 Using Municipal Funds (requires City Council approval)**

If these purchases are not exempt from the competitive bid or proposal laws, the City Administrator will initiate the bid requirements based on the department specifications. Competitive bidding or proposal is a formal process consisting of procedures that may also be referred to as competitive sealed bids. This procedure is required before the City may enter into

a contract that requires an expenditure of more than \$50,000. The advertisement for bids must be posted at City Hall and published in a newspaper published in the City once a week for two consecutive weeks. The date of the first publication must be before the 14<sup>th</sup> day before the date set to publicly open the bids and read them aloud. If the competitive bid procedures apply to a contract for goods or services, the contract will be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City, all in accordance with the provisions of Chapter 252 of the Texas Local Government Code. Specifications must be submitted with sufficient lead-time to insure timely delivery of the items or services requested. All Purchase Orders of this amount must have prior approval in writing.

**Annual/Blanket Purchase Orders:** At the beginning of each fiscal year, one Purchase Order (number) can be issued for monthly repetitive purchases (e.g., utility bills, lease payments, dispatch service). The finance clerk will keep the annual purchase order on file for monthly payments.

**Cooperative Purchasing:** When available, the City of Selma supports the cooperative purchasing procedure. The City of Selma participates in several cooperative purchasing agreements involving other governmental entities. The benefits of cooperative purchasing is lowering costs through increased volume, shared administrative costs, improved response from vendors and shared experience leading to better product specifications. ***Cooperative Purchasing Agreements must be approved by the City Council prior to any engagement.***

The City of Selma has current agreements with the Houston/Galveston Cooperative Purchasing, BuyBoard, and the State of Texas. You may check with the City Administrator to verify that the City has a current Cooperative Agreement.

**INVESTMENT POLICY**  
**GENERAL STATEMENT**

This policy serves to satisfy the statutory requirements of Chapter 2256 of the Texas Government Code (the “Public Funds Investment Act”) to define and adopt a formal investment policy.

**1. POLICY**

It is the policy of the City of Selma to invest public funds in a manner which will provide the highest investment return with 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 in accordance with Chapters 2256 and 2257 of the Texas Government Code.

**2. SCOPE**

This investment policy applies to all financial assets of the City of Selma at the present time and any funds to be created in the future, unless prohibited by law or unless it is in contravention of any depository contract between the City and any depository bank. These funds are accounted for in the Independent Annual Financial Audit Report.

**3. STANDARD OF CARE AND GENERAL OBJECTIVES**

In accordance with Texas Government Code Section 2256.006, 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 capital as well as the probable income to be derived.

The City is concerned about the return of its principal, about liquidity, and about yield; therefore, safety of principal, liquidity, and yield are the primary objectives in any investment transaction.

The City’s investment portfolio must be structured in conformance with an asset/liability management plan which provides for liquidity necessary to pay obligations as they become due.

**4. DIVERSIFICATION**

It will be the policy of the City to diversify its portfolio to eliminate the risk of loss resulting from overconcentration of assets in a specific maturity, a specific issuer or a specific class of investments. Investments of the City shall always be selected that provide for stability of income and reasonable liquidity.

**5. YIELD AND MATURITIES**

It will be the objective of the City to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives, investment strategies for each fund and state law governing investment of public funds.

Portfolio maturities will be structured to meet the obligations of the City first and then to achieve the highest return of interest. When the City has funds that will not be needed to meet current year obligations, maturity restraints will be imposed, based upon the investment strategy for each fund. The maximum allowable stated maturity of any individual investment owned by the City is five years.

## 6. INVESTMENT MANAGEMENT

The City's Investment Officer is designated as the person responsible for investment of City Funds consistent with this Investment Policy.

The City's Investment Officer shall be an individual with at least three years' experience in managing the investment of public funds either as an employee of a public entity in Texas or as an employee of an entity that manages investments of public entities in Texas or advises public entities in Texas as to their investments.

In accordance with Texas Government Code Section 2256.008, the City Treasurer, the City's Chief Financial Officer (if not the Treasurer), and the City Investment Officer shall attend at least one training session relating to the responsibility of such person under the Public Funds Investment Act within 12 months after assuming duties and must receive not less than ten hours of investment training at least once in a two-year period that begins on the first day of the fiscal year of the City and consists of the two consecutive fiscal years after that date. The City Investment Officer shall attend a training session not less than once each state fiscal biennium and may receive training from any independent source approved by the City Council. The City Council hereby approves as an independent training source any independent training service endorsed or approved by the Government Finance Officers Association or the Texas Municipal League. Such training shall be from an independent source approved or endorsed by either the Government Finance Officers Association of Texas or the Texas Municipal League in order to insure the quality capability and currency of such City officials in making investment decisions.

In accordance with Texas Government Code Chapter 2256, the Investment Officer may invest City funds that are not immediately required to pay obligations of the City. The City Council shall designate by resolution one or more officers or employees as Investment Officer.

If the Investment Officer owns 10% or more of the voting stock or owns more than \$5,000 of the fair market value of a business organization, or received more than 10% of his gross income in the previous year from a business organization, or has acquired during the previous year investments with a book value of \$2,500 or more from a business organization, or if the Investment Officer or is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the City and if such business organization offers to engage in an investment transaction with the City, then the Investment Officer must file a statement disclosing that personal business interest or relationship with the Texas Ethics Commission and the City Council in accordance with Government Code 2256.005(i).

## 7. INVESTMENT STRATEGIES AND AUTHORIZED INVESTMENTS

In accordance with the Public Funds Investment Act, Section 2256.005(d), a written investment strategy will be developed for all funds under the City's control. The investment strategy must describe the investment objectives for the funds using the following priorities of importance:

- (1) understanding of the suitability of the investment to the financial requirements of the City;
- (2) preservation and safety of principal;
- (3) liquidity;
- (4) marketability of the investment if the need arises to liquidate the investment before maturity;
- (5) diversification of the investment portfolio; and
- (6) yield.

In accordance with the above investment objections, the Investment Strategy of the City is to invest in the following authorized investments and types of securities:

- (1) US Treasury bills, notes, bonds or other securities that are guaranteed or insured by the Federal Deposit Insurance Corporation (the "FDIC") or secured in any other manner and amount provided by law for deposits of the City, including such securities as described in Section 2256.009(a) of the Texas Government Code but excluding securities described in Section 2256.009(b) of the Texas Government Code.
- (2) Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.
- (3) Collateralized or fully insured Certificates of Deposit at FDIC insured state and national banks or at federally insured credit unions domiciled in this state, each in accordance with Section 2256.010 of the Texas Government Code.
- (4) Repurchase agreements if secured by US Treasury bills, notes or bonds, and if they otherwise are in compliance with Section 2256.011 of the Texas Government Code.
- (5) Eligible investment pools (as discussed in the Public Funds Investment Act, Sections 2256.016 and 2256.019 of the Texas Government Code) if the City Council by resolution authorizes investment in the particular pool. An investment pool shall invest the funds it receives from entities in authorized investments permitted by the Public Funds Investment Act and must be in compliance with all requirements of Sections 2256.016 and 2256.019 of the Texas Government Code. The City by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchases with its local funds. **Any investment in an eligible investment pool must be separately authorized by the City Council by resolution or ordinance separate from any resolution or ordinance adopting this Investment Policy.**

The Investment Officer may not enter into any installment sale obligation or lease-purchase agreement of \$1 million or more without Attorney General approval.

If a pooled fund group (as defined in Section 2256.001 of the Texas Government Code) is internally created by the City, then the maximum dollar-weighted average maturity allowed based on the stated maturity date for the portfolio shall simultaneously be determined.

Except for investment pool funds (if any) and mutual funds (if any), all transactions shall be settled on a delivery versus payment basis.

An investment that requires a minimum rating under Chapter 2256 of the Texas Government Code does not qualify as an authorized investment during any period when the investment does not have the minimum rating required. The Investment Officer shall monitor rating changes for any investments by the City for which a minimum rating is required by checking the rating of such investment at least monthly. The Investment Officer shall take all prudent measures consistent with this Investment Policy to liquidate an investment that does not have the minimum rating required.

In accordance with Public Funds Investment Act Section 2256.005(e) of the Texas Government Code, the Investment Policy and investment strategies will be reviewed and adopted by resolution by the City Council. The Investment Policy and Investment Strategy shall be reviewed annually by the City Council and any modifications made thereto must be approved by the City Council.

## 8. INVESTMENT RESPONSIBILITY AND CONTROL; INVESTMENT INSTITUTIONS DEFINED

The Investment Officer shall monitor the market price of investments acquired with public funds at least monthly by reviewing statements issued by the entity holding such investment or by any other method reasonably deemed reliable by the Investment Officer.

The City of Selma Investment Officer shall invest City funds with any or all of the following institutions or groups consistent with federal and state law and the current Depository Bank contract.

- (1) Depository bank;
- (2) Other state and national banks or credit unions domiciled in this state, insured by the FDIC;
- (3) Public fund investment pools; or
- (4) Government securities brokers and dealers

## 9. BROKER/DEALERS

In accordance with 2256.005(k), a written copy of this Investment Policy shall be presented to any person seeking to sell to the City an authorized investment. The qualified representative of the business organization seeking to sell an authorized investment shall execute a written instrument substantially to the effect that the business organization has:

- (1) received and thoroughly reviewed the Investment Policy of the City; and
- (2) acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization and to preclude investment transactions that are not authorized by the City's Investment Policy.

As provided by Texas Government Code Section 2256.005(1), the Investment Officer may not buy any securities from a person who has not delivered to the City an instrument in substantially the form provided above.

At least annually, the City Council shall review, revise if desired, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the City.

#### 10. COLLATERAL OR INSURANCE

The City of Selma Investment Officer shall insure that all City funds are fully collateralized or insured consistent with federal and state law (including, without limitation, Chapter 2257 of the Texas Government Code, the Public Funds Collateral Act) and the current Bank Depository Contract in one or more of the following manners:

- (1) FDIC insurance coverage;
- (2) Obligations of the United States or its agencies and instrumentalities
- (3) Securities pledged by Depository Bank

#### 11. SAFEKEEPING

All purchased securities shall be held in safekeeping by the City or a City account in a third party financial institution or with the Federal Reserve Bank.

All Certificates of Deposit, insured by the FDIC, purchased outside the Depository Bank shall be held in safekeeping by either the City Investment Officer or a third party financial institution. All pledged securities by the Depository Bank shall be held in safekeeping the City or a City account in a third party financial institution or with a Federal Reserve Bank.

#### 12. AUDIT CONTROL

The City Investment Officer shall establish an annual process of independent review by the City auditor. This review will provide internal control by assuring compliance with policies and procedures, including this Investment Policy.

#### 13. QUARTERLY REPORT

In accordance with Texas Government Code Section 2256.023, not less than quarterly, the Investment Officer shall prepare and submit to the City Council a written report of investment transactions for all funds for the preceding reporting period within a reasonable time after the end of the period. The report must:

- (1) describe in detail the investment position of the city on the date of the report;
- (2) be signed by the Investment Officer of the City;
- (3) contain a summary statement of each pooled fund group that states the:
  - (A) beginning market value for the reporting period;
  - (B) ending market value for the period; and
  - (C) fully accrued interest for the reporting period;

- (4) state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- (5) state the maturity date of each separately invested asset that has a maturity date;
- (6) state the account or fund or pooled group fund for which each individual investment was acquired; and
- (7) state the compliance of the investment portfolio of the City as it relates to:
  - (A) the City's Investment Strategy; and
  - (B) relevant provisions of Chapter 2256 of the Texas Government Code.

**NOTIFICATION OF INVESTMENT CHANGES**

It shall be the duty of the City Investment Officer to notify the City Council of any significant changes in current investment methods and procedures prior to their implementation, regardless of whether they are authorized by the policy or not.

## **INVESTMENT STRATEGY**

This Investment Strategy is adopted for each of the funds or groups of funds under the control of the City Council of the City of Selma, Texas. The City of Selma maintains two funds for investment, the Revenue Fund and the General Fund.

Pursuant to Section 2256.005(d) of the Texas Government Code, an Investment Strategy is to take into account the following factors:

- (1) The suitability of the investment to the financial requirements of the City (“Suitability”);
- (2) Preservation and safety of principal
- (3) Liquidity;
- (4) Marketability of the investment if the need arises to liquidate the investment before maturity (“Marketability”)
- (5) Diversification; and
- (6) Yield.

For all funds of the City, the following order of priority of the preceding factors is established:

- (1) Preservation and safety of principal;
- (2) Liquidity;
- (3) Yield;
- (4) Suitability;
- (5) Diversification; and
- (6) Marketability

The above order of priority is determined in part by the City’s currently investing in Certificates of Deposit and Tex Pool and not investing in marketable securities such as mutual funds.

To implement the order of priority in this Investment Strategy, the Investment Officer shall (a) focus on federally insured and/or fully collateralized bank or credit union investments with varying and staggered maturities, taking into account for purposes of liquidity the reasonably anticipated obligations of the City, and (b) shall strive to obtain the best yield (typically, for a Certificate of Deposit, the highest interest rate).

**Selma Fire Department**  
**Pay Scale FY 2016-17**

		Basic	Intermediate	Advanced	Master
<b>Captain</b>	Yearly		\$61,654.75	\$64,737.76	\$67,820.77
	Hourly		\$22.37	\$23.49	\$24.61
	Half Time		\$11.19	\$11.75	\$12.30
	Overtime		\$33.56	\$35.23	\$36.91
<b>Lieutenant</b>	Yearly	\$51,325.53	\$54,438.42	\$55,597.04	\$56,970.06
	Hourly	\$18.62	\$19.75	\$20.17	\$20.67
	Half Time	\$9.31	\$9.88	\$10.89	\$10.34
	Overtime	\$27.94	\$29.63	\$30.26	\$31.01
<b>Firefighter</b> (49-60 months) Step 5	Yearly	\$48,818.54	\$50,143.61	\$51,272.91	\$52,562.03
	Hourly	\$17.71	\$18.19	\$18.60	\$19.07
	Half Time	\$8.86	\$9.10	\$9.30	\$9.54
	Overtime	\$26.57	\$27.30	\$27.91	\$28.61
<b>Firefighter</b> (37-48 months) Step 4	Yearly	\$47,613.32	\$48,818.54	\$50,143.61	\$51,272.91
	Hourly	\$17.28	\$17.71	\$18.19	\$18.60
	Half Time	\$8.64	\$8.86	\$9.10	\$9.30
	Overtime	\$25.92	\$26.57	\$27.30	\$27.91
<b>Firefighter</b> (25-36 months) Step 3	Yearly	\$46,448.05	\$47,613.32	\$48,818.54	\$50,143.61
	Hourly	\$16.85	\$17.28	\$17.71	\$18.19
	Half Time	\$8.43	\$8.64	\$8.86	\$9.10
	Overtime	\$25.28	\$25.92	\$26.57	\$27.30
<b>Firefighter</b> (13-24 months) Step 2	Yearly	\$45,346.73	\$46,448.05	\$47,613.32	\$48,818.54
	Hourly	\$16.45	\$16.85	\$17.28	\$17.71
	Half Time	\$8.23	\$8.43	\$8.64	\$8.86
	Overtime	\$24.67	\$25.28	\$25.92	\$26.57
<b>Firefighter</b> (6-12 months) Step 1	Yearly	\$44,202.76	\$45,346.73	\$46,448.05	\$47,613.32
	Hourly	\$16.03	\$16.45	\$16.85	\$17.28
	Half Time	\$8.02	\$8.23	\$8.43	\$8.64
	Overtime	\$24.05	\$24.67	\$25.28	\$25.92
<b>Recruit</b> (0-6 months)	Yearly	\$43,121.41			
	Hourly	\$15.64			
	Half Time	\$7.82			
	Overtime	\$23.45			

\*Based on 212 hours per 28 day cycle or 2756 hours total per year

**SELMA POLICE DEPARTMENT  
PAY SCALE FY 2016-17**

	BASIC		INTERMEDIATE		ADVANCED		MASTER	
<b>CAPTAIN STEP 3</b>							\$80,100.00 YR. \$6,675.00 MO. \$38.51 HR.	
<b>CAPTAIN STEP 2</b>							\$78,800.00 YR. \$6,567.00 MO. \$37.88 HR.	
<b>CAPTAIN STEP 1</b>							\$77,500.00 YR. \$6,458.00 MO. \$37.26 HR.	
<b>LIEUTENANT STEP 3</b>					\$75,100.00 YR. \$6,258.00 MO. \$36.11 HR.		\$76,300.00 YR. \$6,358.00 MO. \$36.68 HR.	
<b>LIEUTENANT STEP 2</b>					\$74,100.00 YR. \$6,175.00 MO. \$35.63 HR.		\$75,100.00 YR. \$6,258.00 MO. \$36.11 HR.	
<b>LIEUTENANT STEP 1</b>					\$72,700.00 YR. \$6,058.00 MO. \$34.95 HR.		\$74,000.00 YR. \$6,167.00 MO. \$35.58 HR.	
<b>SERGEANT STEP 3</b>			\$69,500.00 YR. \$5,792.00 MO. \$33.41 HR.		\$70,700.00 YR. \$5,892.00 MO. \$33.99 HR.		\$71,700.00 YR. \$5,975.00 MO. \$34.47 HR.	
<b>SERGEANT STEP 2</b>			\$68,300.00 YR. \$5,692.00 MO. \$32.84 HR.		\$69,400.00 YR. \$5,783.00 MO. \$32.84 HR.		\$70,700.00 YR. \$5,892.00 MO. \$33.99 HR.	
<b>SERGEANT STEP 1</b>			\$67,200.00 YR. \$5,600.00 MO. \$32.31 HR.		\$68,300.00 YR. \$5,692.00 MO. \$32.84 HR.		\$69,400.00 YR. \$5,783.00 MO. \$33.37 HR.	
<b>CORPORAL STEP 3</b>			\$66,100.00 YR. \$5,508.00 MO. \$31.78 HR.		\$67,200.00 YR. \$5,600.00 MO. \$32.31 HR.		\$68,300.00 YR. \$5,692.00 MO. \$32.84 HR.	
<b>CORPORAL STEP 2</b>			\$65,100.00 YR. \$5,425.00 MO. \$ 31.30 HR.		\$66,100.00 YR. \$5,508.00 MO. \$31.78 HR.		\$67,200.00 YR. \$5,600.00 MO. \$32.31 HR.	
<b>CORPORAL STEP 1</b>			\$64,000.00 YR. \$5,333.00 MO. \$30.77 HR.		\$65,100.00 YR. \$5,425.00 MO. \$31.30 HR.		\$66,100.00 YR. \$5,508.00 MO. \$31.78 HR.	
<b>OFFICER STEP 6</b>	\$60,800.00 YR. \$5,067.00 MO. \$29.23 HR.		\$62,200.00 YR. \$5,183.00 MO. \$29.90 HR.		\$63,600.00 YR. \$5,300.00 MO. \$30.58 HR.		\$64,900.00 YR. \$5,408.00 MO. \$31.20 HR.	
<b>OFFICER STEP 5</b>	\$59,500.00 YR. \$4,958.00 MO. \$28.61 HR.		\$60,900.00 YR. \$5,075.00 MO. \$29.28 HR.		\$62,400.00 YR. \$5,200.00 MO. \$30.00 HR.		\$63,800.00 YR. \$5,317.00 MO. \$30.67 HR.	
<b>OFFICER STEP 4</b>	\$58,700.00 YR. \$4,892.00 MO. \$28.22 HR.		\$59,800.00 YR. \$4,983.00 MO. \$28.75 HR.		\$61,100.00 YR. \$5,092.00 MO. \$29.38 HR.		\$62,500.00 YR. \$5,208.00 MO. \$30.05 HR.	
<b>OFFICER STEP 3</b>	\$57,100.00 YR. \$4,758.00 MO. \$27.45 HR.		\$58,400.00 YR. \$4,867.00 MO. \$28.08 HR.		\$59,900.00 YR. \$4,992.00 MO. \$28.80 HR.		\$61,200.00 YR. \$5,100.00 MO. \$29.42 HR.	
<b>OFFICER STEP 2</b>	\$55,900.00 YR. \$4,658.00 MO. \$26.88 HR.		\$57,400.00 YR. \$4,783.00 MO. \$27.60 HR.		\$58,700.00 YR. \$4,892.00 MO. \$28.22 HR.		\$60,000.00 YR. \$5,000.00 MO. \$28.85 HR.	
<b>OFFICER STEP 1</b>	\$54,700.00 YR. \$4,558.00 MO. \$26.30 HR.		\$56,000.00 YR. \$4,667.00 MO. \$26.92 HR.		\$57,300.00 YR. \$4,775.00 MO. \$27.55 HR.		\$58,700.00 YR. \$4,892.00 MO. \$28.22 HR.	

## Selma Public Works Department

### PAY SCALE FY 2016-17

	STEP 1	STEP 2	STEP 3
WORKING FOREMAN	\$56,160.00 \$27.00	-	-
ASSISTANT WORKING FOREMAN	\$40,768.00 \$19.60	\$43,680.00 \$21.00	-
PUBLIC WORKS TECHNICIAN 3	\$34,798.40 \$16.73	\$35,360.00 \$17.00	\$36,608.00 \$17.60
PUBLIC WORKS TECHNICIAN 2	\$30,929.60 \$14.87	\$32,198.40 \$15.48	\$33,446.40 \$16.08
PUBLIC WORKS TECHNICIAN 1	\$28,433.60 \$13.67	\$29,036.80 \$13.96	\$29,660.80 \$14.26

### CRITERION

	STEP 1	STEP 2	STEP 3
WORKING FOREMAN	Appointed Position Starting Rate	-	-
ASSISTANT WORKING FOREMAN	Appointed Position Starting Rate	With Supervisor Training	-
PUBLIC WORKS TECHNICIAN 3	Tractor Operator and versed in all other equipment w/no supervision	Rate after obtaining TCEQ C-Water License	Basic Back Hoe Operator w/no supervision; and after obtaining TCEQ D Waste Water License
PUBLIC WORKS TECHNICIAN 2	Rate after obtaining TCEQ D-Water License	Rate after obtaining Animal Control License	Water Line Repairer w/no supervision
PUBLIC WORKS TECHNICIAN 1	Starting Rate	Street Sweeper Operator w/no supervision	Water Meter Installer w/no supervision