



City of Glenn Heights
City Council Meeting
Agenda Packet

September 1, 2020

Meeting starts at 7:00 p.m.

(Amended)



AMENDED NOTICE AND AGENDA
CITY COUNCIL
TUESDAY, SEPTEMBER 1, 2020 7:00 P.M.
REGULAR CITY COUNCIL MEETING

Notice is hereby given in accordance with the Order of the Office of the Governor issued March 16, 2020, that the City of Glenn Heights will conduct a Regular Meeting via telephone and video conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Novel Coronavirus (COVID-19).

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at <https://www.glennheightstx.gov/AgendaCenter>.

To view this Council Meeting live, please use the following link (you are not required to have a Facebook account to access this meeting):
<https://www.facebook.com/CityofGlennHeights>.

Notice is hereby given that the City of Glenn Heights City Council will hold a Regular City Council Meeting on Tuesday, September 1, 2020, beginning at 7:00 P.M. via telephone and video conference as prescribed by Vernon’s Texas Civil Statutes, Government Code Section §551.041, to consider and possibly take action on the following agenda items. Items do not have to be taken in the same order as shown in this meeting Notice and Agenda.

CALL TO ORDER

INVOCATION – Council Member Emma Ipaye

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

If you would like to make a Public Comment during the “**Public Comment**” portion of the meeting, please email Brandi Brown, City Secretary, at brandi.brown@glennheightstx.gov, no later than **6:00 P.M. on September 1, 2020**. Please include the following information in your email:

- Name
- Address
- Email Address and Phone Number
- Agenda Item or General Subject of your Comment

Once your request is received, you will be given information to access the meeting via telephone or video conference (which provides two-way communication during the Public Comment portion of the meeting).

PROCLAMATIONS

- National Preparedness Month, September 2020
- Labor Day, September 7, 2020
- Payroll Week, September 7-11, 2020
- Patriot Day and National Day of Service and Remembrance, September 11, 2020

CONSENT AGENDA

1. Discuss and take action to approve City Council Meeting Minutes of the August 18, 2020, Joint Meeting of the City Council and the Employee Benefits Trust. (Brandi Brown, City Secretary)
2. Discuss and take action to approve a Final Plat request by Kimley-Horn on behalf of D.R. Horton – Texas, Ltd., for Magnolia Meadows Phase IV. The 32.032-acre property is zoned PD-3 and is situated in the Michael McDermott Survey, Abstract No. 743, Glenn Heights, Ellis County, Texas. This phase is proposed for a total of 87 residential lots and 4 HOA owned and maintained lots. The property is currently undeveloped but proposed for single-family residential. (Marlon Goff, Interim Planning and Development Director)
3. Discuss and take action to approve Resolution R-32-20, a Resolution of the City Council of the City of Glenn Heights, Texas, approving an Interlocal Cooperation Agreement for Coordinated Health Services with Dallas County; authorizing the City Manager to execute the same; and providing for an effective date. (Marlon Goff, Interim Planning & Development Director)

AGENDA

1. Presentation by Dallas Area Rapid Transit (DART) on system-wide updates and the impact on transit services in the City of Glenn Heights. (Marlon Goff, Interim Planning & Development Director)

If you would like to provide testimony during a “**Public Hearing**” portion of the meeting, please email Brandi Brown, City Secretary, at brandi.brown@glennheightstx.gov, no later than **6:00 P.M. on September 1, 2020**. Please include the following information in your email:

- Name
- Address
- Email Address and Phone Number
- Agenda Item (Item 2 or Item 5)

Once your request is received, you will be given information to access the meeting via telephone or video conference (which provides two-way communication during the Public Hearing portion of the meeting).

2. Public Hearing to receive testimony regarding the Proposed Fiscal Year 2020-2021 Budget. (David Hall, City Manager)
3. Discuss and take action to postpone vote on approval of Proposed Fiscal Year 2020-2021 Budget to September 15, 2020 City Council Meeting. (David Hall, City Manager)
4. Discuss and first reading of Ordinance O-12-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, adopting the Budget for Fiscal Year beginning October 1, 2020 and ending September 30, 2021; providing that expenditures for said Fiscal Year shall be made in accordance with said Budget; appropriating and setting aside the necessary funds out of the general and other revenues for said Fiscal Year for the maintenance and operation of the various departments and for various activities and improvements of the City; providing a repealing clause; providing a severability clause; and providing an effective date. (First Reading) (David Hall, City Manager)
5. Public Hearing to receive testimony regarding amending the Annual Budget for the City of Glenn Heights, Texas, for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020. (Phillip Conner, Finance Director)
6. Discuss and first reading of Ordinance O-14-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending the Annual Budget for the City of Glenn Heights, Texas for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020. (First Reading) (Phillip Conner, Finance Director)
7. Discuss and take action to approve \$0.804430 as the proposed ad valorem tax rate for the year 2020 (Fiscal Year 2020 - 2021). (Phillip Conner, Finance Director) (Record Vote)
8. Discuss and first reading of Ordinance O-13-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, adopting and levying ad valorem taxes for the year 2020 (Fiscal Year 2020 - 2021) at a rate of \$0.804430 per one hundred dollars (\$100) assessed valuation on all taxable property within the corporate limits of the City of Glenn Heights as of January 1, 2020, to provide revenue for the payment of current expenses; providing for an interest and sinking fund for all outstanding debt of the City of Glenn Heights; providing for due and delinquent dates together with penalties and interest; approving the 2020 tax roll certified by the Chief Appraisers for Dallas and Ellis Counties; providing a severability clause; providing a repealing clause; and providing an effective date. (First Reading) (Phillip Conner, Finance Director)
9. Discuss and take action on Ordinance O-15-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights adopted June 7, 2010, by Ordinance

O-06-10, and as thereafter amended by Ordinances O-17-10, O-11-12, O-26-12, O-01-15, O-06-19 And O-04-20 by suspending the portion of Section 6.20 Vacation Pay and Balance Management relating to Vacation Balance Accrual; providing a repealing clause; providing a savings clause; providing a severability clause; and providing an effective date. (Second Reading) (Jaynice Porter-Brathwaite, Human Resources Director)

10. Discuss and first reading of Ordinance O-18-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights adopted June 7, 2010, by Ordinance O-06-10, and as thereafter amended by Ordinances O-17-10, O-11-12, O-26-12, O-01-15, O-06-19 and O-04-20, by adding a temporary vacation leave buyback program to section 6.20 thereof; providing a repealing clause; providing a savings clause; providing a severability clause; and providing an effective date. (First Reading) (Jaynice Porter-Brathwaite, Human Resources Director)

11. Discuss and take action to receive feedback on the Youth Advisory Committee Program Overview and Bylaws. (Lauren Lewis, Community Engagement Administrator)

12. Update on the 2020 Census. (Council Member Shaunte L. Allen)

13. Discuss and take action to close off Tin Gee Top Drive and address the run-off/flooding issues of the pond/creek. (Council Member Shaunte L. Allen)

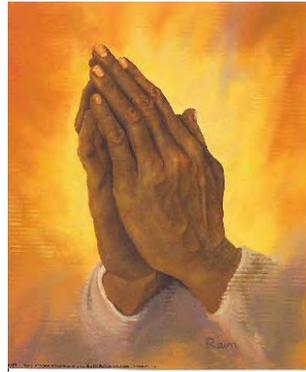
ADJOURNMENT

In accordance with the Americans with Disabilities Act, If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodations, please contact the City Secretary at least 48 hours in advance of the event at 972-223-1690 ext. 125 or email brandi.brown@glennheightstx.gov. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

I, Brandi Brown, City Secretary, do hereby certify that the above Meeting Notice and Agenda were posted in a place convenient to the Public at Glenn Heights City Hall, 1938 South Hampton Road, Glenn Heights, Texas by 5:00 P.M. on **Saturday, August 29, 2020**. Pursuant to Section 551.071 of the Texas Government Code, the City Council reserves the right to consult in closed session with its attorney at any time during the course of this meeting and to receive legal advice regarding any item listed on this agenda.

Brandi Brown, City Secretary

Invocation



Council Member Emma Ipaye



PROCLAMATION SUMMARY SHEET SEPTEMBER 1, 2020

- National Preparedness Month, September 2020
- Labor Day, September 7, 2020
- National Payroll Week, September 7-11, 2020
- Patriot Day and National Day of Service and Remembrance, September 11, 2020

PROCLAMATION



Office of the Mayor • City of Glenn Heights

National Preparedness Month
September 2020



WHEREAS, this year's theme is "Disasters Don't Wait. Make Your Plan Today"; and

WHEREAS, because the City of Glenn Heights has experienced a natural disaster emergency in the past, residents are keenly aware of the need to be prepared for disasters and life-threatening emergencies; and

WHEREAS, National Preparedness Month is to raise awareness for readiness and planning; and

WHEREAS, our community is made of families that need to remember that disasters happen, so we need to prepare now, and we can learn how at www.ready.gov; and

WHEREAS, this year, Ready.gov has assigned the following weekly themes:

Week 1, September 1-5: Make A Plan: Talk to your friends and family about how you will communicate before, during, and after a disaster.

Week 2, September 6-12: Build A Kit: Gather supplies that will last for several days after a disaster for everyone living in your home; and don't forget to consider the unique needs each person or pet may have.

Week 3, September 13-19: Prepare for Disasters: Limit the impacts that disasters have on you and your family. Know the risk of disasters in your area and check your insurance coverage.

Week 4, September 20-26: Teach Youth About Preparedness: Talk to your kids about preparing for emergencies and what to do in case you are separated.

NOW, THEREFORE, I, Harry A. Garrett, Mayor of the City of Glenn Heights, Texas, do hereby proclaim September 2020, as **National Preparedness Month** and encourage the residents of the City of Glenn Heights to visit www.ready.gov now, and create a safety plan for your family and home.

IN WITNESS WHEREOF, I have hereunto set my hand this first day of September in the year of our Lord two thousand twenty.

Harry A. Garrett, Mayor
Glenn Heights, Dallas County, Texas

PROCLAMATION



Office of the Mayor • City of Glenn Heights

Labor Day
September 7, 2020

WHEREAS, the strongest workforce the world has ever known was not built overnight. It was achieved by men and women who believed that living up to the promise of this Nation meant more than hoping for the best – it meant toiling in the day, working through the night, and proving that theirs was a future worth fighting for. On Labor Day, we celebrate the grit and resilience of America’s workers and their families; and

WHEREAS, America celebrated its first Labor Day in the late 19th century, when a group of industrial workers in New York joined in common purpose to celebrate their contributions to our country. They went without their daily pay to march for their cause – setting in motion a labor movement that has inspired generations of Americans since. These hardworking union members, and those that followed in the path they forged, helped secure privileges we now take for granted. Their efforts brought about weekends and 40-hour workweeks, overtime pay and a minimum wage, and the collective bargaining rights that have empowered so many. Because of the battles they waged, our Nation benefits from health insurance and Medicare, Social Security, and other retirement programs. Their legacy is one we will never stop striving to uphold; and

WHEREAS, throughout the years, with the determination of a resilient workforce, our country has been able to lay a stronger foundation for our economy. Steps have been taken to make sure everyone in our workforce is treated and compensated in ways that reflect the effort they put in. Whether by pursuing measures that can help ensure a fair day’s pay for a hard day’s work, updating occupational health and safety rules so that no one has to risk their life or health for their job, or working with State leaders to increase access to paid sick and family leave, this Country has made great strides in its journey to protect and grow the workforce; and

WHEREAS, on Labor Day, we are reminded that jobs are about more than a paycheck. They afford us the ability to take care of our family; to save for retirement; and to give back to our communities. Jobs allow us to dream, to look toward the future, and to encourage our children to do the same. Though there is much more to do until all our men and women have the rights and respect they need to thrive in their workplaces, on this occasion, let us recommit to standing together and resolving to create change.

NOW, THEREFORE, I, Harry A. Garrett, Mayor of the City of Glenn Heights, Texas, do hereby proclaim September 7, 2020, as **Labor Day**. I call upon all residents of the City of Glenn Heights to observe this day with appropriate programs, ceremonies, and activities that honor the contributions and resilience of working Americans.

IN WITNESS WHEREOF, I have hereunto set my hand this first day of September in the year of our Lord two thousand twenty.

Harry A. Garrett, Mayor
Glenn Heights, Dallas County, Texas

PROCLAMATION



Office of the Mayor • City of Glenn Heights

**National Payroll Week
September 7-11, 2020**

WHEREAS, the American Payroll Association and its more than 20,000 members have launched a nationwide public awareness campaign that pays tribute to the nearly 150 million people who work in the United States, and the payroll professionals who support the American payroll system; and

WHEREAS, payroll professionals in the City of Glenn Heights play a key role in maintaining the economic health of the City by carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, carrying out tax withholding, and reporting and depositing; and

WHEREAS, payroll professionals meet regularly with Federal and State tax officials to discuss improving compliance with government procedures, and how compliance can be achieved at less cost to both government and businesses; and

WHEREAS, the week in which Labor Day falls has been proclaimed National Payroll Week, I give additional support to the efforts of the people who work in Glenn Heights, Texas and of the payroll profession.

NOW, THEREFORE, I, Harry A. Garrett, Mayor of the City of Glenn Heights, Texas, do hereby proclaim September 7-11, 2020, as **National Payroll Week.**

IN WITNESS WHEREOF, I have hereunto set my hand this first day of September in the year of our Lord two thousand twenty.

Harry A. Garrett, Mayor
Glenn Heights, Dallas County, Texas

PROCLAMATION



Office of the Mayor • City of Glenn Heights

Patriot Day and National Day of Service and Remembrance September 11, 2020

WHEREAS, America will long remember the September tragedy that shook our Nation's core 19 years ago, with nearly three thousand men, women and children taken from us; and

WHEREAS, today as we remember and honor the victims, heroes, and families, let us also remember the courage and selflessness of the first responders, servicemembers, and citizens who served our Nation in its greatest hours of need; and

WHEREAS, by a joint Congressional Resolution approved December 18, 2001, September 11th of each year has been designated as "Patriot Day", and

WHEREAS, by Public Law 11-13, approved on April 21, 2009, Congress requested September 11th be recognized as "National Day of Service and Remembrance" as well; and

WHEREAS, in recognition of Patriot Day and National Day of Service and Remembrance, together as one people, we pledge to continue building hope for our Nation.

NOW, THEREFORE, I, Harry A. Garrett, Mayor of the City of Glenn Heights, Texas, do hereby proclaim September 11, 2020, as Patriot Day and National Day of Service and Remembrance.

IN WITNESS WHEREOF, I have hereunto set my hand this first day of September in the year of our Lord two thousand twenty.

Harry A. Garrett, Mayor
Glenn Heights, Dallas County, Texas

**MINUTES OF THE JOINT MEETING OF
THE CITY COUNCIL AND THE EMPLOYEE BENEFITS TRUST
OF THE CITY OF GLENN HEIGHTS, TEXAS**

AUGUST 18, 2020

STATE OF TEXAS *
COUNTIES OF DALLAS AND ELLIS *
CITY OF GLENN HEIGHTS *

On the 18th day of August 2020, the City Council and the Employee Benefits Trust of the City of Glenn Heights, met in a Regular Called City Council Meeting via video conference with the following members present:

CITY COUNCIL:

Harry A. Garrett	*	Mayor
Sonja A. Brown	*	Mayor Pro Tem
Emma Ipaye	*	Council Member
Jeremy Woods, Sr.	*	Council Member
Ron Adams	*	Council Member
Shaunte L. Allen	*	Council Member
Machanta Newson	*	Council Member

STAFF:

David Hall	*	City Manager
Brandi Brown	*	City Secretary
Phillip Conner	*	Finance Director
V.E. Dooley	*	Chief of Police
Marlon Goff	*	Interim Planning and Development Director
Byron Hardy	*	IT Administrator
Lauren Lewis	*	Community Engagement Administrator
Keith Moore	*	Fire Chief
Jaynice Porter-Brathwaite	*	Human Resources Director

CONSULTANT:

Victoria Thomas	*	City Attorney's Office
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CALL TO ORDER

Mayor Harry A. Garrett called the Employee Benefits Trust of the City of Glenn Heights to order at 7:05 P.M., with a quorum of the City Council present. Council Member Ron Adams made a motion to temporarily recess the Employee Benefits Trust Meeting. Mayor Pro Tem Sonja A. Brown made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Woods, Adams, Allen, and Newson.

Council Member Emma Ipaye was present but was unable to verbally cast her vote due to technical issues.

Mayor Harry A. Garrett called the City Council Meeting to order at 7:06 P.M., with a quorum of the City Council present.

INVOCATION

Council Member Shaunte L. Allen delivered the Invocation.

PLEDGE OF ALLEGIANCE

Mayor Harry A. Garrett led the assembly in the Pledge of Allegiance.

PUBLIC COMMENT

There were no Public Comments made.

INTRODUCTIONS

Jaynice Porter-Brathwaite, Human Resources Director, made the following staff introduction:

- Tavion Bozeman, Social Services Coordinator

Council Member Jeremy Woods, Sr. made a motion to move Agenda item 8 to Agenda item 2. Mayor Pro Tem Sonja A. Brown made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

CONSENT AGENDA

1. Discuss and take action to approve City Council Meeting Minutes of the August 4, 2020, Regular Called City Council Meeting. (Brandi Brown, City Secretary)
2. Discuss and take action to approve City Council Meeting Minutes of the August 11, 2020, Special Called City Council Meeting. (Brandi Brown, City Secretary)
3. Discuss and take action to approve Resolution R-27-20, a Resolution of the City Council of the City of Glenn Heights, Texas, approving an Interlocal Cooperation Agreement for Food Establishment Inspection and Environmental Health Services with Dallas County; authorizing the City Manager to execute the same; and providing for an effective date. (Marlon Goff, Interim Planning and Development Director)

Mayor Pro Tem Sonja A. Brown made a motion to approve Consent Agenda items 1-3. Council Member Ron Adams made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

AGENDA

1. Discuss and take action appointing Planning and Zoning Board Members.

Miamauni Hines, Planner, introduced this item and completed a presentation regarding appointment guidelines specified in the Zoning Ordinance, and provided information about current Commissioners and applicants. Marlon Goff, Interim Planning and Development Director, also discussed the reappointment of two current Planning and Zoning Commissioners.

Council Member Ron Adams made a motion to reappointment the two current Planning and Zoning Commissioners, Austin Kelley and Debra Jones, to a three-year term, beginning at the expiration of their current term. Council Member Jeremy Woods, Sr. made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

The following Planning and Zoning Commissioner applicants introduced themselves: April Stokes, Arnold Davis, Jr., Paul Alley, Kelvin Story, Sr., and Tabitha Gamble.

Council Member Ron Adams made a motion to table Agenda item 1 to a later time in the meeting for appointment information to be received. Council Member Machanta Newson made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

8. Discuss and take action to approve Resolution R-29-20, a Resolution of the City Council of the City of Glenn Heights, Texas, approving the Terms And Conditions of an Agreement, by and between the City of Glenn Heights and Pattillo, Brown & Hill, LLP to provide Auditing Services for the City's Financial Statements for the Fiscal Year ending September 30, 2020; and providing an effective date.

Phillip Conner, Finance Director, introduced this item and provided a brief overview of the firm selection process. Paula Lowe, a Partner with Pattillo, Brown & Hill, LLP, provided a brief background for their firm. Mr. Conner and Mrs. Lowe answered Council's questions related to timeframes for auditing services and actions that can be taken if discrepancies are found during the auditing process.

Council Member Jeremy Woods, Sr. made a motion to approve Resolution R-29-20, a Resolution of the City Council of the City of Glenn Heights, Texas, approving the Terms And Conditions of an Agreement, by and between the City of Glenn Heights and Pattillo, Brown & Hill, LLP to provide Auditing Services for the City's Financial Statements for the Fiscal Year ending September 30, 2020; and providing an effective date. Council Member Shaunte L. Allen made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

Mayor Harry A. Garrett re-announced the following item.

1. Discuss and take action appointing Planning and Zoning Board Members.

Council Member Shaunte L. Allen made a motion to approve the appointment of the following Planning and Zoning Board Members:

- April Stokes to Place 2, beginning July 30, 2020 and ending July 30, 2023
- Arnold Davis, Jr. to Place 3, beginning July 30, 2020 and ending July 30, 2023
- Paul Alley to Place 4, beginning June 30, 2019 and ending June 30, 2022
- Kelvin Story, Sr. to Place 6, beginning August 18, 2020 and ending August 18, 2023
- Tabitha Gamble to Place 7, beginning August 18, 2020 and ending August 18, 2023

Council Member Ron Adams made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

- 3 Discuss and take action on Ordinance O-10-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending Chapter 14 “Zoning”, Exhibit A “Zoning Ordinance”, Article IX “Zoning Districts”, at Section 3 “Provisional districts” and at Subsection IX.3.3 “MF – Multifamily Residential District” by amending Subpart A thereof; providing a repealing clause, providing a severability clause, and providing an effective date. (Second Reading)

Marlon Goff, Interim Planning and Development Director, introduced this item to Council. Miamauni Hines, Planner, completed a presentation related to amending the Zoning Ordinance, and how the amendments would affect residential and commercial structures.

Council Member Jeremy Woods, Sr., made a motion to approve Ordinance O-10-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending Chapter 14 “Zoning”, Exhibit A “Zoning Ordinance”, Article IX “Zoning Districts”, at Section 3 “Provisional districts” and at Subsection IX.3.3 “MF – Multifamily Residential District” by amending Subpart A thereof; providing a repealing clause, providing a severability clause, and providing an effective date. Council Member Ron Adams made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Adams, and Newson
1 Nay – Allen

4. Discuss and take action on Ordinance O-15-20, an Ordinance of the City of Glenn Heights, Texas, amending the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights adopted June 7, 2010, by Ordinance O-06-10, and as thereafter amended by Ordinances O-17-10, O-11-12, O-26-12, O-01-15, O-06-19 And O-04-20 by suspending the portion of Section 6.20 Vacation Pay and Balance Management relating to Vacation Balance Accrual; providing a repealing clause; providing a savings clause; providing a severability clause; and providing an effective date. (First Reading)

Jaynice Porter-Brathwaite, Human Resources Director, introduced this item and explained that due to the Novel Coronavirus pandemic, the City Manager instituted a temporary policy limiting the amount of accrued vacation leave that could be used by employees; and that this item would suspend the portion of the Personnel Policy relating to vacation balance accrual. David Hall, City Manager, and Victoria Thomas, City Attorney, answered Council's questions related to how accrual balances carry over each year, how long this Ordinance would remain in effect, an employee vacation buyback program, and secondary employment.

Council Member Shaunte L. Allen made a motion to approve Ordinance O-15-20, an Ordinance of the City of Glenn Heights, Texas, amending the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights adopted June 7, 2010, by Ordinance O-06-10, and as thereafter amended by Ordinances O-17-10, O-11-12, O-26-12, O-01-15, O-06-19 And O-04-20 by suspending the portion of Section 6.20 Vacation Pay and Balance Management relating to Vacation Balance Accrual; providing a repealing clause; providing a savings clause; providing a severability clause; and providing an effective date. Council Member Ron Adams made the second. The following no action vote was recorded:

VOTE 7 Ayes – Garrett, Brown, Ipaye, Woods, Adams, Allen, and Newson

Council Member Ron Adams requested to be excused from the meeting at 8:14 P.M.

5. Discuss and take action on the formation of a Police Department Citizens Advisory Committee.

David Hall, City Manager, introduced this item and stated this item was based on an inquiry from Mayor Pro Tem Sonja A. Brown. V.E. Dooley, Chief of Police, completed a presentation regarding the scope and functions of a Citizens Advisory Committee, how members would be selected and when the committee would meet, and possible next steps. Chief Dooley, Mr. Hall, and Victoria Thomas, City Attorney, answered Council's questions related to the difference between a Citizens Advisory Committee and a Police Oversight Board, training timeframes and what training opportunities would be available, the roles of trainees and available equipment, requirements for participation in the program, how this program would be marketed to the community, and if Council would have access to Committee Minutes and recommendations.

Mayor Pro Tem Sonja A. Brown made a motion for an Ordinance to be developed to consider the formation of a Police Department Citizens Advisory Committee. Council Member Shaunte L. Allen made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

6. Discuss and take action on the establishment of a Neighborhood Traffic Calming Management Program.

David Hall, City Manager, introduced this item and stated this item was based on an inquiry from Council Member Machanta Newson. V.E. Dooley, Chief of Police, completed a presentation regarding why traffic calming measures may be needed, various types of traffic calming measures, the application process, and possible next steps. Chief Dooley and Mr. Hall answered Council's questions related to the application/petition process and how the petition would be disseminated to residents, alternative measures that can be taken, locations of samples provided, how these measures would impact the City's budget, how Homeowner Associations would be involved and if communities would be allowed to provide input, and general criteria for the program. Council Member Machanta Newson also provided feedback regarding this item.

Mayor Harry A. Garrett requested that Staff move forward with the next appropriate steps to form a Neighborhood Traffic Calming Management Program.

7. July 2020 Financial Report.

Council Member Jeremy Woods, Sr. made a motion to table this Agenda item to the next City Council Meeting. Council Member Shaunte L. Allen made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

2. Announce the dates of the Public Hearings for the 2020 Proposed Property Tax Rate, Proposed Fiscal Year 2020-2021 Budget, Amended Fiscal Year 2019-2020 Budget, and the anticipated dates of adoption.

Phillip Conner, Finance Director, announced the following information:

- A. The Public Hearing date of the 2020 Proposed Property Tax Rate is September 15, 2020, and the Property Tax Rate adoption is scheduled for September 15, 2020.
- B. The Public Hearing dates of the Proposed Fiscal Year 2020-2021 Budget are September 1, 2020 and September 15, 2020, and the Budget adoption is scheduled for September 15, 2020.

- C. The Public Hearing date of the Amended Fiscal Year 2019-2020 Budget is September 1, 2020, and the Amended Budget adoption is scheduled for September 15, 2020.

Council Member Jeremy Woods, Sr. made a motion to approve the announcement of the dates of the Public Hearings for the 2020 Proposed Property Tax Rate, Proposed Fiscal Year 2020-2021 Budget, Amended Fiscal Year 2019-2020 Budget, and the anticipated dates of adoption. Council Member Shaunte L. Allen made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

9. Discuss and take action to approve Resolution R-28-20, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing the Mayor to execute a grant agreement and related documents as the City's certifying official, and authorizing City staff to submit requests for public assistance funded by the Federal Emergency Management Agency through the Texas Division of Emergency Management in relation to FEMA DR-4485 associated with the Presidential Declaration of a major disaster for the State of Texas (Texas COVID-19 Pandemic); and providing for an effective date.

Marlon Goff, Interim Planning and Development Director, introduced this item and discussed FEMA Public Assistance Grant Terms and Conditions.

Council Member Shaunte L. Allen made a motion to approve Resolution R-28-20, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing the Mayor to execute a grant agreement and related documents as the City's certifying official, and authorizing City staff to submit requests for public assistance funded by the Federal Emergency Management Agency through the Texas Division of Emergency Management in relation to FEMA DR-4485 associated with the Presidential Declaration of a major disaster for the State of Texas (Texas COVID-19 Pandemic); and providing for an effective date. Council Member Jeremy Woods, Sr. made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

Mayor Harry A. Garrett temporarily recessed the City Council Meeting to reconvene a meeting of the City of Glenn Heights Employee Benefits Trust at 9:26 P.M.

The City of Glenn Heights Employee Benefits Trust reconvened into its Regular Called Meeting at 9:26 P.M.

1. Discuss and take action regarding insurance renewal recommendations for Employees' Group Medical/Prescription, Life/Disability, Dental, Vision, and Accident/Critical Illness Insurance, and a Flexible Spending Account.

Jaynice Porter-Brathwaite, Human Resources Director, discussed insurance renewal recommendations for Employee Insurance Benefits for Employees' Group Medical/Prescription plans, Life/Disability Insurance, Dental, Vision, and Accident/Critical Illness Insurance, and a Flexible Spending Account. She also discussed the percentage decrease for the medical renewal and the 4% impact of the dental increase.

Council Member Shaunte L. Allen made a motion to approve the Staff recommended insurance contracts, subject to Council funding approval, and authorizes the City Manager to execute contracts on behalf of the Employee Benefits Trust. Council Member Emma Ipaye made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

ADJOURNMENT

Council Member Emma Ipaye made a motion to adjourn the City of Glenn Heights Employee Benefits Trust. Mayor Pro Tem Sonja A. Brown made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

Council Member Emma Ipaye made a motion to reconvene into the City Council Meeting. Council Member Jeremy Woods, Sr. made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

City Council reconvened at 9:39 P.M.

AGENDA

10. Discuss and take action to approve Resolution R-26-20, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing the City of Glenn Heights Employee Benefits Trust to pay the obligations of the Trust as it relates to Insurance contracts that the Trust awards; authorizing any transfers of funds that may be necessary during the 2020-2021 Fiscal Year to fund the Trust's obligations relating to insurance contracts that the Trust awards; and providing for an effective date.

Council Member Emma Ipaye made a motion to approve Resolution R-26-20, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing the City of Glenn Heights Employee Benefits Trust to pay the obligations of the Trust as it relates to Insurance contracts that the Trust awards; authorizing any transfers of funds that may be necessary during the 2020-2021 Fiscal Year to fund the Trust's obligations relating to insurance contracts that the Trust awards; and providing for an effective date. Council Member Shaunte L. Allen made the second. The motion carried with the

following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

Council Member Jeremy Woods, Sr. made a motion to place Agenda item 7 back on the Agenda. Council Member Machanta Newson made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

7. July 2020 Financial Report.

Phillip Conner, Finance Director, completed a presentation regarding the City's revenues, expenditures, and fund balances through July 2020.

Council Member Jeremy Woods, Sr. made a comment related to his absence during the August 11, 2020 City Council Meeting.

ADJOURNMENT

Council Member Jeremy Woods, Sr. made a motion to adjourn. Mayor Pro Tem Sonja A. Brown made the second. The motion carried with the following vote:

VOTE 6 Ayes – Garrett, Brown, Ipaye, Woods, Allen, and Newson

Mayor Harry A. Garrett adjourned the meeting at 9:59 P.M.

Harry A. Garrett, Mayor

Attest:

Brandi Brown, City Secretary

Passed and approved on the 1st day of September 2020



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: September 1, 2020

SUBJECT

Discuss and take action to approve a Final Plat request by Kimley-Horn on behalf of D.R. Horton – Texas, Ltd. for Magnolia Meadows Phase IV. The 32.032-acre property is zoned PD-3 and is situated in the Michael McDermott Survey, Abstract No. 743, Glenn Heights, Ellis County, Texas. This phase is proposed for a total of 87 residential lots and 4 HOA owned and maintained lots. The property is currently undeveloped but proposed for single-family residential.

REPORT IN BRIEF

The City Council will hear a Final Plat request by Kimley-Horn on behalf of D.R. Horton – Texas, Ltd. for Magnolia Meadows Phase IV. The applicant is proposing the subdivision of a 32.032-acre property into a total of 91 lots.

FISCAL IMPACT

N/A

ALTERNATIVES/RECOMMENDATIONS

Section 212.010 of the Texas Local Government Code states that the municipal authority responsible for approving plats shall approve a plat if:

1. It conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
2. It conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial

jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities;

3. A bond required under Section 212.0106, if applicable, is filed with the municipality; and
4. It conforms to any rules adopted under Section 212.002.

The Development Review Committee recommends *approval* based on determining that the above information, as applicable, is true. The Planning and Zoning Commission was unable to take action on this final plat within 30 days of its filing. Pursuant to Section 212.009 of the Texas Local Government Code, this final plat has received a default approval recommendation from the Planning and Zoning Commission.

PREPARED BY

Miamauni Hines, Planner

REVIEWED BY

Marlon Goff, Interim Planning and Development Services Director

ATTACHMENTS

- I. Magnolia Meadows IV Final Plat
- II. Final Plat Checklist

CALLED 72.237 ACRES
METROPLEX CONSTRUCTION
VOL. 1774, PG. 2351
D.R.E.C.T.

P.O.B.
IRFC

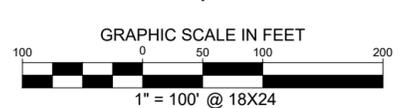
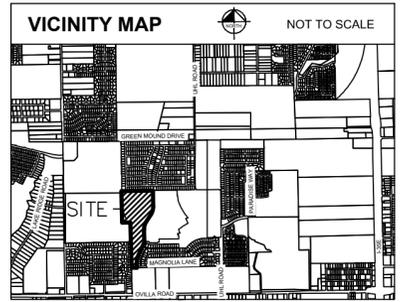
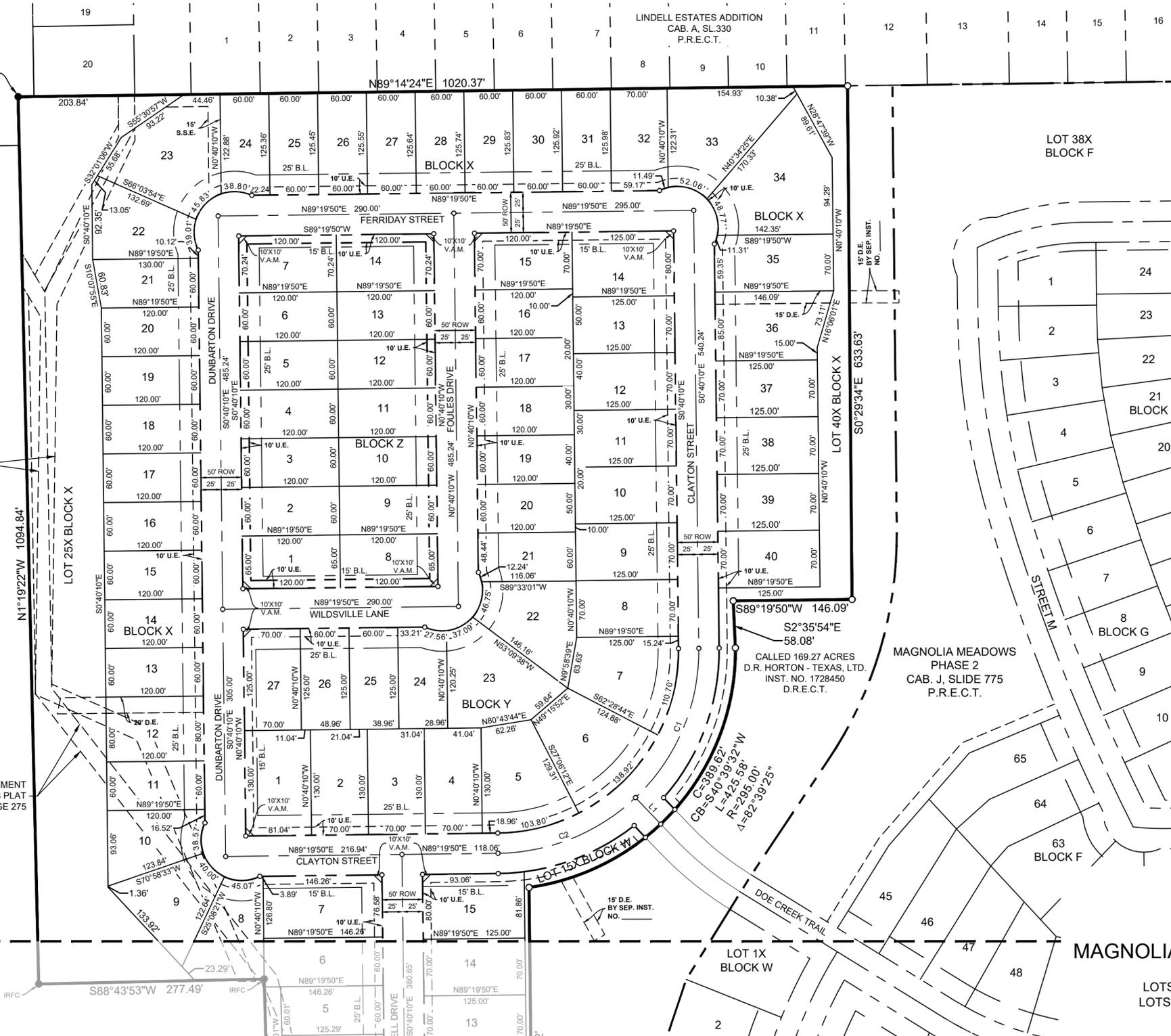
MICHAEL McDERMOTT SURVEY,
ABSTRACT #743

20' UTILITY EASEMENT
TO BE ABANDONED BY THIS PLAT
VOLUME 1949, PAGE 275

CALLED 78.333 ACRES
VILLAGES OF CHARLESTON
DEVELOPMENT, LLC
INST. NO. 1617974
O.P.R.E.C.T.

20' UTILITY EASEMENT
TO BY ABANDONED BY THIS PLAT
VOLUME 1949, PAGE 275

MATCHLINE



LEGEND:
P.O.B. = POINT OF BEGINNING
IRSC = 5/8" IRON ROD SET W/ "KHA" CAP
I.R.F.C = IRON ROD FOUND W/CAP
IRF = IRON ROD FOUND
IPF = IRON PIPE FOUND
R.O.W. = RIGHT OF WAY
B.L. = BUILDING LINE
U.E. = UTILITY EASEMENT
P.R.E.C.T. = PLAT RECORDS OF ELLIS COUNTY, TEXAS
O.P.R.D.C.T. = OFFICIAL PUBLIC RECORDS OF ELLIS COUNTY, TEXAS
D.R.E.C.T. = DEED RECORDS OF ELLIS COUNTY, TEXAS
S.S.E. = SANITARY SEWER EASEMENT
D.E. = DRAINAGE EASEMENT

FINAL PLAT MAGNOLIA MEADOWS - PHASE 4

LOTS 10X,15X, 10-15, BLOCK W;
LOTS 1X,25X,40X, 1-40, BLOCK X;
LOTS 1-27, BLOCK Y;
LOTS 1-14, BLOCK Z;

87 RESIDENTIAL LOTS AND 5 HOA LOTS

BEING
32.032 ACRES
SITUATED IN THE
M. McDERMOTT SURVEY, ABSTRACT NO. 743,
CITY OF GLENN HEIGHTS,
ELLIS COUNTY, TEXAS

- NOTES:**
- All Common Area Lots with an X designation will be owned and maintained by the Homeowner's Association.
 - All bearings shown are based on grid north of the Texas Coordinate System of 1983, North Central Zone (4202), North American Datum of 1983.
 - All corners are 5/8" iron rods set with a plastic cap stamped "KHA" unless otherwise noted.
 - Magnolia Meadows - Phase 4 shall be subject to all requirements as established by City of Glenn Heights' Ordinance #0-01-17 (Planned Development 3).
 - See Sheet 3 for Line & Curve Tables.
 - The Owner and the Developer release the City of Glenn Heights from any and all claims, damages, obligations, or liabilities occasioned by the establishment of grades, or the alteration of the surface of any portion of the existing streets and alleys, to conform to the grades established in the Magnolia Meadows - Phase 4 Subdivision.
 - Project is subject to Development Agreement filed January 17, 2018, recorded in Ellis County.

FLOOD STATEMENT:
According to Map No. 48139C0075F, dated June 3, 2013 of the National Flood Insurance Program Map, Flood Insurance Rate Map of Ellis County, Texas, Federal Emergency Management Agency, Federal Insurance Administration, this property is located in Zone X (unshaded) and is not within a special flood hazard area. If this site is not within an identified special flood hazard area, this flood statement does not imply that the property and/or the structures thereon will be free from flooding or flood damage. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes. This flood statement shall not create liability on the part of the surveyor.

OWNER:
D.R. Horton - Texas, Ltd.
6751 North Freeway
Fort Worth, Texas 76131
817-230-0800
Contact: Zach C. Motley, P.E.

APPLICANT:
Kimley-Horn & Associates
6160 Warren Pkwy, Ste. 210
Frisco, Texas 75034
972-335-3580
Contact: Thomas Fletcher, P.E.

SURVEYOR:
Kimley-Horn & Associates
400 N. Oklahoma Dr, Suite 105
Celina, Texas 75009
469-501-2200
Contact: Sean Patton, R.P.L.S.

Kimley»Horn

400 N. Oklahoma Dr. Ste. 105
Celina, Texas 75009

Tel. No. (469) 501-2200
FIRM # 10193822

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	SPA	KHA	04/14/2020	068517087	1 OF 3

MATCHLINE

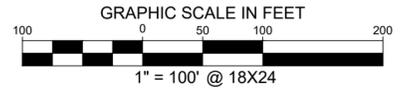
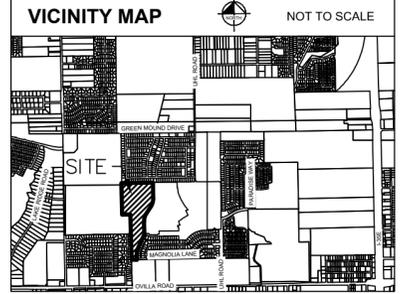
MICHAEL McDERMOTT SURVEY,
ABSTRACT #743

CALLED 78.333 ACRES
VILLAGES OF CHARLESTON
DEVELOPMENT, LLC
INST. NO. 1617974
O.P.R.E.C.T.

20' UTILITY EASEMENT
TO BE ABANDONED BY THIS PLAT
VOLUME 1949, PAGE 275

CALLED 169.27 ACRES
D.R. HORTON - TEXAS, LTD.
INST. NO. 1728450
D.R.E.C.T.

CALLED 16.00 ACRES
RED OAK ISD
VOL. 1342, PG. 685
D.R.E.C.T.



LEGEND:

- P.O.B. = POINT OF BEGINNING
- IRSC = 5/8" IRON ROD SET W/ "KHA" CAP
- I.R.F.C = IRON ROD FOUND W/CAP
- IRF = IRON ROD FOUND
- IPF = IRON PIPE FOUND
- R.O.W. = RIGHT OF WAY
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- P.R.E.C.T. = PLAT RECORDS OF ELLIS COUNTY, TEXAS
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- S.S.E. = SANITARY SEWER EASEMENT
- D.E. = DRAINAGE EASEMENT

- NOTES:**
- All Common Area Lots with an X designation will be owned and maintained by the Homeowner's Association.
 - All bearings shown are based on grid north of the Texas Coordinate System of 1983, North Central Zone (4202), North American Datum of 1983.
 - All corners are 5/8" iron rods set with a plastic cap stamped "KHA" unless otherwise noted.
 - Magnolia Meadows - Phase 4 shall be subject to all requirements as established by City of Glenn Heights' Ordinance #O-01-17 (Planned Development 3).
 - See Sheet 3 for Lot Area Table and Line & Curve Tables.
 - The Owner and the Developer release the City of Glenn Heights from any and all claims, damages, obligations, or liabilities occasioned by the establishment of grades, or the alteration of the surface of any portion of the existing streets and alleys, to conform to the grades established in the Magnolia Meadows - Phase 4 Subdivision.
 - Project is subject to Development Agreement filed January 17, 2018, recorded in Ellis County.

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**FINAL PLAT
MAGNOLIA MEADOWS - PHASE 4**

LOTS 10X, 15X, 10-15, BLOCK W;
LOTS 1X, 25X, 40X, 1-40, BLOCK X;
LOTS 1-27, BLOCK Y;
LOTS 1-14, BLOCK Z;

87 RESIDENTIAL LOTS AND 5 HOA LOTS

BEING
32.032 ACRES
SITUATED IN THE
M. McDERMOTT SURVEY, ABSTRACT NO. 743,
CITY OF GLENN HEIGHTS,
ELLIS COUNTY, TEXAS

OWNER:
D.R. Horton - Texas, Ltd.
6751 North Freeway
Fort Worth, Texas 76131
817-230-0800
Contact: Zach C. Motley, P.E.

APPLICANT:
Kimley-Horn & Associates
6160 Warren Pkwy, Ste. 210
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972-335-3580
Contact: Thomas Fletcher, P.E.

SURVEYOR:
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FIRM # 10193822

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	SPA	KHA	04/14/2020	068517087	2 OF 3

OWNER'S CERTIFICATE

STATE OF TEXAS §
 COUNTY OF ELLIS §

WHEREAS D.R. Horton - Texas, Ltd. is the owner of a tract of land situated in the M. McDermott Survey, Abstract No. 743, City of Glenn Heights, Ellis County, Texas, and being a portion of a called 169.27 acre tract of land conveyed to D.R. Horton - Texas, Ltd., according to the document filed of record in Instrument Number 1728450, Deed Records Ellis County, Texas (D.R.E.C.T.), and being more particularly described as follows:

BEGINNING at a 1/2-inch iron rod with plastic cap stamped "RPLS 4480" found for the most northern southeast corner of a called 72.237-acre tract of land conveyed to Metroplex Construction, according to the documents filed of record in Volume 1774, Page 2351, (D.R.E.C.T.) for the northwest corner of this tract;

THENCE North 89°14'24" East, with the south line of Lindell Estates Addition, an addition to the City of Glenn Heights, according to the plat filed of record in Cabinet A, Slide 330, Plat Records, Ellis County, Texas (P.R.E.C.T.), said south line being common with the north line of this tract, a distance of 1,020.37 feet to a point in said line for the northwest corner of Magnolia Meadows Phase 2, an addition to the City of Glenn Heights, according to the plat filed of record in Cabinet J, Slide 775 (P.R.E.C.T.) said corner being common with the northeast corner of this tract;

THENCE leaving said south line with the western line of said Magnolia Meadows Phase 2 same being common with the eastern line of this tract the following eleven (11) courses and distances:

South 0°29'34" East, a distance of 633.63 feet to a point for corner of this tract;

South 89°19'50" West, a distance of 146.09 feet to a point for corner of this tract;

South 2°35'54" East, a distance of 58.08 feet to a point at the beginning of a non-tangent curve to the right having a central angle of 82°39'25", a radius of 295.00 feet, a chord bearing and distance of South 40°39'32" West, 389.62 feet;

With said curve to the right, an arc distance of 425.58 feet to a point for corner of this tract;

South 0°40'10" East, a distance of 432.42 feet to a point for corner of this tract;

South 89°19'50" West, a distance of 97.99 feet to a point at the beginning of a non-tangent curve to the left having a central angle of 82°39'44", a radius of 355.28 feet, a chord bearing and distance of South 29°25'30" East, 163.84 feet;

With said curve to the left, an arc distance of 165.33 feet to a point for corner of this tract;

South 47°14'00" West, a distance of 70.00 feet to a point at the beginning of a non-tangent curve to the left having a central angle of 11°19'53", a radius of 425.00 feet, a chord bearing and distance of South 48°25'56" East, 83.91 feet;

With said curve to the left, an arc distance of 64.05 feet to a point for corner of this tract;

South 54°05'53" East, a distance of 55.73 feet to a point at the beginning of a non-tangent curve to the left having a central angle of 4°33'54", a radius of 475.00 feet, a chord bearing and distance of South 56°23'30" East, 37.84 feet;

With said curve to the left, an arc distance of 37.85 feet to a point for the most southern northwest corner of Magnolia Farms Addition Phase 1, an addition to the City of Glenn Heights, according to the plat filed of record in Cabinet G, Slide 164, (P.R.E.C.T.) from which a 1/2-inch iron rod found (disturbed) for reference to said corner bears North 88°05'15" West, 2.47 feet;

THENCE continuing with the westerly line of said Phase 1 the following four (4) courses and distances:

South 60°51'29" East, a distance of 36.39 feet to a point for corner of this tract;

South 24°51'51" West, a distance of 504.40 feet to a point at the beginning of a tangent curve to the left having a central angle of 25°39'59", a radius of 525.00 feet, a chord bearing and distance of South 12°01'52" West, 233.22 feet;

With said curve to the left, an arc distance of 235.18 feet to a point for corner of this tract;

South 0°44'35" East, a distance of 200.46 feet to a 1/2-inch iron rod found in the north line of a called 16.00 acre tract of land conveyed to Red Oak ISD, according to the document filed of record in Volume 1342, Page 685 (D.R.E.C.T.) for the southwest corner of the above mentioned Phase 1 and being common with the southeast corner of this tract;

THENCE South 89°15'14" West, with said north line, a distance of 141.59 feet to a 1/2-inch iron rod found in the east line of Hollywood Addition Phase 2, an addition to the City of Glenn Heights, according to the plat filed of record in Cabinet S, Slide 208 (P.R.E.C.T.) for the southwest corner of this tract;

THENCE North 1°05'53" West, with said east line, a distance of 875.44 feet to a point for the northeast corner of said Hollywood Addition, said corner being common with the southeast corner of a called 78.333-acre tract of land conveyed to Villages of Charleston Development, LLC according to the document filed of record in Instrument Number 1617974, Official Property Record, Ellis County, Texas for corner of this tract;

THENCE with the east line of said Villages of Charleston tract the following three (3) courses and distances:

North 1°28'01" West, a distance of 650.72 feet to a 1/2-inch iron rod with plastic cap stamped "CBG" for corner of this tract;

South 88°43'53" West, a distance of 277.49 feet to a 1/2-inch iron rod with plastic cap stamped "CBG" for corner of this tract;

North 1°19'22" West, a distance of 1,094.84 feet to the **POINT OF BEGINNING** and containing 32.032 acres or 1,395,320 square feet of land, more or less.

INSTRUMENT OF DEDICATION RESTRICTIONS

"No house, dwelling unit, or other structure shall be constructed on any lot in this addition by the owner or any other person until:

- Such time as the developer and/or owner has complied with all requirements of the Development Code of the City of Glenn Heights regarding improvements within the area so platted, including the actual installation of streets with the required base and paving, curb and gutter, drainage structures, storm sewers, alleys, and water and sewer utilities, all according to specifications of the City of Glenn Heights; or
- The developer files with the City Secretary either a corporate surety bond, escrow deposit, or irrevocable letter of credit in a sum equal to the cost of such improvements for the designated area, guaranteeing the installation of improvements thereon within the time period established by the City for completion of said improvements. The developer shall execute an agreement authorizing the City to make or complete said improvements in the event the developer fails or refuses to make or complete said improvements within the time so stated for completion thereof. The corporate surety bond, escrow or irrevocable letter of credit shall comply with the following:

- The sum equal to the cost of improvements shall include all construction costs, the cost for construction staking and engineering services related to construction including but not limited to periodic administration, and preparation of as-built plans. The cost estimate for construction and related administration shall be prepared by the developer's engineer based on currently prevailing private commercial rates and approved by the City Manager.
- An escrow deposit shall be in the form of a Cashier's Check payable to the "City of Glenn Heights Escrow Account for Addition." The City shall open an interest bearing escrow account bearing the subdivision name with the City's depository bank. All interest accrued by said account shall be deposited to the account. The City shall have the right to use the principal of the escrow deposit and all accrued interest to make or complete construction of subdivision improvements as provided by this Code. The developer may reduce the amount of escrow deposit equal to the cost, less ten percent (10%) thereof, of each major phase of improvements as such phases are completed and satisfactorily pass all applicable tests and inspections. The major phases are: (1) water and sewer utilities and (2) streets and drainage. The release of any portion of escrow deposit shall not include any accrued interest and shall not constitute final acceptance of the improvements by the City. Upon final completion and final acceptance of all improvements, the City shall release to the developer the remaining balance of escrow deposit for the subdivision along with interest accrued and paid on same.
- An irrevocable letter of credit shall be in a form and drawn from a bank satisfactory to the City and in an amount equal to the cost of improvements as defined heretofore. The amount of the irrevocable letter of credit may be reduced by the developer upon completion of each major phase of construction in the same manner applicable to an escrow deposit.
- These restrictions with respect to improvements are made to insure the installation of such improvements and to give notice to each owner and each prospective owner of lots in the subdivision that no house or other building can be constructed on any lot in the subdivision until said improvements are actually made or provided for on the entire block on the street and/or streets on which the property abuts as described herein."

- Project is subject to Development Agreement filed January 17, 2018, recorded in Ellis County.

OWNER'S DEDICATION

STATE OF TEXAS §
 COUNTY OF ELLIS §

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That **D.R. HORTON - TEXAS, LTD.** ("Owner") does hereby adopt this plat designating the herein above property as **MAGNOLIA MEADOWS PHASE 4**, an addition to the City of Glenn Heights, Ellis County, Texas, in fee simple, forever the streets, alleys and all other rights-of-way shown thereon. The easements shown thereon are hereby dedicated and reserved for the purposes as indicated. The utility, access and firelane easements shall be open to the public and private utilities for each particular use. The maintenance of paving on the utility, access and firelane easements is the responsibility of the property owner. No buildings or other improvements or growths, except fences, vegetation, driveways, and sidewalks less than 6 feet in width shall be constructed or placed upon, over or across the easements as shown except as permitted by City Ordinances. No improvements which may obstruct the flow of water may be constructed or placed in drainage easements. Any public utility shall have the right to remove and keep removed all or parts of the encroachments allowed above which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on the easements, and all public utilities shall at all times have the full right of ingress and egress to or from and upon the said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone. Any public utility shall have the right of ingress and egress to private property for the purpose of reading meters and any maintenance and service required or ordinarily performed by that utility.

This plat approved subject to all platting ordinances, rules, regulations, and resolutions of the City of Glenn Heights, Texas

This plat does not alter or remove existing deed restrictions or covenants, if any on this property.

WITNESS, my hand, this _____ day of _____, 2020.

By: **D.R. HORTON - TEXAS, LTD. A TEXAS LIMITED PARTNERSHIP**

By: **D.R. HORTON, INC., A DELAWARE CORPORATION ITS AUTHORIZED AGENT**

By: _____
 Benjamin Clark, Assistant Vice President

STATE OF _____ §
 COUNTY OF _____ §

BEFORE ME, the undersigned Authority, A Notary Public in and for said county and state, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration thereof expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS ____ DAY OF _____, 2020.

NOTARY PUBLIC in and for the STATE OF TEXAS

LINE TABLE		
LINE	LENGTH	BEARING
L1	45.00	S43°31'25.21"E

CURVE TABLE						
CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD	DELTA	TANGENT
C1	250.00'	392.70'	N44°19'50"E	353.55'	90°00'00"	250.00'
C2	250.00'	392.70'	N44°19'50"E	353.55'	90°00'00"	250.00'
C3	400.00'	298.89'	N22°04'34"W	291.99'	42°48'48"	156.81'

SURVEYORS CERTIFICATION

KNOW ALL MEN BY THESE PRESENTS:

I, SEAN PATTON, a Registered Professional Land Surveyor in the State of Texas, do hereby declare that I have prepared this plat from an actual on the ground survey of the land, and that the corner monuments shown thereon shall be properly placed under my personal supervision in accordance with Subdivision Regulations of the City of Glenn Heights, Texas.

Sean Patton
 Registered Professional Land Surveyor #5660
 Kimley-Horn and Associates, Inc.
 400 N. Oklahoma Dr., Suite 105
 Celina, Texas 75009
 469-501-2200
 sean.patton@kimley-horn.com

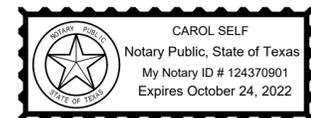


STATE OF TEXAS §
 COUNTY OF COLLIN §

BEFORE ME, the undersigned authority, a Notary Public, on this day personally appeared Sean Patton, known to me to be the person whose name is subscribed to the foregoing instruments, and acknowledged to me that he executed the same for the purpose and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the ____ day of _____, 2020.

NOTARY PUBLIC in and for the STATE OF TEXAS



"I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING PLAT OF _____ TO THE CITY OF GLENN HEIGHTS WAS APPROVED THIS ____ DAY OF _____, 2020, BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF GLENN HEIGHTS"

Chairman, _____ Date _____ Secretary _____ Date _____
 Planning Commission

"I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING PLAT OF _____ TO THE CITY OF GLENN HEIGHTS WAS APPROVED THIS ____ DAY OF _____, 2020, BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS

Mayor _____ Date _____ Secretary _____ Date _____

**FINAL PLAT
 MAGNOLIA MEADOWS - PHASE 4**

LOTS 10X,15X, 10-15, BLOCK W;
 LOTS 1X,25X,40X, 1-40, BLOCK X;
 LOTS 1-27, BLOCK Y;
 LOTS 1-14, BLOCK Z;

87 RESIDENTIAL LOTS AND 5 HOA LOTS

**BEING
 32.032 ACRES
 SITUATED IN THE
 M. McDERMOTT SURVEY, ABSTRACT NO. 743,
 CITY OF GLENN HEIGHTS,
 ELLIS COUNTY, TEXAS**

OWNER:
 D.R. Horton - Texas, Ltd.
 6751 North Freeway
 Fort Worth, Texas 76131
 817-230-0800
 Contact: Zach C. Motley, P.E.

APPLICANT:
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 Contact: Thomas Fletcher, P.E.

SURVEYOR:
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Kimley»Horn

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Tel. No. (469) 501-2200
FIRM # 10193822

<u>Scale</u>	<u>Drawn by</u>	<u>Checked by</u>	<u>Date</u>	<u>Project No.</u>	<u>Sheet No.</u>
N/A	SPA	KHA	04/14/2020	068517087	3 OF 3



City of Glenn Heights Subdivision Checklist 2118 S. Uhl Road, Glenn Heights, TX 75154

Final Plat – Administrative Requirements

The final plat shall be deemed administratively complete if Staff determines the following items have been received in compliance with the respective sections of the City's Code of Ordinances:

- Fees (Section A2.000-e)
- 5 copies of the Final Plat (Section 10.01.009-a)
- Instrument of Dedication (Section 10.01.009-b-15)
- Paid Tax Certificate(s) (Section 10.01.009-b-16)
- Construction Plans (Section 10.01.009-b-18)
- Report of Soil Tests and Pavement Design (Section 10.01.009-b-18)
- Drainage Study (Section 10.01.009-b-18)

Additional criteria shall be evaluated on a case-by-case basis.

Notes:



City of Glenn Heights Subdivision Checklist 2118 S. Uhl Road, Glenn Heights, TX 75154

Pursuant to the Local Government Code Section 212.0091 – APPROVAL PROCEDURE: CONDITIONAL APPROVAL OR DISAPPROVAL REQUIREMENTS. (a) A municipal authority or governing body that conditionally approves or disapproves a plan or plat under this subchapter shall provide the applicant a written statement of the conditions for the conditional approval or reasons for disapproval that clearly articulates each specific condition for the conditional approval or reason for disapproval.

Final Plat Review

The final plat shall receive Staff's recommendation of approval if the following items are in accordance with the respective sections of the City's Code of Ordinances:

- Administrative Completeness (Section 10.01.009)
- General Document Information
 - Tract outline (Section 10.01.009-b-7)
 - Boundary dimensions (Section 10.01.009-b-9)
 - 1":100' minimum scale (Section 10.01.009-b-6)
 - North point (Section 10.01.009-b-6)
 - Date (Section 10.01.009-b-6)
 - Details of surrounding properties (Section 10.01.009-b-3)
 - Name of proposed subdivision (Section 10.01.009-b-3)
 - Land surveyor information (Section 10.01.009-b-2)
 - Land owner and developer information (Section 10.01.009-b-1)
 - Public surveyor certificate (Section 10.01.009-b-13)
 - Approval certificate (Section 10.01.009-b-14)
 - Metes and bounds description (Section 10.01.009-b-7)
- Existing Subdivision Details
- Subdivision Plan – The following must comply with the respective zoning designation according to the City's Zoning Ordinance
 - Streets & Street Names
 - Blocks
 - Lots
 - Alleys

- Easements
- Building Lines
- Open Space
- Existing Utilities
- Plan for Proposed Utilities and Improvements – The following must comply with the City’s Code of Ordinance
 - Sewer
 - Water
 - Gas Mains
 - Electrical
- Conformity to Approved Preliminary Plat

Staff Recommendation

- Approval
- Approval with condition
- Denial

Additional criteria shall be evaluated on a case-by-case basis.

Notes:



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: September 1, 2020

SUBJECT

Take action on Resolution R-32-20, a Resolution of the City Council of the City of Glenn Heights, Texas, approving an Interlocal Cooperation Agreement for Coordinated Health Services with Dallas County, Texas on behalf of Dallas County Health and Human Services, to provide public health services to City residents; authorizing the City Manager to execute the same; and providing an effective date.

REPORT IN BRIEF

The Interlocal Agreement will allow the City to participate with Dallas County Health & Human Services in providing coordinated public health services for residents. The proposed term of the agreement is October 1, 2020 through September 30, 2021.

BACKGROUND / DISCUSSION

As part of the coordinated public health program, Dallas County will operate and supervise a program of health services to include the following:

1. Tuberculosis Control Services
2. Sexually Transmitted Disease Control Services
3. Communicable Disease Control Services
4. Laboratory Services

Additionally, Dallas County will provide the following services on behalf of the City:

1. Immunizations
2. Child health care
3. High risk infant case management
4. Home visits

FISCAL IMPACT

Dallas County charges a sliding scale fee based on the ability to pay to all residents. The fees charged are used to offset the City's program costs for the preceding fiscal year term agreement. A schedule of fees is set out in Exhibit A (attached). The Fiscal Impact for this term agreement is estimated between \$500 and \$1,000, and represents the City's share of the program costs, less federal and state funding.

PUBLIC CONTACT

N/A

ALTERNATIVES / RECOMMENDATION

Staff recommends approval of Resolution R-32-20, a Resolution of the City Council of the City of Glenn Heights, Texas.

PREPARED BY

Marlon Goff, Interim Director of Planning & Development

ATTACHMENTS

- I. Resolution R-32-20
- II. Interlocal Agreement
- III. Exhibit A FY2020 Fee Schedule
- IV. Exhibit B FY 2021 Service Summary
- V. Exhibit C FY 2021 Cost Category
- VI. Exhibit D FY 2021 Contract Cost

**CITY OF GLENN HEIGHTS, TEXAS
RESOLUTION NO. R-32-20**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS APPROVING AN INTERLOCAL COOPERATION AGREEMENT FOR COORDINATED HEALTH SERVICES WITH DALLAS COUNTY, TEXAS ON BEHALF OF DALLAS COUNTY HEALTH AND HUMAN SERVICES, TO PROVIDE PUBLIC HEALTH SERVICES TO CITY RESIDENTS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING AN EFFECTIVE DATE

WHEREAS, Dallas County, through Dallas County Health and Human Services, provides certain health service to cities in Dallas County on a contract for services basis to promote the effectiveness of local public health services and goals; and

WHEREAS, the City Council finds it is in the best interest of the citizens of the City of Glenn Heights to participate in such cooperative effort and contract with Dallas County for such services and programs for coordinated public health services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:

SECTION 1. The Interlocal Agreement for Coordinated Health Services between Dallas County, Texas on behalf of Dallas County Health and Human Services and the City of Glenn Heights, Texas, including all exhibits thereto, attached hereto and incorporated herein by this reference as Exhibit "1" is hereby approved and the City Manager is authorized to execute an Agreement in substantially the form of Exhibit "1" and all other documents necessary to effect the services set forth therein.

SECTION 2. This Resolution shall be effective immediately upon approval.

PASSED AND APPROVED this the 1st day of September 2020.

APPROVED:

Harry A. Garrett, Mayor

ATTEST:

Brandi Brown, City Secretary

APPROVED AS TO FORM:

Victoria W. Thomas, City Attorney
(082120TM117541)

Exhibit “1”

[Interlocal Agreement for Coordinated Health Services Between Dallas County, Texas on behalf of Dallas County Health and Human Services, and the City of Glenn Heights, Texas, including its Exhibits A through D]

THE STATE OF TEXAS § **INTERLOCAL AGREEMENT FOR**
 § **COORDINATED HEALTH SERVICES**
 § **BETWEEN DALLAS COUNTY, TEXAS, ON**
 § **BEHALF OF DALLAS COUNTY HEALTH AND**
COUNTY OF DALLAS § **HUMAN SERVICES, AND THE CITY**
 § **OF GLENN HEIGHTS, TEXAS**

1. PARTIES

Whereas, Dallas County (“County”) has offered to provide certain health services to the various cities throughout Dallas County on a contract for services basis; and

Whereas, the City of Glenn Heights, Texas (“City”) desires to participate with County in establishing coordinated health services for City and Dallas County; and

Whereas, County will operate certain health services for the residents of City in order to promote the effectiveness of local public health services and goals (“Program”); and

Whereas, the cooperative effort will allow cities located within Dallas County to participate in providing public health services for their residents; and

Whereas, such cooperative effort serves and furthers the public purpose and benefits the citizens of County as a whole.

Now therefore, County, on behalf of Dallas County Health and Human Services (“DCHHS”), enters into this Interlocal Agreement (“Agreement”) with City, pursuant to the authorities of the Texas Health and Safety Code Chapter 121, the Texas Government Code Chapter 791, and other applicable laws for health services to City.

2. HEALTH SERVICES TO BE PERFORMED

- A. County agrees to operate the Program, which will include the following health services:
- 1) Tuberculosis Control Services: providing preventive, diagnostic treatment, and epidemiological services;
 - 2) Sexually Transmitted Disease Control Services: consisting of education to motivate people to use preventive measures and to seek early treatment, prophylaxis, epidemiological investigation, and counseling in accordance with County policy;
 - 3) Communicable Disease Control Services: providing information concerning immunization and communicable diseases and coordinating with the Texas Department of State Health Services (“DSHS”) in monitoring communicable diseases;
 - 4) Laboratory Services: performing chemical, biological, and bacteriological analysis

and tests on which are based diagnosis of disease, effectiveness of treatment, the quality of the environment, the safety of substance for human consumption, and the control of communicable disease.

B. County agrees to provide to City, in accordance with state and federal law, the following public health services:

- 1) Immunizations;
- 2) Child health care;
- 3) High risk infant case management; and
- 4) Home visits.

County also agrees to work with City in order to decentralize clinics and to plan and provide for desired services by City; however, any other services that City requires, in addition to the above mentioned services, may result in additional fees to City.

C. County agrees to charge a sliding-scale fee based on ability to pay to all residents of every municipality, including City, in Dallas County. The fees charged by County for the services listed in Section 2A of this Agreement will be used to offset the City's Program costs for the next Agreement Term. A schedule of fees to be charged by County is set out in Exhibit A, attached and incorporated herein by reference for all purposes.

D. County agrees that the level of service provided in the Program for City will not be diminished below the level of service provided to City for the same services in the prior Agreement Term except as indicated in Section 2E of this Agreement. For purposes of Section 2E, level of service is measured by the number of patient visits and number of specimens examined. County will submit to City a monthly statement, which will also include the number of patient visits and number of specimens examined during the preceding month.

E. The possibility exists of reductions in state and federal funding to the Program that could result in curtailment of services, if not subsidized at the local level. County will notify City in writing of any amount of reduction, and any extent to which services will be curtailed as a result. The notice will also include an amount that City may elect to pay to maintain the original level of services. City will notify County in writing no later than fourteen (14) calendar days after the date of City's receipt of the notice of funding reduction as to City's decision to pay the requested amount or to accept the curtailment of service. If City elects to pay the requested amount, payment is due no later than forty-five (45) calendar days after the date of the notice of funding reduction.

3. BUDGET

A. County agrees to submit to City by July 31st of each year a proposed budget describing the proposed level of services for the next Agreement Term;

- B. For the Term of this Agreement, County agrees to provide the services listed in Section 2 of this Agreement at the level of services and for the amount stated in Exhibit B, C, and D which is attached and incorporated herein by reference for all purposes;
- C. Payment. City shall pay County the following amount, as stated in Exhibit D Five Hundred Seventy Four and 00/100 Dollars (\$574.00), which is the agreed upon amount for City's share of the total cost of the Program less federal and state funding.
- D. In lieu of paying the actual dollar amount stated in this Agreement, City has the option, to the extent authorized by law, ordinances or policy, of making a request to negotiate for in-kind services that are equal in value to the total amount.
- E. This Agreement is contingent upon City's appropriation of funds, or ability to perform in-kind services as described in Section 3D of this Agreement, for the services set forth herein. In the event City fails to appropriate such funds, or provide in-kind services, County shall not incur any obligations under this Agreement.

4. ASSURANCES

- A. County shall operate and supervise the Program.
- B. Nothing in this Agreement shall be construed to restrict the authority of City over its health programs or environmental health programs or to limit the operations or services of those programs.
- C. City agrees to provide to County or assist County in procuring adequate facilities to be used for the services under this Agreement. These facilities must have adequate space, waiting areas, heating, air conditioning, lighting, and telephones. None of the costs and maintenance expenses associated with these facilities shall be the responsibility of County and County shall not be liable to City or any third party for the condition of the facilities, including any premises defects.
- D. City and County agree that other cities/towns/municipalities may join the Program by entering into an agreement with County that contains the same basic terms and conditions as this Agreement.
- E. Each party paying for the performance of governmental functions or services under this Agreement must make those payments from current revenues available to the paying party.

5. FINANCING OF SERVICES

- A. The health services provided under this Agreement will be financed as follows:
 - 1) City and County will make available to the Program all appropriate federal and state funds, personnel, and equipment to provide the health services included under this Agreement and will use best efforts to cause these funds and resources to continue to increase.

- 2) City shall pay to County, or provide in-kind services, its share of budgeted costs that are in excess of the federal and state funding for providing the health services under this Agreement. Budgeted costs shall not exceed those reflected in Exhibits B, C, and D for the appropriate Agreement Term.
- B. County shall bill City each month an amount equal to one-twelfth (1/12) of its share of annual budgeted costs that exceed federal and state funding for the expenses of the preceding month.
 - C. Any payment not made within thirty (30) calendar days of its due date shall bear interest in accordance with Chapter 2251 of the Texas Government Code.
 - D. City and County agree that no more than ten percent (10%) of the City's cost of participating in the Program will be used for administration of the Program.

6. TERM

The Term of this Agreement shall be effective from October 1, 2020 through September 30, 2021, unless otherwise stated in this Agreement.

7. TERMINATION

- A. Without Cause: This Agreement may be terminated in writing, without cause, by either party upon thirty (30) calendar days prior written notice to the other party.
- B. With Cause: Either party may terminate the Agreement immediately, in whole or in part, at its sole discretion, by written notice to the other party, for the following reasons:
 - 1) Lack of, or reduction in, funding or resources;
 - 2) Non-performance;
 - 3) The improper, misuse, or inept use of funds or resources directly related to this Agreement;
 - 4) The submission of data, statements, and/or reports that is incorrect, incomplete, and/or false in any way.

8. RESPONSIBILITY

County and City agree that each shall be responsible for its own negligent acts or omissions or other tortious conduct in the course of performance of this Agreement, without waiving any governmental immunity available to County or City or their respective officials, officers, employees, or agents under Texas or other law and without waiving any available defenses under Texas or other law. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities.

9. INSURANCE

City and County agree that they will, at all times during the Term of this Agreement, maintain in full force and effect insurance or self-insurance to the extent permitted by applicable laws. City and County will be responsible for their respective costs of such insurance, any and all deductible amounts in any policy and any denials of coverage made by their respective insurers.

10. ACCESS TO RECORDS RELEVANT TO PROGRAM

City and County agree to provide to the other upon request, copies of the books and records relating to the Program. City and County further agree to give City and County health officials access to all Program activities. Both City and County agree to adhere to all applicable confidentiality provisions, including those relating to Human Immunodeficiency Virus (HIV) and Sexually Transmitted Disease (STD) information, as mandated by federal and state law, as well as by DSHS.

11. NOTICE

Any notice to be given under this Agreement shall be deemed to have been given if reduced to writing and delivered in person by a reputable courier service or mailed by Registered Mail, postage pre-paid, to the party who is to receive such notice, demand or request at the addresses set forth below. Such notice, demand or request shall be deemed to have been given, if by courier, at the time of delivery, or if by mail, three (3) business days subsequent to the deposit of the notice in the United States mail in accordance herewith. The names and addresses of the parties' hereto to whom notice is to be sent are as follows:

Dr. Philip Huang, Director
Dallas County Health & Human Services
2377 N. Stemmons Freeway, LB 12
Dallas, TX 75207-2710

David Hall, City Manager
City of Glenn Heights
1938 S Hampton Rd.
Glenn Heights, TX 75154

12. IMMUNITY

This Agreement is expressly made subject to County's and City's Governmental Immunity, including, without limitation, Title 5 of the Texas Civil Practices and Remedies Code, and all applicable federal and state laws. The parties expressly agree that no provision of this Agreement is in any way intended to constitute a waiver of any immunities from suit or from liability, or a waiver of any tort limitation, that City or County has by operation of law or otherwise. Nothing in this Agreement is intended to benefit any third party beneficiary.

13. COMPLIANCE WITH LAWS AND VENUE

In providing services required by this Agreement, City and County must observe and comply with all licenses, legal certifications, or inspections required for the services, facilities, equipment, or materials, and all applicable federal, State, and local statutes, ordinances, rules, and regulations. Texas law shall govern this Agreement and exclusive venue shall lie in Dallas County, Texas.

14. AMENDMENTS AND CHANGES IN THE LAW

No modification, amendment, novation, renewal, or other alteration of this Agreement shall be

effective unless mutually agreed upon in writing and executed by the parties hereto. Any alteration, addition or deletion to the terms of this Agreement which are required by changes in federal or state law are automatically incorporated herein without written amendment to this Agreement and shall be effective on the date designated by said law.

15. ENTIRE AGREEMENT

This Agreement, including all exhibits and attachments, constitutes the entire agreement between the parties hereto and supersedes any other agreements concerning the subject matter of this transaction, whether oral or written.

16. BINDING EFFECT

This Agreement and the respective rights and obligations of the parties hereto shall inure to the benefit and be binding upon the successors and assigns of the parties hereto, as well as the parties themselves.

17. GOVERNMENT FUNDED PROJECT

If this Agreement is funded in part by either the State of Texas or the federal government, County and City agree to timely comply without additional cost or expense to the other party, unless otherwise specified herein, to any statute, rule, regulation, grant, contract provision, or other state or federal law, rule, regulation, or other similar restriction that imposes additional or greater requirements than stated herein and that is directly applicable to the services rendered under the terms of this Agreement.

18. DEFAULT/ CUMULATIVE RIGHTS/ MITIGATION

In the event of a default by either party, it is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this Agreement are cumulative, and either party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the parties may have by law, statute, ordinance, or otherwise. Both parties have a duty to mitigate damages.

19. FISCAL FUNDING CLAUSE

Notwithstanding any provisions contained herein, the obligations of County and City under this Agreement are expressly contingent upon the availability of funding for each item and obligation contained herein for the Term of the Agreement and any extensions thereto. City and County shall have no right of action against the other party in the event the other party is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding for any item or obligation from any source utilized to fund this Agreement or failure to budget or authorize funding for this Agreement during the current or future Agreement Terms. In the event that County or City is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding, or if funds become unavailable, each party, at its sole discretion, may provide funds from a separate source or may terminate this Agreement by written notice to the other party at the earliest possible time.

20. COUNTERPARTS, NUMBER, GENDER AND HEADINGS

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Words of any gender used in this Agreement shall be held and construed to include any other gender. Any words in the singular shall include the plural and vice versa, unless the context clearly requires otherwise. Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

21. PREVENTION OF FRAUD AND ABUSE

City and County shall establish, maintain, and utilize internal management procedures sufficient to provide for the proper, effective management of all activities funded under this Agreement. Any known or suspected incident of fraud or program abuse involving County or City's employees or agents shall be reported immediately for appropriate action. Moreover, City and County warrant to be not listed on a local, county, state, or federal consolidated list of debarred, suspended, and ineligible contractors and grantees. City and County agree that every person who as part of their employment, receives, disburses, handles or has access to funds collected pursuant to this Agreement does not participate in accounting or operating functions that would permit them to conceal accounting records and the misuse of said funds. Each party shall, upon notice by the other party, refund their respective expenditures that are contrary to this Agreement.

22. AGENCY / INDEPENDENT CONTRACTOR

County and City agree that the terms and conditions of this Agreement do not constitute the creation of a separate legal entity or the creation of legal responsibilities of either party other than under the terms of this Agreement. County and City are and shall be acting as independent contractors under this Agreement; accordingly, nothing contained in this Agreement shall be construed as establishing a master/servant, employer/employee, partnership, joint venture, or joint enterprise relationship between County and City. City and County are responsible for their own acts, forbearance, negligence and deeds, and for those of their respective officials, agents or employees in conjunction with the performance of work covered under this Agreement.

23. SEVERABILITY

If any provision of this Agreement is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions in this Agreement. The illegal or invalid provision will be deemed stricken and deleted, but all other provisions shall continue and be given effect as if the illegal or invalid provisions had never been incorporated.

24. SIGNATORY WARRANTY

Each person signing and executing this Agreement does hereby warrant and represent that such person has been duly authorized to execute this Agreement on behalf of City or County, as the case may be.

DALLAS COUNTY:

CITY OF GLENN HEIGHTS:

By: Clay Lewis Jenkins
Dallas County Judge

DATE: _____

Recommended:

By: Dr. Philip Huang
Director, DCHHS

Approved as to Form*:
JOHN CREUZOT
DISTRICT ATTORNEY

By: Lacey B. Lucas
Assistant District Attorney

By: David Hall
City Manager

DATE: _____

Attested:

By: Brandi Brown
City Secretary

Approved as to Form:

By: Victoria Thomas
City Attorney

*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).

FY 2020 FEE SCHEDULE

SEXUAL HEALTH CLINIC

Office Visits	\$20/visit
Blood Drawing	\$5 each
Chemical Lesion Reduction	\$45 each
Medical Records Copies	\$5 each
Cryotherapy	\$15 each

TUBERCULOSIS CLINIC

TB Testing-Level I (Office Visit)	\$30/Visit
TB Testing-Level II (IGRA)	\$50 each
Chest X-Ray Copies	\$5 each

LABORATORY

GC Culture	\$14 each
GEN Probe GC/CT Combo	\$15.00 each
Trichomonas Testing	\$17 each
HIV 1&2 Test	\$15 each
HIV Test - Rapid	\$20 each
MTB Testing for TB	\$85 each
TB Culture & Concentration	\$25 each
TB Identification	\$15 each
TB Susceptibility	\$31 each
TB Acid Fast Stain	\$8 each

NURSING SERVICE

Hepatitis A Havrix*	\$55/Injection
Hepatitis B Vaccine*	\$65/Injection
Twinrix	\$105/Injection
Rabies (PE)	\$355/Injection
IPV	\$50/Injection
Pneumococcal*	\$125/Injection
Adacel (Pertusis) (Tdap)	\$55/injection
HIB	\$25/injection
Japanese Encephalitis	\$335/Injection
Typhoid (Polysaccharide)	\$90/Injection
Typhoid (Oral)	\$75 box
Yellow Fever Vaccine**	\$175/Injection
Boostrix Vaccine*(Tdap)	\$55/Injection
Influenza Vaccine*	\$30/Injection
Influenza (High Dose)	\$65/Injection
Rabies Administrative Fee/ Serves State Vaccine	\$25 each
Foreign Travel Office Visit Fee	\$25/visit
TD*	\$50/Injection

ENVIRONMENTAL HEALTH

Septic Tank Inspection	\$310/Commercial/Business \$260/Residential
Septic Tank Re-inspection	\$35/Residential \$85/Commercial
Food Establishment Inspection	\$150/yr./establishment
Half-Way Houses & Boarding Homes, Residential	\$75/plus \$25 for each additional unit on site
Mosquito Spraying for Non- contracting cities	\$185/ per hour
Water Sample	\$50
Mosquito Testing	\$35
Food Mgr. Cert. Program	\$100/per person
Food Mgr. Cert. Retesting	\$50/per person

Note: 1) # Indicates \$10 charge for State fee

INFECTIOUS DISEASES

Non-Contagious Disease Certification Letter \$20 each

Comprehensive TB Testing & Evaluation (Incl. Chest X-ray) \$80 each

Pregnancy Test	\$20 each
Urinalysis	\$15 each
Dark Field	\$16 each
Herpes Culture	\$38 each
HIV-1 RNA Testing	\$115 each
HIV-1 Quant Assay Testing	\$80 each
Herpes Type 1 & 2 Serology	\$50 each
Residual Clinical Specimens	\$5 each

Varivax*	\$155/Injection
Meningococcal (MCV4)*	\$140/Injection
Shingrix	\$175/Injection
Gardasil (HPV)*	\$245/Injection
Hepatitis A (Pediatric)	\$45/Injection
Hepatitis B (Pediatric)	\$40/Injection
DT	\$75/Injection
DTaP (Daptacel)	\$45/Injection
DTap-HepB-IPV	\$90/Injection
DTaP-IPV	\$70/Injection
Rotavirus	\$140/Injection
PCV13	\$225/Injection
MMR*	\$95/Injection

Communicable Disease Program:
Hepatitis A/B/C Screening General \$35/Test
Hepatitis A/B/C Screening Qualified \$10/Test

Immunization/VFC Program:
DPT,DT,Hib, \$5/Per child
Well Baby \$5/Visit
Diabetic Testing \$5/Test
Immunization Record \$5 each
Foreign Travel Yellow Card \$5 each

Note: (1)*Vaccines marked with asterisks are part of the Adult Safety Net Program (ASNP). Clients eligible to receive through the ASNP will be charged a fee of \$10/shot. (2) **Vaccine Unavailable.

Day Care Center Inspections	\$2/per authorized child
Temporary Food Permit	\$75/plus \$10 per day
Funeral Home Inspection	\$200
FHA, VA, Conventional Loans	\$125/Licensed \$150/Unlicensed
Annual Group Home Inspection	\$50
Food Handler Class	\$15/per person
Sub-division Plat Approval	\$200/Residential \$150/Commercial
Animal Control/Quarantine	\$7/per day
Animal Control/Vicious Animal	\$12/per day
Food Manager Re-certification	\$50/Test
W/Multiple Test Sites	

Dallas County Health and Human Services

Annual Summary of Services

January 1, 2019 thru December 31, 2019

Exhibit B

	Tuberculosis	Sexually Transmitted Diseases	Laboratory	Communicable Diseases
Municipality				
Addison	75	100	44	68
Balch Springs	182	171	477	127
Carrollton	1,242	37	554	236
Cedar Hill	299	414	251	163
Cockrell Hill	39	31	24	112
Coppell	218	47	51	155
Dallas	25,107	12,826	54,816	21,876
Desoto	467	486	294	167
Duncanville	315	261	391	151
Farmers Branch	436	155	214	122
Garland	2,397	796	2,769	310
Glenn Heights	341	157	398	71
Grand Prairie	853	612	1,416	440
Highland Park	2	0	0	19
Hutchins	30	44	60	32
Irving	3,627	1,267	2,443	940
Lancaster	359	503	376	87
Mesquite	1,816	873	1,588	429
Richardson	1,122	292	345	251
Rowlett	379	122	159	52
Sachse	10	20	94	47
Seagoville	97	87	193	65
Sunnyvale	45	5	2	135
University Park	0	0	0	12
Wilmer	198	59	94	19
Out of County	802	3,276	41,025	2,195
Total	40,458	22,641	108,078	28,281

Dallas County Health and Human Services

Contract Cost by Category

FY2021

Exhibit C

	Tuberculosis	Sexually Transmitted Diseases	Laboratory	Communicable Diseases	FY '21 Contract Total
Municipality					
Addison	\$ 4,675	\$ 10,662	\$ 1,442	\$ 2,005	\$ 2,500
Balch Springs	\$ 11,344	\$ 18,233	\$ 15,632	\$ 3,745	\$ 9,377
Carrollton	\$ 77,410	\$ 3,945	\$ 18,156	\$ 6,959	\$ 23,823
Cedar Hill	\$ 18,636	\$ 44,143	\$ 8,226	\$ 4,806	\$ 2,498
Cockrell Hill	\$ 2,431	\$ 3,305	\$ 787	\$ 3,303	\$ 1,232
Coppell	\$ 13,587	\$ 5,011	\$ 1,671	\$ 4,571	\$ 3,131
Dallas	\$ 1,564,848	\$ 1,367,570	\$ 1,796,421	\$ 645,060	\$ 1,754,252
Desoto	\$ 29,107	\$ 51,820	\$ 9,635	\$ 4,924	\$ 17,620
Duncanville	\$ 19,633	\$ 27,829	\$ 12,814	\$ 4,453	\$ 11,273
Farmers Branch	\$ 27,175	\$ 16,527	\$ 7,013	\$ 3,597	\$ 6,856
Garland	\$ 149,398	\$ 84,873	\$ 90,745	\$ 9,141	\$ 80,156
Glenn Heights	\$ 21,254	\$ 16,740	\$ 13,043	\$ 2,094	\$ 574
Grand Prairie	\$ 53,165	\$ 65,254	\$ 46,405	\$ 12,974	\$ 38,854
Highland Park	\$ 125	\$ -	\$ -	\$ 560	\$ 132
Hutchins	\$ 1,870	\$ 4,691	\$ 1,966	\$ 944	\$ 3,149
Irving	\$ 226,061	\$ 135,094	\$ 80,062	\$ 27,718	\$ 81,906
Lancaster	\$ 22,375	\$ 53,632	\$ 12,322	\$ 2,565	\$ 12,106
Mesquite	\$ 113,186	\$ 93,083	\$ 52,042	\$ 12,650	\$ 31,608
Richardson	\$ 69,931	\$ 31,134	\$ 11,306	\$ 7,401	\$ 23,756
Rowlett	\$ 23,622	\$ 13,008	\$ 5,211	\$ 1,533	\$ 4,925
Sachse	\$ 623	\$ 2,132	\$ 3,081	\$ 1,386	\$ 362
Seagoville	\$ 6,046	\$ 9,276	\$ 6,325	\$ 1,917	\$ 6,440
Sunnyvale	\$ 2,805	\$ 533	\$ 66	\$ 3,981	\$ 99
University Park	\$ -	\$ -	\$ -	\$ 354	\$ 48
Wilmer	\$ 12,341	\$ 6,291	\$ 3,081	\$ 560	\$ 2,597
Out of County	\$ 49,986	\$ 349,303	\$ 1,344,464	\$ 64,724	\$ 77,142
Total	\$ 2,521,632	\$ 2,414,092	\$ 3,541,914	\$ 833,925	\$ 2,196,416

Dallas County Health and Human Services
Total Contract Costs
FY2021

Exhibit D

Municipality

Addison	\$ 2,500
Balch Springs	\$ 9,377
Carrollton	\$ 23,823
Cedar Hill	\$ 2,498
Cockrell Hill	\$ 1,232
Coppell	\$ 3,131
* Dallas	\$ 1,754,252
* Desoto	\$ 17,620
* Duncanville	\$ 11,273
Farmers Branch	\$ 6,856
* Garland	\$ 80,156
Glenn Heights	\$ 574
Grand Prairie	\$ 38,854
Highland Park	\$ 132
Hutchins	\$ 3,149
Irving	\$ 81,906
Lancaster	\$ 12,106
* Mesquite	\$ 31,608
* Richardson	\$ 23,756
* Rowlett	\$ 4,925
* Sachse	\$ 362
* Seagoville	\$ 6,440
Sunnyvale	\$ 99
University Park	\$ 48
Wilmer	\$ 2,597
* Out of County	\$ 77,142

Total

\$ 2,196,416

*Non-contracting



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: September 1, 2020

SUBJECT

Discuss and take action on Ordinance O-12-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, adopting the Budget for Fiscal Year beginning October 1, 2020 and ending September 30, 2021; providing that expenditures for said Fiscal Year shall be made in accordance with said Budget; appropriating and setting aside the necessary funds out of the general and other revenues for said Fiscal Year for the maintenance and operation of the various departments and for various activities and improvements of the City; providing a repealing clause; providing a severability clause; and providing an effective date.

REPORT IN BRIEF

This agenda matter will allow the City Council to consider approving an Ordinance adopting the Fiscal Year 2020-2021 Annual Budget.

BACKGROUND / DISCUSSION

The City of Glenn Heights Charter, Section 5.02, stipulates that the City Manager is responsible to Council for the proper administration of the financial affairs, condition, and future needs of the City, and is to make recommendations to Council as deemed necessary.

David Hall, City Manager, delivered the City Manager's Proposed Fiscal Year 2020- 2021 Annual Budget on July 31, 2020. Mr. Hall formally presented the Proposed Budget on August 11, 2020. The first Public Hearing on the Proposed Budget will be conducted on September 1, 2020.

Staff has complied with all public notice requirements stipulated in the Local Government Code and the City's Home Rule Charter.

This agenda matter will allow the City Council to consider approving Ordinance O-12-20, an ordinance adopting the Budget for Fiscal Year 2020-2021, beginning October 1, 2020 and ending September 30, 2021; providing that expenditures for said Fiscal Year shall be made in accordance with said Budget; appropriating and setting aside the necessary funds out of the general and other revenues for said Fiscal Year for the maintenance and operation of the various departments and for various activities and improvements of the City.

FISCAL IMPACT

The Fiscal Impact will be determined by the adoption of the City Manager's Proposed FY 2020-2021 Budget

PUBLIC CONTACT

Public Contact has been made through publications in the Focus Daily News and on the City's website, as required by law.

ALTERNATIVES / RECOMMENDATION

Staff recommends adoption of Ordinance O-12-20.

PREPARED BY

Phill Conner, Finance Director

ATTACHMENTS

- I. Ordinance O-12-20

ORDINANCE O-12-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, ADOPTING THE BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; APPROPRIATING AND SETTING ASIDE THE NECESSARY FUNDS OUT OF THE GENERAL AND OTHER REVENUES FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS AND FOR VARIOUS ACTIVITIES AND IMPROVEMENTS OF THE CITY; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an annual budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021, has been duly created by the financial office of the City of Glenn Heights, Texas, in accordance with Chapter 102.002 of the Local Government Code; and

WHEREAS, as required by Section 7.02 of the City Charter, the City Manager has prepared and submitted to the City Council a proposed budget of expenditures and revenues of the City for the fiscal year beginning October 1, 2020 and ending September 30, 2021; and

WHEREAS, the financial office for the City of Glenn Heights has filed the proposed budget in the office of the City Secretary and the proposed budget was made available for public inspection in accordance with Chapter 102.005 of the Local Government Code; and

WHEREAS, public hearing as required by Chapter 102.006 of the Local Government Code was held following due publication of notice thereof, at which time all citizens and parties of interest were given the opportunity to be heard regarding the proposed budget; and

WHEREAS, after full and final consideration, it is the opinion of the Glenn Heights City Council that the 2020-2021 fiscal year budget as hereinafter set forth should be adopted.

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

SECTION 1. That the proposed budget of the revenue and expenditures necessary for conducting the affairs of the City of Glenn Heights, Texas, said budget being in the amount of \$29,733,517, providing a complete financial plan for the fiscal year beginning October 1, 2020 and ending September 30, 2021 as submitted to the City Council by the City Manager, a copy of which is on file in

the City Secretary's Office and incorporated herein by reference, be and the same is hereby adopted and approved as the budget of the City of Glenn Heights, Texas for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

SECTION 2. That the sum of \$29,733,517 is hereby appropriated for the payment of the expenditures established in the approved budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

SECTION 3. That the expenditures during the fiscal year beginning October 1, 2020 and ending September 30, 2021 shall be made in accordance with the budget approved by this ordinance unless otherwise authorized by a duly enacted ordinance of the City of Glenn Heights, Texas.

SECTION 4. That all budget amendments and transfers of appropriations budgeted from one account or activity to another within any individual activity for the fiscal year 2019-2020 are hereby ratified, and the budget Ordinance for fiscal year 2019-2020, heretofore enacted by the City Council, be and the same is hereby amended to the extent of such transfers and amendments for all purposes.

SECTION 5. That specific authority is given to the City Manager to take and/or make the following actions:

1. Transfer of appropriations budgeted from one account classification to another account classification within the same department.
2. Transfer of appropriations from designated appropriation from one department or activity to another department or activity within the same fund.
3. Negotiate and execute the necessary contracts and related instruments, including any amendments thereto for the projects set forth in the Capital Projects program included within the proposed budget.

SECTION 6. All ordinances of the City of Glenn Heights, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed; provided, however, that all other provisions of said ordinances not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 7. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance which shall remain in full force and effect.

SECTION 8. This Ordinance shall take effect from and after its passage.

**DULY PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY
OF GLENN HEIGHTS, TEXAS ON THIS THE 15th DAY OF SEPTEMBER 2020.**

APPROVED:

Harry A. Garrett, Mayor

ATTEST:

Brandi Brown, City Secretary

APPROVED AS TO FORM:

Victoria W. Thomas, City Attorney
(082720VWTTM117641)



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

September 1, 2020

SUBJECT

Discuss and take action on Ordinance O-14-20, and Ordinance of the City Council of the City of Glenn Heights, amending the Annual Budget for the City of Glenn Heights, Texas for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020.

REPORT IN BRIEF

After careful review and monitoring of the City of Glenn Heights' revenue and expenditure trends for the current fiscal year, staff is asking City Council to consider approving an amendment to the Fiscal Year 2019-2020 Operating Budget with changes to the General Fund, Water/Sewer Fund, Drainage Fund, Capital Projects Fund, Water/Sewer Impact Fund and the Vehicle Fund. The recommendations are based on projected revenue modifications in several areas as well as a modification in expected expenditures in several departments.

BACKGROUND

Throughout the fiscal year, a number of appropriations that impacted the City of Glenn Heights FY 19-20 Approved Budget have been authorized. The Finance Department has closely monitored the performance of the FY 19-20 Approved Budget expenditures and revenues in comparison to actuals.

After reviewing the data, we are requesting an amendment in order to facilitate the appropriations previously approved during the year and adjust the budget to more accurately reflect the condition of FY 19-20 revenues and expenditures.

EXISTING POLICY

The City of Glenn Heights Charter states:

Section 7.10 Amending the Budget “When conditions arise which could not reasonably have been foreseen in the normal process of planning the budget, the Council may amend or change the budget for any municipal or public purpose by a vote of five (5) members of the City Council.”

DISCUSSION

General Fund

Based on the analysis of the revenue trends, we are projecting a FY 19-20 Amended General Fund revenue of \$10,558,992; this represents a 15% increase from the FY 19- 20 Approved Budget amount.

Our FY 19-20 Amended General Fund expenditures will be \$7,141,778; this represents a 15.8% decrease from the FY 19-20 Approved Budget amount.

The total Amended FY 19-20 revenue over expenditure amount will be \$3,417,213 compared to the FY 19-20 Approved Budget of \$698,407. This larger than normal increase was due to the reduction in the City’s expenditures for the Fiscal Year.

The net change in the General Fund Balance of \$3,372,869 is 515.7% increase compared to the budgeted net change of \$654,063. As a result, the FY 19-20 Amended General Fund unassigned ending Fund balance will be \$7,745,557, which represents 399 days in reserve.

Water/Sewer Fund

Within the Water/Sewer Fund we are projecting a FY 19-20 Amended Water/Sewer Fund revenue of \$6,407,963; this represents a 14.58% increase from the FY 19-20 Approved Budget amount.

Our FY 19-20 Amended Water/Sewer Fund expenditures will be \$5,392,877; this represents a 12.31% decrease from the FY 19-20 Approved Budget amount.

As a result, we have adjusted the FY 19-20 Amended ending Water/Sewer Fund Balance from \$1,172,188 to \$2,579,460 which represents 171 days in reserve.

Drainage Fund

Based on the analysis of the revenue trends we are projecting a change in the amount of \$336,510 which is a 7% increase from the budgeted amount of \$313,812.

The FY 19-20 Amended Drainage Fund expenditures will be \$304,439; this represents a 3.6% decrease from the FY 19-20 Approved Budget amount.

The total Amended FY 19-20 Drainage Fund revenue over expenditure amount will be \$32,071 compared to the FY 19-20 Approved Budget of -\$2,116

As a result, the FY 19-20 Amended Drainage Fund Unassigned Fund balance will be \$265,645, this represents 318 days in reserve.

Capital Projects Fund

The Fund Balance for the Capital Projects fund is going to increase by \$676,812 to \$3,055,985.

FISCAL IMPACT

The FY 19-20 Amendment would take effect immediately. The Unassigned Fund balance, days in reserve, and net position would be as follows for the City’s three major funds:

	General Fund	Water Sewer Fund	Drainage Fund
Fund Balance	\$7,745,557	\$2,579,460	\$265,645
Days in Reserve	399	171	318

PUBLIC CONTACT

According to our City Charter, the Budget shall be amended by an ordinance read at two meetings of the City Council following a posted Public Hearing.

The Public Hearing preceded this first reading of the Ordinance. The second reading of the FY 19-20 Budget Amendment Ordinance is scheduled for September 15, 2020.

RECOMMENDATION

It is recommended that the City Council approve the FY 2019-2020 Budget Amendment Ordinance.

Prepared By: Phil Conner, Finance Director

ATTACHMENT:

- I. Ordinance O-14-20

ORDINANCE O-14-20

**AN ORDINANCE OF THE CITY OF GLENN HEIGHTS, TEXAS,
AMENDING THE ANNUAL BUDGET FOR THE CITY OF GLENN
HEIGHTS, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER
1, 2019 AND ENDING SEPTEMBER 30, 2020.**

WHEREAS, on September 17, 2019, the City Council of the City of Glenn Heights, Texas adopted the Annual Budget for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020; and

WHEREAS, Section 7.10 of the City of Glenn Heights Charter requires all amendments to the Annual Budget be approved by the City Council; and

WHEREAS, Section 7.10 of the City of Glenn Heights Charter requires a Public Hearing to accept public input on the proposed amendments to the Fiscal Year 2020 Adopted Budget; and

WHEREAS, a Public Hearing to accept public input on the proposed amendments to the Fiscal Year 2019-20 Adopted Budget was conducted on September 1, 2020; and

WHEREAS, after full and final consideration, the City Council of Glenn Heights, Texas, has determined that all proposed amendments to the Annual Budget should be approved and adopted, as set forth in Exhibit "A" Fiscal Year 2019-2020 Amended Operating Budget which includes amendment to the General Fund, Water Sewer Fund, Drainage Fund, Vehicle Fund, and Capital Projects Fund

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:

SECTION 1. The proposed amendments presented by City Management as Exhibit "A" on this date, discussed and reviewed during an open session of the City Council be approved for the Annual Budget for the fiscal year beginning October 1, 2019 and ending on September 30, 2020.

SECTION 2. That these amendments shall become an attachment to the original Annual Budget and be filed with the City Secretary of the City of Glenn Heights, Texas.

**DULY PASSED AND ADOPTED BY THE CITY
COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, ON
THIS THE 15th DAY OF SEPTEMBER 2020.**

APPROVED:

Harry A. Garrett, Mayor

ATTEST:

Brandi Brown, City Secretary

APPROVED AS TO FORM:

Victoria W. Thomas, City Attorney
(TM 101296)

EXHIBIT A

FISCAL YEAR 2019-2020 AMENDED BUDGET

General Fund Summary Sheet

REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED
Ad Valorem Tax Rate	0.885434	0.879181	0.833523	0.833523
I&S Tax Rate	0.214612	0.215740	0.184129	0.184129
M&O Tax Rate	0.670822	0.663441	0.649394	0.649394
	-1.7065%	-1.1003%	-2.12%	
Taxable Valuation	\$587,783,231	\$ 660,012,306	\$786,525,022	\$786,525,022
	19.35%	12.29%	19.17%	19.17%
Property Taxes	\$ 4,075,393	\$ 4,340,317	\$ 5,119,863	\$ 5,076,499
Sales Taxes	617,073	650,000	611,000	798,911
Franchise Fees	658,608	684,450	654,340	630,376
Permits & Fees	1,244,519	1,024,375	988,100	2,403,108
Charges for Service	1,039,696	1,138,672	1,136,801	1,198,667
Recreation	2,149	1,500	1,500	355
Grants & Contributions	34,542	46,630	54,598	3,131
Court Fines	95,135	165,199	321,500	169,435
Interest	44,069	33,008	33,008	147,099
Transfer from Fund Reserves	-	-	-	-
Miscellaneous	657,495	263,815	163,931	35,362
Reimbursement from Utility	276,850	221,480	64,043	64,043
Charge for Service (City Wide)	109,818	97,617	32,006	32,006
Total Revenues	\$ 8,855,347	\$ 8,667,063	\$ 9,180,690	\$ 10,558,992
EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 AMENDED
City Council	\$ 256,621	\$ 242,730	\$ 307,400	\$ 108,016
Administration	112,854	100,122	121,510	80,860
Technology Services	371,869	413,287	555,651	390,116
City Manager	290,957	315,076	387,727	364,424
City Secretary	164,599	223,599	158,739	186,477
Human Resources	195,996	196,934	214,247	191,087
Finance	223,805	251,135	312,614	211,876
Municipal Court	114,177	108,176	131,211	130,602
Fire	1,836,337	1,617,147	1,696,864	1,548,245
Police	1,897,150	2,183,258	2,291,611	2,042,450
Streets & Sanitation	975,009	1,054,359	1,279,480	1,099,883
Economic Development	10,980	119,543	135,259	86,848
Planning & Development	668,760	566,126	451,965	307,877
Community Engagement	201,094	282,980	401,005	145,161
Parks & Recreation	-	34,145	37,000	8,462
COVID-19 Response				239,395
Total Expenditures	\$ 7,320,208	\$ 7,708,616	\$ 8,482,284	\$ 7,141,778
Total Revenues Over (Under) Expenditures	\$ 1,535,139	\$ 958,447	\$ 698,407	\$ 3,417,213
00-Transfers In (Out):				
Transfer from GH Dev Co. & HFC	-	256,765	156,881	156,881
Transfer to Vehicle Replacement Fund	(100,000)	(200,000)	(250,000)	(250,000)
Transfer to/from Tornado Fund	-	154,026	-	-
Transfer to Capital Projects Fund	(453,400)	-	-	-
Operating (includes in lieu of franchise fees)	48,775	48,775	48,775	48,775
Reserved for Contingency	(200,000)	-	-	-
TOTAL Transfer In (Out)	(704,625)	259,566	(44,344)	(44,344)
NET CHANGE IN FUND BALANCE	830,514	1,218,013	654,063	3,372,869
BEGINNING FUND BALANCE - OCTOBER 1	1,496,001	2,500,612	3,718,625	4,372,688
ENDING FUND BALANCE - SEPTEMBER 30	2,326,515	3,718,625	4,372,688	7,745,557
UNASSIGNED FUND BALANCE - SEPTEMBER 30	\$ 2,500,612	\$ 3,718,625	\$ 4,372,688	\$ 7,745,557
AVERAGE DAILY EXPENDITURES	19,297	20,513	23,064	19,391
NUMBER OF DAYS RESERVE	130	181	190	399

FISCAL YEAR 2019-2020 AMENDED BUDGET
General Fund Revenue Summary

REVENUES		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
AD VALOREM TAXES					
100-4-00-4000	CURRENT AD VALOREM TAX	3,959,070	4,313,642	5,005,493	5,023,133
100-4-00-4001	DELINQUENT AD VALOREM TAX	98,099	5,000	76,491	29,965
100-4-00-4002	PENALTY & INTEREST (TAX)	18,224	21,675	37,879	23,400
TOTAL AD VALOREM TAXES		4,075,393	4,340,317	5,119,863	5,076,499
SALES TAXES					
100-4-00-4200	SALES TAX	617,073	650,000	611,000	798,911
100-4-00-4202	FEDERAL EXCISE TAX	-	-	-	-
TOTAL SALES TAXES		617,073	650,000	611,000	798,911
FRANCHISE FEES					
100-4-00-4100	ELECTRIC FRANCHISE	254,863	274,595	256,407	282,561
100-4-00-4101	TELEPHONE	29,657	18,423	18,000	25,213
100-4-00-4102	GAS FRANCHISE	55,528	82,548	63,667	56,690
100-4-00-4103	CABLE FRANCHISE	71,390	60,963	67,698	104,329
100-4-00-4105	VIDEO FRANCHISE FEE	8,581	9,332	9,979	11,583
100-4-00-4106	W/WW FRANCHISE FEES	238,589	238,589	238,589	150,000
TOTAL FRANCHISE FEES		658,608	684,450	654,340	630,376
PERMITS & FEES					
100-4-53-4300	PERMIT FEES	536,894	365,000	350,000	1,100,734
100-4-53-4301	MISCELLANEOUS PERMITS	142,578	48,000	45,000	86,246
100-4-53-4302	BACKFLOW & IRRIGATION PERMITS	300	14,500	10,500	55,938
100-4-53-4303	INFRASTRUCTURE INSPECTIONS	156,266	225,000	225,000	191,330
100-4-53-4305	PLAN REVIEW	281,321	237,250	227,500	685,912
100-4-53-4306	ZONING FEES	-	9,500	4,500	21,205
100-4-53-4308	INSPECTION FEE - ALCOHOL	825	-	-	0
100-4-53-4320	PLATS	-	8,400	2,000	22,450
100-4-53-4325	TRADE PERMITS	95,707	65,800	65,800	186,293
100-4-53-4330	LICENSE REGISTRATION	16,050	15,000	15,000	23,700
100-4-53-4332	RENTAL REGISTRATION	14,128	24,600	32,900	10,090
100-4-53-4335	FOOD SERVICE PERMITS	-	10,000	8,400	18,400
100-4-53-4345	GARAGE SALE PERMITS	450	1,325	1,500	810
TOTAL PERMITS & FEES		1,244,519	1,024,375	988,100	2,403,108
CHARGE FOR SERVICES					
100-4-00-4502	TOWER RENTAL	39,780	39,780	39,780	41,426
100-4-30-4501	AMBULANCE	193,951	210,000	215,000	222,107
100-4-32-4520	POLICE REPORTS	606	500	500	1,005
100-4-32-4570	RESOURCE OFFICER	-	57,000	37,240	22,646
100-4-32-4581	ANIMAL POUND	7,375	4,600	4,600	1,285
100-4-32-4582	WRECKER	800	800	800	800
100-4-40-4500	SANITATION	797,184	825,992	838,381	909,268
100-4-30-4822	FIRE INSPECTIONS	-	-	500	50
TOTAL CHARGE FOR SERVICES		1,039,696	1,138,672	1,136,801	1,198,667

FISCAL YEAR 2019-2020 AMENDED BUDGET
General Fund Revenue Summary

REVENUES(continued)		2017-2018 ACTUAL	2018-2019 AMENDED	2019-2020 PROPOSED	2019-2020 AMENDED
RECREATION					
100-4-60-4510	PARK RESERVATIONS	1,787	1,500	1,500	355
100-4-60-4531	OTHER (MISC)	362	-	-	80
TOTAL RECREATION		2,149	1,500	1,500	355
GRANTS & CONTRIBUTIONS					
100-4-32-4724	GRANT REVENUE - BVP	3,279	-	-	
100-4-32-4714	COPS GRANT	25,622	37,460	47,124	-
100-4-32-4805	DONATIONS-CRIME PREVENTION	500	50	50	435
100-4-60-4804	DONATIONS-COMMUNITY EVENTS	2,104	1,095	1,684	2,575
100-4-60-4805	DONATIONS-MOVIES IN THE PARK	-	-	250	120
100-4-30-4801	FIRE DEPARTMENT DONATION	-	-	-	-
100-4-30-4723	A TRAINING GRANT	3,037	8,025	5,490	-
100-4-30-3750	COMMUNITY CPR TRAINING FEES	-	-	1,000	-
TOTAL GRANTS & CONTRIBUTIONS		\$ 34,542	\$ 46,630	\$ 54,598	\$ 3,131
COURT FINES					
100-4-21-4401	MUNICIPAL COURT FINES	94,528	164,449	320,000	168,884
100-4-21-4405	OMNIBASE FEES	607	750	1,500	550
100-4-21-4407	CHILD SAFETY FEES	-	-	-	9,197
TOTAL COURT FINES		95,135	\$ 165,199	\$ 321,500	\$ 169,435
INTEREST					
100-4-00-4700	INTEREST EARNED	44,069	33,008	33,008	147,099
TOTAL INTEREST		44,069	33,008	33,008	147,099
MISCELLANEOUS					
100-4-00-4801	AUCTION PROCEEDS	9,614	-	-	-
100-4-00-4803	PALLADIUM PROCEEDS	653,400	-	-	-
100-4-00-4807	OTHER (MISC)	(18,468)	256,765	156,881	2,508
100-4-00-4818	TML INSURANCE REIMBURSEMENT	11,815	-	-	31,605
100-4-40-4840	INSURANCE REIMBURSEMENT	-	-	-	-
100-4-00-4809	CHAMBER OF COMMERCE REVENUE	-	7,050	7,050	-
100-4-21-4808	CONVENIENCE FEE	1,134	-	-	1,250
TOTAL MISCELLANEOUS		\$ 657,495	\$ 263,815	\$ 163,931	\$ 35,362
REIMBURSEMENT FROM UTILITY					
100-4-00-4901	REIMBURSEMENT FROM UTIL	276,850	221,480	64,043	64,043
100-4-00-4902	CHARGE FOR SERVICE (CITY WIDE)	109,818	97,616	32,006	32,006
100-4-00-4904	TRANSFER FROM DISASTER FUND	-	154,026	-	-
100-4-00-4905	TRANSFER FROM 911 WIRELESS FUND	-	33,000	33,000	33,000
100-4-00-4911	TRANSFER FROM DRAINAGE FUND	-	15,775	15,775	15,775
TOTAL REIMBURSEMENT FROM UTILITY		386,668	521,897	144,824	144,824
TOTAL REVENUES		\$ 8,855,347	\$ 8,869,863	\$ 9,229,465	\$ 10,607,767

FISCAL YEAR 2019-2020 AMENDED BUDGET

Other Funding Sources

OTHER FINANCING SOURCES (USES)	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED
LEASE PROCEEDS				
City Attorney/Auditor/Council (28%)	47,039	37,651	10,360	10,360
City Manager's Office (28%)	80,535	64,231	19,055	19,055
City Secretary (28%)	47,756	37,651	10,486	10,486
Human Resources (28%)	46,732	37,651	11,079	11,079
Finance (28%)	54,788	44,296	13,063	13,063
W/S Charge for Services (MGT)	276,850	221,480	64,043	64,043
Technology (28%)	92,246	81,998	25,256	25,256
Utilities (28%)	17,572	15,619	6,750	6,750
W/S Charge for Services (CITY-WIDE)	109,818	97,617	32,006	32,006
TRANSFERS FROM DRAINAGE FUND	15,775	15,775	15,775	15,775
TRANSFERS FROM 911 WIRELESS FUND	33,000	33,000	33,000	33,000
TOTAL TRANSFERS IN (OUT)	48,775	48,775	48,775	48,775
TOTAL OTHER FINANCING SOURCES (USES)	435,443	367,872	144,824	144,824

FISCAL YEAR 2019-2020 AMENDED BUDGET

City Council

09-CITY COUNCIL		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	CONTRACTED SERVICES	\$ 228,149	\$ 175,000	\$ 207,200	\$ 90,372
	OPERATING	26,576	54,230	82,700	16,455
	DEPARTMENTAL	1,896	13,500	17,500	1,189
TOTAL CITY COUNCIL		\$ 256,621	\$ 242,730	\$ 307,400	\$ 108,016
PERSONNEL SUMMARY					
	Full-time Positions	0	0	0	
	Part-time Positions	0	0	0	
	Total Positions	0	0	0	0
09-CITY COUNCIL					
		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
CONTRACTED SERVICES					
100-5-09-3001	AUDITING	29,200	30,000	32,200	-
100-5-09-3002	LEGAL SERVICES	198,949	145,000	175,000	90,372
TOTAL CONTRACTED SERVICES		228,149	175,000	207,200	90,372
OPERATING					
100-5-09-3400	CONFERENCE, TRAINING, & TRAVEL - MAYOR	3,631	6,500	10,000	1,941
100-5-09-3401	CONFERENCE, TRAINING, & TRAVEL-PLACE 1	3,401	6,500	10,000	1,356
100-5-09-3402	CONFERENCE, TRAINING, & TRAVEL-PLACE 2	2,701	6,500	10,000	2,138
100-5-09-3403	CONFERENCE, TRAINING, & TRAVEL-PLACE 3	4,588	6,500	10,000	1,207
100-5-09-3404	CONFERENCE, TRAINING, & TRAVEL-PLACE 4	1,742	6,500	10,000	1,094
100-5-09-3405	CONFERENCE, TRAINING, & TRAVEL-PLACE 5	5,230	6,500	10,000	3,569
100-5-09-3406	CONFERENCE, TRAINING, & TRAVEL-PLACE 6	2,177	6,500	10,000	2,125
100-5-09-3501	OTHER COUNCIL EXPENSES	2,714	7,230	5,000	2,344
100-5-09-3503	PRINTING, COPY & PHOTO	392	1,500	3,500	681
100-5-09-3505	CITY COUNCIL CELL PHONES	-	-	4,200	-
TOTAL OPERATING		26,576	54,230	82,700	16,455
DEPARTMENTAL					
100-5-09-3521	MAYOR INITIATIVES	1,896	3,500	7,500	1,189
100-5-09-3550	LITIG. CLAIMS/SETTLEMENTS	-	-	-	-
100-5-09-3516	STRATEGIC PLANNING	-	10,000	10,000	-
TOTAL DEPARTMENTAL		1,896	13,500	17,500	1,189
TOTAL CITY COUNCIL		\$ 256,621	\$ 242,730	\$ 307,400	\$ 108,016

FISCAL YEAR 2019-2020 AMENDED BUDGET

Admin

010-Administration		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	SUPPLIES	\$ 24,591	\$ 22,377	\$ 32,000	12,609
	CONTRACTED SERVICES	44,689	2,000	2,000	\$ 351
	OPERATING	18,594	75,744	82,510	67,900
	DEPARTMENTAL	-	-	5,000	-
	CAPITAL OUTLAY	24,980	-	-	-
TOTAL ADMINISTRATION		\$ 112,854	\$ 100,122	\$ 121,510	\$ 80,860
10-Administration		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
SUPPLIES					
100-5-10-2000	OFFICE SUPPLIES	17,931	17,009	22,000	9,066
100-5-10-2125	POSTAGE	6,660	5,369	10,000	3,543
TOTAL SUPPLIES		24,591	22,377	32,000	12,609
CONTRACTED SERVICES					
100-5-10-3013	OTHER PROFESSIONAL SERVICES	44,689	2,000	2,000	351
TOTAL CONTRACTED SERVICES		44,689	2,000	2,000	351
OPERATING					
100-5-10-3303	NATURAL GAS	-	700	1,000	976
100-5-10-3400	GENERAL LIABILITY INSURANCE	-	1,183	5,460	14,568
100-5-10-3401	AUTO LIABILITY INSURANCE	-	31,500	31,500	-
100-5-10-3402	FIRE & PROPERTY INSURANCE	-	11,550	11,550	37,251
100-5-10-3403	ERRORS & OMISSIONS INSURANCE	-	10,500	10,500	-
100-5-10-3503	PRINTING, COPY, & PHOTO	7,483	7,968	10,000	2,680
100-5-10-3505	OTHER OPERATING EXPENSES	691	486	2,500	179
100-5-10-3506	DUES, SUBSCRIPTIONS, & PUBLICATION	10,420	11,858	10,000	12,245
TOTAL OPERATING		18,594	75,744	82,510	67,900
DEPARTMENTAL					
100-5-10-3625	CONTINGENCY RESERVE	-	-	5,000	-
TOTAL DEPARTMENTAL		-	-	5,000	-
CAPITAL OUTLAY					
100-5-10-5000	CAPITAL EXPENDITURES	24,980	-	-	-
TOTAL CAPITAL OUTLAY		24,980	-	-	-
TOTAL ADMINISTRATION		\$ 112,854	\$ 100,122	\$ 121,510	\$ 80,860

FISCAL YEAR 2019-2020 AMENDED BUDGET

City Manager

11-CITY MANAGER'S OFFICE		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 281,772	\$ 300,126	\$ 368,777	\$ 360,724
	SUPPLIES	3,254	2,450	3,450	1,288
	CONTRACTED SERVICES	138	500	500	-
	REPAIRS & MAINTENANCE	398	500	2,000	216
	OPERATING	4,242	6,500	8,000	1,652
	DEPARTMENTAL	1,153	5,000	5,000	544
	DEBT PAYMENTS	-	-	-	-
	CAPITAL OUTLAY	-	-	-	-
TOTAL CITY MANAGER'S OFFICE		\$ 290,957	\$ 315,076	\$ 387,727	\$ 364,424
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	City Manager	1	1	1	1
	Deputy City Manager	1	1	1	1
	Executive Assistant	1	1	1	1
	Total Positions	3	3	3	3
11-CITY MANAGER'S OFFICE		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-11-1000	EXEMPT SALARY	200,912	216,244	258,300	255,486
100-5-11-1010	REGULAR SALARIES FULL-TIME	48,083	39,364	53,872	53,643
100-5-11-1200	PAYROLL TAXES FICA	13,802	18,305	23,881	23,502
100-5-11-1205	WORKERS COMP	1,661	2,628	2,628	-
100-5-11-1210	INSURANCE	8,627	15,661	20,481	18,861
100-5-11-1220	T.M.R.S.	6,750	7,798	9,615	9,231
TOTAL PERSONNEL		281,772	300,126	368,777	360,724
SUPPLIES					
100-5-11-2100	GASOLINE & FUELS	3,254	2,000	3,000	1,288
100-5-11-2155	OTHER SMALL EQUIPMENT	-	450	450	-
TOTAL SUPPLIES		3,254	2,450	3,450	1,288
CONTRACTED SERVICES					
100-5-11-3013	OTHER PROFESSIONAL SERV	138	500	500	-
TOTAL CONTRACTED SERVICES		138	500	500	-
REPAIRS & MAINTENANCE					
100-5-11-3202	R & M AUTO/TRUCK	398	500	2,000	216
TOTAL REPAIRS & MAINTENANCE		398	500	2,000	216
OPERATING					
100-5-11-3500	CONFERENCE, TRAINING, & TRAVEL	2,540	3,500	5,000	1,552
100-5-11-3503	PRINTING, COPY & PHOTO	56	500	500	-
100-5-11-3506	DUES, SUBSCRIPTIONS & PUB	1,646	2,500	2,500	100
100-5-11-3509	ADVERTISING	-	-	-	-
TOTAL OPERATING		4,242	6,500	8,000	1,652
DEPARTMENTAL					
100-5-11-3516	STRATEGIC PLANNING	1,153	5,000	5,000	544
TOTAL DEPARTMENTAL		1,153	5,000	5,000	544
TOTAL CITY MANAGER'S OFFICE		\$ 290,957	\$ 315,076	\$ 387,727	\$ 364,424

FISCAL YEAR 2019-2020 AMENDED BUDGET

City Secretary

12-CITY SECRETARY		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 90,662	\$ 87,873	\$ 82,739	\$ 90,057
	CONTRACTED SERVICES	65,735	125,450	67,500	87,077
	OPERATING	8,202	10,275	8,500	9,342
TOTAL CITY SECRETARY		\$ 164,599	\$ 223,599	\$ 158,739	\$ 186,477
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	City Secretary	1	1	1	1
	Asst. City Secretary	0	0	0	0
	Record Clerk	1	1	0	0
	PART-TIME POSITIONS				
	Intern	0	0	0	0
	Total Positions	2	2	1	1
12-CITY SECRETARY					
		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-12-1000	EXEMPT SALARY	67,895	69,640	66,062	74,526
100-5-12-1010	REGULAR SALARIES- FULL TIME	5,698	1,378	-	-
100-5-12-1020	REGULAR SALARIES- PART TIME	761	-	-	-
100-5-12-1200	PAYROLL TAXES FICA	5,358	5,932	5,054	5,447
100-5-12-1205	WORKERS COMP	728	876	876	-
100-5-12-1210	INSURANCE	6,830	7,461	8,713	7,972
100-5-12-1220	T.M.R.S.	2,611	2,587	2,035	2,112
TOTAL PERSONNEL		\$ 90,662	\$ 87,873	\$ 82,739	\$ 90,057
CONTRACTED SERVICES					
100-5-12-3007	Appraisal District Allocation	21,281	31,450	23,000	27,299
100-5-12-3008	CODIFICATION	3,175	4,500	4,500	3,030
100-5-12-3009	CONTRACT FOR TAXES	-	10,000	10,000	10,519
100-5-12-3010	ELECTION EXPENSES	41,279	79,500	30,000	46,230
TOTAL CONTRACTED SERVICES		65,735	125,450	67,500	87,077
OPERATING					
100-5-12-3300	CELL PHONES & WIRELESS	786	75	-	-
100-5-12-3500	CONFERENCE, TRAINING, & TRAVEL	1,743	4,000	3,000	-
100-5-12-3506	DUES, SUBSCRIPTIONS, & PUBLICATION	1,495	1,200	500	247
100-5-12-3509	ADVERTISING & LEGAL PUBLICATION	4,178	5,000	5,000	9,096
TOTAL OPERATING		8,202	10,275	8,500	9,342
TOTAL CITY SECRETARY		\$ 164,599	\$ 223,599	\$ 158,739	\$ 186,477

FISCAL YEAR 2019-2020 AMENDED BUDGET

Human Resources

13-HUMAN RESOURCES		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 154,199	\$ 110,058	\$ 169,097	\$ 155,716
	CONTRACTED SERVICES	17,593	63,451	4,500	21,203
	OPERATING	2,417	5,525	5,150	2,692
	DEPARTMENTAL	21,787	17,900	35,500	11,475
TOTAL HUMAN RESOURCES		\$ 195,996	\$ 196,934	\$ 214,247	\$ 191,087
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Director	1	1	1	1
	Administrator	0	0	0	0
	Human Resources Generalist	1	1	1	1
	PART-TIME POSITIONS				
	SYEP	8	8	0	
	Total Positions	10	10	2	2
13-HUMAN RESOURCES					
		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-13-1000	EXEMPT SALARY	56,408	65,500 /	93,349	93,215
100-5-13-1010	REGULAR SALARIES- FULL TIME	50,994	27,000	43,867	42,878
100-5-13-1020	REGULAR SALARIES- PART TIME	16,015	532	-	-
100-5-13-1025	OVERTIME	2,433	22	-	-
100-5-13-1200	PAYROLL TAXES FICA	8,777	6,281	10,497	10,053
100-5-13-1205	WORKERS COMP	1,448	2,919	1,752	-
100-5-13-1210	INSURANCE	12,641	5,154	15,406	5,727
100-5-13-1220	T.M.R.S.	3,907	2,650	4,226	3,844
TOTAL PERSONNEL		154,199	110,058	169,097	155,716
CONTRACTED SERVICES					
100-5-13-3010	TECHNOLOGY	-	2,000	2,000	-
100-5-13-3013	OTHER PROFESSIONAL SERVICES	17,593	5,000	2,500	21,203
100-5-13-3014	TEMP CONTRACT SERVICES	-	56,451	-	-
TOTAL CONTRACTED SERVICES		17,593	63,451	4,500	21,203
OPERATING					
100-5-13-3300	CELL PHONES & WIRELESS	212	-	-	-
100-5-13-3500	CONFERENCE, TRAINING, & TRAVEL	407	2,700	2,700	-
100-5-13-3503	PRINTING, COPY, & PHOTO	294	500	500	-
100-5-13-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	523	1,075	700	385
100-5-13-3509	ADVERTISING	981	1,250	1,250	2,307
TOTAL OPERATING		2,417	5,525	5,150	2,692
DEPARTMENTAL					
100-5-13-3510	EMPLOYEE IMMUNIZATIONS	-	500	500	-
100-5-13-3513	EMPLOYEE RELATIONS	6,108	4,000	8,000	4,640
100-5-13-3515	MEDICAL/PHYSICAL EXAMS	6,536	4,000	13,600	5,002
100-5-13-3516	EMPLOYEE BACKGROUND CHECK	5,437	7,200	7,200	1,833
100-5-13-3522	PERSONNEL TRAINING	889	2,000	6,000	-
100-5-13-3525	CITY RISK MGT PROGRAM	-	200	200	-
TOTAL DEPARTMENTAL		21,787	17,900	35,500	11,475
TOTAL HUMAN RESOURCES		\$ 195,996	\$ 196,934	\$ 214,247	\$ 191,087

FISCAL YEAR 2019-2020 AMENDED BUDGET

IT

		2017-2018	2018-2019	2019-2020	2019-2020
014- Information Technology		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 82,902	\$ 81,388	\$ 90,751	\$ 74,885
	SUPPLIES	-	40	350	-
	CONTRACTED SERVICES	103,277	132,000	183,800	133,703
	OPERATING	185,690	199,859	280,750	181,527
TOTAL Information Technology		\$ 371,869	\$ 413,287	\$ 555,651	\$ 390,116
PERSONNEL SUMMARY					
	Full-time Positions				
	IT Administrator	1	1	1	1
	IT Specialist	0	1	0	0
	Part-time Positions	0	0	0	0
	Total Positions	1	2	1	1
014- Information Technology					
		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-14-1000	EXEMPT SALARY	68,011	60,203	75,000	62,837
100-5-14-1010	REGULAR SALARIES FULL TIME	-	1,019	-	-
100-5-14-1200	PAYROLL TAXES FICA	5,197	4,823	5,738	4,663
100-5-14-1205	WORKERS COMP	369	876	876	-
100-5-14-1210	INSURANCE	6,010	7,300	6,827	5,638
100-5-14-1220	T.M.R.S.	2,539	2,241	2,310	1,748
TOTAL PERSONNEL		82,902	81,388	90,751	74,885
SUPPLIES					
100-5-14-2100	GASOLINE & FUELS	-	40	350	-
TOTAL SUPPLIES		-	40	350	-
CONTRACTED SERVICES					
100-5-14-3013	OTHER PROFESSIONAL SERVICES	6,830	4,000	48,000	12,910
100-5-14-3022	ANNUAL SOFTWARE MAINTENANCE	60,991	74,000	83,280	74,542
100-5-14-3024	WEBSITE HOSTING FEES	1,500	20,000	19,520	13,376
100-5-14-3050	OPERATING LEASES-COPIERS	33,956	34,000	33,000	32,875
TOTAL CONTRACTED SERVICES		103,277	132,000	183,800	133,703
OPERATING					
100-5-14-3300	CELL PHONES & WIRELESS	16,156	27,000	33,000	25,398
100-5-14-3301	TELECOMMUNICATIONS	73,661	75,000	89,000	70,972
100-5-14-3500	CONFERENCE, TRAINING, & TRAVEL	2,126	1,000	3,500	-
100-5-14-3503	SOFTWARE LICENSING	34,966	66,359	70,000	50,832
100-5-14-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	380	500	250	-
100-5-14-3508	SOFTWARE	26,054	-	5,000	2,202
100-5-14-3510	HARDWARE	32,347	30,000	80,000	32,124
TOTAL OPERATING		185,690	199,859	280,750	181,527
TOTAL INFORMATION TECHNOLOGY		\$ 371,869	\$ 413,287	\$ 555,651	\$ 390,116

FISCAL YEAR 2019-2020 AMENDED BUDGET

Finance

20-FINANCE		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 210,671	\$ 233,415	\$ 244,614	\$ 199,269
	SUPPLIES	152	800	800	-
	CONTRACTED SERVICES	2,778	5,000	-	7,734
	OPERATING	10,469	11,320	16,600	4,641
	DEPARTMENTAL	(265)	600	600	233
	CAPITAL OUTLAY	-	-	50,000	-
TOTAL FINANCE OFFICE		\$ 223,805	\$ 251,135	\$ 312,614	\$ 211,876
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Finance Director	1	1	1	1
	Financial Analyst	1	1	1	1
	Administrative Support Technician	1	0	0	0
	Finance Coordinator		1	1	1
	PART-TIME POSITIONS				
	Payroll Clerk	0	0	0	0
	Accounting Clerk	0	0	0	0
	Intern	0	0	0	0
	Total Positions	3	3	3	3
20-FINANCE					
		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-20-1000	EXEMPT SALARY	130,283	151,208	154,877	146,023
100-5-20-1010	REGULAR SALARIES- FULL TIME	33,320	36,802	40,019	21,808
100-5-20-1020	REGULAR SALARIES- PART TIME	1,923	-	-	-
100-5-20-1200	PAYROLL TAXES FICA	11,736	13,300	14,910	11,265
100-5-20-1205	WORKERS COMP	1,222	2,628	2,628	-
100-5-20-1210	INSURANCE	23,948	23,617	26,178	15,704
100-5-20-1220	T.M.R.S.	6,158	5,859	6,003	4,469
TOTAL PERSONNEL		210,671	233,415	244,614	199,269
SUPPLIES					
100-5-20-2001	FORMS	152	500	500	-
100-5-20-2155	SMALL OFFICE EQUIPMENT	-	300	300	-
TOTAL SUPPLIES		152	800	800	-
CONTRACTED SERVICES					
100-5-20-3006	CONSULTANT FEES	2,778	5,000	-	1,067
100-5-20-3014	TEMP CONTRACT LABOR	-	-	-	6,666
TOTAL CONTRACTED SERVICES		2,778	5,000	-	7,734

FISCAL YEAR 2019-2020 AMENDED BUDGET

Finance

		2017-2018	2018-2019	2019-2020	2019-2020
20-FINANCE (continued)		ACTUAL	ACTUAL	APPROVED	AMENDED
100-5-20-3300	CELL PHONES & WIRELESS	900	600	-	-
100-5-20-3500	CONFERENCE, TRAINING, & TRAVEL	5,861	5,000	9,500	1,611
100-5-20-3503	PRINTING, COPY, & PHOTO	1,500	3,620	5,000	2,309
100-5-20-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	2,208	2,100	2,100	721
TOTAL OPERATING		10,469	11,320	16,600	4,641
DEPARTMENTAL					
100-5-20-3520	BANK NSF CHARGES	(265)	600	600	233
TOTAL DEPARTMENTAL		(265)	600	600	233
CAPITAL OUTLAY					
100-5-20-5000	CAPITAL EXPENDITURES	-	-	50,000	-
TOTAL CAPITAL OUTLAY		-	-	50,000	-
TOTAL FINANCE		\$ 223,805	\$ 251,135	\$ 312,614	\$ 211,876

FISCAL YEAR 2019-2020 AMENDED BUDGET

Municipal Court

21-MUNICIPAL COURT		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 69,334	\$ 69,326	\$ 86,311	\$ 87,404
	SUPPLIES	2,474	750	3,000	2,348
	CONTRACTED SERVICES	40,932	36,000	39,800	39,562
	OPERATING	1,437	2,100	2,100	1,288
TOTAL MUNICIPAL COURT		\$ 114,177	\$ 108,176	\$ 131,211	\$ 130,602
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Court Administrator	1	1	1	1
	Deputy Court Clerk	0	0	0	
	PART-TIME POSITIONS	0	0	0	
	Total Positions	1	1	1	1
21-MUNICIPAL COURT					
		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-21-1000	EXEMPT SALARY	50,770	56,000	69,276	74,743
100-5-21-1010	REGULAR SALARIES FULL-TIME	1,903	-	-	
100-5-21-1200	PAYROLL TAXES FICA	3,688	3,713	5,300	5,709
100-5-21-1205	WORKERS COMP	378	876	876	-
100-5-21-1210	INSURANCE	9,996	7,071	8,726	4,743
100-5-21-1215	UNEMPLOYMENT CLAIMS	-	-	-	-
100-5-21-1220	T.M.R.S.	1,966	1,666	2,134	2,209
TOTAL PERSONNEL		69,334	69,326	86,311	87,404
SUPPLIES					
100-5-21-2000	OFFICE SUPPLIES	-	-	-	142
100-5-21-2001	FORMS	2,474	750	3,000	2,206
100-5-21-2125	POSTAGE		-	-	-
TOTAL SUPPLIES		2,474	750	3,000	2,348
CONTRACTED SERVICES					
100-5-21-3013	OTHER PROFESSIONAL SERVICES	-	-	800	471
100-5-21-3017	MUNICIPAL JUDGE	30,083	25,000	25,000	25,000
100-5-21-3019	COURT PROSECUTOR	10,199	10,000	12,000	12,000
100-5-21-3021	ARRAIGNMENTS	650	1,000	2,000	-
TOTAL CONTRACTED SERVICES		40,932	36,000	39,800	39,562
OPERATING					
100-5-21-3500	CONFERENCE, TRAINING, & TRAVEL	1,362	2,000	2,000	1,288
100-5-21-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	75	100	100	-
TOTAL OPERATING		1,437	2,100	2,100	1,288
TOTAL MUNICIPAL COURT		\$ 114,177	\$ 108,176	\$ 131,211	\$ 130,602

FISCAL YEAR 2019-2020 AMENDED BUDGET

Community Engagement

		2017-2018	2018-2019	2019-2020	2019-2020
60-COMMUNITY ENGAGEMENT		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 113,014	\$ 88,932	\$ 201,155	\$ 116,697
	SUPPLIES	9,333	5,050	5,900	1,986
	CONTRACTED SERVICES	960	-	20,000	-
	REPAIRS & MAINTENANCE	9,248	500	500	81
	OPERATING	7,093	7,300	12,750	1,705
	DEPARTMENTAL	61,446	166,198	160,700	24,691
	DEBT PAYMENTS	-	-	-	-
	CAPITAL OUTLAY	-	15,000	-	-
TOTAL COMMUNITY ENGAGEMENT		\$ 201,094	\$ 282,980	\$ 401,005	\$ 145,161
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Administrator, Community Engagement	1	1	1	1
	Coordinator, Community Engagement	0	0	1	0
	Coordinator, Social Services	0	0	1	1
	Superintendent Park & Rec.	1	0	0	0
	PART-TIME POSITIONS				
	Coordinator, Community Engagement	0	2	0	0
	Total Positions	2	3	3	2
60-COMMUNITY ENGAGEMENT					
		2017-2018	2018-2019	2019-2020	2019-2020
PERSONNEL		ACTUAL	ACTUAL	APPROVED	AMENDED
100-5-60-1000	EXEMPT SALARIES	85,215	61,485	76,426	64,371
100-5-60-1005	ACCRUED WAGES (AUDIT)	698	-	-	-
100-5-60-1010	REGULAR SALARIES- FULL TIME	-	-	83,842	11,647
100-5-60-1020	REGULAR SALARIES-PART TIME	-	11,480	-	21,965
100-5-60-1025	OVERTIME	-	59	600	105
100-5-60-1200	PAYROLL TAXES	6,432	5,151	12,260	7,206
100-5-60-1205	WORKERS COMP	8,829	2,628	2,628	-
100-5-60-1210	INSURANCE	8,649	6,155	20,481	8,722
100-5-60-1218	PERFORMANCE INCREASES	-	-	-	-
100-5-60-1220	T.M.R.S.	3,191	1,972	4,918	2,681
TOTAL PERSONNEL		113,014	88,932	201,155	116,697

FISCAL YEAR 2019-2020 AMENDED BUDGET
Community Engagement

		2017-2018	2018-2019	2019-2020	2019-2020
60-COMMUNITY ENGAGEMENT (continued)		ACTUAL	ACTUAL	APPROVED	AMENDED
SUPPLIES					
100-5-60-1300	UNIFORMS & CLOTHING	653	500	500	481
100-5-60-2000	OFFICE SUPPLIES	-	-	-	-
100-5-60-2003	OPERATING SUPPLIES	373	1,000	1,000	4
100-5-60-2004	PARK MOVIES	2,308	2,200	3,000	1,467
100-5-60-2008	CEREMONIAL SUPPLIES	-	-	-	-
100-5-60-2010	PRISONER EXPENSE	-	-	-	-
100-5-60-2012	JANITORIAL SUPPLIES	1,132	-	-	-
100-5-60-2100	GASOLINE & FUELS	1,523	750	800	35
100-5-60-2105	STRIPING	-	-	-	-
100-5-60-2110	KIDDIE CUSHION	-	-	-	-
100-5-60-2151	HAND TOOLS	492	-	-	-
100-5-60-2156	OTHER SMALL EQUIPMENT	2,852	600	600	-
TOTAL SUPPLIES		9,333	5,050	5,900	1,986
CONTRACTED SERVICES					
100-5-60-3013	OTHER PROFESSIONAL SERVICES	-	-	20,000	-
100-5-60-3015	CONTRACT MOWING	960	-	-	-
TOTAL CONTRACTED SERVICES		960	-	20,000	-
REPAIRS & MAINTENANCE					
100-5-60-3202	R&M AUTO/TRUCK	1,070	500	500	81
100-5-60-3205	R&M SIGNS & MARKINGS	-	-	-	-
100-5-60-3206	R&M HEAVY EQUIPMENT	-	-	-	-
100-5-60-3207	R&M HIGHWAY BEAUTIFICATION	134	-	-	-
100-5-60-3210	HERITAGE PARK MAINTENANCE	5,458	-	-	-
100-5-60-3215	COURTNEY LANE PARK MAINTENANCE	2,072	-	-	-
100-5-60-3220	GATEWAY PARK MAINTENANCE	514	-	-	-
TOTAL REPAIRS & MAINTENANCE		9,248	500	500	81
OPERATING					
100-5-60-3300	CELL PHONES & WIRELESS	1,054	-	-	-
100-5-60-3302	ELECTRICITY	-	-	-	-
100-5-60-3303	MARKETING	-	-	-	-
100-5-60-3412	HOLIDAY GIVING	119	1,000	2,000	1,151
100-5-60-3500	CONFERENCE, TRAINING, & TRAVEL	1,375	800	3,750	-
100-5-60-3503	PRINTING, COPY, & PHOTO	287	750	2,500	146
100-5-60-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	508	1,000	2,500	408
100-5-60-3610	CITIZEN LIBRARY PROGRAM	3,750	3,750	2,000	-
TOTAL OPERATING		7,093	7,300	12,750	1,705

FISCAL YEAR 2019-2020 AMENDED BUDGET

Community Engagement

		2017-2018	2018-2019	2019-2020	2019-2020
60-COMMUNITY ENGAGEMENT (continued)		ACTUAL	ACTUAL	APPROVED	AMENDED
100-5-60-3411	FAMILY FESTIVAL	37,378	98,000	115,000	2,000
100-5-60-3413	SPECIAL CELEBRATIONS	1,229	2,000	2,000	292
100-5-60-3414	STATE OF THE CITY	2,817	3,000	-	-
100-5-60-3416	CHRISTMAS CELEBRATION	6,694	8,350	10,000	9,711
100-5-60-3418	CITY 50TH ANNIVERSARY PLANNING	210	30,000	-	7,193
100-5-60-3419	VETERANS MEMORIAL 5K RACE	-	3,228	4,000	3,425
100-5-60-3420	VETERANS DAY EVENT	1,964	840	2,500	783
100-5-60-3422	BLACK HISTORY MONTH	-	1,554	2,500	652
100-5-60-3425	BACK TO SCHOOL EVENT	2,497	2,000	3,500	-
100-5-60-3512	CINCO DE MAYO	-	1,726	2,700	-
100-5-60-3517	PARK EVENTS	2,902	5,500	5,500	623
100-5-60-3510	COMMUNITY GARDEN	-	-	2,000	-
100-5-60-3616	GLENN HEIGHTS CONNECT	-	1,000	2,000	11
100-5-60-3600	COMMUNITY BEAUTIFICATION	5,755	4,000	4,000	-
100-5-60-3625	YOUTH OUTREACH	-	2,500	2,500	-
100-5-60-3620	NEWSLETTER	-	2,500	2,500	-
TOTAL DEPARTMENTAL		61,446	166,198	160,700	24,691
CAPITAL OUTLAY					
100-5-60-5000	CAPITAL ASSET PURCHASES	-	15,000	-	-
TOTAL CAPITAL OUTLAY		-	15,000	-	-
TOTAL COMMUNITY ENGAGEMENT		\$ 201,094	\$ 282,980	\$ 401,005	\$ 145,161

FISCAL YEAR 2019-2020 AMENDED BUDGET

Streets and Main

40- STREETS		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 53,530	\$ 50,142	\$ 93,290	\$ 60,931
	SUPPLIES	12,590	16,900	15,250	9,104
	CONTRACTED SERVICES	717,655	766,142	780,140	760,337
	REPAIRS & MAINTENANCE	60,761	85,000	205,000	115,233
	OPERATING	129,784	135,575	136,300	129,088
	DEPARTMENTAL	689	600	4,500	10,990
	CAPITAL OUTLAY	-	-	45,000	14,199
TOTAL STREETS		\$ 975,009	\$ 1,054,359	\$ 1,279,480	\$ 1,099,883
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Groundkeeper	0	0	0	
	Utility Worker III	1	1	1	1
	Utility Worker I				
	Director, Public Works	0	0.33	0.33	
	PART-TIME POSITIONS	0	0	0	
	Total Positions	1	1.33	1.33	1
40- STREETS		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-40-1000	EXEMPT SALARY	-	20,247	33,664	10,596
100-5-40-1010	REGULAR SALARIES- FULL TIME	33,039	21,738	37,946	40,727
100-5-40-1025	OVERTIME	2,844	2,232	2,873	2,522
100-5-40-1060	HAZARD PAY				-
100-5-40-1200	PAYROLL TAXES FICA	2,717	2,385	5,698	4,071
100-5-40-1205	WORKERS COMP	6,685	1,168	1,168	-
100-5-40-1210	INSURANCE	6,539	1,423	9,736	1,528
100-5-40-1220	T.M.R.S.	1,339	949	2,206	1,487
TOTAL PERSONNEL		53,530	50,142	93,290	60,931
SUPPLIES					
100-5-40-1300	UNIFORMS & CLOTHING	170	200	750	632
100-5-40-2000	OFFICE SUPPLIES	-			-
100-5-40-2012	JANITORIAL SUPPLIES	9,479	10,000	10,000	5,138
100-5-40-2100	GASOLINE & FUELS	2,658	4,200	3,500	3,121
100-5-40-2151	HAND TOOLS	283	2,500	1,000	17
100-5-40-3110	SAFETY EQUIPMENT	-	700	1,000	196
TOTAL SUPPLIES		12,590	16,900	15,250	9,104
CONTRACTED SERVICES					
100-5-40-3011	JANITORIAL SERVICES	22,893	22,442	22,140	14,845
100-5-40-3012	TRAFFIC SIGNAL MAINTENANCE	778	3,000	3,000	2,498
100-5-40-3110	SAFETY EQUIPMENT	670	700	-	196
100-5-40-3115	SANITATION SERVICES	693,314	740,000	755,000	742,798
TOTAL CONTRACTED SERVICES		717,655	766,142	780,140	760,337

FISCAL YEAR 2019-2020 AMENDED BUDGET
Streets and Main

40- STREETS (Continued)		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
REPAIRS & MAINTENANCE					
100-5-40-3200	R & M STRUCTURES	29,536	35,000	145,000	48,068
100-5-40-3201	R & M SMALL EQUIPMENT	990	1,500	1,500	768
100-5-40-3202	R & M AUTO/TRUCK	2,140	3,000	3,000	1,064
100-5-40-3207	R&M HIGHWAY BEAUTIFICATION	9,676	3,000	3,000	188
100-5-40-3205	R & M STREETS	6,530	30,000	40,000	62,526
100-5-40-3206	R & M HEAVY EQUIPMENT	5,170	7,500	7,500	1,324
100-5-40-3210	R & M SIGNS & MARKINGS	6,719	5,000	5,000	1,295
TOTAL REPAIRS & MAINTENANCE		60,761	85,000	205,000	115,233
OPERATING					
100-5-40-3302	ELECTRICITY	129,213	135,000	135,000	129,088
100-5-40-3500	CONFERENCE, TRAINING, & TRAVEL	220	275	1,000	-
100-5-40-3505	OPERATING EXPENSES	55	300	300	-
100-5-40-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	296	-	-	-
TOTAL OPERATING		129,784	135,575	136,300	129,088
DEPARTMENTAL					
100-5-40-3531	RENTAL EQUIPMENT	689	600	2,000	10,990
100-5-40-3650	COMMUNITY CLEAN-UP EVENT	-	-	2,500	-
TOTAL DEPARTMENTAL		689	600	4,500	10,990
CAPITAL OUTLAY					
100-5-40-5000	CAPITAL EXPENDITURE	-	-	45,000	14,199
TOTAL CAPITAL OUTLAY		-	-	45,000	14,199
TOTAL STREETS		\$ 975,009	\$ 1,054,359	\$ 1,279,480	\$ 1,099,883

FISCAL YEAR 2019-2020 AMENDED BUDGET

Parks & Recreation

		2017-2018	2018-2019	2019-2020	2019-2020
62-PARKS & RECREATION		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ -	\$ -	\$ -	
	SUPPLIES	-	\$ 12,595	\$ 14,500	\$ 4,219
	CONTRACTED SERVICES	-	300	-	-
	REPAIRS & MAINTENANCE	-	17,250	20,000	4,244
	OPERATING	-	-	-	-
	DEPARTMENTAL	-	4,000	2,500	-
	CAPITAL OUTLAY	-	-	-	-
TOTAL PARKS & RECREATION		\$ -	\$ 34,145	\$ 37,000	\$ 8,462
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Administrator, Community Engagement	0	0	0	0
	Utility Worker III				
	Utility Worker I				
	Groundskeeper				
	Superintendent Park & Rec.	0	0	0	0
	PART-TIME POSITIONS	0	0	0	0
	Total Positions	0	0	0	0
62-PARKS & RECREATION					
		2017-2018	2018-2019	2019-2020	2019-2020
62-PARKS & RECREATION		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-62-1010	REG. SALARIES FULL TIME	-	-	-	-
100-5-62-1025	OVERTIME	-	-	-	-
100-5-62-1035	CERTIFICATION PAY	-	-	-	-
100-5-62-1060	HAZARD PAY	-	-	-	-
100-5-62-1200	PAYROLL TAXES	-	-	-	-
100-5-62-1205	WORKERS COMP	-	-	-	-
100-5-62-1210	INSURANCE	-	-	-	-
100-5-62-1220	T.M.R.S.	-	-	-	-
TOTAL PERSONNEL		-	-	-	-
SUPPLIES					
100-5-62-1300	UNIFORMS & CLOTHING	-	300	-	-
100-5-62-2003	OPERATING SUPPLIES	-	1,295	1,000	12
100-5-62-2012	JANITORIAL SUPPLIES	-	1,500	1,500	-
100-5-62-2100	GASOLINE & FUELS	-	2,000	2,000	1,687
100-5-62-2105	STRIPING	-	-	1,500	-
100-5-62-2110	KIDDIE CUSHION	-	4,000	5,000	334
100-5-62-2151	HAND TOOLS	-	500	500	188
100-5-62-2156	OTHER SMALL EQUIPMENT	-	3,000	3,000	1,998
TOTAL SUPPLIES		-	12,595	14,500	4,219

FISCAL YEAR 2019-2020 AMENDED BUDGET
Parks & Recreation

62-PARKS & RECREATION (continued)		2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED
CONTRACTED SERVICES					
100-5-62-3010	TECHNOLOGY		-	-	-
100-5-62-3013	OTHER PROFESSIONAL SERVICES		-	-	-
100-5-62-3015	CONTRACT MOWING		-	-	-
100-5-62-3017	CONTRACT FIELD MAINTENANCE		-	-	-
100-5-62-3110	SAFETY EQUIPMENT	-	300	-	-
TOTAL CONTRACTED SERVICES		-	300	-	-
REPAIRS & MAINTENANCE					
100-5-62-3201	R&M SMALL EQUIPMENT		1,000	1,000	488
100-5-62-3202	R&M AUTO/TRUCK		1,000	1,000	102
100-5-62-3205	R&M SIGNS & MARKINGS		250	500	205
100-5-62-3210	HERITAGE PARK MAINTENANCE		10,000	10,000	2,964
100-5-62-3215	COURTNEY LANE PARK MAINTENANCE		2,500	2,500	242
100-5-62-3220	GATEWAY PARK MAINTENANCE		2,500	5,000	242
TOTAL REPAIRS & MAINTENANCE		-	17,250	20,000	4,244
OPERATING					
100-5-62-3300	CELL PHONES & WIRELESS		-	-	-
100-5-62-3302	ELECTRICITY		-	-	-
100-5-62-3411	FAMILY FESTIVAL		-	-	-
100-5-62-3412	HOLIDAY GIVING		-	-	-
100-5-62-3413	SPECIAL CELEBRATIONS		-	-	-
100-5-62-3414	STATE OF THE CITY		-	-	-
100-5-62-3500	CONFERENCE, TRAINING, & TRAVEL		-	-	-
100-5-62-3503	PRINTING, COPY, & PHOTO		-	-	-
100-5-62-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS		-	-	-
TOTAL OPERATING		-	-	-	-
DEPARTMENTAL					
100-5-62-3600	COMMUNITY BEAUTIFICATION		4,000	-	-
100-5-62-3620	NEWSLETTER		-	-	-
100-5-62-3650	COMMUNITY CLEAN-UP EVENT		-	2,500	-
TOTAL DEPARTMENTAL		-	4,000	2,500	-
DEBT PAYMENTS					
100-5-62-4011	2011 VEHICLE LEASE PRINCIPAL	-	-	-	-
100-5-62-4012	LEASE PAYMENT INTEREST	-	-	-	-
TOTAL DEBT PAYMENTS		-	-	-	-
CAPITAL OUTLAY					
100-5-62-5000	CAPITAL ASSET PURCHASES	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-
TOTAL PARKS & RECREATION		\$ -	\$ 34,145	\$ 37,000	\$ 8,462

FISCAL YEAR 2019-2020 AMENDED BUDGET

Fire

30-FIRE DEPARTMENT		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 1,461,524	\$ 1,320,380	\$ 1,334,166	\$ 1,269,565
	SUPPLIES	107,783	117,912	128,724	70,341
	CONTRACTED SERVICES	37,883	38,192	43,092	37,182
	REPAIRS & MAINTENANCE	42,794	60,098	36,790	40,893
	OPERATING	54,785	56,190	37,238	23,431
	DEPARTMENTAL	32,519	24,375	24,854	14,174
	CAPITAL OUTLAY	99,049	-	92,000	92,658
TOTAL FIRE DEPARTMENT		\$ 1,836,337	\$ 1,617,147	\$ 1,696,864	\$ 1,548,245

PERSONNEL SUMMARY

	FULL-TIME POSITIONS				
	Director of Public Safety	1	1	0	0
	Fire Chief	0	0	1	1
	Deputy Fire Chief	0	1	0	0
	Fire Marshall	1	0	0	0
	Captains	3	3	3	3
	Drivers	0	3	3	3
	Firefighter/Paramedic	6	7	7	7
	Firefighter/EMT	3	2	2	2
	Executive Assistant	0	1	0.25	0.25
	Communication Officers	7	0	0	0
	PART-TIME POSITIONS				
	Firefighter/Paramedic	6	3	3	3
	Firefighter/EMT	6	0	0	0
	Communication Officers	3	0	0	0
	Total Positions	36	21	19.25	19.25

30-FIRE DEPARTMENT		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-30-1000	EXEMPT SALARY	174,869	177,621	94,235	97,952
100-5-30-1010	REGULAR SALARIES- FULL TIME	775,793	748,000	835,349	819,683
100-5-30-1020	REGULAR SALARIES- PART TIME	52,635	40,939	20,319	9,525
100-5-30-1025	OVERTIME	109,059	101,195	97,369	108,683
100-5-30-1030	LONGEVITY PAY	4,312	4,551	5,568	5,346
100-5-30-1035	CERTIFICATION PAY	11,873	10,792	13,501	11,158
100-5-30-1040	ASSIGNMENT PAY	23,118	7,250	7,200	9,381
100-5-30-1060	HAZARD PAY				-
100-5-30-1070	HOLIDAY PAY				-
100-5-30-1200	PAYROLL TAXES FICA	84,755	79,486	81,829	78,477
100-5-30-1205	WORKERS COMP	43,238	18,393	17,517	-
100-5-30-1210	INSURANCE	127,691	98,863	132,649	99,165
100-5-30-1220	T.M.R.S.	41,266	33,290	28,631	30,194
TOTAL PERSONNEL		1,461,524	1,320,380	1,334,166	1,269,565

FISCAL YEAR 2019-2020 AMENDED BUDGET

Fire

30-FIRE DEPARTMENT (Continued)		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
SUPPLIES					
100-5-30-1300	UNIFORMS & CLOTHING	23,429	15,850	20,907	13,657
100-5-30-2007	AMBULANCE SUPPLIES	21,454	33,000	38,650	19,049
100-5-30-2100	GAS & FUEL	14,149	19,000	19,760	10,089
100-5-30-2153	PERSONAL PROTECTIVE EQUIPMENT	19,162	27,660	35,052	24,208
100-5-30-2155	SMALL OFFICE EQUIPMENT	1,333	1,404	-	-
100-5-30-2156	OTHER SMALL EQUIPMENT	5,077	-	-	-
100-5-30-2159	FIRE EQUIPMENT & TOOLS	23,107	20,998	14,355	3,338
TOTAL SUPPLIES		107,783	117,912	128,724	70,341
CONTRACTED SERVICES					
100-5-30-3018	EMS BILLING SERVICE	32,813	25,000	32,000	23,990
100-5-30-3022	MEDICAL CONTROL	5,070	5,070	5,070	5,070
100-5-30-3025	LEXIPOL	-	8,122	6,022	8,122
TOTAL CONTRACTED SERVICES		37,883	38,192	43,092	37,182
REPAIRS & MAINTENANCE					
100-5-30-3201	R & M SMALL EQUIPMENT	11,521	11,098	12,090	19,123
100-5-30-3202	R & M AUTO/TRUCK	31,273	49,000	24,700	21,769
TOTAL REPAIRS & MAINTENANCE		42,794	60,098	36,790	40,893
OPERATING					
100-5-30-3410	E-911 SERVICES	10,691	12,000	10,000	9,698
100-5-30-3500	CONFERENCE, TRAINING, & TRAVEL	23,678	25,000	12,535	3,664
100-5-30-3505	OTHER OPERATING EXPENSES	13,078	11,090	2,790	692
100-5-30-3506	DUES, SUBSCRIPTIONS & PUB	7,338	8,100	11,913	9,377
TOTAL OPERATING		54,785	56,190	37,238	23,431
DEPARTMENTAL					
100-5-30-3516	YOUTH PROGRAM	1,965	3,275	3,300	86
100-5-30-3517	FIRE PREVENTION	5,491	3,350	3,545	619
100-5-30-3585	CERT INITIATIVE	1,650	1,650	1,000	70
100-5-30-3586	CPR INITIATIVE	-	-	650	-
100-5-30-3606	EMERGENCY MANAGEMENT	23,413	10,100	10,359	9,824
100-5-30-3603	EMPLOYEE RELATIONS	-	6,000	6,000	3,575
TOTAL DEPARTMENTAL		32,519	24,375	24,854	14,174
DEBT PAYMENTS					
100-5-30-4157	LEASE PRINCIPAL	-	-	-	-
100-5-30-4158	INTEREST	-	-	-	-
TOTAL DEBT PAYMENTS		-	-	-	-
CAPITAL OUTLAY					
100-5-30-5000	CAPITAL EXPENDITURES ¹	99,049	-	92,000	92,658
TOTAL CAPITAL OUTLAY		99,049	-	92,000	92,658
TOTAL FIRE DEPARTMENT		\$ 1,836,337	\$ 1,617,147	\$ 1,696,864	\$ 1,548,245

FISCAL YEAR 2019-2020 AMENDED BUDGET

Police

		2017-2018	2018-2019	2019-2020	2019-2020
32-POLICE DEPARTMENT		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 1,588,398	\$ 1,824,551	\$ 1,995,989	\$ 1,815,074
	SUPPLIES	84,003	213,954	183,569	126,221
	CONTRACTED SERVICES	11,695	21,903	19,903	1,800
	REPAIRS & MAINTENANCE	48,019	26,950	20,950	60,935
	OPERATING	29,414	34,900	30,700	18,307
	DEPARTMENTAL	11,444	23,500	29,000	20,113
	DEBT PAYMENTS	-	-	-	-
	CAPITAL OUTLAY	124,177	37,500	11,500	-
TOTAL POLICE DEPARTMENT		\$ 1,897,150	\$ 2,183,258	\$ 2,291,611	\$ 2,042,450
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Chief of Police	0	0	1	1
	Deputy Chief	1	1	0	0
	Police Sergeant	3	4	4	4
	Police Corporal	2	0	0	0
	Police Officers	13	16	16	16
	Police Cadets	2	0	0	0
	Crime Victims Advocate	0	0	0	0
	Code Enforcement	0	0	0	0
	Animal Control	0	1	1	1
	Executive Assistant	1	2	2	1
	Emergency Dispatchers	0	7	5	5
	Communication Supervisor	0	0	0	1
	Records & Property Coordinator	1	1	1	1
	Records Clerk	1	1	1	1
	Total Positions	24	33	31	31
PERSONNEL					
		2017-2018	2018-2019	2019-2020	2019-2020
32-POLICE DEPARTMENT		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-32-1000	EXEMPT SALARY	77,769	81,090	94,235	93,669
100-5-32-1005	ACCRUED WAGES (AUDIT)	14,771	-	-	-
100-5-32-1010	REGULAR SALARIES- FULL TIME	901,585	1,200,000	1,407,482	1,261,166
100-5-32-1020	REGULAR SALARIES- PART TIME	1,577	-	-	-
100-5-32-1025	OVERTIME	123,679	114,315	46,772	109,305
100-5-32-1030	LONGEVITY PAY	6,796	6,559	5,376	5,763
100-5-32-1035	CERTIFICATION PAY	11,065	11,670	12,180	11,584
100-5-32-1040	ASSIGNMENT PAY	87,457	40,870	12,000	18,127
100-5-32-1060	HAZARD PAY				-
100-5-32-1070	HOLIDAY PAY				-
100-5-32-1200	PAYROLL TAXES FICA	88,322	105,655	120,720	110,889
100-5-32-1205	WORKERS COMP	72,107	28,903	26,275	-
100-5-32-1210	INSURANCE	157,190	188,929	224,696	161,862
100-5-32-1220	T.M.R.S.	45,116	46,562	46,253	42,709
TOTAL PERSONNEL		1,588,398	1,824,551	1,995,989	1,815,074

FISCAL YEAR 2019-2020 AMENDED BUDGET

Police

32-POLICE DEPARTMENT (Continued)		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
SUPPLIES					
100-5-32-1300	UNIFORMS & CLOTHING	19,607	28,500	25,000	15,418
100-5-32-2000	OFFICE SUPPLIES	-	-	-	-
100-5-32-2001	FORMS	1,371	-	-	-
100-5-32-2003	OTHER OPERATING SUPPLIES	361	-	-	-
100-5-32-2004	PATROL SUPPLIES	6,333	65,204	33,319	46,826
100-5-32-2010	PRISONER EXPENSES	4,172	64,500	64,500	26,875
100-5-32-2011	CRIME SCENE SEARCH	4,892	4,500	4,500	2,817
100-5-32-2100	GASOLINE & FUELS	45,453	49,000	55,000	33,804
100-5-32-2125	POSTAGE	107	250	250	66
100-5-32-2155	MINOR OFFICE EQUIPMENT	1,085	2,000	1,000	414
100-5-32-2156	OTHER SMALL EQUIPMENT	622	-	-	-
TOTAL SUPPLIES		84,003	213,954	183,569	126,221
CONTRACTED SERVICES					
100-5-32-3013	OTHER PROFESSIONAL SERVICES	3,600	3,000	3,000	-
100-5-32-3022	POLICE SOFTWARE	-	-	-	-
100-5-32-3025	LEXIPOL	-	9,903	9,903	-
100-5-32-3050	OPERATING LEASES-COPIERS	-	-	-	-
100-5-32-3102	BALLISTIC VESTS	8,095	9,000	7,000	1,800
TOTAL CONTRACTED SERVICES		11,695	21,903	19,903	1,800
REPAIRS & MAINTENANCE					
100-5-32-3201	R & M SMALL EQUIPMENT	4,386	2,950	2,950	-
100-5-32-3202	R & M AUTO/TRUCK	43,633	24,000	18,000	60,935
TOTAL REPAIRS & MAINTENANCE		48,019	26,950	20,950	60,935
OPERATING					
100-5-32-3303	NATURAL GAS	909	-	-	-
100-5-32-3500	CONFERENCE, TRAINING, & TRAVEL	20,009	26,000	23,000	12,420
100-5-32-3503	PRINTING, COPY, & PHOTO	2,111	3,200	2,000	1,822
100-5-32-3505	OPERATING EXPENSES	1,549	500	500	14
100-5-32-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	4,836	5,200	5,200	4,052
TOTAL OPERATING		29,414	34,900	30,700	18,307
DEPARTMENTAL					
100-5-32-3520	ANIMAL POUND	-	11,500	17,000	2,609
100-5-32-3525	SRRG EXPENSES	5,802	7,200	7,200	13,362
100-5-32-3530	CRIME PREVENTION	5,642	4,800	4,800	4,142
TOTAL DEPARTMENTAL		11,444	23,500	29,000	20,113
CAPITAL OUTLAY					
100-5-32-5000	CAPITAL EXPENDITURES ¹	124,177	37,500	11,500	-
TOTAL CAPITAL OUTLAY		124,177	37,500	11,500	-
TOTAL POLICE		\$ 1,897,150	\$ 2,183,258	\$ 2,291,611	\$ 2,042,450

FISCAL YEAR 2019-2020 AMENDED BUDGET

Planning

53-PLANNING & DEVELOPMENT		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 298,912	\$ 264,615	\$ 318,040	\$ 229,817
	SUPPLIES	6,744	8,300	6,800	4,987
	CONTRACTED SERVICES	341,775	250,286	108,600	68,382
	REPAIRS & MAINTENANCE	920	2,000	2,000	603
	OPERATING	8,370	10,925	11,525	4,088
	DEPARTMENTAL	12,039	-	5,000	-
	CAPITAL OUTLAY	-	30,000	-	-
TOTAL PLANNING & DEVELOPMENT		\$ 668,760	\$ 566,126	\$ 451,965	\$ 307,877
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Director, Planning & Development Services	1	1	0	0
	Coordinator, Code and Animal Control	0	0	0	0
	Code Compliance	2	2	2	2
	Planner	1	1	1	1
	Building Official	0	1	1	0
	Permit Coordinator	1	1	1	1
	Animal Control	1	0	0	0
	Total Positions	6	6	5	4
53-PLANNING & DEVELOPMENT		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-53-1000	EXEMPT SALARY	75,483	64,904	112,562	88,942
100-5-53-1010	REGULAR SALARIES- FULL TIME	150,921	147,931	138,161	99,747
100-5-53-1025	OVERTIME	2,760	607	-	-
100-5-53-1200	PAYROLL TAXES FICA	16,425	16,288	19,180	14,502
100-5-53-1205	WORKERS COMP	7,607	4,379	4,379	-
100-5-53-1210	INSURANCE	33,561	23,671	36,035	21,117
100-5-53-1215	UNEMPLOYMENT CLAIMS	-	242	-	-
100-5-53-1220	T.M.R.S.	8,290	6,594	7,722	5,510
TOTAL PERSONNEL		298,912	264,615	318,040	229,817
SUPPLIES					
100-5-53-1300	UNIFORMS AND CLOTHING	1,176	1,300	1,300	340
100-5-53-2001	FORMS	-	500	500	72
100-5-53-2009	CODE BOOKS	-	3,000	1,000	2,999
100-5-53-2100	GASOLINE & FUEL	5,568	3,500	4,000	1,576
TOTAL SUPPLIES		6,744	8,300	6,800	4,987

FISCAL YEAR 2019-2020 AMENDED BUDGET

Planning

53-PLANNING & DEVELOPMENT (continued)		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
CONTRACTED SERVICES					
100-5-53-3004	HEALTH DEPARTMENT FEES	3,072	6,586	3,800	3,580
100-5-53-3006	CONSULTANT FEES	4,088	15,000	52,000	7,565
100-5-53-3015	MERCHANT (CC) FEES	2,720	2,700	2,800	6,286
100-5-53-3047	INSPECTIONS	331,895	226,000	50,000	50,950
TOTAL CONTRACTED SERVICES		341,775	250,286	108,600	68,382
REPAIRS & MAINTENANCE					
100-5-53-3202	R & M AUTO/TRUCK	920	2,000	2,000	603
TOTAL REPAIRS & MAINTENANCE		920	2,000	2,000	603
OPERATING					
100-5-53-3300	CELL PHONES & WIRELESS	2,899	-	-	
100-5-53-3500	CONFERENCE, TRAINING, & TRAVEL	1,360	4,000	4,000	714
100-5-53-3503	PRINTING, COPY, & PHOTO	3,596	4,000	4,000	2,205
100-5-53-3505	OPERATING EXPENSES	371	2,500	2,500	-
100-5-53-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	144	425	1,025	1,169
TOTAL OPERATING		8,370	10,925	11,525	4,088
DEPARTMENTAL					
100-5-53-3522	DEMOLITIONS	-	-	5,000	-
100-5-53-3520	ANIMAL POUND	12,039	-	-	-
TOTAL DEPARTMENTAL		12,039	-	5,000	-
CAPITAL OUTLAY					
100-5-53-5000	CAPITAL EXPENDITURES	-	30,000	-	-
TOTAL CAPITAL OUTLAY		-	30,000	-	-
TOTAL PLANNING & DEVELOPMENT		\$ 668,760	\$ 566,126	\$ 451,965	\$ 307,877

FISCAL YEAR 2019-2020 AMENDED BUDGET

EDC

52-ECONOMIC DEVELOPMENT		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 5,913	\$ 85,718	\$ 92,159	\$ 81,252
	SUPPLIES	-	-	-	-
	CONTRACTED SERVICES	-	12,500	14,000	-
	OPERATING	5,067	21,325	29,100	5,596
TOTAL ECONOMIC DEVELOPMENT		\$ 10,980	\$ 119,543	\$ 135,259	\$ 86,848
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Economic Development Administrator	0.5	1	1	1
	Public Information Officer	0	0	0	0
	PART-TIME POSITIONS				
	Intern	0	0	0	0
	Total Positions	0.5	1	1	1
52-ECONOMIC DEVELOPMENT (Cont.)		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
100-5-52-1000	EXEMPT SALARY	4,038	76,269	76,426	72,280
100-5-52-1010	REGULAR SALARIES- FULL TIME	-	-	-	-
100-5-52-1020	REG SALARIES PART-TIME	-	-	-	-
100-5-52-1200	PAYROLL TAXES FICA	309	5,224	5,676	5,399
100-5-52-1205	WORKERS COMP	626	876	876	-
100-5-52-1210	INSURANCE	14	1,127	6,827	1,560
100-5-52-1215	UNEMPLOYMENT CLAIMS	-	-	-	-
100-5-52-1220	T.M.R.S.	150	2,221	2,354	2,012
TOTAL PERSONNEL		5,913	85,718	92,159	81,252
SUPPLIES					
100-5-52-2155	SMALL OFFICE EQUIPMENT	-	-	-	-
TOTAL SUPPLIES		-	-	-	-
CONTRACTED SERVICES					
100-5-52-3013	OTHER PROFESSIONAL SERVICES	-	7,500	9,000	-
100-5-52-3015	ADVERTISING CONTRACT	-	5,000	5,000	-
TOTAL CONTRACTED SERVICES		-	12,500	14,000	-
OPERATING					
100-5-52-3500	CONFERENCE, TRAINING, & TRAVEL	402	2,000	3,500	1,639
100-5-52-3503	PRINTING, COPY, & PHOTO	-	1,125	600	22
100-5-52-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	3,500	1,000	1,800	1,014
100-5-52-3520	PUBLIC MEETINGS	995	1,700	1,700	1,170
100-5-52-3525	CHAMBER OF COMMERCE EXPENDITURES	170	5,500	6,500	1,752
100-5-52-3550	SMALL BUSINESS DEVELOPMENT GRANTS	-	10,000	15,000	-
TOTAL OPERATING		5,067	21,325	29,100	5,596
TOTAL ECONOMIC DEVELOPMENT		\$ 10,980	\$ 119,543	\$ 135,259	\$ 86,848

FISCAL YEAR 2019-2020 AMENDED BUDGET

COVID-19 Response

425-COVID-19 RESPONSE		2019-2020 AMENDED	2020-2021 PROPOSED
	PERSONNEL	\$ 128,500	\$ -
	SUPPLIES	93,756	105,900
	CONTRACTED SERVICES	15,644	-
	REPAIRS & MAINTENANCE	483	-
	OPERATING	905	-
	DEPARTMENTAL	108	-
	CAPITAL OUTLAY	-	-
TOTAL COVID-19 RESPONSE		\$ 239,395	\$ 105,900
425-COVID-19 RESPONSE		2019-2020 AMENDED	2020-2021 PROPOSED
PERSONNEL			
425-5-XX-1060	COVID HAZARD PAY	110,000.00	
425-5-XX-1065	COVID HAZARD OVERTIME		
425-5-XX-1200	PAYROLL TAXES FICA	7,500	
425-5-XX-1210	INSURANCE	8,500	
425-5-XX-1220	T.M.R.S.	2,500	
TOTAL PERSONNEL		128,500	-
SUPPLIES			
425-5-XX-1300	UNIFORM & CLOTHING	536	500
425-5-XX-2004	PATROL SUPPLIES	22,326	20,000
425-5-XX-2000	OFFICE SUPPLIES	1,429	1,000
425-5-XX-2003	OTHER OPERATING SUPPLIES	718	500
425-5-XX-2007	AMBULANCE SUPPLIES	6,487	10,000
425-5-XX-2012	JANITORIAL SUPPLIES	2,326	10,000
425-5-XX-2425	GASOLINE & FUELS	3,719	3,000
425-5-XX-2125	POSTAGE	31	100
425-5-XX-2153	PERSONAL PROTECTIVE EQUIPMENT	40,000	50,000
425-5-XX-2155	SMALL OFFICE EQUIPMENT	879	500
425-5-XX-2156	OTHER SMALL EQUIPMENT	304	300
425-5-XX-3110	SAFETY EQUIPMENT	15,000	10,000
425-5-XX-2159	FIRE EQUIPMENT & TOOLS	-	
TOTAL SUPPLIES		93,756	105,900
CONTRACTED SERVICES			
425-5-XX-3002	LEGAL SERVICES	9,343	
425-5-XX-3010	TECHNOLOGY	152	
425-5-XX-3011	JANITORIAL SERVICES	1,118	
425-5-XX-3013	OTHER PROFESSIONAL SERVICES	32	
	COVID TESTING	5,000	50,000
TOTAL CONTRACTED SERVICES		15,644	-

**FISCAL YEAR 2019-2020 AMENDED BUDGET
COVID-19 Response**

425-COVID-19 RESPONSE (Continued)		2019-2020 AMENDED	2020-2021 PROPOSED
REPAIRS & MAINTENANCE			
425-5-XX-3200	R&M STRUCTURE	-	
425-5-XX-3201	R&M SMALL EQUIPMENT	483	-
425-5-XX-3202	R&M AUTO / TRUCK	-	
TOTAL REPAIRS & MAINTENANCE		483	-
OPERATING			
425-5-XX-3500	CONFERENCE, TRAVEL & TRAINING	199	-
425-5-XX-3510	HARDWARE	706	-
TOTAL OPERATING		905	-
DEPARTMENTAL			
425-5-XX-3516	STRATEGIC PLANNING	108	-
425-5-XX-3603	EMPLOYEE RELATIONS	-	
TOTAL DEPARTMENTAL		108	-
TOTAL COVID-19 RESPONSE		\$ 239,395	\$ 105,900

FISCAL YEAR 2019-2020 AMENDED BUDGET
Water Sewer Fund Summary

REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED
Water Sales	2,589,587	2,357,069	2,471,000	2,992,816
Sewer Sales	2,814,125	2,795,708	2,851,622	3,128,700
Late Charges	278,231	276,634	268,988	144,393
Reconnect Fees	48,891	59,518	60,708	28,518
Water Meters	140,813	16,991	17,331	7,215
Tap Fees	7,800	11,871	12,108	7,850
Convenience Fees	62,485	69,204	70,588	86,933
Interest	25,553	1,500	1,530	9,297
Miscellaneous	122,701	3,900	3,978	2,240
TOTAL REVENUES	6,090,186	5,592,395	5,757,853	6,407,963
	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED
22-Utility Administration	189,925	254,020	260,568	222,985
23-Meter Services	283,107	153,075	217,535	167,418
41-Water Operations	1,929,346	1,501,587	1,802,980	1,385,289
42-Wastewater Operations	2,493,423	2,825,448	3,772,907	3,521,134
99-Capital Project - Hwy 664 Utility Relocation	890,000	-	-	-
G&A Reimbursement to Utility	249,170	221,480	64,043	64,043
Charge for Service (City Wide)	109,823	97,616	32,007	32,007
TOTAL EXPENDITURES	6,144,794	5,053,226	6,150,040	5,392,877
REVENUE OVER (UNDER) EXPENDITURES	(54,608)	539,169	(392,187)	1,015,086
OTHER FINANCING SOURCES (USES)				
00-Debt Service Payments	(276,175)	(120,475)	(121,875)	(121,875)
00-SIB Loan	(18,750)	-	-	-
00-Transfers In (Out):				
SIB Loan Proceeds	1,500,000	-	-	-
Transfers to General Fund Technology				
Transfer from Tornado Relief Fund	300,000			
Transfer to Capital Project Fund	-	-	-	-
G&A Reimbursement from Utility Funds	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	1,505,075	(120,475)	(121,875)	(121,875)
NET CHANGE IN FUND BALANCE	\$ 1,450,467	\$ 418,694	\$ (514,062)	\$ 893,211
Fund Balance Reserves - Intended Use				
ANTICIPATED CHANGE IN FUND BALANCE	\$ 1,450,467	\$ 418,694	\$ (514,062)	\$ 893,211
TOTAL FUND BALANCE - OCTOBER 1	(278,308)	1,267,555	1,686,249	1,686,249
TOTAL FUND BALANCE - SEPTEMBER 30	\$ 1,172,159	\$ 1,686,249	\$ 1,172,188	\$ 2,579,460
UNRESTRICTED FUND BALANCE - SEPT 30	\$ 1,267,555	\$ 1,686,249	\$ 1,172,188	\$ 2,579,460
Daily Operating Costs	17,592	14,175	17,183	15,109
Days in Reserve	72	119	68	171

FISCAL YEAR 2019-2020 AMENDED BUDGET

Utility Admin

		2017-2018	2018-2019	2019-2020	2019-2020
UTILITY ADMINISTRATION - 22		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 80,758	\$ 127,845	\$ 150,968	\$ 132,337
	SUPPLIES	1,691	2,275	1,800	1,095
	CONTRACTED SERVICES	102,667	120,500	103,000	87,161
	OPERATING	3,753	3,400	4,800	2,392
	USE OF FUND BALANCE	1,056	-	-	-
TOTAL UTILITY ADMIN		\$ 189,925	\$ 254,020	\$ 260,568	\$ 222,985
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Utilities Billing Supervisor	1	1	1	1
	Utilities Blling Representative	2	2	2	2
	Total Positions	3	3	3	3
		2017-2018	2018-2019	2019-2020	2019-2020
UTILITY ADMINISTRATION - 22		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
500-5-22-1010	REGULAR SALARIES- FULL TIME	63,013	95,000	112,319	104,812
500-5-22-1020	REGULAR SALARIES-PART TIME	-	-	-	-
500-5-22-1025	OVERTIME	1,855	3,075	3,240	2,275
500-5-22-1200	PAYROLL TAXES FICA	4,564	7,079	8,840	8,060
500-5-22-1205	WORKERS COMP	658	2,628	2,628	-
500-5-22-1210	INSURANCE	12,973	14,849	20,481	14,123
500-5-22-1215	UNEMPLOYMENT CLAIMS	-	2,028	-	-
500-5-22-1220	T.M.R.S.	1,312	3,186	3,459	3,066
TOTAL PERSONNEL		80,758	127,845	150,968	132,337
SUPPLIES					
500-5-22-2000	OFFICE SUPPLIES	1,691	1,675	1,500	1,095
500-5-22-2156	OTHER SMALL EQUIPMENT	-	600	300	-
TOTAL SUPPLIES		1,691	2,275	1,800	1,095
CONTRACTED SERVICES					
500-5-22-3006	CONSULTANT FEES	1,457	-	-	-
500-5-22-3014	TEMP CONTRACT LABOR	10,886	18,000	5,000	-
500-5-22-3015	MERCHANT (CC) FEES	45,651	48,000	48,000	45,422
500-5-22-3025	WATER BILL PROCESSING/POSTAGE	44,673	54,500	50,000	41,739
TOTAL CONTRACTED SERVICES		102,667	120,500	103,000	87,161
OPERATING					
500-5-22-3302	ELECTRICITY	1,078	1,500	1,500	853
500-5-22-3303	NATURAL GAS	1,398	1,200	1,900	1,119
500-5-22-3400	TRAINING	901	500	500	413
500-5-22-3503	PRINTING, COPY, & PHOTO	376	200	900	-
TOTAL OPERATING		3,753	3,400	4,800	2,392
USE OF FUND BALANCE					
500-5-22-7999	DEPRECIATION EXPENSE	1,056	-	-	-
TOTAL FUND BALANCE		1,056	-	-	-
TOTAL UTILITY ADMINISTRATION		\$ 189,925	\$ 254,020	\$ 260,568	\$ 222,985

FISCAL YEAR 2019-2020 AMENDED BUDGET

Meter Services

METER SERVICES- 23		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 110,788	\$ 131,375	\$ 191,713	\$ 145,732
	SUPPLIES	160,110	17,700	19,100	18,755
	CONTRACTED SERVICES	1,605	2,000	2,000	1,500
	REPAIRS & MAINTENANCE	3,464	1,500	3,500	1,432
	OPERATING	1,854	500	1,222	-
	USE OF FUND BALANCE	5,286	-	-	-
TOTAL METER SERVICES		\$ 283,107	\$ 153,075	\$ 217,535	\$ 167,418
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Coordinator, Meter Services	1	1	1	1
	Meter Reader	2	1	1	1
	Utility Worker I / Meter Reader	1	2	2	2
	Total Positions	4	4	4	4
METER SERVICES-23		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
500-5-23-1010	REGULAR SALARIES-FULL TIME	77,763	92,000	141,777	107,665
500-5-23-1025	OVERTIME	3,633	6,641	1,534	4,628
500-5-23-1200	PAYROLL TAXES FICA	6,048	6,024	10,963	7,472
500-5-23-1205	WORKERS COMP	6,887	3,503	3,503	-
500-5-23-1210	INSURANCE	16,208	20,355	29,208	22,895
500-5-23-1215	UNEMPLOYMENT CLAIMS	-	-	-	-
500-5-23-1218	PERFORMANCE INCREASES	-	-	-	-
500-5-23-1220	T.M.R.S.	1,661	2,851	4,367	3,072
TOTAL PERSONNEL		110,788	131,375	191,713	145,732
SUPPLIES					
500-5-23-1300	UNIFORMS & CLOTHING	442	500	1,500	891
500-5-23-2100	GASOLINE & FUEL	3,973	4,500	6,000	6,529
500-5-23-2125	REPLACEMENT METER PURCHASES	16,436	7,000	5,000	6,164
500-5-23-2126	NEW WATER METER PURCHASES	139,259	4,500	5,000	4,794
500-5-23-2151	HAND TOOLS	-	200	200	47
500-5-23-3110	SAFETY EQUIPMENT	-	1,000	1,400	330
TOTAL SUPPLIES		160,110	17,700	19,100	18,755
CONTRACTED SERVICES					
500-5-23-3020	ANNUAL SOFTWARE MAINT	1,500	1,500	1,500	1,500
500-5-23-3030	METER TESTING	105	500	500	-
TOTAL CONTRACTED SERVICES		1,605	2,000	2,000	1,500
REPAIRS & MAINTENANCE					
500-5-23-3202	R & M AUTO	3,464	1,500	3,500	1,432
TOTAL REPAIRS & MAINTENANCE		3,464	1,500	3,500	1,432

FISCAL YEAR 2019-2020 AMENDED BUDGET

Meter Services

		2017-2018	2018-2019	2019-2020	2019-2020
METER SERVICES-23 (continued)		ACTUAL	ACTUAL	APPROVED	AMENDED
500-5-23-3300	CELL PHONES & WIRELESS	1,175	-	-	-
500-5-23-3500	CONFERENCE TRAINING & TRAVEL	184	500	1,022	-
500-5-23-3506	DUE SUBSCRIPTIONS & PUBLICATIONS	-	-	200	-
500-5-23-3508	SOFTWARE	495	-	-	-
TOTAL OPERATING		1,854	500	1,222	-
USE OF FUND BALANCE					
500-5-23-7999	DEPRECIATION EXPENSE	5,286	-	-	-
TOTAL FUND BALANCE		5,286	-	-	-
CAPITAL OUTLAY					
500-5-23-5000	CAPITAL EXPENDITURES	-	28,000	-	-
TOTAL CAPITAL OUTLAY		-	28,000	-	-
TOTAL METER SERVICES		\$ 283,107	\$ 181,075	\$ 217,535	\$ 167,418

FISCAL YEAR 2019-2020 AMENDED BUDGET

Water Operations

WATER OPERATIONS - 41		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 399,233	\$ 283,513	\$ 465,186	\$ 301,776
	SUPPLIES	27,945	30,300	31,944	18,280
	CONTRACTED SERVICES	983,863	960,000	1,130,000	949,648
	REPAIRS & MAINTENANCE	91,635	67,000	81,500	38,580
	OPERATING	180,526	92,274	70,850	55,829
	DEPARTMENTAL	19,612	23,500	23,500	21,176
	DEBT PAYMENTS	-	-	-	-
	CAPITAL OUTLAY	-	45,000	-	-
	USE OF FUND BALANCE	226,532	-	-	-
TOTAL WATER OPERATIONS		\$ 1,929,346	\$ 1,501,587	\$ 1,802,980	\$ 1,385,289
PERSONNEL SUMMARY					
	FULL-TIME POSITIONS				
	Managing Director of Infrastructure & Dev	0	0	0	0
	Director Public Works & Infrastructure	0.5	0.33	0.33	0.33
	Assistant Director, Public Works & Infrastructure	0	0	0	0
	Utilities Superintendent	1	1	1	1
	Utilities Supervisor	1	1	1	1
	Inspector	1	1	1	1
	Executive Assistant	1	1	1	1
	Utilities Worker III (Backflow)	3	3	3	3
	Backflow Operator	1	1	0	
	Total Positions	8.5	8.33	7.33	7.33
WATER OPERATIONS - 41		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
500-5-41-1000	EXEMPT SALARY	127,474	62,512	102,940	67,847
500-5-41-1010	REGULAR SALARIES-FULL TIME	178,101	154,000	252,653	181,250
500-5-41-1025	OVERTIME	12,225	9,928	9,134	3,446
500-5-41-1035	CERTIFICATION PAY	1,661	1,324	2,400	1,454
500-5-41-1060	HAZARD PAY				-
500-5-41-1200	PAYROLL TAXES FICA	23,874	16,277	28,085	18,956
500-5-41-1205	WORKERS COMP	17,529	7,299	6,423	-
500-5-41-1210	INSURANCE	39,590	24,664	52,598	21,685
500-5-41-1215	UNEMPLOYMENT CLAIMS	164	615	-	-
500-5-41-1220	T.M.R.S.	6,472	6,894	10,952	7,138
TOTAL PERSONNEL		399,233	283,513	465,186	301,776
SUPPLIES					
500-5-41-1300	UNIFORMS & CLOTHING	1,051	1,100	3,000	1,088
500-5-41-2006	CHEMICALS	2,373	1,500	3,500	2,866
500-5-41-2100	GASOLINE & FUEL	16,206	15,000	15,000	8,076
500-5-41-2127	WATER QUALITY MAILING	3,488	3,700	3,700	3,498
500-5-41-2151	HAND TOOLS	494	1,000	1,000	950
500-5-41-2156	OTHER SMALL EQUIPMENT	31	3,000	3,000	1,109
500-5-41-2170	SAFETY EQUIPMENT	4,302	5,000	2,744	693
TOTAL SUPPLIES		27,945	30,300	31,944	18,280

FISCAL YEAR 2019-2020 AMENDED BUDGET

Water Operations

WATER OPERATIONS - 41(continued)		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
CONTRACTED SERVICES					
500-5-41-3003	ENGINEERING SERVICES	-	-	30,000	-
500-5-41-3013	OTHER PROFESSIONAL SERVICES	27,500	-	-	-
500-5-41-3015	CITY WATER PURCHASES	956,363	960,000	1,100,000	949,648
TOTAL CONTRACTED SERVICES		983,863	960,000	1,130,000	949,648
REPAIRS & MAINTENANCE					
500-5-41-3200	R & M STRUCTURES	314	4,500	4,500	-
500-5-41-3201	R & M SMALL EQUIPMENT	1,402	2,500	2,500	418
500-5-41-3202	R & M AUTO/TRUCK	12,873	5,500	5,500	1,508
500-5-41-3204	R & M WATER SYSTEM	74,908	50,000	60,000	32,765
500-5-41-3206	R & M HEAVY EQUIPMENT	1,173	2,000	4,000	3,889
500-5-41-3215	R & M STORAGE TANK	965	2,500	5,000	-
TOTAL REPAIRS & MAINTENANCE		91,635	67,000	81,500	38,580
OPERATING					
500-5-41-3302	ELECTRICITY	57,478	-	-	
500-5-41-3400	FRANCHISE FEES	109,899	82,424	60,000	50,000
500-5-41-3500	CONFERENCE, TRAINING, & TRAVEL	3,460	3,000	3,000	20
500-5-41-3503	PRINTING, COPY, & PHOTO	700	750	750	433
500-5-41-3505	OPERATING EXPENSES	154	1,500	2,500	98
500-5-41-3506	DUES, SUBSCRIPTIONS, & PUB	1,277	600	600	462
500-5-41-3507	TRA LAB EXPENSE	3,433	4,000	4,000	4,816
TOTAL OPERATING		180,526	92,274	70,850	55,829
DEPARTMENTAL					
500-5-41-3531	RENTAL EQUIPMENT	1,498	1,500	1,500	1,514
500-5-41-3550	TCEQ FEES	18,114	22,000	22,000	19,662
TOTAL DEPARTMENTAL		19,612	23,500	23,500	21,176
CAPITAL OUTLAY					
500-5-41-5000	CAPITAL EXPENDITURES	-	45,000	-	-
TOTAL CAPITAL OUTLAY		-	45,000	-	-
USE OF FUND BALANCE					
500-5-41-7999	DEPRECIATION EXPENSE	226,532	-	-	-
TOTAL FUND BALANCE		226,532	-	-	-
TOTAL WATER OPERATIONS		\$ 1,929,346	\$ 1,501,587	\$ 1,802,980	\$ 1,385,289

FISCAL YEAR 2019-2020 AMENDED BUDGET

Wastewater

42-WASTEWATER OPERATIONS		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL		\$ 96,227	\$ 81,530	\$ 144,954	\$ 145,091
SUPPLIES		5,763	8,650	9,654	5,012
CONTRACTED SERVICES		816,318	700,000	720,425	1,217,700
REPAIRS & MAINTENANCE		22,311	37,500	36,000	22,810
OPERATING		129,447	97,018	92,233	75,000
DEPARTMENTAL		-	750	2,000	-
DEBT PAYMENTS		1,300,542	1,900,000	2,767,641	2,055,520
CAPITAL OUTLAY		-	-	-	-
USE OF FUND BALANCE		122,815	-	-	-
TOTAL WASTEWATER OPERATIONS		\$ 2,493,423	\$ 2,825,448	\$ 3,772,907	\$ 3,521,134
PERSONNEL SUMMARY					
FULL-TIME POSITIONS					
	Utility Worker III				
	Utility Worker I	3	3	3	3
	Total Positions	3	3	3	3
42-WASTEWATER OPERATIONS					
		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
500-5-42-1010	REGULAR SALARIES- FULL TIME	66,582	57,882	104,897	112,672
500-5-42-1020	REGULAR SALARIES-PART TIME	-	-	-	-
500-5-42-1025	OVERTIME	2,915	3,148	4,388	3,136
500-5-42-1035	CERTIFICATION PAY	-	-	900	-
500-5-42-1200	PAYROLL TAXES FICA	5,244	4,611	8,429	8,812
500-5-42-1205	WORKERS COMP	6,051	2,628	2,628	-
500-5-42-1210	INSURANCE	14,866	11,262	20,481	17,166
500-5-42-1220	T.M.R.S.	1,404	2,000	3,231	3,306
TOTAL PERSONNEL		96,227	81,530	144,954	145,091
SUPPLIES					
500-5-42-1300	UNIFORMS & CLOTHING	474	500	1,125	594
500-5-42-2006	CHEMICALS	-	3,000	3,000	-
500-5-42-2100	GASOLINE & FUEL	4,864	4,000	4,000	4,060
500-5-42-2151	HAND TOOLS	-	150	500	-
500-5-42-2170	SAFETY EQUIPMENT	425	1,000	1,029	359
TOTAL SUPPLIES		5,763	8,650	9,654	5,012
CONTRACTED SERVICES					
500-5-42-3015	TRA SEWAGE SYSTEM	816,318	700,000	720,425	1,217,700
TOTAL CONTRACTED SERVICES		816,318	700,000	720,425	1,217,700

FISCAL YEAR 2019-2020 AMENDED BUDGET

Wastewater

42-WASTEWATER OPERATIONS (continued)		2017-2018	2018-2019	2019-2020	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED
REPAIRS & MAINTENANCE					
500-5-42-3200	R & M STRUCTURES	-	6,500	10,000	-
500-5-42-3201	R & M SMALL EQUIPMENT	-	500	500	289
500-5-42-3202	R & M AUTO/TRUCK	667	4,000	4,000	1,361
500-5-42-3205	R & M SEWER SYSTEM	20,753	25,000	20,000	19,638
500-5-42-3206	R & M HEAVY EQUIPMENT	891	1,500	1,500	1,522
TOTAL REPAIRS & MAINTENANCE		22,311	37,500	36,000	22,810
OPERATING					
500-5-42-3300	CELL PHONES & WIRELESS CARDS	232	-	-	
500-5-42-3400	FRANCHISE FEES	128,690	96,518	90,000	75,000
500-5-42-3500	CONFERENCE, TRAINING, & TRAVEL	525	500	1,933	-
500-5-42-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	-	-	300	-
TOTAL OPERATING		129,447	97,018	92,233	75,000
DEPARTMENTAL					
500-5-42-3531	RENTAL EQUIPMENT	-	750	2,000	-
TOTAL DEPARTMENTAL		-	750	2,000	-
DEBT PAYMENTS					
500-5-42-4155	TRA DEBT SERVICE PAYMENTS	1,300,542	1,900,000	2,767,641	2,055,520
TOTAL DEBT PAYMENTS		1,300,542	1,900,000	2,767,641	2,055,520
CAPITAL OUTLAY					
500-5-42-5000	CAPITAL EXPENDITURES	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-
USE OF FUND BALANCE					
500-5-42-7999	DEPRECIATION EXPENSE	122,815	-	-	-
TOTAL FUND BALANCE		122,815	-	-	-
TOTAL WASTEWATER OPERATIONS		\$ 2,493,423	\$ 2,825,448	\$ 3,772,907	\$ 3,521,134

FISCAL YEAR 2019-2020 AMENDED BUDGET

Drainage Fund

REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 AMENDED
Drainage Fees - Residential	\$ 270,941	\$ 277,480	\$ 283,030	\$ 305,257
Drainage Fees - Commercial	29,160	30,178	30,782	31,230
Interest	33			23
TOTAL REVENUES	300,134	307,658	313,812	336,510
EXPENDITURES	2017-2018 PROJECTED	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 AMENDED
46-Stormwater Operations	221,730	313,620	315,928	288,664
Transfer to General Fund	15,776			15,775
TOTAL EXPENDITURES	237,506	313,620	315,928	304,439
REVENUE OVER (UNDER) EXPENDITURES	62,628	(5,962)	(2,116)	32,071
OTHER FINANCING SOURCES (USES)				
Transfer to Capital Project Fund	-	-	-	
99-Operating Transfers In (Out)	(15,775)	(15,775)	(15,775)	(15,775)
TOTAL OTHER FINANCING SOURCES (USES)	(15,775)	(15,775)	(15,775)	(15,775)
NET CHANGE IN FUND BALANCE	46,853	(21,737)	(17,891)	16,296
Fund Balance Reserve - Intended Use				
ANTICIPATED CHANGE IN FUND BALANCE	46,853	(21,737)	(17,891)	16,296
BEGINNING UNASSIGNED FUND BALANCE - OCT 1	290,995	288,977	267,240	249,349
ENDING UNASSIGNED FUND BALANCE - SEPT 30	\$ 288,977	\$ 267,240	\$ 249,349	\$ 265,645
Daily Operations Cost	651	859	866	834
Days in Reserve	444	311	288	318

FISCAL YEAR 2019-2020 AMENDED BUDGET

Stormwater

		2017-2018	2018-2019	2019-2020	2019-2020
STORM WATER-46		ACTUAL	ACTUAL	APPROVED	AMENDED
	PERSONNEL	\$ 152,406	\$ 208,505	\$ 280,370	\$ 264,694
	SUPPLIES	\$ 5,880	\$ 12,000	\$ 15,558	\$ 5,411
	CONTRACTED SERVICES	\$ 1,247	\$ 150	\$ 150	\$ -
	REPAIRS & MAINTENANCE	\$ 12,601	\$ 23,900	\$ 16,900	\$ 18,559
	OPERATING	\$ 835	\$ 2,450	\$ 2,450	\$ -
	DEPARTMENTAL	\$ -	\$ 2,400	\$ 500	\$ -
	CAPITAL OUTLAY	\$ -	\$ 64,215	\$ -	\$ -
	USE OF FUND BALANCE	\$ 48,761			
TOTAL STORM WATER		\$ 221,730	\$ 313,620	\$ 315,928	\$ 288,664

PERSONNEL SUMMARY

	FULL-TIME POSITIONS				
	Director, Pubic Works	0.5	0.33	0.33	0.33
	Field Supervisor	1	1	1	1
	Utility Worker	1	1	1	1
	Groundkeepers	3	5	3	3
	PART-TIME POSITIONS				
	Litter Crew	2	0	0	0
	Groundkeepers	2	0	0	0
	Intern	0	0	0	0
	Total Positions	9.5	7.33	5.33	5.33

		2017-2018	2018-2019	2019-2020	2019-2020
STORM WATER-46		ACTUAL	ACTUAL	APPROVED	AMENDED
PERSONNEL					
550-5-46-1000	EXEMPT SALARY	15,533	32,000	33,664	41,560
550-5-46-1010	REGULAR SALARIES- FULL TIME	64,554	126,000	175,720	165,621
550-5-46-1020	REGULAR SALARIES-PART TIME	28,603	-	-	-
550-5-46-1025	OVERTIME	2,242	4,747	2,793	3,797
550-5-46-1035	CERTIFICATION PAY	-	-	-	-
550-5-46-1200	PAYROLL TAXES FICA	8,181	11,295	16,231	15,699
550-5-46-1205	WORKERS COMP	14,953	6,423	4,671	-
550-5-46-1210	INSURANCE	19,598	23,413	40,843	31,956
550-5-46-1220	T.M.R.S.	1,806	4,627	6,449	6,061
TOTAL PERSONNEL		152,406	208,505	280,370	264,694
SUPPLIES					
550-5-46-1300	UNIFORMS & CLOTHING	168	1,500	2,000	1,572
550-5-46-2008	COMMUNITY CLEAN-UP EVENT	74	500	2,500	-
550-5-46-2100	GASOLINE & FUEL	5,376	6,000	6,000	3,390
550-5-46-2125	POSTAGE	-	2,000	2,000	17
550-5-46-2151	HAND TOOLS	5	500	500	-
550-5-46-2170	SAFETY EQUIPMENT	-	1,000	2,058	432
550-5-46-2330	EDUCATIONAL MATERIALS	257	500	500	-
TOTAL SUPPLIES		5,880	12,000	15,558	5,411

FISCAL YEAR 2019-2020 AMENDED BUDGET

Stormwater

		2017-2018	2018-2019	2019-2020	2019-2020
STORM WATER-46(continued)		ACTUAL	ACTUAL	APPROVED	AMENDED
550-5-46-3013	OTHER PROFESSIONAL SERVICES	-	-	-	-
550-5-46-3050	STREET SWEEPING	-	-	-	-
550-5-46-3051	HOUSEHOLD HAZARDOUS WASTE	1,247	150	150	-
TOTAL CONTRACTED SERVICES		1,247	150	150	-
REPAIRS & MAINTENANCE					
550-5-46-3201	R & M SMALL EQUIPMENT	1,768	500	1,000	758
550-5-46-3202	R & M AUTO/TRUCK	386	2,500	2,500	312
550-5-46-3206	R & M HEAVY EQUIPMENT	8,046	2,400	2,400	2,717
550-5-46-3210	R & M SIGNS & MARKINGS	30	500	500	-
550-5-46-3212	KINGSTON MEADOWS DRAINAGE	-	10,000	7,500	10,619
550-5-46-3213	GATEWAY DRAINAGE	-	3,000	3,000	3,626
550-5-46-3245	R & M STORM WATER SYSTEM	2,371	5,000	-	528
TOTAL REPAIRS & MAINTENANCE		12,601	23,900	16,900	18,559
OPERATING					
550-5-46-3300	CELL PHONES & WIRELESS	835	-	-	-
550-5-46-3500	CONFERENCE, TRAINING, & TRAVEL	-	750	750	-
550-5-46-3503	PRINTING, COPY, & PHOTO	-	200	200	-
550-5-46-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	-	-	-	-
550-5-46-3508	CITY NEWSLETTER	-	1,500	1,500	-
TOTAL OPERATING		835	2,450	2,450	-
DEPARTMENTAL					
550-5-46-3580	TIRE BATTERY FLUID DISPOSAL	-	1,800	500	-
550-5-46-3590	MANHOLE REHABILITATION	-	600	-	-
TOTAL DEPARTMENTAL		-	2,400	500	-
CAPITAL OUTLAY					
550-5-46-5000	CAPITAL EXPENDITURES	-	64,215	-	-
TOTAL CAPITAL OUTLAY		-	64,215	-	-
USE OF FUND BALANCE					
550-5-46-7999	DEPRECIATION EXPENSE	48,761	-	-	-
USE OF FUND BALANCE		48,761	-	-	-
TOTAL STORM WATER		\$ 221,730	\$ 313,620	\$ 315,928	\$ 288,664

FISCAL YEAR 2019-2020 AMENDED BUDGET

Debt

	2017-2018 ACTUAL	2018-2019 ACTUAL	2018-2019 APPROVED	2019-2020 AMENDED
I&S Tax Rate/\$100 Valuation	0.214612	0.215740	0.184129	0.184129
Taxable Valuation	\$ 587,783,231	\$ 660,012,306	\$ 786,525,022	\$ 786,525,022
REVENUE				
PROPERTY TAXES				
Current Ad Valorem Taxes	1,266,601	1,626,428	1,448,221	1,417,604
Delinquent Ad Valorem Taxes	21,120	18,525	19,390	71,783
Penalties & Interest	4,929	9,097	7,708	5,020
TOTAL PROPERTY TAXES	1,292,650	1,654,050	1,475,318	1,494,407
INTEREST				
Interest Income	91	-	-	51
TOTAL REVENUES	1,292,741	1,654,050	1,475,318	1,494,458
EXPENDITURES				
BOND PRINCIPAL				
2003 CO Bonds	70,000	-	-	
2006 CO Bonds	200,000	210,000	220,000	220,000
2008 CO Bonds	100,000	105,000	105,000	105,000
2015 CO Bonds	25,000	100,000	110,000	110,000
2016 GO Bonds	245,000	275,000	300,000	300,000
SIB LOAN	-	133,888	137,235	137,235
TOTAL BOND PRINCIPAL	640,000	823,888	872,235	872,235
BOND INTEREST				
2003 CO Bonds	3,289	-	-	
2006 CO Bonds	31,710	23,100	14,070	14,070
2008 CO Bonds	51,880	47,773	43,531	43,531
2015 CO Bonds	15,820	14,339	11,850	11,850
2016 GO Bonds	492,025	484,225	474,100	474,100
SIB LOAN		35,826	32,437	32,437
TOTAL BOND INTEREST	594,723	605,263	575,988	575,988
CONTRACTED SERVICES				
Fiscal Agent Fees	6,200	3,250	3,250	5,450
TOTAL CONTRACTED SERVICES	6,200	3,250	3,250	5,450
TOTAL EXPENDITURES	\$1,240,923	\$1,432,401	\$1,451,474	\$1,453,674
REVENUES OVER (UNDER) EXPENDITURES	\$51,818	\$221,649	\$23,845	\$40,784
OTHER FINANCIING SOURCES (USES)				
Transfers In (Out)				
NET CHANGE IN FUND BALANCE	\$51,818	\$221,649	\$23,845	\$40,784
RESTRICTED FUND BALANCE - OCTOBER 1	72,206	124,024	345,673	369,517
RESTRICTED FUND BALANCE - SEPTEMBER 30	\$124,024	\$345,673	\$369,517	410,301

Maturity Dates for Bonds

- *2006 CO Bond-September 30, 2021
- *2008 CO Bond-September 30, 2028
- *2015 CO Bond-September 30,2025
- *2016 GO Bond-September 30, 2036
- *SIB Loan-October 2, 2027

FISCAL YEAR 2019-2020 AMENDED BUDGET

Court Technology

	2017-2018	2018-2019	2019-2020	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED
REVENUES				
COURT TECHNOLOGY FEES	2,622	3,113	3,551	3,092
TOTAL REVENUES	\$ 2,622	\$ 3,113	\$ 3,551	\$ 3,092
FUND EXPENDITURES				
CONTRACTED SERVICES	2,402	2,243	-	
TOTAL FUND EXPENDITURES	\$ 2,402	\$ 2,243	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ 220	\$ 870	\$ 3,551	\$ 3,092
NET CHANGE IN FUND BALANCE	\$ 220	\$ 870	\$ 3,551	\$ 3,092
RESTRICTED FUND BALANCE, OCT 1	\$ (729)	\$ (509)	\$ 361	\$ 361
RESTRICTED FUND BALANCE, SEP 30	\$ (509)	\$ 361	\$ 3,912	\$ 3,453

FISCAL YEAR 2019-2020 AMENDED BUDGET

Court Security

	2017-2018	2018-2019	2019-2020	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED
REVENUES				
COURT SECURITY FEES	1,967	2,783	2,812	3,020
INTEREST	332	449		
TOTAL REVENUES	\$ 2,299	\$ 3,232	\$ 2,812	\$ 3,020
FUND EXPENDITURES				
CONTRACTED SERVICES	-	-	-	-
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ 2,299	\$ 3,232	\$ 2,812	\$ 3,020
NET CHANGE IN FUND BALANCE	\$ 2,299	\$ 3,232	\$ 2,812	\$ 3,020
RESTRICTED FUND BALANCE, OCT 1	\$ 34,330	\$ 36,629	\$ 39,861	\$ 42,673
RESTRICTED ¹ FUND BALANCE, SEP 30	\$ 36,629	\$ 39,861	\$ 42,673	\$ 45,694

FISCAL YEAR 2019-2020 AMENDED BUDGET

E 911

911 Fund	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED
REVENUES				
911 WIRELESS FEES	59,222	54,425	60,000	49,880
911 LANDLINE FEES	15,679	10,125	12,000	22,719
INTEREST	11	15	15	6
MISC GRANT ACCOUNT	(306)	(357)	-	(306)
TOTAL REVENUES	\$ 74,606	\$ 64,208	\$ 72,015	\$ 72,298
FUND EXPENDITURES				
CAPITAL OUTLAY	-	-	-	-
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ 74,606	\$ 64,208	\$ 72,015	\$ 72,298
OTHER FINANCING SOURCES (USES)				
TRANSFERS IN (OUT) ¹	(33,000)	(33,000)	(33,000)	(33,000)
TOTAL OTHER FINANCING SOURCES (USES)	(33,000)	(33,000)	(33,000)	(33,000)
NET CHANGE IN FUND BALANCE	\$ 41,606	\$ 31,208	\$ 39,015	\$ 39,298
RESTRICTED FUND BALANCE, OCT 1	\$ 92,826	\$ 134,432	\$ 165,640	\$ 204,655
RESTRICTED² FUND BALANCE, SEP 30	\$ 134,432	\$ 165,640	\$ 204,655	\$ 243,953

FISCAL YEAR 2019-2020 AMENDED BUDGET

Grant Funds

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED
REVENUES				
POLICE DEPARTMENT	1,785	-	-	2,132
TOTAL FUND REVENUES	\$ 1,785	\$ -	\$ -	\$ 2,132
FUND EXPENDITURES				
CONTRACTED SERVICES	-	3,875	-	-
OPERATING	-	1,500	-	-
CAPITAL OUTLAY	1,534	-	-	-
TOTAL FUND EXPENDITURES	\$ 1,534	\$ 5,375	\$ -	\$ -
OTHER FINANCING SOURCES (USES)				
OPERATING GRANT PROCEEDS				
CJD Grant (BVP)	3,875	-	-	-
TLEOSE Grant	1,623	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	5,498	-	-	-
REVENUES OVER (UNDER) EXPENDITURES	\$ 251	\$ (5,375)	\$ -	\$ 2,132
NET CHANGE IN FUND BALANCE	\$ 5,749	\$ (5,375)	\$ -	\$ 2,132
RESTRICTED FUND BALANCE, OCT 1	\$ 1,739	\$ 7,488	\$ 2,113	\$ 2,113
RESTRICTED FUND BALANCE, SEP 30	\$ 7,488	\$ 2,113	\$ 2,113	\$ 4,245

FISCAL YEAR 2019-2020 AMENDED BUDGET

Park Fee

	2017-2018	2018-2019	2019-2020	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED
REVENUES				
CITY-WIDE PARK FEES	317,033	160,062	215,682	172,422
INTEREST	975	706	785	861
TOTAL REVENUES	\$ 318,008	\$ 160,768	\$ 216,467	\$ 173,283
FUND EXPENDITURES				
CAPITAL OUTLAY	30,583	5,000	586,000	210,000
TOTAL FUND EXPENDITURES	\$ 30,583	\$ 5,000	\$ 586,000	\$ 210,000
REVENUES OVER (UNDER) EXPENDITURES	\$ 287,425	\$ 155,768	\$ (369,533)	\$ (36,717)
NET CHANGE IN FUND BALANCE	\$ 287,425	\$ 155,768	\$ (369,533)	\$ (36,717)
RESTRICTED FUND BALANCE, OCT 1	\$ 369,835	\$ 657,260	\$ 813,028	\$ 443,496
RESTRICTED FUND BALANCE, SEP 30	\$ 657,260	\$ 813,028	\$ 443,496	\$ 406,779

FISCAL YEAR 2019-2020 AMENDED BUDGET

Street Impact Fees

	2017-2018	2018-2019	2019-2020	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED
REVENUES				
ROAD IMPACT	512,123	332,168	447,593	356,535
STREET IMPACT FEES	-	-	-	
INTEREST	892	859	872	1,713
TOTAL REVENUES	\$ 513,015	\$ 333,027	\$ 448,465	\$ 358,248
FUND EXPENDITURES				
CONTRACTED SERVICES	-	289,237	12,000	180,000
TOTAL FUND EXPENDITURES	\$ -	\$ 289,237	\$ 12,000	\$ 180,000
REVENUES OVER (UNDER) EXPENDITURES	\$ 513,015	\$ 43,790	\$ 436,465	\$ 178,248
NET CHANGE IN FUND BALANCE	\$ 513,015	\$ 43,790	\$ 436,465	\$ 178,248
RESTRICTED FUND BALANCE, OCT 1	\$ 815,855	\$ 1,328,870	\$ 1,372,660	\$ 1,809,124
RESTRICTED FUND BALANCE, SEP 30	\$ 1,328,870	\$ 1,372,660	\$ 1,809,124	\$ 1,987,372

FISCAL YEAR 2019-2020 AMENDED BUDGET

Water Sewer Impact

	2017-2018	2018-2019	2019-2020	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED
REVENUES				
WATER IMPACT FEES	164,219	137,203	184,879	148,327
SEWER IMPACT FEES	562,573	526,016	708,802	563,633
INTEREST	2,003	1,172	1,330	1,874
TOTAL REVENUES	\$ 728,795	\$ 664,391	\$ 895,011	\$ 713,834
FUND EXPENDITURES				
CONTRACTED SERVICES	-	32,200	1,645,000	
OPERATING	-	-	-	-
DEBT PAYMENTS*	-	-	-	114,352
CAPITAL OUTLAY	171,528	-	-	212
TOTAL FUND EXPENDITURES	\$ 171,528	\$ 32,200	\$ 1,645,000	\$ 114,564
REVENUES OVER (UNDER) EXPENDITURES	\$ 557,267	\$ 632,191	\$ (749,989)	\$ 599,270
NET CHANGE IN FUND BALANCE	\$ 557,267	\$ 632,191	\$ (749,989)	\$ 599,270
RESTRICTED FUND BALANCE, OCT 1	\$ 935,873	\$ 1,493,140	\$ 2,125,331	\$ 1,375,343
Reclassify from Street Impact Fee Fund				
RESTRICTED FUND BALANCE, SEP 30	\$ 1,493,140	\$ 2,125,331	\$ 1,375,343	\$ 1,974,613

FISCAL YEAR 2019-2020 AMENDED BUDGET

Capital Projects Fund

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED
REVENUES				
T.R.I.P PROJECT REIMBURSEMENT	204,173	-	210,000	751,017
LOAN PROCEEDS		-	-	-
TOTAL REVENUES	\$ 204,173	\$ -	\$ 210,000	\$ 751,017
FUND EXPENDITURES				
CONTRACTED SERVICES	-	-	3,387,636	74,205
OPERATING	-	-		
CAPITAL OUTLAY	-	-		
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ 3,387,636	\$ 74,205
REVENUES OVER (UNDER) EXPENDITURES	\$ 204,173	\$ -	\$ (3,177,636)	\$ 676,812
OTHER FINANCING SOURCES (USES)				
TRANSFERS IN (OUT)				
Transfer from Water Sewer Fund	-	-	-	-
Transfer From General Fund	453,400	-	-	-
Transfer From Drainage Fund	-	-	-	-
Reserved for Street Projects	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	453,400	-	-	-
NET CHANGE IN FUND BALANCE	\$ 657,573	\$ -	\$ (3,177,636)	\$ 676,812
RESTRICTED FUND BALANCE, OCT 1	\$ 4,899,236	\$ 5,556,809	\$ 5,556,809	\$ 2,379,173
RESTRICTED FUND BALANCE, SEP 30	\$ 5,556,809	\$ 5,556,809	\$ 2,379,173	\$ 3,055,985

FISCAL YEAR 2019-2020 AMENDED BUDGET

Vehicle Fund

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED
REVENUES	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -
FUND EXPENDITURES				
CAPITAL OUTLAY	97,799	200,304	110,000	14,000
TOTAL FUND EXPENDITURES	\$ 97,799	\$ 200,304	\$ 110,000	\$ 14,000
REVENUES OVER (UNDER) EXPENDITURES	\$ (97,799)	\$ (200,304)	\$ (110,000)	\$ (14,000)
OTHER FINANCING SOURCES (USES)				
TRANSFERS IN (OUT)				
Transfer from General Fund	100,000	200,000	250,000	289,994
TOTAL OTHER FINANCING SOURCES (USES)	100,000	200,000	250,000	289,994
NET CHANGE IN FUND BALANCE	\$ 2,201	\$ (304)	\$ 140,000	\$ 275,994
RESTRICTED FUND BALANCE, OCT 1	\$ (625)	\$ 1,576	\$ 1,272	\$ 141,272
RESTRICTED FUND BALANCE, SEP 30	\$ 1,576	\$ 1,272	\$ 141,272	\$ 417,266

FISCAL YEAR 2019-2020 AMENDED BUDGET
2015 Bond

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED
REVENUES				
BOND REVENUES	-	1,425,668	1,425,668	
INTEREST	2,373	2,963	1,500	1,798
TOTAL REVENUES	\$ 2,373	\$ 1,428,631	\$ 1,427,168	\$ 1,798
FUND EXPENDITURES				
CONTRACTED SERVICES	18,216	40,000	1,444,511	457,706
TOTAL FUND EXPENDITURES	\$ 18,216	\$ 40,000	\$ 1,444,511	\$ 457,706
REVENUES OVER (UNDER) EXPENDITURES	\$ (15,843)	\$ 1,388,631	\$ (17,343)	\$ (455,908)
NET CHANGE IN FUND BALANCE	\$ (15,843)	\$ 1,388,631	\$ (17,343)	\$ (455,908)
RESTRICTED FUND BALANCE, OCT 1	\$ 1,441,511	\$ 1,388,631	2,777,262	2,777,262
RESTRICTED FUND BALANCE, SEP 30	\$ 1,425,668	\$ 2,777,262	\$ 2,759,919	\$ 2,321,354

*Maturity Date for 2015 Bond-September 30, 2025

FISCAL YEAR 2019-2020 AMENDED BUDGET
2016 Bond

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED
REVENUES				
PUB SAFETY BOND PROCEEDS	-	-	3,500,000	
INTEREST	231,888	204,928	-	118,305
403-4-00-4001 ROAD IMPROVEMENT PROCEEDS	-	-	8,000,000	
403-4-00-4701 INTEREST	-	-	-	
403-4-00-4002 REC. CENTER BOND PROCEEDS	-	-	3,500,000	
403-4-00-4702 INTEREST	-	-	-	
TOTAL REVENUES	\$ 231,888	\$ 204,928	\$ 15,000,000	\$ 118,305
PUBLIC SAFETY EXPENDITURES				
CONTRACTED SERVICES		9,333	3,500,000	36,500
CAPITAL OUTLAY	-			
TOTAL PUBLIC SAFETY EXPENDITURES	\$ -	\$ 9,333	\$ 3,500,000	\$ 36,500
ROAD IMPROVEMENT EXPENDITURES				
CONTRACTED SERVICES		1,228,292	900,000	-
CAPITAL OUTLAY	67,203			
TOTAL ROAD IMPROVEMENT EXPENDITURES	\$ 67,203	\$ 1,228,292	\$ 900,000	\$ -
COMMUNITY/RECREATION CENTER EXPENDITURES				
CONTRACTED SERVICES	13,300	8,000	3,422,339	433,806
CAPITAL OUTLAY	-	23,012	-	-
TOTAL RECREATION CENTER EXPENDITURES	\$ 13,300	\$ 31,012	\$ 3,422,339	\$ 433,806
TOTAL FUND EXPENDITURES	\$ 80,503	\$ 1,268,637	\$ 7,822,339	\$ 470,306
REVENUES OVER (UNDER) EXPENDITURES	\$ 151,385	\$ (1,063,709)	\$ 7,177,661	\$ (352,001)
NET CHANGE IN FUND BALANCE	\$ 151,385	\$ (1,063,709)	\$ 7,177,661	\$ (352,001)
RESTRICTED FUND BALANCE, OCT 1	\$ 14,978,065	\$ 7,507,111	\$ 6,443,402	\$ 13,621,063
RESTRICTED FUND BALANCE, SEP 30	\$ 15,129,450	\$ 6,443,402	\$ 13,621,063	\$ 13,269,062

*FY 15-16 Bond Election propositions included Public Safety, Community Center, and Street Construction.

*Maturity Date for 2016 GO Bond-September 30, 2036



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: September 1, 2020

SUBJECT

Discuss and take action on Ordinance O-13-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, adopting and levying ad valorem taxes for the year 2020 (Fiscal Year 2020 - 2021) at a rate of \$0.804430 per one hundred dollars (\$100) assessed valuation on all taxable property within the corporate limits of the City of Glenn Heights as of January 1, 2020, to provide revenue for the payment of current expenses; providing for an interest and sinking fund for all outstanding debt of the City of Glenn Heights; providing for due and delinquent dates together with penalties and interest; approving the 2020 tax roll certified by the Chief Appraisers for Dallas and Ellis Counties; providing a severability clause; providing a repealing clause; and providing an effective date.

REPORT IN BRIEF

This item will allow the City Council to vote on the first reading of the tax rate ordinance adopting a rate of \$0.804430 per one hundred dollars (\$100) assessed valuation for FY 2020-21.

BACKGROUND / DISCUSSION

The City Council will consider the Proposed Tax Rate of \$ \$0. 804430 per One Hundred Dollars (\$100) Assessed Valuation For the purpose of defraying the current expenditures (Maintenance and Operations) of the municipal government of the City of Glenn Heights, a tax of \$0.641088 on each and every One Hundred Dollars (\$100) assessed value on all taxable property; and

for the purpose of creating an interest and sinking fund (Interest and Sinking Fund) to pay the interest and principal maturities of all outstanding debt of the City of Glenn Heights not otherwise provided for, a tax of \$0.163342 on each One Hundred Dollars (\$100) assessed value of taxable property within the City of Glenn Heights, and shall be applied to the payment of interest and maturities of all such outstanding debt of the City.

This tax rate will raise more taxes for maintenance and operations than last year's rate.

The tax rate will be lowered by 3 percent and will lower taxes for maintenance and operations on a \$100,000 home by approximately \$8.31

FISCAL IMPACT

Passage of this ordinance will raise \$7,143,799 in property tax revenue for Fiscal Year 2020 – 21.

PUBLIC CONTACT

Public Notices related to the FY 2020 – 21 tax rate have been given by posting on the City Council's official bulletin board, on the City of Glenn Heights' website, in the local newspaper.

ALTERNATIVES / RECOMMENDATION

Staff recommends the passage of Ordinance O-13-20.

PREPARED BY

Phill Conner, Finance Director

ATTACHMENTS

- I. Ordinance O-13-20

ORDINANCE O-13-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, ADOPTING AND LEVYING AD VALOREM TAXES FOR THE YEAR 2020 (FISCAL YEAR 2020 - 2021) AT A RATE OF \$0.804430 PER ONE HUNDRED DOLLARS (\$100) ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF GLENN HEIGHTS AS OF JANUARY 1, 2020, TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENSES; PROVIDING FOR AN INTEREST AND SINKING FUND FOR ALL OUTSTANDING DEBT OF THE CITY OF GLENN HEIGHTS; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; APPROVING THE ESTIMATED 2020 AX ROLL PROVIDED BY THE CHIEF APPRAISERS FOR DALLAS AND ELLIS COUNTIES AS ALLOWED BY LAW; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, following public notices duly posted and published in all things as required by law, public hearings were held by and before the City Council of the City of Glenn Heights, the subject of which was the proposed tax rate for the City of Glenn Heights for Fiscal Year 2020-2021, submitted by the City Manager in accordance with provisions of the City Charter and state statutes; and

WHEREAS, the City Council, upon full consideration of the matter, is of the opinion that the tax rate hereinafter set forth is proper and should be approved and adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:

SECTION 1. There is hereby approved, adopted and levied for the tax year 2020 on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Glenn Heights, Texas, and not exempt by the Constitution of the State and valid State laws, a tax of \$0.804430 on each One Hundred Dollars (\$100) assessed valuation of taxable property, which consists of two components each one of which is separately approved by the Council as follows:

- (a) \$0.163342 per One Hundred Dollars (\$100) of taxable value, the rate that, if applied to the total taxable value, will impose the total amount published under Section 26.04(e)(3)(C) of the Texas Property Tax Code (Tax Code), less any amount of additional sales and use tax revenue that will be used to pay debt service; and
- (b) \$0.641088 per One Hundred Dollars (\$100) taxable value, the rate that, if applied to the total taxable value, will impose the amount of taxes needed to fund maintenance and operation expenditures of the City for the coming year.

SECTION 2. 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 8.00 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-14.05.

SECTION 3. All ad valorem taxes shall become due and payable on October 1, 2020, and all ad valorem taxes for the year shall become delinquent if not paid prior to February 1, 2021. There shall be no discount for payment of taxes prior to February 1, 2021. A delinquent tax shall incur all penalty and interest authorized by law, to wit:

- (a) A penalty of six percent (6%) on the amount of the tax for the first calendar month it is delinquent, plus one percent (1%) for each additional month or portion of a month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent.
- (b) Provided, however, a tax delinquent on July 1, 2021, incurs a total penalty of twelve percent (12%) of the amount of delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax shall also accrue interest at the rate of one percent (1%) for each month or portion of a month the tax remains unpaid. Taxes for the year 2020 and taxes for all future years that become delinquent on or after February 1 but not later than May 1, that remain delinquent on July 1 of the year in which they become delinquent, incur an additional penalty in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 6.30 and 33.07, as amended. Taxes assessed against tangible personal property for the year 2020 and for all future years that become delinquent on or after February 1 of a year incur an additional penalty on the later of the date the personal property taxes become subject to the delinquent tax attorney's contract, or 60 days after the date the taxes become delinquent, such penalty to be in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 33.11. Taxes for the year 2020 and taxes for all future years that remain delinquent on or after June 1 under Texas Property Tax Code Sections 26.07(f), 26.15(e), 31.03, 31.031, 31.032 or 31.04 incur an additional penalty in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 6.30 and Section 33.08, as amended.

SECTION 3. The Dallas and Ellis County Tax Assessors/Collectors are hereby authorized to assess and collect the taxes of the City of Glenn Heights, Texas.

SECTION 4. The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

SECTION 5. The tax rolls as presented to the City Council, together with any supplements thereto, be and the same are hereby approved.

SECTION 6. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance which shall remain in full force and effect.

SECTION 7. All ordinances of the City of Glenn Heights, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed; provided, however, that all other provisions of said ordinances not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 8. This ordinance shall take effect immediately from and after its passage, as the law and charter in such cases provide.

UPON CALLING FOR A VOTE FOR APPROVAL OF THIS ORDINANCE, THE MEMBERS OF THE CITY COUNCIL VOTED AS FOLLOWS:

	Aye	Nay
Harry A. Garrett, Mayor		
Sonja A. Brown, Councilmember – Place 1		
Emma Ipaye, Councilmember – Place 2		
Jeremy Woods, Councilmember – Place 3		
Ron Adams, Councilmember – Place 4		
Shaunte Allen, Councilmember – Place 5		
Machanta Newson, Councilmember – Place 6		

WITH ___ VOTING “AYE” AND ___ VOTING “NAY”, AND AT LEAST 60% OF THE MEMBERS OF THE GOVERNING BODY VOTING IN FAVOR OF THE ORDINANCE, THIS ORDINANCE IS DULY PASSED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, ON THE 15TH DAY OF SEPTEMBER 2020.

APPROVED:

Harry Garrett, Mayor

ATTEST:

Brandi Brown, City Secretary

APPROVED AS TO FORM:

Victoria W. Thomas, City Attorney
(082620vwt117386)

WITH ___ VOTING “AYE” AND ___ VOTING “NAY”, AND AT LEAST 60% OF THE MEMBERS OF THE GOVERNING BODY VOTING IN FAVOR OF THE ORDINANCE, THIS ORDINANCE NO. O-__-20 IS DULY PASSED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, ON THE 15TH DAY OF SEPTEMBER 2020.

APPROVED:

Harry A. Garrett, Mayor

ATTEST:

Brandi Brown, City Secretary

APPROVED AS TO FORM:

Victoria W. Thomas, City Attorney
(081520TM117386)



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: September 1, 2020

SUBJECT

Discuss and take action on Ordinance O-15-20, an Ordinance of the City of Glenn Heights, Texas, amending the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights adopted June 7, 2010, by Ordinance O-06-10, and as thereafter amended by Ordinances O-17-10, O-11-12, O-26-12, O-01-15, O-06-19 And O-04-20 by suspending the portion of Section 6.20 Vacation Pay and Balance Management relating to Vacation Balance Accrual; providing a repealing clause; providing a savings clause; providing a severability clause; and providing an effective date.

REPORT IN BRIEF

The City of Glenn Heights Personnel Policy section 6.20 "Vacation Pay and Balance Management states as follows:

Full-time employees, upon completion of their probationary period, are eligible to request the use of any accrued vacation time. Vacation time shall begin to accrue upon the first day of employment at the rate of one workday per month.

Vacation is accrued according to the following schedule:

Years of Service	Vacation Amount
1	12 workdays
8	13 workdays
9	14 workdays
10	15 workdays
11	16 workdays

12	17 workdays
13	18 workdays
14	19 workdays
15+	20 Workdays

Each employee is encouraged to take vacation earned in the calendar year in which it is earned whenever possible.

Requesting Vacation Leave

Employee vacation requests require approval of the Department Head prior to vacation being taken and should be submitted on the appropriate leave request form. Consideration will be given to employee requests based on departmental needs in order to ensure a balanced work schedule.

Earned vacation time may be approved in periods as designated by the Department Head or City Manager when such vacations will not interfere with the needs of the department. Vacations in increments of less than one day are discouraged.

Official holidays occurring during an employee's vacation will not be considered as vacation time and will be paid according to the Holiday Observance and Pay policy.

Vacation Balance Accrual

The maximum vacation accrual is 160 hours, and for Police and Fire 240 hours. Any accrued unused vacation leave over the allowable hours will be removed from the employee's leave balance as of December 31st each year.

BACKGROUND / DISCUSSION

Due to the Novel Coronavirus (COVID-19) public health emergency and disaster, the City Manager instituted a temporary policy limiting the amount of accrued vacation leave that could be used by City employees. This action ensures that City Departments have a level of sufficient staffing to maintain uninterrupted services for citizens.

FISCAL IMPACT

None.

PUBLIC CONTACT

N/A

ALTERNATIVES / RECOMMENDATION

N/A

PREPARED BY

Jaynice Porter-Brathwaite, Director of Human Resources

ATTACHMENTS

- I. Ordinance No. O-15-20

**CITY OF GLENN HEIGHTS, TEXAS
ORDINANCE NO. O-15-20**

AN ORDINANCE OF THE CITY OF GLENN HEIGHTS, TEXAS, AMENDING THE PERSONNEL POLICIES, GUIDELINES & PROCEDURES OF THE CITY OF GLENN HEIGHTS ADOPTED JUNE 7, 2010, BY ORDINANCE O-06-10, AND AS THEREAFTER AMENDED BY ORDINANCES O-17-10, O-11-12, O-26-12, O-01-15, O-06-19 AND O-04-20 BY SUSPENDING THE PORTION OF SECTION 6.20 VACATION PAY AND BALANCE MANAGEMENT RELATING TO VACATION BALANCE ACCRUAL; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Texas Government Code Section 418.108, City of Glenn Heights Mayor Harry A. Garrett issued a Declaration of Local Disaster for Public Health Emergency on March 12, 2020 due to a novel coronavirus now designated as SARS-CoV2 which causes the disease COVID-19, which declaration was affirmed and continued thereafter; and

WHEREAS, thereafter the President of the United States and the Governor of the State of Texas entered similar orders acknowledging the COVID-19 global pandemic health emergency and disaster, which were similarly confirmed and continued thereafter; and

WHEREAS, during the COVID-19 global pandemic public health emergency and disaster, in an effort to ensure uninterrupted services for the citizens of the City of Glenn Heights, the City Manager instituted a temporary policy limiting the duration of approved vacation leave time that could be used by City employees, which policy is still in effect; and

WHEREAS, in view of the temporary policy regarding duration of vacation leave time and at the instance of City Administration, the City Council of the City of Glenn Heights, Texas, desires to amend the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights, adopted June 7, 2010, by Ordinance O-06-10 and as thereafter from time to time amended, to temporarily suspend the portion of Section 6.20, "Vacation Pay and Balance Management" relating to "Vacation Balance Accrual."

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS THAT:

SECTION 1. The following provision regarding "Vacation Balance Accrual" set forth in Section 6.20 "Vacation Pay and Balance Management" of the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights, adopted June 7, 2010, by Ordinance O-06-10, as thereafter amended from time to time, is suspended until further action of the Council:

6.20 Vacation Pay and Balance Management

...

Vacation Balance Accrual

The maximum vacation accrual is 160 hours. Any accrued unused vacation leave over 160 hours will be removed from the employee’s leave balance as of December 31st each year.

....

SECTION 2. All provisions of the ordinances of the City of Glenn Heights in conflict with the provisions of this Ordinance be and the same are hereby, repealed, and all other provisions of the ordinances of the City of Glenn Heights not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid.

SECTION 4. This Ordinance shall take effect immediately upon its adoption.

DULY ADOPTED by the City Council of the City of Glenn Heights, Texas, on this the 1st day of September 2020.

APPROVED:

Harry A. Garrett, Mayor

ATTEST:

Brandi Brown, City Secretary

APPROVED AS TO FORM:

Victoria W. Thomas, City Attorney
(TM 117173VWT080620)



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: September 1, 2020

SUBJECT

Discuss and take action on Ordinance O-18-20, an Ordinance of the City Council of the City of Glenn Heights, Texas amending the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights adopted June 7, 2010, by Ordinance O-06-10, and as thereafter amended by Ordinances O-17-10, O-11-12, O-26-12, O-01-15, O-06-19 and O-04-20, by adding a temporary vacation leave buyback program to section 6.20 thereof; providing a repealing clause; providing a savings clause; providing a severability clause; and providing an effective date.

REPORT IN BRIEF

The City of Glenn Heights Personnel Policy, Section 6.20 "Vacation Pay and Balance Management states as follows:

Full-time employees, upon completion of their probationary period, are eligible to request the use of any accrued vacation time. Vacation time shall begin to accrue upon the first day of employment at the rate of one workday per month.

Vacation is accrued according to the following schedule:

Years of Service	Vacation Amount
1	12 workdays
8	13 workdays
9	14 workdays
10	15 workdays
11	16 workdays
12	17 workdays

13	18 workdays
14	19 workdays
15+	20 Workdays

Each employee is encouraged to take vacation earned in the calendar year in which it is earned, whenever possible.

Requesting Vacation Leave

Employee vacation requests require approval of the Department Head prior to vacation being taken and should be submitted on the appropriate leave request form. Consideration will be given to employee requests based on departmental needs in order to ensure a balanced work schedule.

Earned vacation time may be approved in periods as designated by the Department Head or City Manager when such vacations will not interfere with the needs of the department. Vacations in increments of less than one day are discouraged.

Official holidays occurring during an employee's vacation will not be considered as vacation time and will be paid according to the Holiday Observance and Pay policy.

Vacation Balance Accrual

The maximum vacation accrual is 160 hours, and for Police and Fire 240 hours. Any accrued unused vacation leave over the allowable hours will be removed from the employee's leave balance as of December 31st each year.

Vacation Payment

Full-time regular (including Police and Fire), non-probationary employees who end employment with the City in good standing (i.e. are eligible for re-hire) shall be paid for any unused accrued vacation time up to 160 hours.

Vacation will not be issued as a cash payment for any other reason.

BACKGROUND / DISCUSSION

Due to the Novel Coronavirus (COVID-19) public health emergency and disaster, the City Manager instituted a temporary policy limiting the amount of accrued vacation leave that could be used by City employees, which is still in effect. This action ensures that City Departments have a level of sufficient staffing to maintain uninterrupted services for citizens.

The proposed program would allow employees with vacation accruals in excess of 80 hours to sell backup to a maximum of 60 hours of the excess vaacation accrual balance.

FISCAL IMPACT

The cost of the Vacation Leave Buyback is as follows:

Vacation Leave Accrual Balances as of August 21, 2020

Buyback Base Cost @ 60 hours	\$60,614.70
TMRS	\$ 1,866.93
FICA	<u>\$ 4,637.02</u>
Total Cost of Vacation Buyback	\$67,118.66

The Vacation Leave Buyback Program will be paid from the General Fund Reserve Funds.

PUBLIC CONTACT

N/A

ALTERNATIVES / RECOMMENDATION

N/A

PREPARED BY

Jaynice Porter-Brathwaite, HR Director

**CITY OF GLENN HEIGHTS, TEXAS
ORDINANCE NO. O-18-20**

AN ORDINANCE OF THE CITY OF GLENN HEIGHTS, TEXAS, AMENDING THE PERSONNEL POLICIES, GUIDELINES & PROCEDURES OF THE CITY OF GLENN HEIGHTS ADOPTED JUNE 7, 2010, BY ORDINANCE O-06-10, AND AS THEREAFTER AMENDED BY ORDINANCES O-17-10, O-11-12, O-26-12, O-01-15, O-06-19 AND O-04-20 BY ADDING A TEMPORARY VACATION LEAVE BUYBACK PROGRAM TO SECTION 6.20 THEREOF; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Texas Government Code Section 418.108, City of Glenn Heights Mayor Harry A. Garrett issued a Declaration of Local Disaster for Public Health Emergency on March 12, 2020 due to a novel coronavirus now designated as SARS-CoV2 which causes the disease COVID-19, which declaration was affirmed and continued thereafter; and

WHEREAS, thereafter the President of the United States and the Governor of the State of Texas entered similar orders acknowledging the COVID-19 global pandemic health emergency and disaster, which were similarly confirmed and continued thereafter; and

WHEREAS, during the COVID-19 global pandemic public health emergency and disaster, in an effort to ensure uninterrupted services for the citizens of the City of Glenn Heights, the City Manager instituted a temporary policy limiting the duration of approved vacation leave time that could be used by City employees, which policy is still in effect; and

WHEREAS, in view of the temporary policy limiting duration of vacation leave time and at the instance of City Administration, the City Council of the City of Glenn Heights, Texas, desires to amend the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights, adopted June 7, 2010, by Ordinance O-06-10 and as thereafter from time to time amended, to temporarily add a Vacation Leave Buyback Program to Section 6.20, "Vacation Pay and Balance Management."

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS THAT:

SECTION 1. The following provision establishing a temporary "Vacation Leave Buyback Program" is hereby added to Section 6.20 "Vacation Pay and Balance Management" of the Personnel Policies, Guidelines & Procedures of the City of Glenn Heights, adopted June 7, 2010, by Ordinance O-06-10, as thereafter amended from time to time, said temporary program being in effect until further action thereon by the Council

or until the expiration of the declaration of disaster issued by the Governor of the State of Texas, whichever is earlier:

6.20 Vacation Pay and Balance Management

...

Vacation will not be issued as a cash payment for any other reason except under the following Vacation Leave Buyback Program as follows:

Vacation Leave Buyback Program

An employee having more than eighty (80) hours of accrued and unused Vacation Leave Time may elect to have the City buyback the excess Vacation Leave Time exceeding eighty (80) hours at the employee's base rate of pay subject to the following conditions:

1. A written request for Vacation Leave Buyback must be submitted by the employee to the Human Resources Director within the sign-up period which will begin August 31, 2020 and will close September 11, 2020 for approval and processing;
2. All Vacation leave Buyback requests must request that the City buy back a minimum increment of 3.52 hours of Vacation Leave Time
3. A Vacation Leave Buyback request will be denied and returned to the employee if, after approval and processing of the request, a balance of less than eighty (80) hours of accrued, unused Vacation Leave would remain in the employee's vacation leave account.

SECTION 2. All provisions of the ordinances of the City of Glenn Heights in conflict with the provisions of this Ordinance be and the same are hereby, repealed, and all other provisions of the ordinances of the City of Glenn Heights not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid.

SECTION 4. This Ordinance shall take effect immediately upon its adoption.

DULY ADOPTED by the City Council of the City of Glenn Heights, Texas, on this
the _____ day of _____, 2020.

APPROVED:

Harry A. Garrett, Mayor

ATTEST:

Brandi Brown, City Secretary

APPROVED AS TO FORM:

Victoria W. Thomas, City Attorney
(TM 117590VWT080625)



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: September 1, 2020

SUBJECT

Discuss and take action to receive feedback on the Youth Advisory Committee Program Overview and Bylaws.

REPORT IN BRIEF

This item will allow the City Council to review and provide feedback on the program structure and bylaws drafted for the Youth Advisory Committee.

BACKGROUND / DISCUSSION

On October 2, 2018, City Council adopted Ordinance 0-17-18, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending Chapter 1 of the Code of Ordinances, City of Glenn Heights, Texas, to add Article 1.22 "Youth Advisory Committee" to provide for youth participation in Municipal Government; providing for the creation, duties and advisory nature; providing for the composition, appointment and terms; providing a repealing clause and savings clause; and providing for an effective date.

Staff has drafted a program structure and bylaws to help City Council launch this initiative to engage Glenn Heights youth in local governance, policy development, public participation and volunteerism.

FISCAL IMPACT

This program has \$2,500 allocated in a Youth Outreach line item for the FY 2020-2021 to support all program initiatives.

PUBLIC CONTACT

Public notices related to the call for applicants will be given by posting on the City's website, social media pages, shared with our school district community partners, shared through our local HOA's and posted in the local newspaper.

ALTERNATIVES / RECOMMENDATION

Staff seeks feedback on the program structure and bylaws drafted for the Youth Advisory Committee.

PREPARED BY

Lauren Lewis, Community Engagement Administrator

ATTACHMENTS

- I. Youth Advisory Committee Program Overview
- II. Youth Advisory Committee Bylaws



Youth Advisory Committee Program Overview

What is the Youth Advisory Committee?

The City of Glenn Heights Youth Advisory Committee (YAC) was formed to:

- A. Increase the level of civic engagement of youth within the City of Glenn Heights.
- B. Build an interest in and provide exposure to the development of public policy.
- C. Add a new layer of insight by advising the Glenn Heights City Council concerning youth/teen issues and interests.
- D. Serve as youth liaisons to ancillary boards and commissions.
- E. Develop an alliance with community partners, school districts, and external organizations that have an interest in youth programming.
- F. Serve as ambassadors for the Community.

What is the YAC's Purpose?

- A. To develop an alliance between the youth, city government, youth servicing agencies, and the community.
- B. To provide input to the City of Glenn Heights City Council, regarding issues that affect youth and teens through education, problem solving, providing services, developing training opportunities, planning social activities and leading service programs for community youth.
- C. To promote interest and receive input from the youth in the community to develop, promote, and sustain programs and activities for the youth.
- D. To study, investigate and research what other communities are doing to have the youth become an integral part in the development of the community.
- E. To promote the YAC to other communities.

Who will serve?

The governing body of the YAC shall be the committee members. This body shall consist of nine (9) members selected as follows:

Seven (7) voting Board Members, and two (2) alternates who are high school students appointed by the City Council through an application process.

Terms of Office: The YAC shall serve a one-year term, from August to August.

Meetings: The Committee members shall meet monthly. Special meetings of the Board may be called by the Chairman, or through written petition which includes email, text etc., of at least five (5) Committee members. The written petition must be sent to the board chair and the City Staff liaison. A quorum will consist of four (4) of the filled Board positions.

Vacancies: Vacancies in positions will be filled through appointment of alternates, designated at the time of appointment as alternate 1 and alternate 2, then by appointment of new applicants approved by the Glenn Heights City Council.



Selection is based upon leadership ability, community involvement, and a vision for the future. Members will serve a one-year term.

How will this program be structured and implemented?

To immerse students in a practical, hands-on learning experience,

- A. Students shall be paired with a Council mentor to learn the process of developing policy.
- B. The Board Chair will be paired with the Mayor.
- C. These meetings shall be conducted once every other month and can be conducted via digital platform (Zoom, WebEx etc.) or in person. Individual meetings can be established based on members schedules.
- D. Students will be required to complete a form documenting their key learnings. A minimum of five (out of six sessions) must be completed to fulfill board obligations.

Commitment Requirement and Program Structure:

- A. The Committee will meet once per month.
- B. Committee members will be assigned to liaise with newly established boards, (i.e. Police Department Citizen's Advisory Committee) and will be required to watch or attend existing Council meeting(s) and
- C. (1) provide feedback
- D. (2) report their findings back to the committee members to see if there are any actions/ recommendations they can lend to assist the Glenn Heights City Council.
- E. Committee members must attend 10/12 Youth Advisory Committee meetings to successfully complete the program.
- F. Two (2) volunteerism commitments in a committee member capacity must be completed
- G. One (1) service/ beautification project per year (as a group) must be completed

Student Actions:

- A. Design and implement specific projects for youth and teens (e.g. Community-wide service project, Autism awareness Lego-thon, Hunger awareness walk etc.)
- B. Design and plan initiatives, activities that can be added to community programs that are "by youth, for youth"
- C. Act as peer mentors, conflict mediators, or educators for youth service organizations and projects
- D. Serve as ambassadors for the City, championing volunteerism and community engagement
- E. Advocate for an organization's mission (e.g. environmental issues, animal rights, homelessness, hunger, etc.)
- F. Create standards and performance measures for youth services

Marketing Plan and Timeline

June 2020

- Draft By-laws



August 2020

- Draft YAC Program Structure

September 2020

- (September 1) Present information to Council and receive feedback and further direction
- Build campaign tools, resources, website, order program materials etc.; Connect with Community Partners to see where synergies lie to expand marketing and collaboration efforts

October 2020

- (October 1) Release press release one week prior to opening of application period
- (October 7-November 8) Application window open (leaving 1 full month so that youth have ample time to complete documents, receive letters of recommendation etc.)

November 2020

- Review applications and select candidates for Council approval

December 2020

- (December 1, 2020) Candidates selected and presented to Council for approval
- Candidates notified of approval and paired with Council member
- Welcome call between staff liaison and students will be conducted
- Introductory meeting between Councilmembers and students should be conducted prior to first Youth Advisory Committee meeting in January

January 2021

- Official YAC Kick-off meeting (consistent meeting date to be established during this meeting and will be based on school/ extracurricular activities)



CITY OF GLENN HEIGHTS YOUTH ADVISORY COMMITTEE

Bylaws

ARTICLE I

Name

Section 1. Name of Incorporation. The name of this corporation shall be the Glenn Heights Youth Advisory Committee., hereinafter referred to as the ("YAC").

ARTICLE II

Creation

Section 1. The YAC is organized to provide input to the City of Glenn Heights City Council regarding activities and programs for the youth of the community.

The City of Glenn Heights Youth Advisory Committee (YAC) was formed to:

- A. Increase the level of civic engagement of youth within the City of Glenn Heights.
- B. Build an interest in and provide exposure to the development of public policy.
- C. Add a new layer of insight by advising the Glenn Heights City Council concerning youth/teen issues and interests.
- D. Serve as youth liaisons to ancillary boards and commissions.
- E. Develop an alliance with community partners, school districts, and external organizations that have an interest in youth programming.
- F. Serve as ambassadors for the Community.



ARTICLE III

Purpose

Section 1. The purpose of the YAC shall be advisory to the Glenn Heights City Council.

More specifically the purposes will be:

- A. To develop an alliance between the youth, city government, youth servicing agencies, and the community.
- B. To provide input to the City of Glenn Heights City Council, regarding issues that affect youth and teens through education, problem solving, providing services, developing training opportunities, planning social activities and leading service programs for community youth.
- C. To promote interest and receive input from the youth in the community to develop, promote, and sustain programs and activities for the youth;
- D. To study, investigate and research what other communities are doing to have the youth become an integral part in the development of the community;
- E. To promote the YAC to other communities.

ARTICLE IV

Board of Directors

Section 1. Number and Description: The governing body of the YAC shall be the Committee members. This body shall consist of nine (9) members selected as follows:

- A. Seven (7) voting Board Members, and two (2) alternates who are high school students appointed by the City Council through an application process.

Section 2. Terms of Office: The YAC shall serve a one-year term, from August to August.

Section 3. Meetings: The Committee members shall meet monthly. Special meetings of the Board may be called by the Chairman, or through written petition which includes email, text etc., of at least five (5) Committee



members. The written petition must be sent to the board chair and the City Staff liaison. A quorum will consist of four (4) of the filled Board positions.

Section 4. Vacancies: Vacancies in positions will be filled through appointment of alternates, designated at the time of appointment as alternate 1 and alternate 2, then by appointment of new applicants approved by the Glenn Heights City Council.

ARTICLE V

Officers and Duties

Section 1. Officers. The officers of the YAC shall be the Chair, Vice-Chair, Secretary, Treasurer and Historian.

Section 2. Nominating Officers. At any meeting in which the election of an officer is held, a YAC Member may nominate a person with the second of any other Committee member.

Section 3. Election. Officers shall be elected by majority vote of the Committee members. Elections shall be held in September of each year.

Section 4. Terms of Office: Officers shall serve one (1) year terms, from August to August of each year. An officer may succeed him/herself.

Section 5. Chair: Shall serve as the Chief Executive Officer of the YAC; shall act as spokesperson for the YAC; shall preside at all YAC meetings; and shall perform such other duties as necessary to fulfill the objectives of the YAC.

Section 6. Vice-Chair: Shall preside in the absence of the Chair; and shall perform such other duties as may be delegated to him or her by the Chair.

Section 7. Secretary: Shall record and prepare the minutes of the meetings of the Youth Advisory Committee; shall give all meeting notices to the staff liaison and City Secretary;

Section 8. Treasurer: Shall provide financial accounting of information to the Board.

Section 9. Historian: Shall make records of events, newspaper articles, photos, scrapbooks, videos, conferences, etc. of the Youth Advisory Committee. This person shall take photos and video or make preparations for these items to be captured during events and YAC activities.

ARTICLE VI

Committees



Section 1. Committee. The Committee members may direct the Chair to appoint Committees as needed to perform specific duties or to delegate certain tasks to be performed. A Committee shall include at least one City Council member, one Youth Advisory Committee Member and may include non-board members. The Committee members may also notify any Committee of termination once its duties have been performed.

ARTICLE VII

Amendments

Section 1. Amendment of Bylaws. These bylaws may be amended by the affirmative vote of four (4) YAC Members at any regular meeting, provided that the changes are presented in writing at least two (2) weeks prior to their amendment.

ARTICLE VIII

Parliamentary Authority

Section 1. Parliamentary Procedure. The latest edition of "Robert's Rules of Order" shall govern any rules of parliamentary procedure not covered by these Bylaws.

