



2019 - 2020

APPROVED BUDGET & PROGRAMS OF SERVICES

GROW WITH GLENN HEIGHTS



City of Glenn Heights Fiscal Year 2019–2020 Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$733,811, which is a 12.60 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$478,538.

The members of the governing body voted on the budget as follows:

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison

	2019-2020	2018-2019
Property Tax Rate:	\$0.833523/100	\$0.879131/100
Effective Tax Rate:	\$0.796774/100	\$0.810870/100
Effective Maintenance & Operations Tax Rate:	\$0.601291/100	\$0.614298/100
Rollback Tax Rate:	\$0.833523/100	\$0.879181/100
Debt Rate:	\$0.184129/100	\$0.215690/100

Total debt obligation for City of Glenn Heights secured by property taxes:
\$1,488,224.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Glenn Heights
Texas**

For the Fiscal Year Beginning

October 1, 2018

Christopher P. Morrill

Executive Director

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City of Glenn Heights, Texas

Fiscal Year 2019-2020 Annual Budget



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In accordance with Section 7.02, of the City of Glenn Heights Charter, I am pleased to present the Fiscal Year Proposed (FY) 2019-20 Annual Budget.

Despite implementing enhancements to special events, infrastructure, public safety and information systems, operating revenues will still exceed expenditures in the Proposed Budget. This budget is developed to enhance service level options and continue multi-phased capital improvement projects via Community Park Enhancements, a Water/Sewer Improvement Program, Beautification Projects, and Employee Compensation Package Enhancements.

SUMMARY

Property Tax Rate

The FY 2019-2020 budget will allow Glenn Heights citizens to enjoy a reduced property tax rate from 0.879181 to 0.833533 per \$100 of assessed valuation. The new rate will generate approximately \$779,546 in additional revenue for the City as compared with its fiscal year 2018-2019 budget.

Infrastructure Improvements

Capital Improvement projects are also being continued as part of the overall budget. The most significant budget expenditures this fiscal year will be for the construction of new City facilities: a new City Hall; Public Safety Facility; and Recreation and Community/Senior Center are all scheduled to break ground and commence construction.

The City's roadway infrastructure remains a priority for continuing upgrades and improvements. City roadways are scheduled for major rehabilitation similar to the reconstruction of Hampton Road and Westmoreland Road during FY2018-2019. Although initiated in FY2018-2019, many road projects should be completed this fiscal year. Roadside ditches are planned for reconstruction to facilitate proper drainage during rain events and funding for regular street maintenance is included. Infrastructure improvements not only include surface roadway repairs, funding has been included to replace subgrade water and sewer lines that have reached their useful life. These enhancements will improve road conditions and address several drainage areas the City has identified as needing repairs.

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The City has also proposed funding for an Animal Shelter and associated infrastructure to facilitate the demand for these services. Major water line improvements are proposed in the Mesa Subdivision to upgrade the water distribution system in conjunction with the road repair projects.

Beautification Projects

The aesthetic image of the City at its entryways and intersections is the focal point of these projects. As the City of Glenn Heights celebrates its 50th Anniversary, the FY 2019-2020 budget includes funding for signage that will add to the visual appeal of the City at the major entryway and enhancements at the intersections will allow for landscaping improvements that will engage visitors and residents alike.

Employee Compensation Package Enhancements

The City has undertaken a significant market salary study for this year's budget to ensure that employees are compensated competitively with the industry in their respective areas of expertise. We have adjusted the pay structure to reflect market salaries within our competitive market so that the City of Glenn Heights can attract and retain the most qualified and experienced professional candidates for our staff. This focus on staff will allow the City to maintain effective, efficient operations, and provide high quality customer service.

CONCLUSION

I would like to say thank you to our City Staff for the time and effort put into the budget process and for providing easy access for residents to access important financial information. It is with great anticipation that we transition into a new fiscal year, allowing for positive momentum and continued growth for our City. As the City celebrates the 50th Anniversary of its incorporation, staff stands ready to perform at the highest level, with the direction of the Mayor and Council, to maximize the potential this great City has to offer.

Respectfully submitted,

David Hall, JD

City Manager



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ABOUT GLENN HEIGHTS

DEMOGRAPHICS

Located between Dallas and Ellis counties, Glenn Heights is a city with an estimated population of 11,278 at the 2010 census. According to the United States Census Bureau, the City has a total area of 7.2 sq. miles (18.8 km sq.)

During the 1960s, N.L. Craddock, a Dallas fire-fighter, opened a 30-acre (0.12 km sq.) mobile home park in the area. He helped push for the incorporation of Glenn Heights to prevent his business from being annexed by the nearby city of DeSoto, and the City was officially incorporated on Sept. 16, 1969. Thereafter, Mr. Craddock remained active in Glenn Heights politics. He served the city as a council member in the 70s and 80s, and was appointed mayor in 1985, 1988, 1990 and 1992.



POPULATION

Tracing back to the 1970 census, there were only 257 citizens living in the City of Glenn Heights. A decade later in 1980 the number increased to 1,033 and once again increased to 4,563 by 1990. Lying in the path of suburban sprawl, Glenn Heights' population had surpassed 7,000 by 2000. Despite its rapid rate of growth, more than 50 percent of city land remains un-developed. As of 2016, Glenn Heights had an estimated population of 12,408. The median age was 33.4. The racial makeup of the city was 22.1% White, 54.4% African American, and 0.3% Native American, 0.4% Asian, and 3.8% from two or more races. Hispanic or Latino of any race was 18.9% of the population.



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INCOME & HOUSEHOLD

The median income for a household in the City of Glenn Heights is \$61,983. The per capita income for the city is \$23,346. (Data per 2010-2014 U.S. Census). There are more than 4,000 households in the city, of which 53.3% contains children under the age of 18.



EDUCATION



The City of Glenn Heights has two school systems that serve our residents and is divided into two parts depending on their address; The Dallas County portion of the City is served by the Desoto Independent School District. The schools for Desoto school district are: Frank D. Moates Elementary School (west of Uhl Rd.), McCowan Middle School (located in Glenn Heights), and DeSoto High School.

Ellis County residents are served by the Red Oak Independent School District. Students who reside on the Ellis County side attend their designated schools based on their address. Donald T. Shields Elementary and Russell P. Schupmann Elementary are in Glenn Heights. Red Oak Junior High and Red Oak High School are located in Red Oak.



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TRANSPORTATION

Since 1983, Glenn Heights has been a member of the Dallas Area Rapid Transit (DART). The City is not currently included on any rail lines of the DART system and no bus routes are currently operational at this time. Instead, the City is served under DART's Park & Ride Center. DART's operations are funded by a 1% local options sales tax. Revenues from local sales tax are remitted by the State of Texas directly to DART and are not directed to the City. The City's sales tax allocation is also 1% and is used for General Fund expenditures. Dallas Area Rapid Transit and Glenn Heights officials introduced the "Wrapped Bus" designed to highlight expanded On-Call Service in the City. GoLink is new shuttle service from DART that is being offered to Glenn Heights residents. With this service residents can receive Curb-to-curb transportation by using the App to request services. UberPool is another option for transportation in the City where residents can get a discounted rate if they join UberPool.





CORE VALUES

COMMUNITY

We strive to improve, promote and help the community where we work and live. We are bridge builders that encourage opportunities to connect our residents, businesses and visitors.

SERVICE

Our commitment to excellent service is at the core of what we do. We exhibit pride, enthusiasm and dedication in our work and strive to improve the community and better people's lives.

LEADERSHIP

We provide positive influences for citizens. We overcome obstacles and move forward in a direction that follows our community vision.

INNOVATION

We have a healthy desire to improve Cedar Park and support the use of original and creative methods to better the City. We believe that discovering new ideas and embracing change provides opportunities for success.

PROFESSIONALISM

We are an efficient and responsive organization providing the highest level of knowledge and expertise. Through our work we promote fairness, dignity and respect for our customers and workforce.

INTEGRITY

We adhere to the highest ethical standards. We are honorable, fair and sincere and strive to uphold our organizational values with our decisions and in our actions. We understand that trust is earned through good character.

FISCAL RESPONSIBILITY

As stewards of public resources, we aim to prudently utilize those resources while always operating with the goal of delivering value and sustaining long-term success.

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STRATEGIC GOALS

- Assure the long-term adequacy of the City's infrastructure, facilities, and transportation network in a safe and reliable manner.
- Ensure that our local government is open, accessible, responsive, and respectful to all citizens it serves while providing excellent customer service to our residents.
- Develop, maintain and encourage safe attractive viable family-oriented neighborhoods that embrace diversity and pride.
- Maintain a healthy and safe community through prevention, emergency response and enforcement efforts.
- To improve the City's fiscal viability and reflect economic demands while maintaining and improving the quality of life for current and future residents.
- Establish a sound financial foundation based on expenditure controls that ensure the economic provision of services and reliable revenue sufficient to pay for city services.
- Maintain open space, and be a catalyst for recreational, artistic, and cultural facilities and activities to serve residents and attract visitors.
- Maintain and continually improve technology to support the delivery of services, provide information, and achieve organizational effectiveness.

**City of Glenn Heights, Texas
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ELECTED OFFICIALS



Mayor Harry A. Garrett



**Councilmember
Sonja A. Brown
Place 1**



**Mayor Pro-Tem
Ron Adams
Place 4**



**Councilmember
Emma I
Place 2**



**Councilmember
Shaunte Allen
Place 5**



**Councilmember
Jeremy Woods
Place 3**



**Councilmember
Machanta Newson
Place 6**

The governing and lawmaking body of the City of Glenn Heights shall consist of a Mayor and six (6) Councilmembers and said body shall be known as the City Council of the City of Glenn Heights.

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APPOINTED OFFICIALS

The municipal government provided by the Charter is known as the “Council-Manager” government. The Council appoints the City Manager, who serves as the Chief Administrative Officer for the City. The City Manager shall be responsible to appoint Staff Officials.



David Hall, JD
City Manager



Brian Lockley, AICP, CPM
Deputy City Manager



Priscilla Burch-Scott
Director of Finance



Vernell Dooley
Chief of Police



Keith Moore
Chief of Fire



Steve Martin
Director of
Infrastructure & Public
Works



Brandi Brown
City Secretary



Jaynice Porter-Brathwaite
Director of Human
Resources

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APPOINTED OFFICIALS



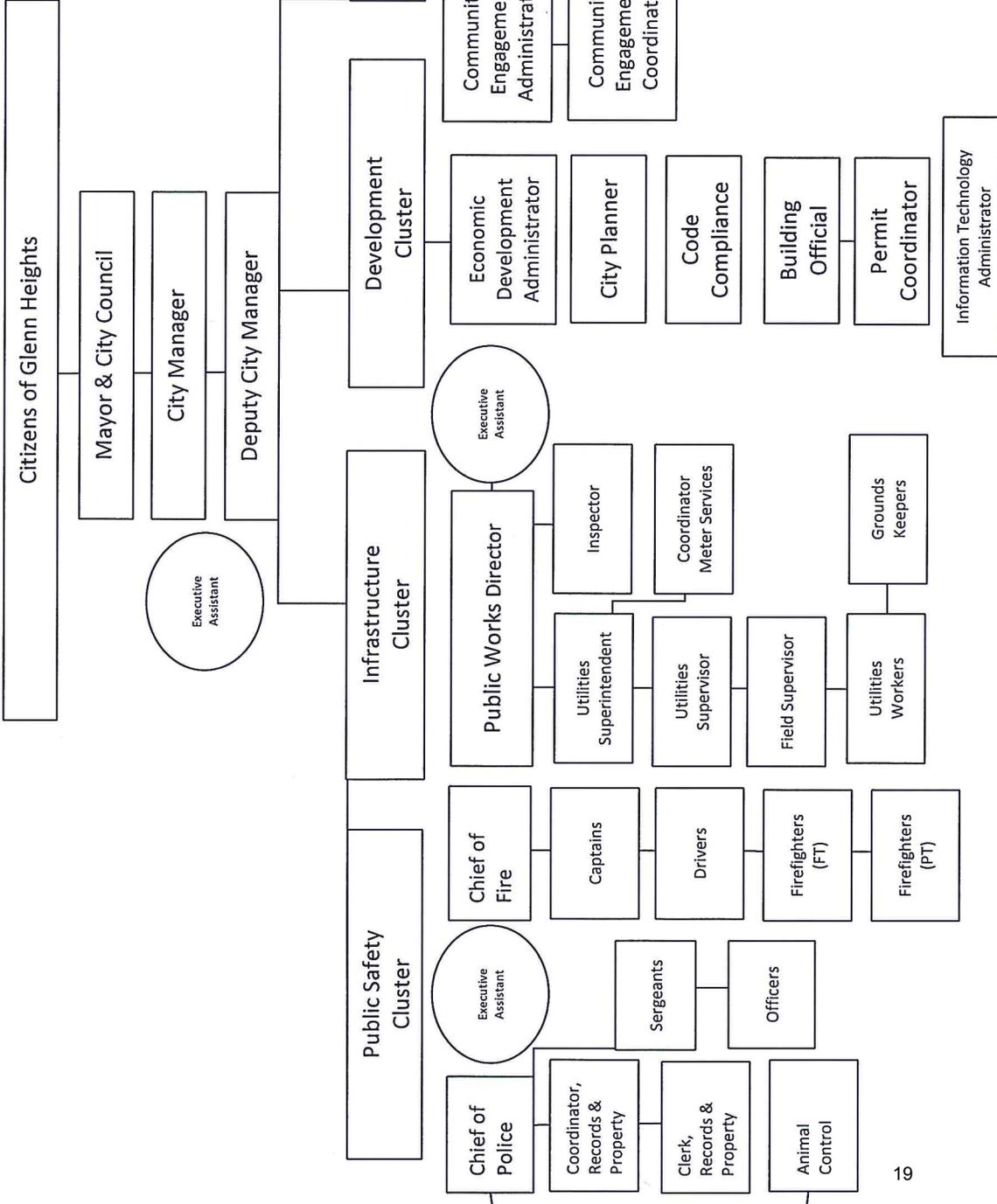
Marlon Goff
Economic
Development
Administrator



Byron Hardy
Information
Technology
Administrator



Lauren Lewis
Information
Technology
Administrator



ORGANIZATIONAL CHART

City of Glenn Heights, Texas
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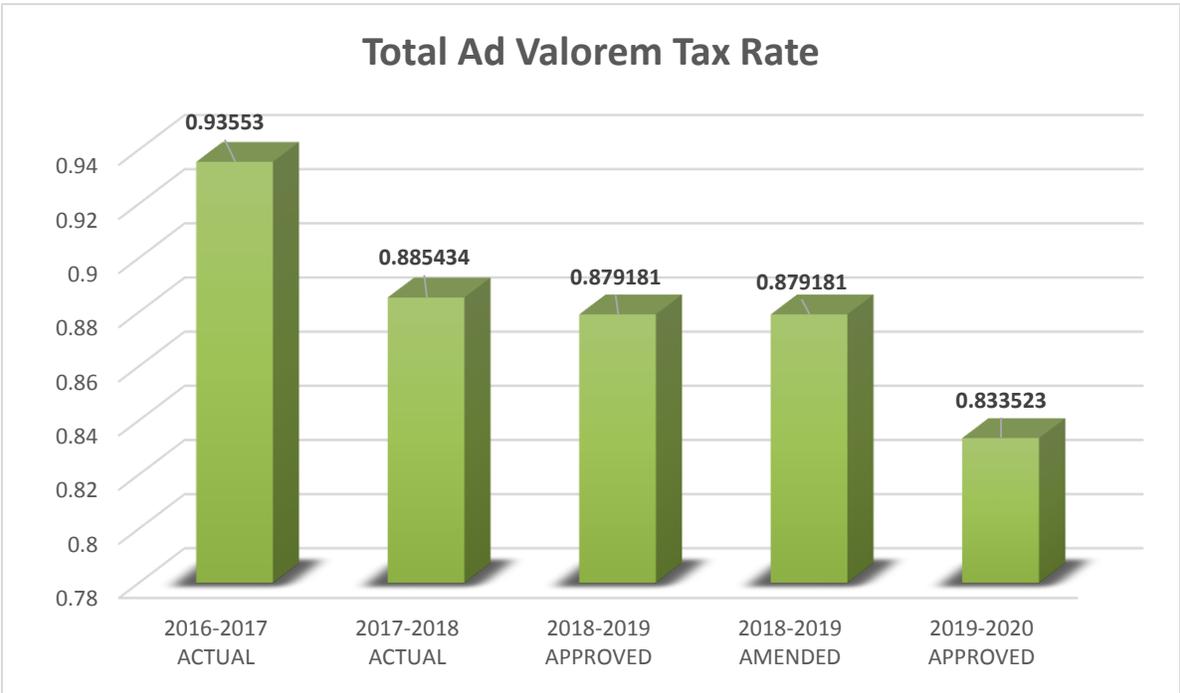
BUDGET HIGHLIGHTS

FY 2019-20 GENERAL FUND

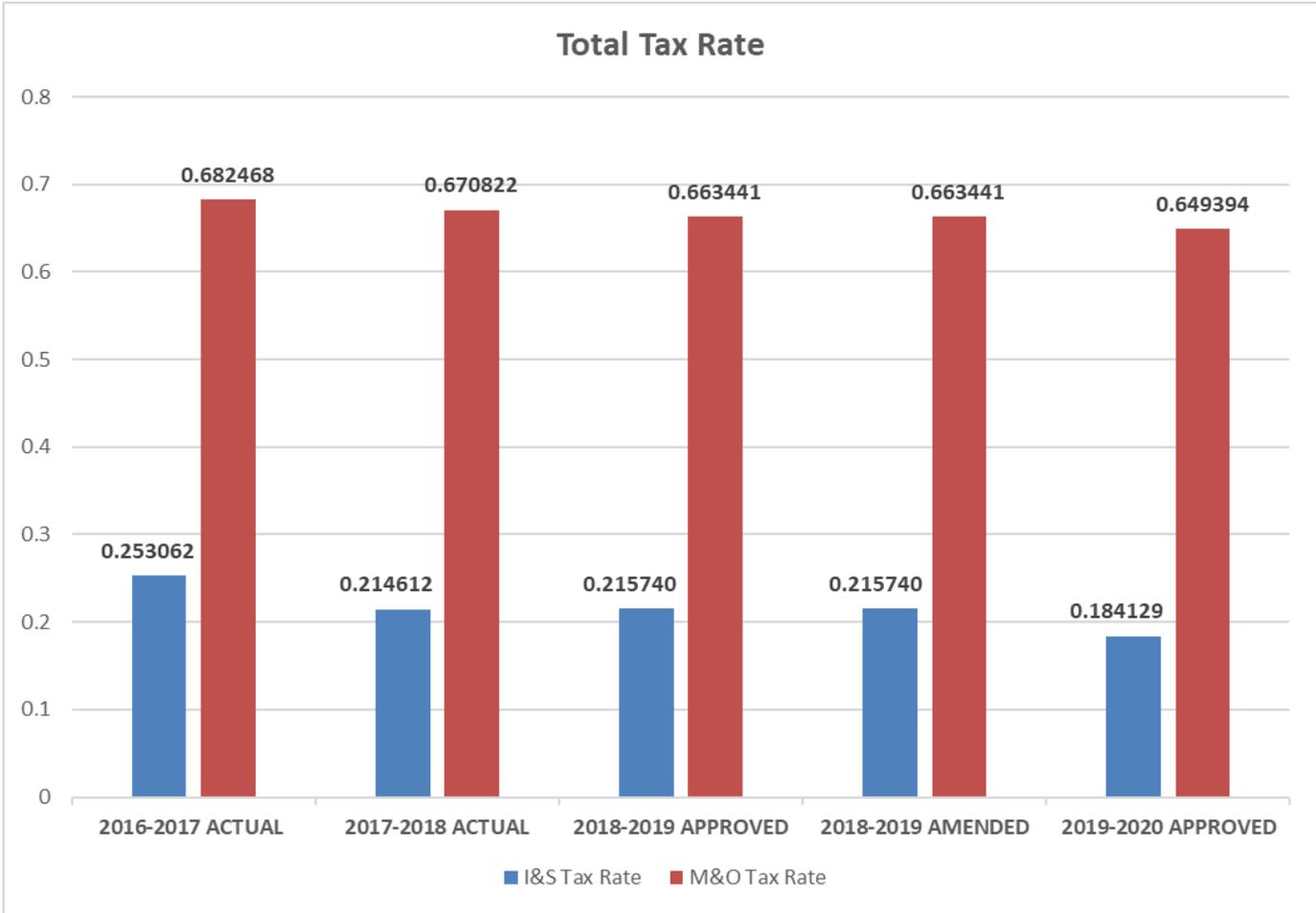
The General Fund is the City’s principle operating fund. It is supported by property and sales taxes, fees, and other revenues that are used to fund core City functions such as administrative services, development services and public safety. The proposed FY 2019-20 General Fund revenues are projected to be \$9,180,690 which is a 5.9% increase from the FY 2018-19 Amended Budget. Ad Valorem (Property) Tax, Sales Tax, Permit Fees, and Franchise Fees make up a majority of the City’s revenue sources. These four revenues are expected to increase in this coming fiscal year. The proposed FY 2019-20 General Fund total expenditures are estimated at \$8,524,318. This represents a 10.6% increase from the FY 2018-19 Amended Budget. The proposed FY 2019-20 General Fund end fund balance is projected to be \$4,330,653 resulting in 187 days in reserve which is required by the City’s Comprehensive Fund Balance Policy.

Tax Rate

The FY 2019-20 Proposed Budget’s total tax rate is \$0.833523 per \$100 of property valuation. This rate is apportioned between rates allocated for the Maintenance and Operations (M&O) rate which funds general operations, and the Interest & Sinking (I&S) rate which funds debt service. The tax rate for M&O is \$0.649394 per \$100 of property valuation. This proposed rate decreased from the previous fiscal year with a subsequent lower M&O tax rate. The proposed I&S rate is \$0.184129 per \$100 of property valuation which is less than the FY 2018-2019 Budget rate of \$0.215740 per \$100 of valuation. This I&S rate allocation is necessary to meet the increased debt obligations incurred by the City in previous years.



**City of Glenn Heights, Texas
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GENERAL FUND REVENUE

Ad Valorem Tax (Property Tax)

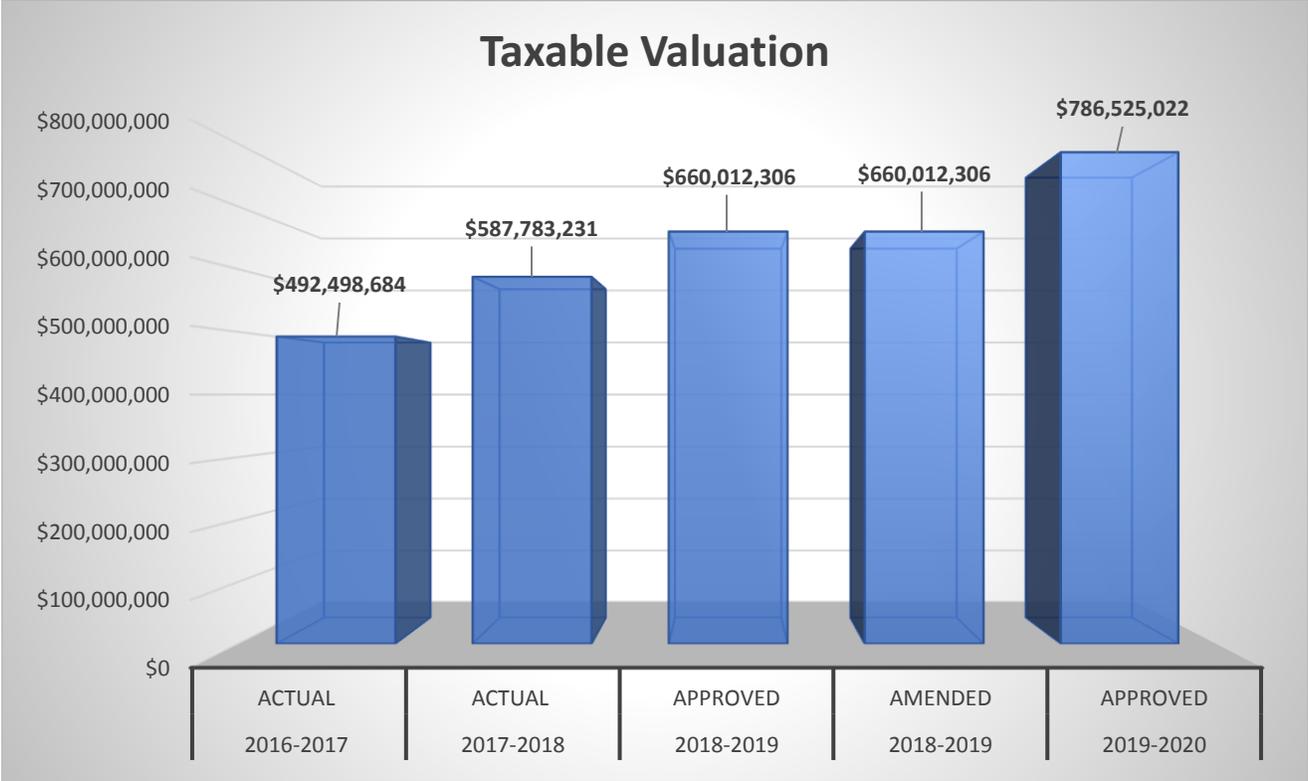
The largest revenue source in the proposed budget is the Ad Valorem (property) Tax. The proposed budget will provide \$5,119,863 in Ad Valorem Tax dollars for the General Fund operating budget, an estimated increase of 18% from the FY 2018-2019 Amended Budget amount of \$4,340,317. A portion of this increase is attributable to a rise in existing property value and additional property valuation added as a result of new construction.

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Taxable Value (Valuation)

The certified taxable value of property located within the City of Glenn Heights is \$786,525,022. This is an increase of 19.2% above last year's taxable value of \$660,012,306.



Sales and Use Tax

Another larger revenue source for the General Fund in the FY 2019-20 Proposed Budget is the Municipal Sales and Use Tax. Though the revenue forecast for Sales and Use Tax is expected to decrease by 6.0% to \$611,000 from the previous fiscal year's Amended Budget of \$650,000.

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Franchise Fees

FY 2019-20 will see a slight decrease in Franchise Fee revenues. The growth in Franchise Fee revenue generally correlates with the continued growth in the development sector. The total proposed FY 2019-20 Budget for Franchise Fees is \$654,340.

Permit Fees

With development and construction on the rise through FY 2019-20 we anticipate the construction of approximately 350 new single-family homes.

FY 2019-20 Permit Fee revenue is expected to decrease by 3.5% from the FY 2018-19 Amended Budget of \$1,024,375; this will result in expected revenues of \$988,100, decreasing by \$36,275 from the previous Amended fiscal year budget.

Court Fines and Forfeitures

Court fines and forfeitures are expected to increase in the new Fiscal Year. In FY 2018-2019 the Amended Budgeted amount was \$165,199. With an increase expected, due to the natural growth of activities related to a rising population, the revenue for the FY 2019-20 Proposed Budget is \$321,500.

GENERAL FUND EXPENDITURES

Total proposed FY 2019-20 General Fund Budget Expenditures are \$8,524,318 which is a 10.6% increase from the FY 2018-19 Amended Budget amount of \$7,708,616. The increase is due in part of the increased demand for services. The total salary and personnel benefits portion of the General Fund is \$5.1 Million, of which 25% is allocated for fringe benefits. The City has also been successful after bringing procurement in house for health care coverage. Noteworthy highlights included in the FY 2019-20 budget by Department are as follows:

Administrative Services:

- Strategic visioning and planning session for the Glenn Heights City Council
- Implementation of Incode 10 upgrade
- Increased software license expenditure to maintain or enhance licensure on software purchased last fiscal year
- Reducing the number of contracts for professional hiring services
- Increase in annual Family Festival Event
- Addition of 1 Social Services Coordinator

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Public Safety:

- Increased personnel costs in the Fire and Police Department due to Employee Compensation Package
- Reduced overtime costs in the Fire and Police Department due to being fully-staff
- Reduced repair and maintenance on police vehicles due to the purchase of new ones
- Addition of an Administrative assistance
- Re-assign Deputy Chief of Fire and Deputy Chief of Police position to Chief of Fire and Chief of Police
- Reduced Communications Officer to Communications Supervisor
- Reclassify 3 existing Firefighter positions to Driver
- Add 3 new Firefighter positions

Infrastructure and Development:

- Gateway Improvements
- Continued Park Beautification, Parking lot improvements and restroom revitalization
- New Monument sign
- LED lighting
- LED Crosswalk signs in various locations
- Crosswalks and ADA Ramps at major intersection in the City

FY 2019-2020 WATER/SEWER FUND

The FY 2019-2020 proposed revenue for the Water and Sewer Fund is \$5.75 Million which is a 3% increase from the FY 2018-2019 Amended Budget. Staff has carefully tracked water sales throughout the year and conservatively revised revenue projections to reflect current billing trends resulting from the population increase. Staff is conservative in estimating an increase in revenue as a Water Rate Study is underway and results are yet to be determined.

The FY 2019-2020 proposed expenditure for the Water and Sewer Fund is \$6,150,040 which is a 21.7% increase over the FY 2018-2019 Amended Budget. In contrast to the General Fund, where personnel are the largest expenditure category, Contractual Service is the largest expenditure in the Water Sewer Fund. This is primarily because Glenn Heights contracts with third party agencies to provide treated water and sewer treatment services. A large expenditure in the fund is the City Water Purchases through Dallas Water Utilities. The FY 2019-20 proposed budget amount is \$1.1 Million, which was increased from the Amended amount of \$960,000 in the FY 2018-19 budget. Another sizeable expenditure in the Water/Sewer Fund is the line item for TRA Sewage System in which the budgeted amount for this expenditure is \$3,488,066 vs. \$2,600,000 in FY 19.

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FY 2019-2020 MUNICIPAL DRAINAGE FUND

The Municipal Drainage Fund provides funding for activities the City is committed to undertaking in compliance with the Small Municipal Separate Storm Sewer System (MS4) permit issued by TCEQ. This permit requires the City to implement best management practices for public education, public involvement, illicit discharge, construction site run-off, post construction infiltration control and pollution prevention/good housekeeping.

SPECIAL REVENUE FUNDS

There are several special revenue funds to manage revenues designed for specific purposes. These revenues were formally accounted for in the General Fund. The funds include revenues from the Municipal Court Security, Municipal Court Technology, 911 Wireless, Park Fee Fund, Street Impact Fees, and Water Sewer Impact Fees Funds.

The Capital Projects Fund is in place to supplement various Capital Projects that the City plans to initiate in the near future. Some of the future projects include the construction of a City Hall, Public Safety Facility, Recreation Center, and/or Public Works Facility. Construction is set to begin in spring of 2020.

IMPACT FEE FUND

An Impact Fee represents a charge or assessment imposed by a subdivision against new development in order to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to the new development. The City's respective Impact Fee Funds - Water, Sewer, and Streets - will continue to be funded as a result of the expected development of 350 single-family homes. In preparation for the expansion of FM 664/Ovilla Road, the City is required to facilitate the relocation of existing utility infrastructure along the roadway. Expansion of the Road is expected to continue in FY 19-20

FUND RESERVES

The City's General Fund Reserve continues to be strong. The projected year end fund balance of FY 2018-2019 was \$3.7 million. For the FY 2019-2020 budget, based on the proposed spending plan, we predict an ending fund balance for \$4.3 million. For the Water/Sewer Fund the year end fund balance is estimated to be \$1,172,188.

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FUTURE CHALLENGES

The City of Glenn Heights, like much of the DFW Metroplex, has experienced an unprecedented boom in its economy with increased property value assessment and development activity. This budget is presented to continue the path to fiscal sustainability addressing several community and infrastructure expectations.

The City's revenue outlook appears promising and our current successes could lead to our future challenges. Residential development is expected to continue at a relatively high rate within the City. The increase in population will continue to stretch the City's services and infrastructure resources. While increases to the Ad Valorem Tax base help to fund city services, the rate of growth and related needs could challenge the City's ability to furnish adequate services. It is imperative that we continue to analyze growth patterns and revenue sources and their potential impacts to ensure that the city meets the needs of the residents.

Accompanying an aging utility infrastructure is a significant financial obligation to replace the pipes, streets, and pump stations that serve the City's basic water needs. As a result of past inadequate resource allocation and collection to replace aging infrastructure, utility rates are being reviewed through a formal rate study so that the rates can keep pace with the City's infrastructure needs without relying too heavily on costly long-term borrowing. The City is a highly rated bond issuer, but even low bond interest rates in today's low interest environment add significant costs to utility capital projects over time. We will continue to balance the need for maintaining the infrastructure while limiting debt amounts and costs as much as possible.

Finally, a stabilized employee base continues to be an important objective. The City must continue to encourage positive community relationships, stability with public safety operations, and competitive salaries for City employees while improving service levels. Hence, the included market-rate increases for eligible employees. The goal is to decrease the costs related to turnover and increase employee satisfaction.

CONCLUSION

The City of Glenn Heights is poised for both sustainability and growth. Our focus is to be one of the premier City's in our area. The 2019-2020 budget demonstrates growth and continued sound fiscal practices. We have heard the Citizens, and with this budget strive to prioritize Community enhancements, infrastructure improvements, and enhanced service delivery coupled with the retention of a talented work force.

The City Staff and City Council are committed to work together with the Citizens of this community to "Grow With Glenn Heights". Our goal is to maintain a sustainable, balanced budget, aimed at providing critical and quality services for many years to come.

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BUDGET PROCESS

The City of Glenn Heights uses a program-based budgeting process. Each budgeting unit or division is given a target or “baseline” funding level based upon the previous year’s funding level. With a few exceptions, no fixed assets, wages and benefits increases, or one-time packages are included in baseline funding. Any funding request that represents new expenditures and programs, or that is in excess of baseline funding, must be submitted as a separate request or “package”. These packages may be either a new or restoration request for resources, depending upon the budgeting unit’s funding target.

Revenue Projection

The budget revenue projections for the new fiscal year begin early in the current fiscal year. The projections are made by the departments responsible for the revenues with help from the Budget and Finance Departments. Projections are based upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff members. Although revenue projections are prepared early in the budget process, the budget revenue analysis continues with departmental budget development and extends until the budget is adopted based upon any new information.

Proposed Budget Analysis/Compilation

The Budget and Finance Departments review and compile a preliminary draft of departmental budgets to present to the Management Team, which is comprised of the City Manager, Deputy City Manager, and department directors. During the Management Team discussions, each department director answers questions from the entire group concerning their budget.

Given revenue projections and baseline funding requirements, budget funding changes are made according to necessity and priority. A total recommended funding level is determined and weighed against available resources.

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THE BUDGET PROCESS (continued)

Proposed Budget Development

The City Manager, before August 1st, shall prepare and submit to the City Council the annual budget covering the next fiscal year. The City Manager's proposed budget should assume, for each fund, operating revenues and resources that are equal to, or exceed, operating expenditures. The City Manager's budget message summarizes funding requirements, major changes in programs, and alternatives for funding.

City Council Budget Study

Budget work sessions are held with the City Council to review and discuss the proposed budget. Discussions and study may follow at subsequent work sessions up until budget adoption.

Public Hearing/Budget Adoption

A public hearing on the proposed budget and two public hearings on the tax rate (if required by truth in Taxation laws) are held in August and September prior to final budget consideration.

City of Glenn Heights Charter 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; however; the total expenditures from all the City funds for the fiscal year may not be increased except by a vote of five (5) members of the City Council following a posted public hearing at which members of the public may provide input on such proposed amendment. In the event that a proposed budget amendment is in order to meet a grave public necessity, the City Council may, by a vote of five (5) of its members, waive the requirement for the public hearing. Amendments shall be by ordinance and shall become an attachment to the original budget.

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Budget Calendar 2019-2020

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
April 2019					
1	2	3	4	5	
	City Council Approves FY 2019-2020 Budget Calendar				2 nd – Approve Budget Calendar, dates that are not mandated by local government code or Truth in Taxation are subject to change
15	16	17	18	19	
			Staff Budget Kick-Off Meeting		18 th – City Manager’s Office in conjunction with the Finance Department will outline the FY 2020 Budget Process and Discuss Possible Highlights

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
May 2019					
6	7	8	9	10	
	Receive Preliminary Values Receive CAFR				7 th - The Finance Department will receive the Preliminary Values from Dallas and Ellis Counties and perform preliminary property tax revenue calculations
20	21	22	23	24	
	CMO to discuss Budget Priorities				21 st – City Manager will begin the discussion with City Council to identify Budget Priorities for FY 2020

City of Glenn Heights, Texas

Fiscal Year 2019-2020 Annual Budget



Monday	Tuesday	Wednesday	Thursday	Friday	Comments
June 2019					
3	4 Council Budget Workshop	5	6	7	Council Budget Workshop – <i>As Needed and Not date specific</i> ; City Manager to discuss Budget Priorities with Council Members
17	18 Council Budget Workshop	19	20	21	Council Workshop- <i>As Needed Not date specific</i> ; City Manager to discuss Budget Priorities with Council Members

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
July 2019					
1	2 Council Budget Workshop	3	4	5	Council Budget Workshop – <i>As Needed and Not date specific</i> ; City Manager to discuss Budget Priorities with Council Members
15	16 Receive Certified Values: Dallas & Ellis County	17	18	19	16 th – the Finance Department receives the certified values and performs the final calculation for proposed property tax revenue for FY 2020
29	30	31 Final Day per City Charter to submit Proposed Budget			31 st – The City Manager submits the Proposed FY 2020 Budget to the City Secretary's Office

City of Glenn Heights, Texas

Fiscal Year 2019-2020 Annual Budget



Monday	Tuesday	Wednesday	Thursday	Friday	Comments
August 2019					
5	6 Council Budget Workshop Submit Eff. & Rollback Rate Cal.	7	8	9	6 th – Council Budget Workshop topic to be determined later
19	20 Council Budget Workshop *Public Hearing: Tax Rate 1 st Reading	21	22	23	20 th – Council Budget Workshop topic to be determined later

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
September 2019					
2	3 Council Budget Workshop *Public Hearing: Tax Rate 2 nd Reading *Public Hearing Budget: 1 st Reading	4	5	6	Council Budget Workshop topic to be determined later 3 rd - Public Hearings on the Budget and Tax Rate as required by Texas Local Government Code
9	10 *Public Hearing: Budget 2 nd Reading *Adopt Budget & Tax Rate	11	12	13	10 th - Public Hearing on the Budget as required by City Charter and Public Hearing on the Tax Rate as required by Texas Local Government Code Budget & Tax Rate Adoption

The 2nd Public Hearing on the Tax Rate may not be held earlier than the 3rd day after the First Hearing

The meeting to vote on adoption of the Tax Rate must take place no less than 3 days and no more than 14 days after the 2nd Public Hearing on the Tax Rate

The City must adopt the Tax Rate by September 29th or 60 days after receiving the Certified Appraisal Roll, whichever date is later

Calendar Dates subject to be changed based on the Direction of the City Council. However, certain schedules are mandated by Truth in Taxation

***Mandated by Truth in Taxation Law**

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



PERSONNEL SUMMARY

Full-time Positions	2016-2017	2017-2018	2018-2019	2019-2020
CITY MANAGER'S OFFICE				
City Manager	1	1	1	1
Executive Assistant to City Manager	1	1	1	1
Deputy City Manager	1	1	1	1
CITY SECRETARY				
City Secretary	1	1	1	1
HUMAN RESOURCES				
Director, Human Resources	1	1	1	1
Human Resources Generalist	1	1	1	1
INFORMATION TECHNOLOGY				
Administrator, IT	0	1	1	1
Specialist, IT	0	0	1	0
FINANCE				
Director, Finance	1	1	1	1
Financial Analyst	1	1	1	1
Finance Coordinator	0	1	1	1
MUNICIPAL COURT				
Administrator, Court	1	1	1	1
FIRE DEPARTMENT				
Fire Chief	0	1	1	1
Deputy Chief, Fire	0	1	1	0
Executive Assistant	1	1	1	0.50
Driver	0	0	3	3
Captains, Fire	3	3	3	3
Firefighter/EMT	3	3	2	2
Firefighter/Paramedic	6	6	7	7
POLICE DEPARTMENT				
Chief of Police	1	0	0	1
Deputy Chief, Police	0	1	1	0
Communications Supervisor	0	0	1	1
Emergency Dispatchers	5	5	6	6
Executive Assistant, Police	1	1	1	0.5
Police Officers	10	12	17	16
Sergeant, Police	3	3	4	4
Records Clerk	1	1	1	1

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



Records & Property Coordinator	1	1	1	1
Animal Control Officer	1	1	1	1
STREETS DEPARTMENT				
Director, Public Works & Infrastructure	1	1	0.33	0.33
Utility Worker III, Streets	1	1	1	1
Groundskeeper	0	0	0	1
Economic Development				
Administrator, Economic Development	1	0.5	1	1
Planning & Development				
Director, Planning & Development	1	1	1	0
Building Official	0	0	1	1
Planner	1	1	1	1
Coordinator, Permits	1	1	1	1
Code Compliance Officer	1	2	2	2
Community Engagement				
Administrator, Community Engagement	1	1	1	1
Coordinator, Community Engagement	0	0	1	1
Coordinator, Social Services	0	0	0	1
Utility Administration				
Supervisor, Utilities Billing	1	1	1	1
Utilities Billing Representative	2	2	2	2
Meter Services				
Coordinator, Meter Services	0	1	1	1
Meter Reader	3	2	2	1
Utility Worker I, Meter Services	0	1	1	2
Water Operations				
Director, Public Works & Infrastructure	0	0	0.33	0.33
Inspector	1	1	1	1
Executive Assistant Public Works	1	1	1	1
Superintendent, Utilities	1	1	1	1
Supervisor, Utilities	1	1	1	1
Utility Worker I, Water Operations	1	1	1	1
Utility Worker III, Water Operations	2	2	2	1
Utility Worker III Backflow Operator	1	1	1	1
Wastewater Operations				
Utility Worker I, Waste Water	2	2	2	2
Utility Worker III, Waste Water	1	1	1	1

**City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget**



Stormwater				
Director, Public Works & Infrastructure	0	0	0.33	0.33
Field Supervisor	1	1	1	1
Groundskeeper	0	3	5	3
Utility Worker I	1	1	1	1
TOTAL FULL TIME POSITIONS	72	82.5	98.99	92.24
Part Time Positions	2016-2017	2017-2018	2018-2019	2019-2020
Firefighter/EMT/Paramedic	6	6	3	3
TOTAL PART TIME POSITIONS	6	6	3	3

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



PROPOSED BUDGET SUMMARY

Fund	Total Projected Beginning Fund Balance	Revenues	Expenditures	Transfers In (Out)	Net Change in Fund Balance	Ending Fund Balance	
						Total Ending Fund Balance	Days Reserve
General Fund	3,718,625	9,180,690	8,524,318	(44,344)	612,028	4,330,653	187
Debt Service	345,673	1,475,318	1,451,474	-	23,845	369,517	
Special Revenue Funds:	4,520,266	1,638,321	2,353,000	217,000	(497,679)	4,022,588	-
Court Tech	361	3,551	-	-	3,551	3,912	
Court Security	39,861	2,812	-	-	2,812	42,673	
911 Fees	165,640	72,015	-	(33,000)	39,015	204,655	
Grants	2,113	-	-	-	-	2,113	
Park Fees	813,028	216,467	586,000	-	(369,533)	443,496	
Street Impact	1,372,660	448,465	12,000	-	436,465	1,809,124	
Water/Sewer Impact	2,125,331	895,011	1,645,000	-	(749,989)	1,375,343	
Diaster Recovery Fund	-	-	-	-	-	-	
Vehicle Replacement	1,272	-	110,000	250,000	140,000	141,272	
Capital Project Funds:	13,407,487	16,637,168	12,673,130	-	3,964,038	15,982,893	-
General Fund Capital Projects	5,556,809	210,000	3,387,636	-	(3,177,636)	2,379,173	
2006 CO Bonds - Streets	18,644	-	18,644	-	(18,644)	-	
2008 CO Bonds - Streets	-	-	-	-	-	-	
2015 CO Bonds - City Hall/PS	1,388,631	1,427,168	1,444,511	-	(17,343)	(17,343)	
2016 GO Bonds	6,443,402	15,000,000	7,822,339	-	7,177,661	13,621,063	
Proprietary Funds:	1,953,489	6,071,665	6,465,968	(15,775)	(531,953)	1,421,537	
Water and Sewer	1,686,249	5,757,853	6,150,040	-	(514,062)	1,172,188	68
Drainage	267,240	313,812	315,928	(15,775)	(17,891)	249,349	288
Total Funds	23,945,540	35,003,163	31,467,890	156,881	3,570,279	26,127,188	

- Property Tax Rate of \$0.833523/100 (reduction from previous year)
- No increase in water or sewer rates
- \$96,049 General Fund Revenue Charge for Services from Water Sewer Fund to General Fund for reimbursement of costs.
- \$614,457 in City Paid insurance coverage

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City of Glenn Heights, Texas Fiscal Year 2019-2020 Annual Budget



GENERAL FUND

The General Fund supports functions and activities that are traditionally provided by local government. Included are Administration, Community Services, Public Safety, and Street Maintenance and Repair. Revenue to finance these programs are derived principally from Ad Valorem Taxes, local Sales Taxes, and Revenue for Administrative Support for the City's proprietary fund. Other sources of revenue include Building Permit fees and Municipal Court fines.

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



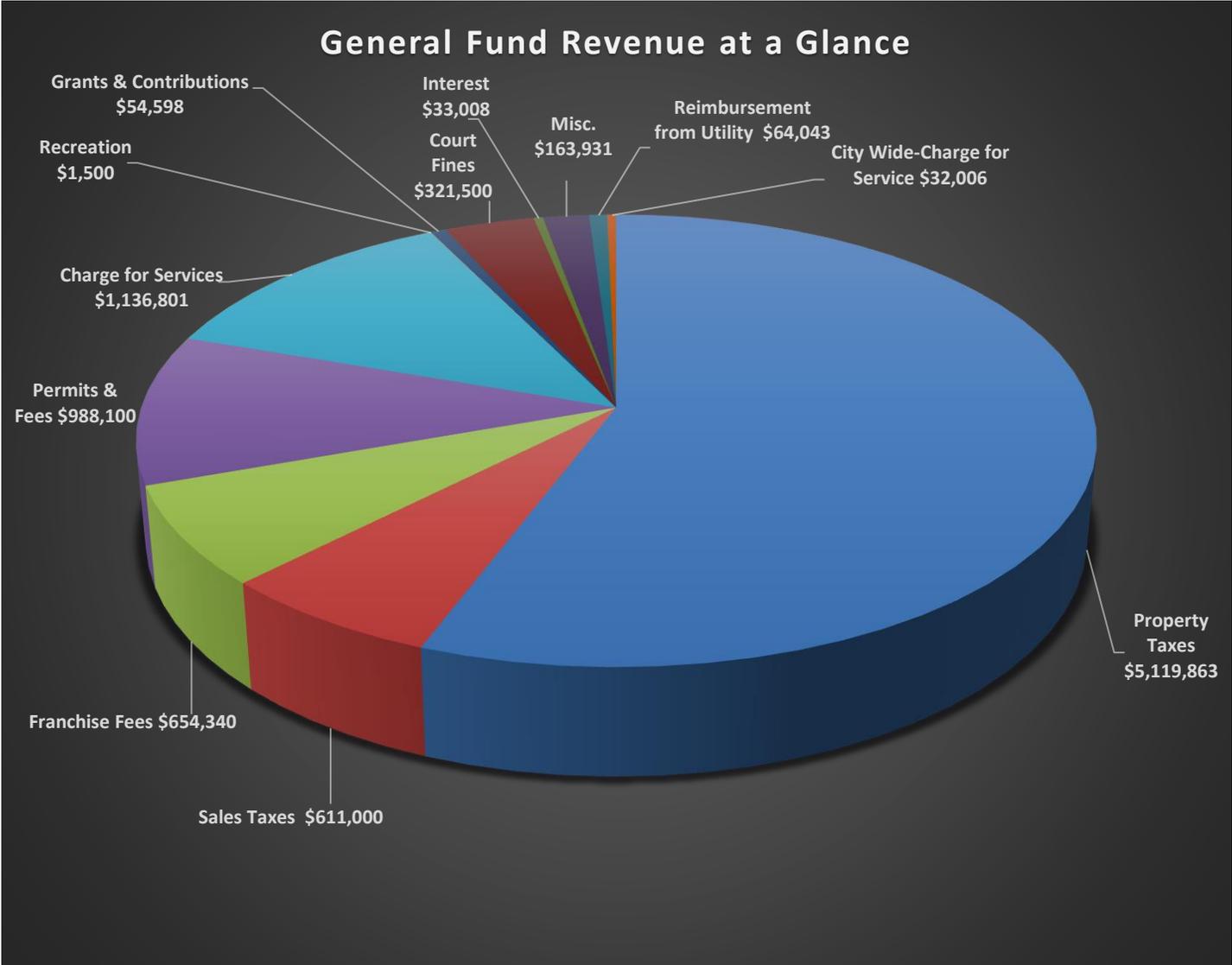
GENERAL FUND REVENUE SUMMARY

REVENUES	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
Ad Valorem Tax Rate	0.935530	0.885434	0.879181	0.879181	0.833523
I&S Tax Rate	0.253062	0.214612	0.215740	0.215740	0.184129
M&O Tax Rate	0.682468	0.670822	0.663441	0.663441	0.649394
	0.0000%	-1.7065%	-1.1003%	-1.1003%	-2.12%
Taxable Valuation	\$492,498,684	\$587,783,231	\$ 660,012,306	\$ 660,012,306	\$786,525,022
	10.03%	19.35%	12.29%	12.29%	19.17%
Property Taxes	\$ 3,401,093	\$ 4,075,393	\$ 4,335,004	\$ 4,340,317	\$ 5,119,863
Sales Taxes	533,253	617,073	540,000	650,000	611,000
Franchise Fees	635,443	658,608	639,786	684,450	654,340
Permits & Fees	737,187	1,244,519	956,578	1,024,375	988,100
Charges for Service	1,013,242	1,039,696	1,112,215	1,138,672	1,136,801
Recreation	2,895	2,149	2,000	1,500	1,500
Grants & Contributions	3,800	34,542	44,350	46,630	54,598
Court Fines	179,131	95,135	221,500	165,199	321,500
Interest	33,713	44,069	33,008	33,008	33,008
Transfer from Fund Reserves	-	-	-	-	-
Miscellaneous	1,571	657,495	18,615	263,815	163,931
Reimbursement from Utility	433,449	276,850	332,226	221,480	64,043
Charge for Service (City Wide)	252,033	109,818	146,431	97,617	32,006
Total Revenues	\$ 7,226,810	\$ 8,855,347	\$ 8,381,713	\$ 8,667,063	\$ 9,180,690

**City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget**



GENERAL FUND REVENUE



**FY 2019-2020 General Fund Revenue
\$9,180,690**

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



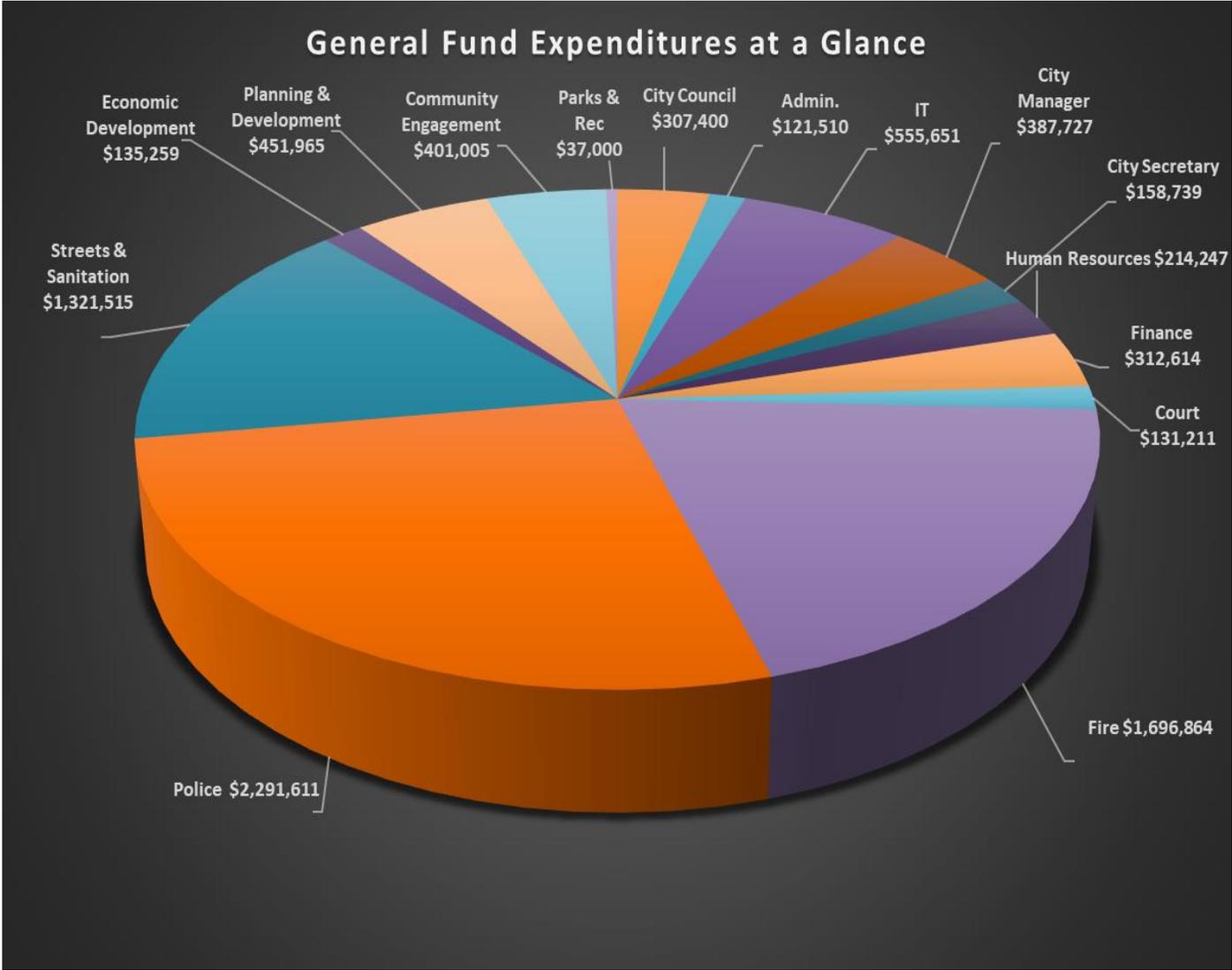
GENERAL FUND
EXPENDITURE SUMMARY

EXPENDITURES	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
City Council	\$ 200,069	\$ 256,621	\$ 276,500	\$ 242,730	\$ 307,400
Administration	50,726	112,854	117,010	100,122	121,510
Technology Services	412,808	371,869	584,715	413,287	555,651
City Manager	376,636	290,957	348,743	315,076	387,727
City Secretary	152,108	164,599	270,264	223,599	158,739
Human Resources	196,558	195,996	229,268	196,934	214,247
Finance	181,402	223,805	255,904	251,135	312,614
Municipal Court	117,514	114,177	125,704	108,176	131,211
Fire	1,583,497	1,836,337	1,642,493	1,617,147	1,696,864
Police	1,574,377	1,897,150	2,292,378	2,183,258	2,291,611
Streets & Sanitation	960,866	975,009	1,104,774	1,054,359	1,321,515
Economic Development	96,640	10,980	112,619	119,543	135,259
Planning & Development	445,067	668,760	637,183	566,126	451,965
Community Engagement	203,903	201,094	232,461	282,980	401,005
Parks & Recreation	-	-	45,400	34,145	37,000
Total Expenditures	\$ 6,552,171	\$ 7,320,208	\$ 8,275,417	\$ 7,708,616	\$ 8,524,318

**City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget**



GENERAL FUND EXPENDITURES



**FY 2019-2020 Total Expenditures
\$8,524,318**

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



GENERAL FUND OTHER FUNDING SOURCES

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
OTHER FINANCING SOURCES (USES)	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
LEASE PROCEEDS					
City Attorney/Auditor/Council (28%)	72,208	47,039	56,425	37,651	10,360
City Manager's Office (28%)	162,542	80,535	96,657	64,231	19,055
City Secretary (28%)	53,603	47,756	57,300	37,651	10,486
Human Resources (28%)	70,112	46,732	56,089	37,651	11,079
Finance (28%)	74,984	54,788	65,755	44,296	13,063
W/S Charge for Services (MGT)	433,449	276,850	332,226	221,480	64,043
Technology (28%)	210,029	92,246	123,053	81,998	25,256
Utilities (28%)	42,004	17,572	23,378	15,619	6,750
W/S Charge for Services (CITY-WIDE)	252,033	109,818	146,431	97,617	32,006
TRANSFERS FROM DRAINAGE FUND	15,775	15,775	15,775	15,775	15,775
TRANSFERS FROM 911 WIRELESS FUND	33,000	33,000	33,000	33,000	33,000
TOTAL TRANSFERS IN (OUT)	48,775	48,775	48,775	48,775	48,775
TOTAL OTHER FINANCING SOURCES (USES)	734,257	435,443	527,432	367,872	144,824

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



CITY COUNCIL

PURPOSE/MISSION STATEMENT

The City Council is the legislative body and the City functions under a Home Rule Charter. This department is designed to provide funding related to the administration of legislative matters, professional development of Council Members and contractual functions which fall under the oversight of Council.

PERFORMANCE MEASURES

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Ordinance Enacted	27	26	12	12
Resolutions Enacted	34	34	31	30
Number of Council Meetings	27	22	32	29

BUDGET HIGHLIGHTS

Increased Mayor initiative for greater community outreach
Increased Conference & Training budgets to provide more opportunities for our Mayor and Council Members

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time	0	0	0	0
Part-Time	0	0	0	0
Contractual Services				
City Attorney	0	1	1	1
City Auditor	0	1	1	1
Total Positions	0	2	2	2

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0
Contracted Service	\$161,641	\$228,149	\$175,000	\$207,200
Operating	\$30,668	\$26,576	\$54,230	\$82,700
Departmental	\$7,760	\$1,896	\$13,500	\$17,500
Total	\$200,069	\$256,621	\$242,730	\$307,400

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - CITY COUNCIL**

09-CITY COUNCIL		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	CONTRACTED SERVICES	\$ 161,641	\$ 228,149	\$ 205,000	\$ 175,000	\$ 207,200
	OPERATING	30,668	26,576	54,000	54,230	82,700
	DEPARTMENTAL	7,760	1,896	17,500	13,500	17,500
TOTAL CITY COUNCIL		\$ 200,069	\$ 256,621	\$ 276,500	\$ 242,730	\$ 307,400
PERSONNEL SUMMARY						
	Full-time Positions	0	0	0	0	0
	Part-time Positions	0	0	0	0	0
	Total Positions	0	0	0	0	0
09-CITY COUNCIL						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
CONTRACTED SERVICES						
100-5-09-3001	AUDITING	29,200	29,200	30,000	30,000	32,200
100-5-09-3002	LEGAL SERVICES	132,441	198,949	175,000	145,000	175,000
TOTAL CONTRACTED SERVICES		161,641	228,149	205,000	175,000	207,200
OPERATING						
100-5-09-3400	CONFERENCE, TRAINING, & TRAVEL - MAYOR	9,351	3,631	6,500	6,500	10,000
100-5-09-3401	CONFERENCE, TRAINING, & TRAVEL-PLACE 1	689	3,401	6,500	6,500	10,000
100-5-09-3402	CONFERENCE, TRAINING, & TRAVEL-PLACE 2	3,369	2,701	6,500	6,500	10,000
100-5-09-3403	CONFERENCE, TRAINING, & TRAVEL-PLACE 3	4,229	4,588	6,500	6,500	10,000
100-5-09-3404	CONFERENCE, TRAINING, & TRAVEL-PLACE 4	3,400	1,742	6,500	6,500	10,000
100-5-09-3405	CONFERENCE, TRAINING, & TRAVEL-PLACE 5	3,178	5,230	6,500	6,500	10,000
100-5-09-3406	CONFERENCE, TRAINING, & TRAVEL-PLACE 6	1,896	2,177	6,500	6,500	10,000
100-5-09-3501	OTHER COUNCIL EXPENSES	4,053	2,714	5,000	7,230	5,000
100-5-09-3503	PRINTING, COPY & PHOTO	503	392	3,500	1,500	3,500
100-5-09-3505	CITY COUNCIL CELL PHONES	-	-	-	-	4,200
TOTAL OPERATING		30,668	26,576	54,000	54,230	82,700
DEPARTMENTAL						
100-5-09-3521	MAYOR INITIATIVES	7,760	1,896	7,500	3,500	7,500
100-5-09-3516	STRATEGIC PLANNING	-	-	10,000	10,000	10,000
TOTAL DEPARTMENTAL		7,760	1,896	17,500	13,500	17,500
TOTAL CITY COUNCIL		\$ 200,069	\$ 256,621	\$ 276,500	\$ 242,730	\$ 307,400

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



ADMINISTRATION

PURPOSE/MISSION STATEMENT

The Administration Program captures activities that have costs that are not readily assigned to any specific department. Administration covers several shared expenses for the City such as Utilities, Insurance, Supplies, etc.

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time	0	0	0	0
IT Administration	1	0	0	0
Total Positions	1	0	0	0

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Supplies	\$28,581	\$24,591	\$22,377	\$32,000
Contracted Service	\$0	\$44,689	\$2,000	\$2,000
Operating	\$18,954	\$18,954	\$75,744	\$82,510
Departmental	\$0	\$0	\$0	\$5,000
Capital Outlay	\$0	\$24,980	\$0	\$0
Total	\$50,726	\$112,854	\$100,122	\$121,510

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - ADMINISTRATION
DEPARTMENTAL SUMMARY**

010-Administration		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	SUPPLIES	\$ 28,581	\$ 24,591	\$ 32,000	\$ 22,377	\$ 32,000
	CONTRACTED SERVICES	-	44,689	2,000	2,000	2,000
	OPERATING	18,954	18,594	78,010	75,744	82,510
	DEPARTMENTAL	-	-	5,000	-	5,000
	CAPITAL OUTLAY	-	24,980	-	-	-
TOTAL ADMINISTRATION		\$ 50,726	\$ 112,854	\$ 117,010	\$ 100,122	\$ 121,510
PERSONNEL SUMMARY						
	Full-time Positions	0	0	0	0	0
	IT Administrator	0	0	0	0	0
	Part-time Positions	0	0	0	0	0
	Total Positions	0	0	0	0	0
10-Administration						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
SUPPLIES						
100-5-10-2000	OFFICE SUPPLIES	19,726	17,931	22,000	17,009	22,000
100-5-10-2125	POSTAGE	8,855	6,660	10,000	5,369	10,000
TOTAL SUPPLIES		28,581	24,591	32,000	22,377	32,000
CONTRACTED SERVICES						
100-5-10-3013	OTHER PROFESSIONAL SERVICES	-	44,689	2,000	2,000	2,000
TOTAL CONTRACTED SERVICES		-	44,689	2,000	2,000	2,000
OPERATING						
100-5-10-3303	NATURAL GAS	-	-	1,000	700	1,000
100-5-10-3400	GENERAL LIABILITY INSURANCE	-	-	5,460	1,183	5,460
100-5-10-3401	AUTO LIABILITY INSURANCE	-	-	31,500	31,500	31,500
100-5-10-3402	FIRE & PROPERTY INSURANCE	-	-	11,550	11,550	11,550
100-5-10-3403	ERRORS & OMISSIONS INSURANCE	-	-	10,500	10,500	10,500
100-5-10-3503	PRINTING, COPY, & PHOTO	6,046	7,483	8,000	7,968	10,000
100-5-10-3505	OTHER OPERATING EXPENSES	41	691	-	486	2,500
100-5-10-3506	DUES, SUBSCRIPTIONS, & PUBLICATION	12,867	10,420	10,000	11,858	10,000
TOTAL OPERATING		18,954	18,594	78,010	75,744	82,510
DEPARTMENTAL						
100-5-10-3625	CONTINGENCY RESERVE	-	-	5,000	-	5,000
TOTAL DEPARTMENTAL		-	-	5,000	-	5,000
CAPITAL OUTLAY						
100-5-10-5000	CAPITAL EXPENDITURES	-	24,980	-	-	-
TOTAL CAPITAL OUTLAY		-	24,980	-	-	-
TOTAL ADMINISTRATION		\$ 50,726	\$ 112,854	\$ 117,010	\$ 100,122	\$ 121,510

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



ADMINISTRATIVE SERVICES

The Administrative Services Cluster provides a wide variety of administrative services to the residents of Glenn Heights and to all departments within the City. The Administrative Services Cluster includes seven areas: City Manager's Office, City Secretary's Office, Human Resources, Information Technology, Finance, Municipal Court, & Community Engagement.

**City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget**



CITY MANAGER

PURPOSE/MISSION STATEMENT

The City Manager oversees the implementation of City Council policies and directives, manages the daily operations for the City, administers the annual operating budget, and promotes the overall interest of the community.

FY 2018-2019 ACCOMPLISHMENTS

Completed contract for Senior Center and New City Hall
Completed Capital Improvement Plan
Host Groundbreaking Ceremony for Senior Center and New City Hall

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Percent of citizen service requests responded to w/in 10 days	75%	85%	88%	90%
Number of press releases submitted to media outlets	12	20	24	25

WORKLOAD MEASURES

INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Number of Citizen service request	60	45	52	60
City Council Meetings attended	24	28	26	26
Community meetings attended	10	15	20	25

FY 2019-2020 WORKPLAN SUMMARY

Address Infrastructure improvements needed throughout the City
Complete Senior Center project

City of Glenn Heights, Texas
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CITY MANAGER

BUDGET HIGHLIGHTS

Initiated Employee Compensation Package to market rates
Begin New City Hall and Public Safety Construction

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
City Manager	1	1	1	1
Deputy City Manager	1	1	1	1
Exec. Asst. to City Manager	1	1	1	1
Total Positions	3	3	3	3

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$348,699	\$281,772	\$300,126	\$368,777
Supplies	\$4,208	\$3,254	\$2,450	\$3,450
Contracted Service	\$316	\$138	\$500	\$500
Repairs & Maintenance	\$303	\$398	\$500	\$2,000
Operating	\$21,582	\$4,242	\$6,500	\$8,000
Departmental	\$1,528	\$1,153	\$5,000	\$5,000
Total	\$376,636	\$290,957	\$315,076	\$387,727

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - CITY MANAGER
DEPARTMENTAL SUMMARY**

11-CITY MANAGER'S OFFICE		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 348,699	\$ 281,772	\$ 326,793	\$ 300,126	\$ 368,777
	SUPPLIES	4,208	3,254	2,450	2,450	3,450
	CONTRACTED SERVICES	316	138	500	500	500
	REPAIRS & MAINTENANCE	303	398	500	500	2,000
	OPERATING	21,582	4,242	13,500	6,500	8,000
	DEPARTMENTAL	1,528	1,153	5,000	5,000	5,000
TOTAL CITY MANAGER'S OFFICE		\$ 376,636	\$ 290,957	\$ 348,743	\$ 315,076	\$ 387,727
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	City Manager	1	1	1	1	1
	Deputy City Manager	1	1	1	1	1
	Executive Assistant	1	1	1	1	1
	Total Positions	3	3	3	3	3
11-CITY MANAGER'S OFFICE						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-11-1000	EXEMPT SALARY	254,782	200,912	224,808	216,244	258,300
100-5-11-1010	REGULAR SALARIES FULL-TIME	41,209	48,083	49,476	39,364	53,872
100-5-11-1200	PAYROLL TAXES FICA	20,746	13,802	20,983	18,305	23,881
100-5-11-1205	WORKERS COMP	2,446	1,661	2,628	2,628	2,628
100-5-11-1210	INSURANCE	14,693	8,627	20,481	15,661	20,481
100-5-11-1220	T.M.R.S.	9,696	6,750	8,418	7,798	9,615
TOTAL PERSONNEL		348,699	281,772	326,793	300,126	368,777
SUPPLIES						
100-5-11-2100	GASOLINE & FUELS	2,686	3,254	2,000	2,000	3,000
100-5-11-2155	OTHER SMALL EQUIPMENT	1,343	-	450	450	450
TOTAL SUPPLIES		4,208	3,254	2,450	2,450	3,450
CONTRACTED SERVICES						
100-5-11-3013	OTHER PROFESSIONAL SERV	316	138	500	500	500
TOTAL CONTRACTED SERVICES		316	138	500	500	500
REPAIRS & MAINTENANCE						
100-5-11-3202	R & M AUTO/TRUCK	303	398	500	500	2,000
TOTAL REPAIRS & MAINTENANCE		303	398	500	500	2,000
OPERATING						
100-5-11-3500	CONFERENCE, TRAINING, & TRAVEL	18,283	2,540	10,000	3,500	5,000
100-5-11-3503	PRINTING, COPY & PHOTO	286	56	500	500	500
100-5-11-3506	DUES, SUBSCRIPTIONS & PUB	1,988	1,646	2,500	2,500	2,500
100-5-11-3509	ADVERTISING	350	-	500	-	-
TOTAL OPERATING		21,582	4,242	13,500	6,500	8,000
DEPARTMENTAL						
100-5-11-3516	STRATEGIC PLANNING	1,528	1,153	5,000	5,000	5,000
TOTAL DEPARTMENTAL		1,528	1,153	5,000	5,000	5,000
TOTAL CITY MANAGER'S OFFICE		\$ 376,636	\$ 290,957	\$ 348,743	\$ 315,076	\$ 387,727

City of Glenn Heights, Texas
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CITY SECRETARY

PURPOSE/MISSION STATEMENT

To support, facilitate and strengthen the City of Glenn Heights governmental process by safeguarding and enriching the municipal election and records management processes, assisting the City Council in fulfilling its duties and responsibilities, improving public access to municipal records and other information, enhancing public participation in municipal government processes, and providing continuity for Glenn Heights city government by recording its legislative actions.

FY 2018-2019 ACCOMPLISHMENTS

Coordinated the November 2018 General Election and December 2018 Mayoral Election.
 Ensured that the City Charter, signed Ordinances, and documents maintained in the City Secretary's Office were updated on the City's website.

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Accuracy of Council meeting minutes	NM	100%	100%	100%
Days required for open record request	2-day average	2-day average	5-day average	3-5-day average
Time required to process and codify Ordinances	Once a year	Monthly	Quarterly	Monthly

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Number of City Council meeting agenda packets prepared	35	32	33	33
Number of Proclamations Developed	42	18	25	25
Number of Ordinances and Resolutions approved by Council	26	30	40	40
Open records request received and processed	84	85	85	85
City Elections held	1	2	2	1
Board and Commission meetings posted	5	14	14	14

**City of Glenn Heights, Texas
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CITY SECRETARY

FY 2019-2020 WORKPLAN SUMMARY

Coordinate November 2019 Election
Complete the conversion of physical documents maintained in the City Secretary's Office into digital records and transfer them into the digital file management system.

BUDGET HIGHLIGHTS

Increased funding for Special Election
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PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
City Secretary	1	1	1	1
Total Positions	1	1	1	1

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$94,591	\$90,662	\$87,873	\$82,739
Contracted Service	\$51,308	\$65,735	\$125,450	\$67,500
Operating	\$6,209	\$8,202	\$10,275	\$8,500
Total	\$152,108	\$164,599	\$223,599	\$158,739

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - CITY SECRETARY
DEPARTMENTAL SUMMARY**

12-CITY SECRETARY		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 94,591	\$ 90,662	\$ 144,664	\$ 87,873	\$ 82,739
	CONTRACTED SERVICES	51,308	65,735	114,000	125,450	67,500
	OPERATING	6,209	8,202	11,600	10,275	8,500
TOTAL CITY SECRETARY		\$ 152,108	\$ 164,599	\$ 270,264	\$ 223,599	\$ 158,739
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	City Secretary	1	1	1	1	1
	Record Clerk	1	1	1	1	0
	Total Positions	2	2	2	2	1
12-CITY SECRETARY						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-12-1000	EXEMPT SALARY	63,600	67,895	71,876	69,640	66,062
100-5-12-1010	REGULAR SALARIES- FULL TIME	10,425	5,698	44,893	1,378	-
100-5-12-1020	REGULAR SALARIES- PART TIME	2,924	761	-	-	-
100-5-12-1200	PAYROLL TAXES FICA	5,966	5,358	8,933	5,932	5,054
100-5-12-1205	WORKERS COMP	840	728	1,752	876	876
100-5-12-1210	INSURANCE	7,938	6,830	13,641	7,461	8,713
100-5-12-1220	T.M.R.S.	2,680	2,611	3,569	2,587	2,035
TOTAL PERSONNEL		\$ 94,591	\$ 90,662	\$ 144,664	\$ 87,873	\$ 82,739
CONTRACTED SERVICES						
100-5-12-3007	SURVEYING/APPRaisal	25,897	21,281	20,000	31,450	23,000
100-5-12-3008	CODIFICATION	5,575	3,175	4,500	4,500	4,500
100-5-12-3009	CONTRACT FOR TAXES	-	-	10,000	10,000	10,000
100-5-12-3010	ELECTION EXPENSES	19,836	41,279	79,500	79,500	30,000
TOTAL CONTRACTED SERVICES		51,308	65,735	114,000	125,450	67,500
OPERATING						
100-5-12-3300	CELL PHONES & WIRELESS	746	786	900	75	-
100-5-12-3500	CONFERENCE, TRAINING, & TRAVEL	1,979	1,743	4,500	4,000	3,000
100-5-12-3506	DUES, SUBSCRIPTIONS, & PUBLICATION	1,249	1,495	1,200	1,200	500
100-5-12-3509	ADVERTISING & LEGAL PUBLICATION	2,235	4,178	5,000	5,000	5,000
TOTAL OPERATING		6,209	8,202	11,600	10,275	8,500
TOTAL CITY SECRETARY		\$ 152,108	\$ 164,599	\$ 270,264	\$ 223,599	\$ 158,739

City of Glenn Heights, Texas
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HUMAN RESOURCES

PURPOSE/MISSION STATEMENT

The Human Resources Office serves as an advocate for employees and partners with management to ensure compliance with City guidelines and policies. It is responsible for policy development, managing the City's compensation and benefit plans, performance management, recruitment and staffing, special programs, and maintaining compliance with federal and state employment laws.

FY 2018-2019 ACCOMPLISHMENTS

Conducted salary surveys to maintain competitiveness

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Average time to fill vacancies	60 Days	50 Days	50 Days	20 Days
Average number of training hours per employee	Not Measured	10	10	4
Timely completion of performance evaluation	Not Measured	100%	100%	100%
Number of open enrollments processed	86	86	86	90
Number of new hires	22	22	22	25

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Pre-Screening interviews conducted	100	100	100	100
Number of open enrollments processed	86	86	86	86
Employee training session held	12	12	12	12
Number of new hires	22	22	22	22
Number of claims processed	30	30	30	30

**City of Glenn Heights, Texas
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HUMAN RESOURCES

FY 2019-2020 WORKPLAN SUMMARY

Enhance Employee Engagement Programs

BUDGET HIGHLIGHTS

Enhance Employee Relation initiatives

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Director of Human Resources	1	1	1	1
HR Generalist	0	1	1	1
Total Positions	1	2	2	2

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$149,348	\$154,199	\$110,058	\$169,097
Contracted Service	\$21,724	\$17,593	\$63,451	\$4,500
Operating	\$7,202	\$2,417	\$5,525	\$5,150
Departmental	\$18,284	\$21,787	\$17,900	\$35,500
Total	\$196,558	\$195,996	\$196,934	\$214,247

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - HUMAN RESOURCES
DEPARTMENTAL SUMMARY**

13-HUMAN RESOURCES		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 149,348	\$ 154,199	\$ 192,843	\$ 110,058	\$ 169,097
	CONTRACTED SERVICES	21,724	17,593	7,000	63,451	4,500
	OPERATING	7,202	2,417	5,525	5,525	5,150
	DEPARTMENTAL	18,284	21,787	23,900	17,900	35,500
TOTAL HUMAN RESOURCES		\$ 196,558	\$ 195,996	\$ 229,268	\$ 196,934	\$ 214,247
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Director of Human Resources	1	1	1	1	1
	Human Resources Generalist	1	1	1	1	1
	Total Positions	2	2	2	2	2
13-HUMAN RESOURCES		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-13-1000	EXEMPT SALARY	55,778	56,408	84,334	65,500	93,349
100-5-13-1010	REGULAR SALARIES- FULL TIME	53,847	50,994	51,364	27,000	43,867
100-5-13-1020	REGULAR SALARIES- PART TIME	9,745	16,015	20,800	532	-
100-5-13-1025	OVERTIME	771	2,433	-	22	-
100-5-13-1200	PAYROLL TAXES FICA	8,720	8,777	11,972	6,281	10,497
100-5-13-1205	WORKERS COMP	1,876	1,448	2,919	2,919	1,752
100-5-13-1210	INSURANCE	14,855	12,641	17,305	5,154	15,406
100-5-13-1220	T.M.R.S.	3,978	3,907	4,148	2,650	4,226
TOTAL PERSONNEL		149,348	154,199	192,843	110,058	169,097
CONTRACTED SERVICES						
100-5-13-3010	TECHNOLOGY	20	-	2,000	2,000	2,000
100-5-13-3013	OTHER PROFESSIONAL SERVICES	15,654	17,593	5,000	5,000	2,500
100-5-13-3014	TEMP CONTRACT SERVICES	-	-	-	56,451	-
TOTAL CONTRACTED SERVICES		21,724	17,593	7,000	63,451	4,500
OPERATING						
100-5-13-3300	CELL PHONES & WIRELESS	750	212	-	-	-
100-5-13-3500	CONFERENCE, TRAINING, & TRAVEL	2,496	407	2,700	2,700	2,700
100-5-13-3503	PRINTING, COPY, & PHOTO	2,814	294	500	500	500
100-5-13-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	548	523	1,075	1,075	700
100-5-13-3509	ADVERTISING	594	981	1,250	1,250	1,250
TOTAL OPERATING		7,202	2,417	5,525	5,525	5,150
DEPARTMENTAL						
100-5-13-3510	EMPLOYEE IMMUNIZATIONS	-	-	500	500	500
100-5-13-3513	EMPLOYEE RELATIONS	3,209	6,108	6,000	4,000	8,000
100-5-13-3515	MEDICAL/PHYSICAL EXAMS	5,925	6,536	4,000	4,000	13,600
100-5-13-3516	EMPLOYEE BACKGROUND CHECK	8,705	5,437	7,200	7,200	7,200
100-5-13-3522	PERSONNEL TRAINING	266	889	6,000	2,000	6,000
100-5-13-3525	CITY RISK MGT PROGRAM	179	-	200	200	200
TOTAL DEPARTMENTAL		18,284	21,787	23,900	17,900	35,500
TOTAL HUMAN RESOURCES		\$ 196,558	\$ 195,996	\$ 229,268	\$ 196,934	\$ 214,247

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INFORMATION TECHNOLOGY

PURPOSE/MISSION STATEMENT

The Information Technology Services Group provides a broad range of technology-based planning, resources, and technical services to the staff and citizens of the City of Glenn Heights.

FY 2018-2019 ACCOMPLISHMENTS
Recruitment of Information Technology Administrator
Launched City's new website

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Percent of work orders completed within 2 business days	90%	90%	92%	95%
Percent of network/system up time	90%	90%	90%	90%
Percent of departments utilizing the City's electronic record mgmt. system	0%	20%	20%	20%

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Number of work orders processed	600	700	650	525
Number of departments successfully operating an electronic records mgmt. system	0	20%	20%	20%
Number of Active Desk Top Computers City-Wide	58	65	65	45
Number of Active Servers City-Wide	11	11	11	11
Number of projects completed on schedule	7	15	15	20

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INFORMATION TECHNOLOGY

FY 2019-2020 WORKPLAN SUMMARY

Establish and implement the IT Department's standard operating procedures
Develop IT related policies and procedures for discarding and utilizing equipment
Develop and manage an inventory management process

BUDGET HIGHLIGHTS

Implement Incode 10 for Administrative use
Increase in Hardware to become more efficient and upgrade technology systems

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
IT Administrator	0	1	1	1
IT Specialist	0	0	1	0
Total Positions	0	1	2	1

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$74,257	\$82,902	\$81,388	\$90,751
Supplies	\$0	\$0	\$40	\$350
Contracted Service	\$112,532	\$103,277	\$132,000	\$183,800
Operating	\$226,019	\$371,869	\$413,287	\$555,651
Total	\$412,808	\$371,869	\$413,287	\$555,651

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - INFORMATION TECHNOLOGY
DEPARTMENTAL SUMMARY**

		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
014- Information Technology		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 74,257	\$ 82,902	\$ 167,736	\$ 81,388	\$ 90,751
	CONTRACTED SERVICES	112,532	103,277	121,920	132,000	183,800
	OPERATING	226,019	185,690	292,059	199,859	280,750
TOTAL Information Technology		\$ 412,808	\$ 371,869	\$ 584,715	\$ 413,287	\$ 555,651
PERSONNEL SUMMARY						
	Full-time Positions					
	IT Administrator	1	1	1	1	1
	IT Specialist	0	0	1	1	0
	Total Positions	1	1	2	2	1
014- Information Technology						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-14-1000	EXEMPT SALARY	59,616	68,011	75,684	60,203	75,000
100-5-14-1010	REGULAR SALARIES FULL TIME	-	-	60,203	1,019	-
100-5-14-1200	PAYROLL TAXES FICA	4,696	5,197	10,395	4,823	5,738
100-5-14-1205	WORKERS COMP	426	369	1,752	876	876
100-5-14-1210	INSURANCE	5,643	6,010	15,553	7,300	6,827
100-5-14-1220	T.M.R.S.	2,147	2,539	4,149	2,241	2,310
TOTAL PERSONNEL		74,257	82,902	167,736	81,388	90,751
SUPPLIES						
100-5-14-2100	GASOLINE & FUELS	-	-	3,000	40	350
TOTAL SUPPLIES		-	-	3,000	40	350
CONTRACTED SERVICES						
100-5-14-3013	OTHER PROFESSIONAL SERVICES	-	6,830	-	4,000	48,000
100-5-14-3022	ANNUAL SOFTWARE MAINTENANCE	54,139	60,991	69,000	74,000	83,280
100-5-14-3024	WEBSITE HOSTING FEES	1,300	1,500	19,920	20,000	19,520
100-5-14-3050	OPERATING LEASES-COPIERS	29,811	33,956	33,000	34,000	33,000
TOTAL CONTRACTED SERVICES		112,532	103,277	121,920	132,000	183,800
OPERATING						
100-5-14-3300	CELL PHONES & WIRELESS	17,135	16,156	33,000	27,000	33,000
100-5-14-3301	TELECOMMUNICATIONS	84,410	73,661	89,000	75,000	89,000
100-5-14-3500	CONFERENCE, TRAINING, & TRAVEL	2,459	2,126	7,000	1,000	3,500
100-5-14-3503	SOFTWARE LICENSING	2,760	34,966	66,359	66,359	70,000
100-5-14-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	15,854	380	500	500	250
100-5-14-3508	SOFTWARE	13,818	26,054	17,300	-	5,000
100-5-14-3510	HARDWARE	89,583	32,347	78,900	30,000	80,000
TOTAL OPERATING		226,019	185,690	292,059	199,859	280,750
TOTAL INFORMATION TECHNOLOGY		\$ 412,808	\$ 371,869	\$ 584,715	\$ 413,287	\$ 555,651

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FINANCE

PURPOSE/MISSION STATEMENT

The Finance Department is committed to providing high quality financial services to all its customers by providing accurate, complete, and timely information regarding the City's financial condition. Responsible for protecting the City's funds against unauthorized use as well as maintaining a commitment to a high-level of personal productivity to improve the Departments policies and procedures.

FY 2018-2019 ACCOMPLISHMENTS
Awarded the GFOA Distinguished Budget Presentation Award for FY 2018-2019
Coordinate 2017-2018 Audit
Continued to develop and implement a centralized procurement process for city purchases
Developed FY 18-19 Budget and Budget Book

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Unqualified opinion on financial audit	Received	Received	Received	To Be Determined
Distinguished Budget Award	Received	Received	Received	To Be Determined
Achievement in Financial Reporting	Received	Received	Received	To Be Determined
Leadership Circle Award	Received	Received	Not Measured	To Be Determined
Number of Reconciliations	12	12	12	12

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Monthly Budget reports produced within 30 working days of the following months	12	12	12	12
Number of Payroll checks processed	26	26	26	26
Number of Checks Processed	2080	2300	2080	2500

City of Glenn Heights, Texas
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FINANCE

FY 2019-2020 WORKPLAN SUMMARY

Coordinate 2018-2019 Audit
Revise Policies and Procedures for daily duties to provide greater transparency
Develop a cash handling policy
Developed FY 19-20 Budget and Budget Book

BUDGET HIGHLIGHTS

Implement new service for external access to budget reports
Begin transition to Incode10 for more efficient Financial capabilities

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Finance Director	1	1	1	1
Finance Analyst	1	1	1	1
Finance Coordinator	0	1	1	1
Total Positions	2	3	3	3

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$168,991	\$210,671	\$233,415	\$244,614
Supplies	\$636	\$152	\$800	\$800
Contracted Service	\$0	\$2,778	\$5,000	\$0
Operating	\$11,518	\$10,469	\$11,320	\$16,600
Departmental	\$257	-\$265	\$600	\$600
Capital Outlay	\$0	\$0	\$0	\$50,000
Total	\$181,402	\$223,805	\$251,135	\$312,614

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - FINANCE
DEPARTMENTAL SUMMARY**

20-FINANCE OFFICE		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 168,991	\$ 210,671	\$ 234,104	\$ 233,415	\$ 244,614
	SUPPLIES	636	152	800	800	800
	CONTRACTED SERVICES	-	2,778	5,000	5,000	-
	OPERATING	11,518	10,469	15,400	11,320	16,600
	DEPARTMENTAL	257	(265)	600	600	600
	CAPITAL OUTLAY	-	-	-	-	50,000
TOTAL FINANCE OFFICE		\$ 181,402	\$ 223,805	\$ 255,904	\$ 251,135	\$ 312,614
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Finance Director	1	1	1	1	1
	Financial Analyst	1	1	1	1	1
	Finance Coordinator	0	1	1	1	1
	Total Positions	2	3	3	3	3
20-FINANCE OFFICE						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-20-1000	EXEMPT SALARY	126,968	130,283	147,830	151,208	154,877
100-5-20-1010	REGULAR SALARIES- FULL TIME	-	33,320	37,595	36,802	40,019
100-5-20-1020	REGULAR SALARIES- PART TIME	9,164	1,923	-	-	-
100-5-20-1200	PAYROLL TAXES FICA	9,753	11,736	14,185	13,300	14,910
100-5-20-1205	WORKERS COMP	1,086	1,222	2,628	2,628	2,628
100-5-20-1210	INSURANCE	16,597	23,948	26,178	23,617	26,178
100-5-20-1220	T.M.R.S.	4,565	6,158	5,688	5,859	6,003
TOTAL PERSONNEL		168,991	210,671	234,104	233,415	244,614
SUPPLIES						
100-5-20-2001	FORMS	472	152	500	500	500
100-5-20-2155	SMALL OFFICE EQUIPMENT	164	-	300	300	300
TOTAL SUPPLIES		636	152	800	800	800
CONTRACTED SERVICES						
100-5-20-3006	CONSULTANT FEES	-	2,778	5,000	5,000	-
TOTAL CONTRACTED SERVICES		-	2,778	5,000	5,000	-
OPERATING						
100-5-20-3300	CELL PHONES & WIRELESS	825	900	900	600	-
100-5-20-3500	CONFERENCE, TRAINING, & TRAVEL	6,722	5,861	7,500	5,000	9,500
100-5-20-3503	PRINTING, COPY, & PHOTO	2,545	1,500	5,000	3,620	5,000
100-5-20-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	1,426	2,208	2,000	2,100	2,100
TOTAL OPERATING		11,518	10,469	15,400	11,320	16,600
DEPARTMENTAL						
100-5-20-3520	BANK NSF CHARGES	557	(265)	600	600	600
TOTAL DEPARTMENTAL		257	(265)	600	600	600
CAPITAL OUTLAY						
100-5-20-5000	CAPITAL EXPENDITURES	-	-	-	-	50,000
TOTAL CAPITAL OUTLAY		-	-	-	-	50,000
TOTAL FINANCE		\$ 181,402	\$ 223,805	\$ 255,904	\$ 251,135	\$ 312,614

**City of Glenn Heights, Texas
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MUNICIPAL COURT

PURPOSE/MISSION STATEMENT

The Glenn Heights Municipal Court is dedicated and committed to promoting the highest standards in customer service, upholding the integrity of the court and building public trust and confidence.

FY 2018-2019 ACCOMPLISHMENTS

FY 2018-2019 ACCOMPLISHMENTS
New Presiding Judge and Court Administrator
New Court Administrator
Submitting OCA monthly reports to bring current and up to date

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Percent of Cases Cleared	83%	83%	83%	83%
Percent of Warrants Cleared	83%	83%	83%	83%

WORKLOAD MEASURES

INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Number of Cases Filed	1855	2121	2000	2000
Number of Cases Closed	1492	1625	1500	1500
Number of Warrants Issued	590	160	350	689
Number of Warrants Cleared	309	38	200	200
Number of Dockets Prepared	24	24	24	24

**City of Glenn Heights, Texas
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MUNICIPAL COURT

FY 2019-2020 WORKPLAN SUMMARY

Implement new scanning system through Incode
Warrant Audit and Docket Clean Up
Age Purge

BUDGET HIGHLIGHTS

Update Court Policies and Procedures
Update Judges Orders

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Court Administrator	1	1	1	1
Total Positions	1	1	1	1

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$72,413	\$69,334	\$69,326	\$86,311
Supplies	\$3,143	\$2,474	\$750	\$3,000
Contracted Service	\$37,660	\$40,932	\$36,000	\$39,800
Operating	\$4,298	\$1,437	\$2,100	\$2,100
Total	\$117,514	\$114,177	\$108,176	\$131,211

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - MUNICIPAL COURT**

21-MUNICIPAL COURT		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 72,413	\$ 69,334	\$ 67,204	\$ 69,326	\$ 86,311
	SUPPLIES	3,143	2,474	6,000	750	3,000
	CONTRACTED SERVICES	37,660	40,932	48,300	36,000	39,800
	OPERATING	4,298	1,437	4,200	2,100	2,100
TOTAL MUNICIPAL COURT		\$ 117,514	\$ 114,177	\$ 125,704	\$ 108,176	\$ 131,211
PERSONNEL SUMMARY						
FULL-TIME POSITIONS						
	Court Administrator	1	1	1	1	1
	Total Positions	1	1	1	1	1
21-MUNICIPAL COURT						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-21-1000	EXEMPT SALARY	53,464	50,770	52,020	56,000	69,276
100-5-21-1010	REGULAR SALARIES FULL-TIME	2,830	1,903	-	-	-
100-5-21-1200	PAYROLL TAXES FICA	4,073	3,688	3,980	3,713	5,300
100-5-21-1205	WORKERS COMP	436	378	876	876	876
100-5-21-1210	INSURANCE	8,667	9,996	8,726	7,071	8,726
100-5-21-1220	T.M.R.S.	2,027	1,966	1,602	1,666	2,134
TOTAL PERSONNEL		72,413	69,334	67,204	69,326	86,311
SUPPLIES						
100-5-21-2001	FORMS	3,143	2,474	6,000	750	3,000
100-5-21-2125	POSTAGE	-	-	-	-	-
TOTAL SUPPLIES		3,143	2,474	6,000	750	3,000
CONTRACTED SERVICES						
100-5-21-3013	OTHER PROFESSIONAL SERVICES	219	-	800	-	800
100-5-21-3017	MUNICIPAL JUDGE	24,915	30,083	25,000	25,000	25,000
100-5-21-3019	COURT PROSECUTOR	10,496	10,199	20,500	10,000	12,000
100-5-21-3021	ARRAIGNMENTS	2,030	650	2,000	1,000	2,000
TOTAL CONTRACTED SERVICES		37,660	40,932	48,300	36,000	39,800
OPERATING						
100-5-21-3500	CONFERENCE, TRAINING, & TRAVEL	4,151	1,362	4,000	2,000	2,000
100-5-21-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	147	75	200	100	100
TOTAL OPERATING		4,298	1,437	4,200	2,100	2,100
TOTAL MUNICIPAL COURT		\$ 117,514	\$ 114,177	\$ 125,704	\$ 108,176	\$ 131,211

**City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget**



COMMUNITY ENGAGEMENT

PURPOSE/MISSION STATEMENT

To strengthen our City through community collaboration, excellent communications and continuous community engagement. To connect all residents and make Glenn Heights the place of choice through community collaboration, innovation, and effective strategies.

FY 2018-2019 ACCOMPLISHMENTS

Making Family Festival a large-scale destination event.
Relaunch of the City of Glenn Heights website
Significantly Improve the Social Media presence through likes and engagements

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Event attendance increased	15%	15%	15%	15%
Social Media Engagements (Facebook)	0	0	0	20%
Avg. Time spent on website	0	0	10%	10%
Increase in Facebook Likes	20%	35%	50%	50%
Avg Number of Volunteers at events	4	10	10	15
Response time to community inquiries	24 Hours or next business day			

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



COMMUNITY ENGAGEMENT

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Number of events held	15	15	15	15
Amount of money raised through sponsorship	25%	25%	30%	30%
Number of media blasts contacts	0	5%	20%	10%
Number of social media posts per week	3 times/week	3 times/week	3 times/week	3 times/week
Average response time to community members	24 Hours or next business day	24 Hours or next business day	24 Hours or next business day	24 Hours or next business day

FY 2019-2020 WORKPLAN SUMMARY

Continuation of Love Your Block program and other Neighborhood Strengthening initiatives
Develop programming for Senior Center
Strengthen community engagement through events and active ambassadors.
Increase Community presence through premier event (i.e. Family Festival)

BUDGET HIGHLIGHTS

The evolution and growth of Family Festival into a destination event
Addition of 1 Social Services Coordinator
Introduction of Love Your Block, a new community beautification program
Opening ceremony for new Senior Center

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



COMMUNITY ENGAGEMENT

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Community Engagement Administrator	1	1	1	1
Community Engagement Coordinator	0	0	1	1
Social Services Coordinator	0	0	0	1
Total Positions	1	1	2	3

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$98,880	\$113,014	\$88,932	\$201,155
Supplies	\$14,184	\$9,333	\$5,050	\$5,900
Contracted Service	\$1,660	\$960	\$0	\$20,000
Operating	\$11,200	\$7,093	\$7,300	\$12,750
Repairs & Maintenance	\$9,662	\$9,248	\$500	\$500
Departmental	\$65,527	\$61,446	\$166,198	\$160,700
Capital Outlay	\$2,790	\$0	\$15,000	\$0
Total	\$203,903	\$201,094	\$282,980	\$401,005

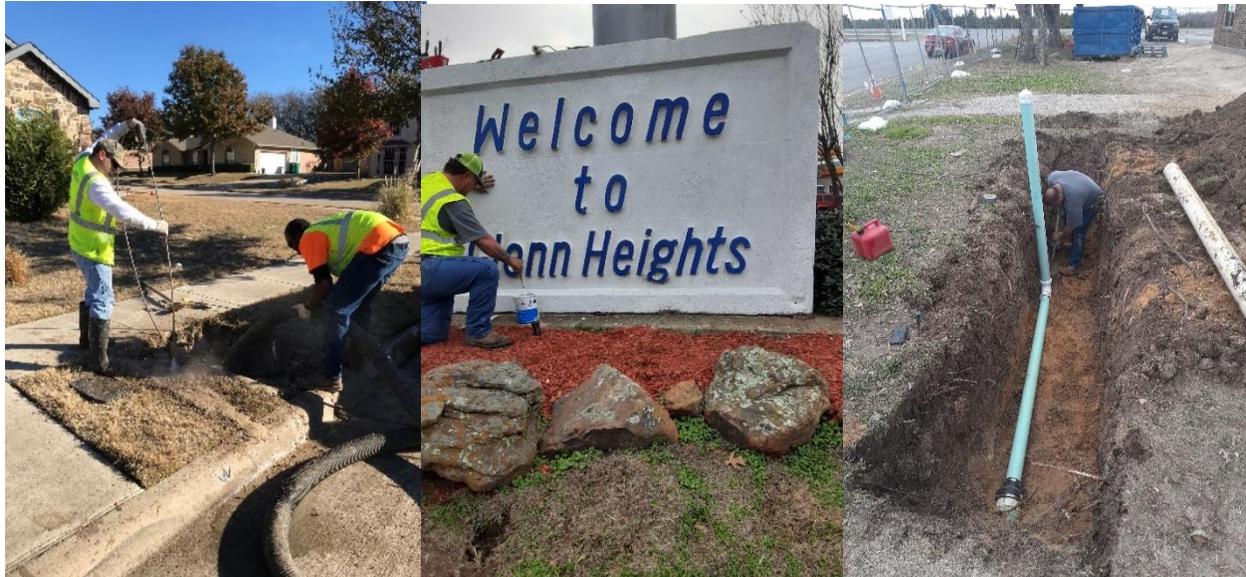
**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL COMM. ENG. DEPARTMENT**

60-COMMUNITY ENGAGEMENT		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 98,880	\$ 113,014	\$ 122,161	\$ 88,932	\$ 201,155
	SUPPLIES	14,184	9,333	5,100	5,050	5,900
	CONTRACTED SERVICES	1,660	960	-	-	20,000
	REPAIRS & MAINTENANCE	9,662	9,248	500	500	500
	OPERATING	11,200	7,093	10,800	7,300	12,750
	DEPARTMENTAL	65,527	61,446	93,900	166,198	160,700
	CAPITAL OUTLAY	2,790	-	-	15,000	-
TOTAL COMMUNITY ENGAGEMENT		\$ 203,903	\$ 201,094	\$ 232,461	\$ 282,980	\$ 401,005
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Administrator, Community Engagement	0	1	1	1	1
	Coordinator, Community Engagement	1	0	0	1	1
	Coordinator, Social Services	0	0	0	0	1
	Total Positions	1	1	1	2	3
60-COMMUNITY ENGAGEMENT						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-60-1000	EXEMPT SALARIES	67,852	85,215	68,783	61,485	76,426
100-5-60-1005	ACCRUED WAGES (AUDIT)	(101)	698	-	-	-
100-5-60-1010	REGULAR SALARIES- FULL TIME	454	-	-	-	83,842
100-5-60-1020	REGULAR SALARIES-PART TIME	14,432	-	33,946	11,480	-
100-5-60-1025	OVERTIME	-	-	-	59	600
100-5-60-1200	PAYROLL TAXES	6,257	6,432	7,859	5,151	12,260
100-5-60-1205	WORKERS COMP	377	8,829	2,628	2,628	2,628
100-5-60-1210	INSURANCE	7,139	8,649	6,827	6,155	20,481
100-5-60-1220	T.M.R.S.	2,470	3,191	2,119	1,972	4,918
TOTAL PERSONNEL		98,880	113,014	122,161	88,932	201,155
SUPPLIES						
100-5-60-1300	UNIFORMS & CLOTHING	117	653	500	500	500
100-5-60-2003	OPERATING SUPPLIES	712	373	1,000	1,000	1,000
100-5-60-2004	PARK MOVIES	2,917	2,308	2,400	2,200	3,000
100-5-60-2012	JANITORIAL SUPPLIES	-	1,132	-	-	-
100-5-60-2100	GASOLINE & FUELS	610	1,523	600	750	800
100-5-60-2151	HAND TOOLS	-	492	-	-	-
100-5-60-2156	OTHER SMALL EQUIPMENT	475	2,852	600	600	600
TOTAL SUPPLIES		14,184	9,333	5,100	5,050	5,900
CONTRACTED SERVICES						
100-5-60-3013	OTHER PROFESSIONAL SERVICES	-	-	-	-	20,000
100-5-60-3015	CONTRACT MOWING	1,660	960	-	-	-
TOTAL CONTRACTED SERVICES		1,660	960	-	-	20,000

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL COMM. ENG. DEPARTMENT**

60-COMMUNITY ENGAGEMENT (con't)		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REPAIRS & MAINTENANCE						
100-5-60-3202	R&M AUTO/TRUCK	85	1,070	500	500	500
100-5-60-3210	HERITAGE PARK MAINTENANCE	9,453	5,458	-	-	-
100-5-60-3215	COURTNEY LANE PARK MAINTENANCE	-	2,072	-	-	-
100-5-60-3220	GATEWAY PARK MAINTENANCE	124	514	-	-	-
TOTAL REPAIRS & MAINTENANCE		9,662	9,248	500	500	500
OPERATING						
100-5-60-3300	CELL PHONES & WIRELESS	782	1,054	-	-	-
100-5-60-3412	HOLIDAY GIVING	935	119	1,000	1,000	2,000
100-5-60-3500	CONFERENCE, TRAINING, & TRAVEL	4,571	1,375	2,000	800	3,750
100-5-60-3503	PRINTING, COPY, & PHOTO	952	287	750	750	2,500
100-5-60-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	210	508	3,300	1,000	2,500
100-5-60-3610	CITIZEN LIBRARY PROGRAM	3,750	3,750	3,750	3,750	2,000
TOTAL OPERATING		11,200	7,093	10,800	7,300	12,750
DEPARTMENTAL						
100-5-60-3411	FAMILY FESTIVAL	34,864	37,378	40,000	98,000	115,000
100-5-60-3413	SPECIAL CELEBRATIONS	4,710	1,229	2,000	2,000	2,000
100-5-60-3414	STATE OF THE CITY	5,361	2,817	3,000	3,000	-
100-5-60-3416	CHRISTMAS CELEBRATION	-	6,694	8,000	8,350	10,000
100-5-60-3418	CITY 50TH ANNIVERSARY PLANNING	-	210	10,000	30,000	-
100-5-60-3419	VETERANS MEMORIAL 5K RACE	-	-	3,000	3,228	4,000
100-5-60-3420	VETERANS DAY EVENT	-	1,964	3,000	840	2,500
100-5-60-3422	BLACK HISTORY MONTH	-	-	2,200	1,554	2,500
100-5-60-3425	BACK TO SCHOOL EVENT	-	2,497	2,000	2,000	3,500
100-5-60-3512	CINCO DE MAYO	-	-	2,200	1,726	2,700
100-5-60-3517	PARK EVENTS	4,530	2,902	5,500	5,500	5,500
100-5-60-3510	COMMUNITY GARDEN	-	-	2,000	-	2,000
100-5-60-3616	GLENN HEIGHTS CONNECT	-	-	2,000	1,000	2,000
100-5-60-3600	COMMUNITY BEAUTIFICATION	2,573	5,755	4,000	4,000	4,000
100-5-60-3625	YOUTH OUTREACH	-	-	2,500	2,500	2,500
100-5-60-3620	NEWSLETTER	-	-	2,500	2,500	2,500
TOTAL DEPARTMENTAL		65,527	61,446	93,900	166,198	160,700
CAPITAL OUTLAY						
100-5-60-5000	CAPITAL ASSET PURCHASES	2,790	-	-	15,000	-
TOTAL CAPITAL OUTLAY		2,790	-	-	15,000	-
TOTAL COMMUNITY ENGAGEMENT		\$ 203,903	\$ 201,094	\$ 232,461	\$ 282,980	\$ 401,005

**City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget**



INFRASTRUCTURE SERVICES

The Infrastructure Group maintains the City Streets, Right-of-Ways, Storm-water Drainage, and ensures the safety of drinking water. The department also manages solid waste collection & disposal services. The areas include Streets/Maintenance and Park Maintenance.

**City of Glenn Heights, Texas
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STREETS, SANITATION, & MAINTENANCE

PURPOSE/MISSION STATEMENT

The Streets Division is responsible for the maintenance of the City’s roadways.

FY 2018-2019 ACCOMPLISHMENTS
Demoing Old White House across from City Hall in preparation for the new Senior Center building
Milling 0.25 of mile of Uhl Road

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Percent of potholes repaired within 72 hours of being reported	50%	50%	50%	80%
Percent of street signs repaired within 2 weeks of being reported	50%	50%	50%	80%

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Number of potholes repaired	NM	NM	NM	NM
Number of street signs repaired/replaced	NM	NM	NM	NM
Number of Park Mowing	NM	NM	NM	NM
Miles of Right Away Cuts	NM	NM	NM	NM

**City of Glenn Heights, Texas
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STREETS, SANITATION, & MAINTENANCE

FY 2019-2020 WORKPLAN SUMMARY

Reconstruction of the Mesa Estates roadways

BUDGET HIGHLIGHTS

City's Gateway Improvements
Funding for minor road repairs

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Utility Worker III	1	1	1	1
Director of Public Works	0	0	0.33	0.33
Groundskeeper	0	0	0	1
Total Positions	1	1	1.33	2.33

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$47,049	\$53,530	\$50,142	\$135,325
Supplies	\$12,291	\$12,590	\$16,900	\$15,250
Contracted Service	\$680,999	\$717,655	\$766,142	\$780,140
Repairs & Maintenance	\$89,640	\$60,761	\$85,000	\$205,000
Operating	\$127,860	\$129,784	\$135,575	\$136,300
Departmental	\$3,027	\$689	\$600	\$4,500
Capital Outlay	\$0	\$0	\$0	\$45,000
Total	\$960,866	\$975,009	\$1,054,359	\$1,321,515

**FISCAL YEAR 2019-2020 PROPOSED BUDGET
GENERAL FUND - STREETS MAINTENANCE**

40- STREETS		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
	PERSONNEL	\$ 47,049	\$ 53,530	\$ 85,565	\$ 50,142	\$ 135,325
	SUPPLIES	12,291	12,590	14,000	16,900	15,250
	CONTRACTED SERVICES	680,999	717,655	749,134	766,142	780,140
	REPAIRS & MAINTENANCE	89,640	60,761	75,000	85,000	205,000
	OPERATING	127,860	129,784	135,575	135,575	136,300
	DEPARTMENTAL	3,027	689	500	600	4,500
	CAPITAL OUTLAY	-	-	45,000	-	45,000
	TOTAL STREETS	\$ 960,866	\$ 975,009	\$ 1,104,774	\$ 1,054,359	\$ 1,321,515
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Director, Public Works	1	1	0.33	0.33	0.33
	Utility Worker III	1	1	1	1	1
	Groundskeeper	0	0	0	0	1
	Total Positions	2	2	1.33	1.33	2.33
40- STREETS						
		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
PERSONNEL						
100-5-40-1000	EXEMPT SALARY	-	-	31,450	20,247	33,664
100-5-40-1010	REGULAR SALARIES- FULL TIME	29,001	33,039	33,733	21,738	69,520
100-5-40-1025	OVERTIME	1,073	2,844	2,504	2,232	3,101
100-5-40-1200	PAYROLL TAXES FICA	2,289	2,717	4,987	2,385	8,131
100-5-40-1205	WORKERS COMP	7,714	6,685	1,168	1,168	1,168
100-5-40-1210	INSURANCE	5,951	6,539	9,736	1,423	16,563
100-5-40-1220	T.M.R.S.	1,076	1,339	1,987	949	3,178
	TOTAL PERSONNEL	47,049	53,530	85,565	50,142	135,325
SUPPLIES						
100-5-40-1300	UNIFORMS & CLOTHING	70	170	200	200	750
100-5-40-2012	JANITORIAL SUPPLIES	8,380	9,479	10,000	10,000	10,000
100-5-40-2100	GASOLINE & FUELS	3,515	2,658	3,500	4,200	3,500
100-5-40-2151	HAND TOOLS	109	283	300	2,500	1,000
100-5-40-3110	SAFETY EQUIPMENT	-	-	-	700	1,000
	TOTAL SUPPLIES	12,291	12,590	14,000	16,900	15,250
CONTRACTED SERVICES						
100-5-40-3011	JANITORIAL SERVICES	24,759	22,893	22,800	22,442	22,140
100-5-40-3012	TRAFFIC SIGNAL MAINTENANCE	1,230	778	1,000	3,000	3,000
100-5-40-3115	SANITATION SERVICES	654,434	693,314	724,634	740,000	755,000
	TOTAL CONTRACTED SERVICES	680,999	717,655	749,134	766,142	780,140
REPAIRS & MAINTENANCE						
100-5-40-3200	R & M STRUCTURES	42,400	29,536	35,000	35,000	145,000
100-5-40-3201	R & M SMALL EQUIPMENT	1,287	990	1,500	1,500	1,500
100-5-40-3202	R & M AUTO/TRUCK	2,667	2,140	3,000	3,000	3,000
100-5-40-3207	R&M HIGHWAY BEAUTIFICATION	-	9,676	3,000	3,000	3,000
100-5-40-3205	R & M STREETS	25,001	6,530	20,000	30,000	40,000
100-5-40-3206	R & M HEAVY EQUIPMENT	8,966	5,170	7,500	7,500	7,500
100-5-40-3210	R & M SIGNS & MARKINGS	9,202	6,719	5,000	5,000	5,000
	TOTAL REPAIRS & MAINTENANCE	89,640	60,761	75,000	85,000	205,000
40- STREETS (Continued)						
		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
OPERATING						
100-5-40-3302	ELECTRICITY	127,461	129,213	135,000	135,000	135,000
100-5-40-3500	CONFERENCE, TRAINING, & TRAVEL	20	220	275	275	1,000
100-5-40-3505	OPERATING EXPENSES	154	55	300	300	300
100-5-40-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	225	296	-	-	-
	TOTAL OPERATING	127,860	129,784	135,575	135,575	136,300
DEPARTMENTAL						
100-5-40-3531	RENTAL EQUIPMENT	3,027	689	500	600	2,000
100-5-40-3650	COMMUNITY CLEAN-UP EVENT	-	-	-	-	2,500
	TOTAL DEPARTMENTAL	3,027	689	500	600	4,500
CAPITAL OUTLAY						
100-5-40-5000	CAPITAL EXPENDITURE	-	-	45,000	-	45,000
	TOTAL CAPITAL OUTLAY	-	-	45,000	-	45,000
	TOTAL STREETS	\$ 960,866	\$ 975,009	\$ 1,104,774	\$ 1,054,359	\$ 1,321,515

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PARKS & RECREATION

PURPOSE/MISSION STATEMENT

To promote a sense of community pride by providing beautiful parks and landscaping to serve as a meeting place for families, sporting needs, and City-wide events.

FY 2018-2020 ACCOMPLISHMENTS

Increased park rentals and reservations

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Event attendance increased	10%	10%	15%	25%
Number of updates to social media outlets for park events	2 each quarter	2 each quarter	2 each quarter	2 each quarter
Increase in Facebook likes	35%	40%	44%	50%
Increase in registered volunteers	25%	30%	40%	45%

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Number Increase of citizen participation at events	10%	10%	15%	20%
Number of events held	7	7	9	10
Amount of money raised through sponsorship	15%	15%	15%	15%

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PARKS & RECREATION

FY 2019-2020 WORKPLAN SUMMARY

Parks Master Plan
Revise Heritage Park

BUDGET HIGHLIGHTS

Increase parking lot area and install asphalt overlay with striping
Repair/Renovate Concession Stand
Repair/Renovate Heritage Park restroom

Budget Summary

	2018-2019 APPROVED	2018-2019 APPROVED	2019-2020 APPROVED
Supplies	\$20,000	\$12,595	\$14,500
Contracted Service	\$300	\$300	\$0
Repairs & Maintenance	\$20,000	\$17,250	\$20,000
Operating	\$1,100	\$0	\$0
Departmental	\$4,000	\$4,000	\$2,500
Total	45,400	34,145	\$37,000

**FISCAL YEAR 2019-2020 PROPOSED BUDGET
GENERAL FUND - PARKS RECREATION DEPARTMENT**

62-PARKS & RECREATION		2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
	SUPPLIES	\$ 20,000	\$ 12,595	\$ 14,500
	CONTRACTED SERVICES	300	300	-
	REPAIRS & MAINTENANCE	20,000	17,250	20,000
	OPERATING	1,100	-	-
	DEPARTMENTAL	4,000	4,000	2,500
TOTAL PARKS & RECREATION		\$ 45,400	\$ 34,145	\$ 37,000
PERSONNEL SUMMARY				
	FULL-TIME POSITIONS			
	Administrator, Community Engagement	0	0	0
	Superintendent Park & Rec.	0	0	0
	PART-TIME POSITIONS	0	0	0
	Total Positions	0	0	0
62-PARKS & RECREATION				
SUPPLIES		2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
100-5-62-1300	UNIFORMS & CLOTHING	500	300	-
100-5-62-2003	OPERATING SUPPLIES	1,000	1,295	1,000
100-5-62-2012	JANITORIAL SUPPLIES	1,500	1,500	1,500
100-5-62-2100	GASOLINE & FUELS	2,000	2,000	2,000
100-5-62-2105	STRIPING	1,500	-	1,500
100-5-62-2110	KIDDIE CUSHION	10,000	4,000	5,000
100-5-62-2151	HAND TOOLS	500	500	500
100-5-62-2156	OTHER SMALL EQUIPMENT	3,000	3,000	3,000
TOTAL SUPPLIES		20,000	12,595	14,500
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	300	-
TOTAL CONTRACTED SERVICES		300	300	-
REPAIRS & MAINTENANCE				
100-5-62-3201	R&M SMALL EQUIPMENT	1,000	1,000	1,000
100-5-62-3202	R&M AUTO/TRUCK	1,000	1,000	1,000
100-5-62-3205	R&M SIGNS & MARKINGS	500	250	500
100-5-62-3210	HERITAGE PARK MAINTENANCE	10,000	10,000	10,000
100-5-62-3215	COURTNEY LANE PARK MAINTENANCE	5,000	2,500	2,500
100-5-62-3220	GATEWAY PARK MAINTENANCE	2,500	2,500	5,000
TOTAL REPAIRS & MAINTENANCE		20,000	17,250	20,000
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	500	-	-
100-5-62-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	600	-	-
TOTAL OPERATING		1,100	-	-

**FISCAL YEAR 2019-2020 PROPOSED BUDGET
GENERAL FUND - PARKS RECREATION DEPARTMENT**

62-PARKS & RECREATION (Cont.)		2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
DEPARTMENTAL				
100-5-62-3600	COMMUNITY BEAUTIFICATION	4,000	4,000	-
100-5-62-3620	NEWSLETTER	-	-	-
100-5-62-3650	COMMUNITY CLEAN-UP EVENT	-	-	2,500
TOTAL DEPARTMENTAL		4,000	4,000	2,500
TOTAL PARKS & RECREATION		\$ 45,400	\$ 34,145	\$ 37,000

**City of Glenn Heights, Texas
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PUBLIC SAFETY

The City of Glenn Heights public safety divisions are evolving to meet the needs of the City's growing and diverse population. The offices in this cluster include the Police Department and Fire Department.

The Police Department is exploring ways for the City to be more efficient and responsive. Police serves the City through Community Policing, Criminal Investigations, Animal Control, and Property & Records Management.

The Fire Department is dedicated to protecting lives and property as well as educating everyone about fire safety. The Department serves the City through Fire Inspections, Investigations, Fire Administration, Fire Suppression, Fire Prevention, Emergency Medical Services, and Emergency Management.

The Departments are dedicated to protect and serve.

**City of Glenn Heights, Texas
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POLICE DEPARTMENT

PURPOSE/MISSION STATEMENT

The Glenn Heights Police Department is dedicated to service and partnering our community to maintain a safe environment with a high quality of life.

FY 2018-2019 ACCOMPLISHMENTS

Purchase of 2 patrol vehicles
Standardization of uniforms and firearms
Increased training for supervisors
Funding for new Sergeants

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Group A Crime per 1,000 population	40.8	37	37	40.4
Number of Arrests	375	336	336	328
Number of Traffic Stops	1,850	2,552	2,552	3,123
Number of Citations	1,217	1,691	1,691	2,041
Accidents	131	208	208	200

**City of Glenn Heights, Texas
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POLICE DEPARTMENT

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Number of Calls for Service	22,500	22,500	22,500	17,968
Number of Officer Initiated Calls for Service	15,250	11,770	15,250	12,309
Reports Prepared	3,977	3,447	3,447	3,237
Public Information Requests Processed	700	781	700	747
Cases Filed	218	168	168	133

FY 2019-2020 WORKPLAN SUMMARY

Continue implementation of recommendations from the Matrix Operations and Management Study
Complete revision of policies and standard operating procedures

BUDGET HIGHLIGHTS

Implementation of new TASER and Body-Worn Camera program
Purchase an unmarked SUV for the Criminal Investigations Division
Decreased personnel cost by cutting back on overtime pay

City of Glenn Heights, Texas
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POLICE DEPARTMENT

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Chief of Police	1	0	0	1
Deputy Chief	1	1	1	0
Police Sergeant	3	3	4	4
Police Corporal	2	2	2	0
Police Officers	13	13	16	16
Police Cadet	0	2	0	0
Animal Control	0	0	1	1
Executive Assistant	1	1	1	0.5
Communications Supervisor	0	0	1	1
Communication Officers	0	0	7	5
Records & Property Coordinator	1	1	1	1
Records & Property Clerk	1	1	1	1
Total Positions	23	24	35	30.50

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$1,377,552	\$1,588,398	\$1,824,551	\$1,995,989
Supplies	\$69,967	\$84,003	\$213,954	\$183,569
Contracted Service	\$4,163	\$11,695	\$21,903	\$19,903
Operating	\$18,488	\$29,414	\$34,900	\$30,700
Repairs & Maintenance	\$38,616	\$48,019	\$26,950	\$20,950
Departmental	\$17,631	\$11,444	\$23,500	\$29,000
Capital Outlay	\$47,960	\$124,177	\$37,500	\$11,500
Total	\$1,574,377	\$1,897,150	\$2,183,258	\$2,291,611

**FISCAL YEAR 2018-2019 APPROVED BUDGET
GENERAL FUND - POLICE DEPARTMENT**

32-POLICE DEPARTMENT		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 1,377,552	\$ 1,588,398	\$ 2,033,728	\$ 1,824,551	\$ 1,995,989
	SUPPLIES	69,967	84,003	168,500	213,954	183,569
	CONTRACTED SERVICES	4,163	11,695	10,000	21,903	19,903
	REPAIRS & MAINTENANCE	38,616	48,019	19,950	26,950	20,950
	OPERATING	18,488	29,414	31,200	34,900	30,700
	DEPARTMENTAL	17,631	11,444	29,000	23,500	29,000
	CAPITAL OUTLAY	47,960	124,177	-	37,500	11,500
TOTAL POLICE DEPARTMENT		\$ 1,574,377	\$ 1,897,150	\$ 2,292,378	\$ 2,183,258	\$ 2,291,611
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Chief of Police	1	0	0	0	1
	Deputy Chief	1	1	1	1	0
	Police Sergeant	3	3	4	4	4
	Police Officers	13	13	16	16	16
	Police Cadets	0	2	0	0	0
	Animal Control	0	0	1	1	1
	Executive Assistant	1	1	1	2	0.5
	Emergency Dispatchers	0	0	7	7	7
	Records & Property Coordinator	1	1	1	1	1
	Records Clerk	1	1	1	1	1
	Total Positions	21	22	32	33	31.5
32-POLICE DEPARTMENT		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-32-1000	EXEMPT SALARY	99,838	77,769	81,090	81,090	94,235
100-5-32-1010	REGULAR SALARIES- FULL TIME	722,652	901,585	1,401,776	1,200,000	1,407,482
100-5-32-1020	REGULAR SALARIES- PART TIME	-	1,577	-	-	-
100-5-32-1025	OVERTIME	142,190	123,679	86,843	114,315	46,772
100-5-32-1030	LONGEVITY PAY	6,779	6,796	6,122	6,559	5,376
100-5-32-1035	CERTIFICATION PAY	12,450	11,065	9,960	11,670	12,180
100-5-32-1040	ASSIGNMENT PAY	46,338	87,457	14,400	40,870	12,000
100-5-32-1200	PAYROLL TAXES FICA	76,306	88,322	115,771	105,655	120,720
100-5-32-1205	WORKERS COMP	76,833	72,107	28,903	28,903	26,275
100-5-32-1210	INSURANCE	140,938	157,190	244,038	188,929	224,696
100-5-32-1220	T.M.R.S.	37,642	45,116	44,826	46,562	46,253
TOTAL PERSONNEL		1,377,552	1,588,398	2,033,728	1,824,551	1,995,989
SUPPLIES						
100-5-32-1300	UNIFORMS & CLOTHING	6,189	19,607	25,000	28,500	25,000
100-5-32-2001	FORMS	690	1,371	500	-	-
100-5-32-2003	OTHER OPERATING SUPPLIES	429	361	-	-	-
100-5-32-2004	PATROL SUPPLIES	10,425	6,333	26,500	65,204	33,319
100-5-32-2010	PRISONER EXPENSES	7,267	4,172	64,000	64,500	64,500
100-5-32-2011	CRIME SCENE SEARCH	5,597	4,892	6,500	4,500	4,500
100-5-32-2100	GASOLINE & FUELS	30,145	45,453	45,000	49,000	55,000
100-5-32-2125	POSTAGE	383	107	250	250	250
100-5-32-2155	MINOR OFFICE EQUIPMENT	678	1,085	750	2,000	1,000
100-5-32-2156	OTHER SMALL EQUIPMENT	8,164	622	-	-	-
TOTAL SUPPLIES		69,967	84,003	168,500	213,954	183,569

**FISCAL YEAR 2018-2019 APPROVED BUDGET
GENERAL FUND - POLICE DEPARTMENT**

32-POLICE DEPARTMENT (Continued)		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
CONTRACTED SERVICES						
100-5-32-3013	OTHER PROFESSIONAL SERVICES	1,127	3,600	3,000	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	3,036	8,095	7,000	9,000	7,000
TOTAL CONTRACTED SERVICES		4,163	11,695	10,000	21,903	19,903
REPAIRS & MAINTENANCE						
100-5-32-3201	R & M SMALL EQUIPMENT	3,183	4,386	4,950	2,950	2,950
100-5-32-3202	R & M AUTO/TRUCK	35,433	43,633	15,000	24,000	18,000
TOTAL REPAIRS & MAINTENANCE		38,616	48,019	19,950	26,950	20,950
OPERATING						
100-5-32-3303	NATURAL GAS	949	909	-	-	-
100-5-32-3500	CONFERENCE, TRAINING, & TRAVEL	9,892	20,009	23,000	26,000	23,000
100-5-32-3503	PRINTING, COPY, & PHOTO	1,575	2,111	1,500	3,200	2,000
100-5-32-3505	OPERATING EXPENSES	2,370	1,549	1,500	500	500
100-5-32-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	3,702	4,836	5,200	5,200	5,200
TOTAL OPERATING		18,488	29,414	31,200	34,900	30,700
DEPARTMENTAL						
100-5-32-3520	ANIMAL POUND	1,759	-	17,000	11,500	17,000
100-5-32-3525	SRRG EXPENSES	8,585	5,802	7,200	7,200	7,200
100-5-32-3530	CRIME PREVENTION	7,287	5,642	4,800	4,800	4,800
TOTAL DEPARTMENTAL		17,631	11,444	29,000	23,500	29,000
CAPITAL OUTLAY						
100-5-32-5000	CAPITAL EXPENDITURES ¹	47,960	124,177	-	37,500	11,500
TOTAL CAPITAL OUTLAY		47,960	124,177	-	37,500	11,500
TOTAL POLICE		\$ 1,574,377	\$ 1,897,150	\$ 2,292,378	\$ 2,183,258	\$ 2,291,611

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FIRE DEPARTMENT

PURPOSE/MISSION STATEMENT

Our mission is to provide emergency services, prevent and suppress fires, advocate public safety, educate our citizens, and cultivate community relations.

FY 2018-2019 ACCOMPLISHMENTS

Driver/Engineer position created
3 new Firefighter/Paramedic positions created

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Call response time	5.2	5.2	5.5	5.2
Average number of inspections per month	8.5	8.5	5.4	6.7
Average Fire response time (minutes)	5.5	5.4	5.4	5
Percent of reports prepared	100	100	100	100
Average EMS response time (minutes)	5	5	5.5	5

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FIRE DEPARTMENT

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Number of fire inspections	40	50	65	80
Number of Fire Calls	220	220	423	460
Number of EMS calls	950	950	1100	1200
Number of patient transports	500	500	600	650
Number of Fire Prevention Education contacts	1500	1500	1500	1500

NFIRS DATA				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
100-Fire Calls	50	54	25	To Be Determined
200-Over Pressure/Explosion (No Fire)	0	0	0	To Be Determined
300-EMS / Rescue	934	919	855	To Be Determined
400-Hazardous Condition (No Fire)	33	28	29	To Be Determined
500-Service Calls	120	165	127	To Be Determined
600-Good Intent Calls	100	122	109	To Be Determined
700-False Alarm / False Call	83	77	61	To Be Determined
800-Severe Weather / Natural Disaster	1	0	1	To Be Determined
900-Special Incident Type	0	0	1	To Be Determined
EMS Non-Transports	321	230	269	To Be Determined
EMS Transports	474	497	478	To Be Determined
Mutual Aid Given Fire/EMS	57	73	69	To Be Determined
Mutual Aid Received Fire/EMS	41	53	52	To Be Determined

City of Glenn Heights, Texas
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FIRE DEPARTMENT

FY 2019-2020 WORKPLAN SUMMARY

Continuation of Youth Fire Academy
Develop Community CPR Training including training for employees
Continuation of CERT Program

BUDGET HIGHLIGHTS

Re-classified Deputy Fire Chief position to Chief of Fire

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Director of Public Safety	0	1	1	0
Fire Chief	1	0	0	1
Deputy Fire Chief	1	0	1	0
Marshall	1	1	0	0
Captains	3	3	3	3
Drivers	0	0	3	3
Firefighter/Paramedic	6	6	7	7
Firefighter/EMT	3	3	3	2
Executive Assistant	0	0	1	0.50
Part Time				
Firefighter/Paramedic/EMT	6	6	3	3
Total Positions	21	20	22	19.50

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$1,362,560	\$1,461,524	\$1,320,380	\$1,334,166
Supplies	\$78,096	\$107,783	\$117,912	\$128,724
Contracted Service	\$26,720	\$37,883	\$38,192	\$43,092
Operating	\$38,665	\$54,785	\$56,190	\$37,238
Repairs & Maintenance	\$47,126	\$42,794	\$60,098	\$36,790
Departmental	\$10,664	\$32,519	\$24,375	\$24,854
Capital Outlay	\$19,666	\$99,049	\$0	\$92,000
Total	\$1,583,497	\$1,836,337	\$1,617,147	\$1,696,864

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - FIRE DEPARTMENT**

30-FIRE DEPARTMENT		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 1,362,560	\$ 1,461,524	\$ 1,355,537	\$ 1,320,380	\$ 1,334,166
	SUPPLIES	78,096	107,783	117,008	117,912	128,724
	CONTRACTED SERVICES	26,720	37,883	39,100	38,192	43,092
	REPAIRS & MAINTENANCE	47,126	42,794	45,098	60,098	36,790
	OPERATING	38,665	54,785	61,400	56,190	37,238
	DEPARTMENTAL	10,664	32,519	24,350	24,375	24,854
	CAPITAL OUTLAY	19,666	99,049	-	-	92,000
TOTAL FIRE DEPARTMENT		\$ 1,583,497	\$ 1,836,337	\$ 1,642,493	\$ 1,617,147	\$ 1,696,864
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Director of Public Safety	0	1	1	1	0
	Fire Chief	1	0	0	0	1
	Deputy Fire Chief	1	0	1	1	0
	Captains	3	3	3	3	3
	Drivers	0	0	3	3	3
	Firefighter/Paramedic	6	6	7	7	7
	Firefighter/EMT	3	3	2	3	2
	Executive Assistant	0	0	1	1	0.5
	PART-TIME POSITIONS					
	Firefighter/EMT/Paramedic	6	6	3	3	3
	Total Positions	20	19	21	22	19.5
30-FIRE DEPARTMENT						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-30-1000	EXEMPT SALARY	152,130	174,869	178,939	177,621	94,235
100-5-30-1010	REGULAR SALARIES- FULL TIME	677,567	775,793	825,229	748,000	835,349
100-5-30-1020	REGULAR SALARIES- PART TIME	99,843	52,635	15,300	40,939	20,319
100-5-30-1025	OVERTIME	122,568	109,059	35,002	101,195	97,369
100-5-30-1030	LONGEVITY PAY	4,167	4,312	4,464	4,551	5,568
100-5-30-1035	CERTIFICATION PAY	7,720	11,873	11,701	10,792	13,501
100-5-30-1040	ASSIGNMENT PAY	15,608	23,118	14,400	7,250	7,200
100-5-30-1200	PAYROLL TAXES FICA	80,344	84,755	80,305	79,486	81,829
100-5-30-1205	WORKERS COMP	49,039	43,238	18,393	18,393	17,517
100-5-30-1210	INSURANCE	112,620	127,691	141,375	98,863	132,649
100-5-30-1220	T.M.R.S.	36,103	41,266	30,430	33,290	28,631
TOTAL PERSONNEL		1,362,560	1,461,524	1,355,537	1,320,380	1,334,166
SUPPLIES						
100-5-30-1300	UNIFORMS & CLOTHING	11,417	23,429	15,550	15,850	20,907
100-5-30-2007	AMBULANCE SUPPLIES	24,000	21,454	33,000	33,000	38,650
100-5-30-2100	GAS & FUEL	12,494	14,149	19,000	19,000	19,760
100-5-30-2153	PERSONAL PROTECTIVE EQUIPMENT	-	19,162	27,660	27,660	35,052
100-5-30-2155	SMALL OFFICE EQUIPMENT	97	1,333	800	1,404	-
100-5-30-2156	OTHER SMALL EQUIPMENT	-	5,077	-	-	-
100-5-30-2159	FIRE EQUIPMENT & TOOLS	29,295	23,107	20,998	20,998	14,355
TOTAL SUPPLIES		78,096	107,783	117,008	117,912	128,724
CONTRACTED SERVICES						
100-5-30-3018	EMS BILLING SERVICE	21,650	32,813	34,000	25,000	32,000
100-5-30-3022	MEDICAL CONTROL	5,070	5,070	5,100	5,070	5,070
100-5-30-3025	LEXIPOL	-	-	-	8,122	6,022
TOTAL CONTRACTED SERVICES		26,720	37,883	39,100	38,192	43,092

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - FIRE DEPARTMENT**

30-FIRE DEPARTMENT (Continued)		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REPAIRS & MAINTENANCE						
100-5-30-3201	R & M SMALL EQUIPMENT	21,143	11,521	11,098	11,098	12,090
100-5-30-3202	R & M AUTO/TRUCK	25,983	31,273	34,000	49,000	24,700
TOTAL REPAIRS & MAINTENANCE		47,126	42,794	45,098	60,098	36,790
OPERATING						
100-5-30-3410	E-911 SERVICES	19,214	10,691	26,000	12,000	10,000
100-5-30-3500	CONFERENCE, TRAINING, & TRAVEL	11,895	23,678	25,000	25,000	12,535
100-5-30-3505	OTHER OPERATING EXPENSES	1,340	13,078	2,300	11,090	2,790
100-5-30-3506	DUES, SUBSCRIPTIONS & PUB	6,216	7,338	8,100	8,100	11,913
TOTAL OPERATING		38,665	54,785	61,400	56,190	37,238
DEPARTMENTAL						
100-5-30-3516	YOUTH PROGRAM	1,959	1,965	3,250	3,275	3,300
100-5-30-3517	FIRE PREVENTION	3,879	5,491	3,350	3,350	3,545
100-5-30-3585	CERT INITIATIVE	1,548	1,650	1,650	1,650	1,000
100-5-30-3586	CPR INITIATIVE	-	-	-	-	650
100-5-30-3606	EMERGENCY MANAGEMENT	3,278	23,413	10,100	10,100	10,359
100-5-30-3603	EMPLOYEE RELATIONS	-	-	6,000	6,000	6,000
TOTAL DEPARTMENTAL		10,664	32,519	24,350	24,375	24,854
CAPITAL OUTLAY						
100-5-30-5000	CAPITAL EXPENDITURES ¹	19,666	99,049	-	-	92,000
TOTAL CAPITAL OUTLAY		19,666	99,049	-	-	92,000
TOTAL FIRE DEPARTMENT		\$ 1,583,497	\$ 1,836,337	\$ 1,642,493	\$ 1,617,147	\$ 1,696,864

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**City of Glenn Heights, Texas
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PLANNING & ECONOMIC DEVELOPMENT

Planning & Economic Development facilitates orderly growth and development in the City through the proper enforcement of the City's land use, construction, and property maintenance regulations. The offices included in this cluster are the Economic Development, Planning, and Development Services. The Departments work together to enhance the City of Glenn Heights community and character.

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PLANNING & DEVELOPMENT SERVICES

PURPOSE/MISSION STATEMENT

The Planning Department facilitates orderly growth and development in the City through the proper enforcement of the City's land use, construction, and property maintenance regulations.

FY 2018-2019 ACCOMPLISHMENTS
Improved the City 's Building Code Effectiveness rating from a 9 in Residential to a 5 and from a 9 in Commercial to a 4
Assumed Building Inspections and Plan Review from Bureau of Veritas
Initiated the update to the Comprehensive Plan
Initiated the Parks Programming and Design Master Plan

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Average time required to process permit applications for New Single-Family Construction	4	4	4	4
Average days to process permit applications for New Commercial Construction	8	8	8	8
Number of Contacts with the Public (Non-Code Compliance)	1150	615	615	615
WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Number of New Plats	1	3	3	3
Number of Trade & Misc. Permits	1044	500	500	500
Valuation for NSF Building Permits	\$51,965,357	\$22,000,000	22,000,000	22,000,000
Number of Code Compliance Notices Issued	1300	1006	1006	1006
Number of Citations	45	38	38	38
Number of Abatements	35	31	31	31
Number of Rental Unit Inspections	320	1345	1345	1345

City of Glenn Heights, Texas
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PLANNING & DEVELOPMENT SERVICES

FY 2019-2020 WORKPLAN SUMMARY

Move towards automation of building permit submittal and plan review
Implementation of process and procedures that improve operational efficiency

BUDGET HIGHLIGHTS

Funding for completion of the Comprehensive Plan Update

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Director of Planning & Development	1	1	1	0
Code Compliance Officer	1	2	2	2
Planner	1	1	1	1
Building Official	0	0	1	1
Permit Coordinator	1	1	1	1
Total Positions	4	5	6	5

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$339,205	\$298,912	\$264,615	\$318,040
Supplies	\$3,646	\$6,744	\$8,300	\$6,800
Contracted Service	\$76,054	\$341,775	\$250,286	\$108,600
Operating	\$14,971	\$8,370	\$10,925	\$11,525
Repairs & Maintenance	\$1,802	\$920	\$2,000	\$2,000
Departmental	\$9,389	\$12,039	\$0	\$5,000
Capital Outlay	\$0	\$0	\$30,000	\$0
Total	\$445,067	\$668,760	\$566,126	\$451,965

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - PLANNING**

53-PLANNING & DEVELOPMENT		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ 339,205	\$ 298,912	\$ 422,133	\$ 264,615	\$ 318,040
SUPPLIES		3,646	6,744	9,500	8,300	6,800
CONTRACTED SERVICES		76,054	341,775	150,050	250,286	108,600
REPAIRS & MAINTENANCE		1,802	920	2,000	2,000	2,000
OPERATING		14,971	8,370	23,500	10,925	11,525
DEPARTMENTAL		9,389	12,039	10,000	-	5,000
CAPITAL OUTLAY		-	-	20,000	30,000	-
TOTAL PLANNING & DEVELOPMENT		\$ 445,067	\$ 668,760	\$ 637,183	\$ 566,126	\$ 451,965
PERSONNEL SUMMARY						
FULL-TIME POSITIONS						
Director, Planning & Development Services		1	1	1	1	0
Code Compliance		1	2	2	2	2
Planner		1	1	1	1	1
Building Official		0	0	1	1	1
Permit Coordinator		1	1	1	1	1
Total Positions		4	5	6	6	5
53-PLANNING & DEVELOPMENT						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-53-1000	EXEMPT SALARY	109,534	75,483	209,598	64,904	112,562
100-5-53-1010	REGULAR SALARIES- FULL TIME	153,254	150,921	124,814	147,931	138,161
100-5-53-1025	OVERTIME	748	2,760	-	607	-
100-5-53-1200	PAYROLL TAXES FICA	18,985	16,425	25,582	16,288	19,180
100-5-53-1205	WORKERS COMP	8,318	7,607	5,255	4,379	4,379
100-5-53-1210	INSURANCE	39,262	33,561	46,660	23,671	36,035
100-5-53-1215	UNEMPLOYMENT CLAIMS	-	-	-	242	-
100-5-53-1220	T.M.R.S.	9,384	8,290	10,224	6,594	7,722
TOTAL PERSONNEL		339,205	298,912	422,133	264,615	318,040
SUPPLIES						
100-5-53-1300	UNIFORMS AND CLOTHING	708	1,176	1,000	1,300	1,300
100-5-53-2001	FORMS	-	-	500	500	500
100-5-53-2009	CODE BOOKS	215	-	3,000	3,000	1,000
100-5-53-2100	GASOLINE & FUEL	1,437	5,568	5,000	3,500	4,000
TOTAL SUPPLIES		3,646	6,744	9,500	8,300	6,800
CONTRACTED SERVICES						
100-5-53-3004	HEALTH DEPARTMENT FEES	3,124	3,072	6,250	6,586	3,800
100-5-53-3006	CONSULTANT FEES	4,321	4,088	67,000	15,000	52,000
100-5-53-3015	MERCHANT (CC) FEES	2,281	2,720	1,800	2,700	2,800
100-5-53-3047	INSPECTIONS	66,234	331,895	75,000	226,000	50,000
TOTAL CONTRACTED SERVICES		76,054	341,775	150,050	250,286	108,600
REPAIRS & MAINTENANCE						
100-5-53-3202	R & M AUTO/TRUCK	1,802	920	2,000	2,000	2,000
TOTAL REPAIRS & MAINTENANCE		1,802	920	2,000	2,000	2,000

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - PLANNING**

53-PLANNING & DEVELOPMENT (continued)		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
OPERATING						
100-5-53-3300	CELL PHONES & WIRELESS	2,200	2,899	-	-	-
100-5-53-3500	CONFERENCE, TRAINING, & TRAVEL	6,231	1,360	12,000	4,000	4,000
100-5-53-3503	PRINTING, COPY, & PHOTO	3,774	3,596	4,000	4,000	4,000
100-5-53-3505	OPERATING EXPENSES	2,040	371	2,500	2,500	2,500
100-5-53-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	726	144	5,000	425	1,025
TOTAL OPERATING		14,971	8,370	23,500	10,925	11,525
DEPARTMENTAL						
100-5-53-3522	DEMOLITIONS	-	-	10,000	-	5,000
100-5-53-3520	ANIMAL POUND	9,389	12,039	-	-	-
TOTAL DEPARTMENTAL		9,389	12,039	10,000	-	5,000
CAPITAL OUTLAY						
100-5-53-5000	CAPITAL EXPENDITURES	-	-	20,000	30,000	-
TOTAL CAPITAL OUTLAY		-	-	20,000	30,000	-
TOTAL PLANNING & DEVELOPMENT		\$ 445,067	\$ 668,760	\$ 637,183	\$ 566,126	\$ 451,965

City of Glenn Heights, Texas
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ECONOMIC DEVELOPMENT

PURPOSE/MISSION STATEMENT

The City of Glenn Heights Economic Development Department seeks to identify opportunities to partner with private industry to attract investment in the local economy. This activity will enhance the fiscal health of the city and help improve the overall quality of life for residents.

FY 2018-2019 ACCOMPLISHMENTS

The City of Glenn Heights adopted an incentives policy for Chapter 380 Economic Development Agreements
The City of Glenn Heights awarded Wonderland Smiles, LLP (Dental Practice) a \$5,000 Chapter 380 Small Business Grant
The City of Glenn Heights adopted an ordinance establishing a hotel occupancy tax as potential revenue and incentive tool to attract a hotel development.
The Glenn Heights Chamber of Commerce has welcomed (15) new businesses to its membership in FY 2018-19

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Increase in number of retail businesses	2	Not Measured	2	4
Development site submissions to targeted industries	Not Measured	Not Measured	5	8
New Development or Small Business incentives agreements	Not Measured	Not Measured	1	3
New Chamber of Commerce Members	Not Measured	Not Measured	15	20
WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Number of Roundtable meetings	4	Not Measured	13	15
Number of Chamber of Commerce meetings	4	Not Measured	10	12
Number of small business incubator meetings	6	Not Measured	3	10
Number of Defined Development Incentive Programs	3	Not Measured	2	3
Number of businesses contacted	24	Not Measured	46	60

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ECONOMIC DEVELOPMENT

FY 2019-2020 WORKPLAN SUMMARY

Partner with Chamber of Commerce for business attraction, retention and expansion opportunities
Formal solicitation of development proposals for city-owned land parcels
Partner with land brokers to submit privately owned sites for retail and mixed-use development

BUDGET HIGHLIGHTS

Funding for (3) Chapter 380 small business grants
Funding to support Chamber of Commerce Activities
Funding for marketing and real estate consulting services

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Economic Development Administrator	1	0.50	1	1
Total	1	0.50	1	1

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$82,948	\$5,913	\$85,718	\$92,159
Supplies	\$1,123	\$0	\$0	\$0
Contracted Service	\$0	\$0	\$12,500	\$14,000
Operating	\$12,569	\$5,067	\$21,325	\$29,100
Total	\$96,640	\$10,980	\$119,543	\$135,259

**FISCAL YEAR 2019-2020 APPROVED BUDGET
GENERAL FUND - ECONOMIC DEVELOPMENT DEPARTMENT**

52-ECONOMIC DEVELOPMENT		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 82,948	\$ 5,913	\$ 91,394	\$ 85,718	\$ 92,159
	SUPPLIES	1,123	-	500	-	-
	CONTRACTED SERVICES	-	-	12,500	12,500	14,000
	OPERATING	12,569	5,067	8,225	21,325	29,100
TOTAL ECONOMIC DEVELOPMENT		\$ 96,640	\$ 10,980	\$ 112,619	\$ 119,543	\$ 135,259
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Economic Development Administrator	1	0.5	1	1	1
	Total Positions	1	0.5	1	1	1
52-ECONOMIC DEVELOPMENT (Cont.)		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
100-5-52-1000	EXEMPT SALARY	69,784	4,038	75,684	76,269	76,426
100-5-52-1010	REGULAR SALARIES- FULL TIME	2,558	-	-	-	-
100-5-52-1200	PAYROLL TAXES FICA	4,568	309	5,676	5,224	5,676
100-5-52-1205	WORKERS COMP	722	626	876	876	876
100-5-52-1210	INSURANCE	3,173	14	6,827	1,127	6,827
100-5-52-1220	T.M.R.S.	2,143	150	2,331	2,221	2,354
TOTAL PERSONNEL		82,948	5,913	91,394	85,718	92,159
SUPPLIES						
100-5-52-2155	SMALL OFFICE EQUIPMENT	1,116	-	500	-	-
TOTAL SUPPLIES		1,123	-	500	-	-
CONTRACTED SERVICES						
100-5-52-3013	OTHER PROFESSIONAL SERVICES	-	-	7,500	7,500	9,000
100-5-52-3015	ADVERTISING CONTRACT	-	-	5,000	5,000	5,000
TOTAL CONTRACTED SERVICES		-	-	12,500	12,500	14,000
OPERATING						
100-5-52-3500	CONFERENCE, TRAINING, & TRAVEL	5,096	402	3,525	2,000	3,500
100-5-52-3503	PRINTING, COPY, & PHOTO	224	-	1,500	1,125	600
100-5-52-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	4,060	3,500	1,500	1,000	1,800
100-5-52-3520	PUBLIC MEETINGS	2,814	995	1,700	1,700	1,700
100-5-52-3525	CHAMBER OF COMMERCE EXPENDITURES	-	170	-	5,500	6,500
100-5-52-3550	SMALL BUSINESS DEVELOPMENT GRANTS	-	-	-	10,000	15,000
TOTAL OPERATING		12,569	5,067	8,225	21,325	29,100
TOTAL ECONOMIC DEVELOPMENT		\$ 96,640	\$ 10,980	\$ 112,619	\$ 119,543	\$ 135,259

City of Glenn Heights, Texas
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WATER SEWER FUND

The Water and Sewer Utility system is an Enterprise Fund and accounts for revenues and expenses associated with the operations system, financial debt services, and capital projects. Revenue to support the Water and Sewer Fund are derived from user fees billed to commercial and residential customers in the City.

City of Glenn Heights, Texas
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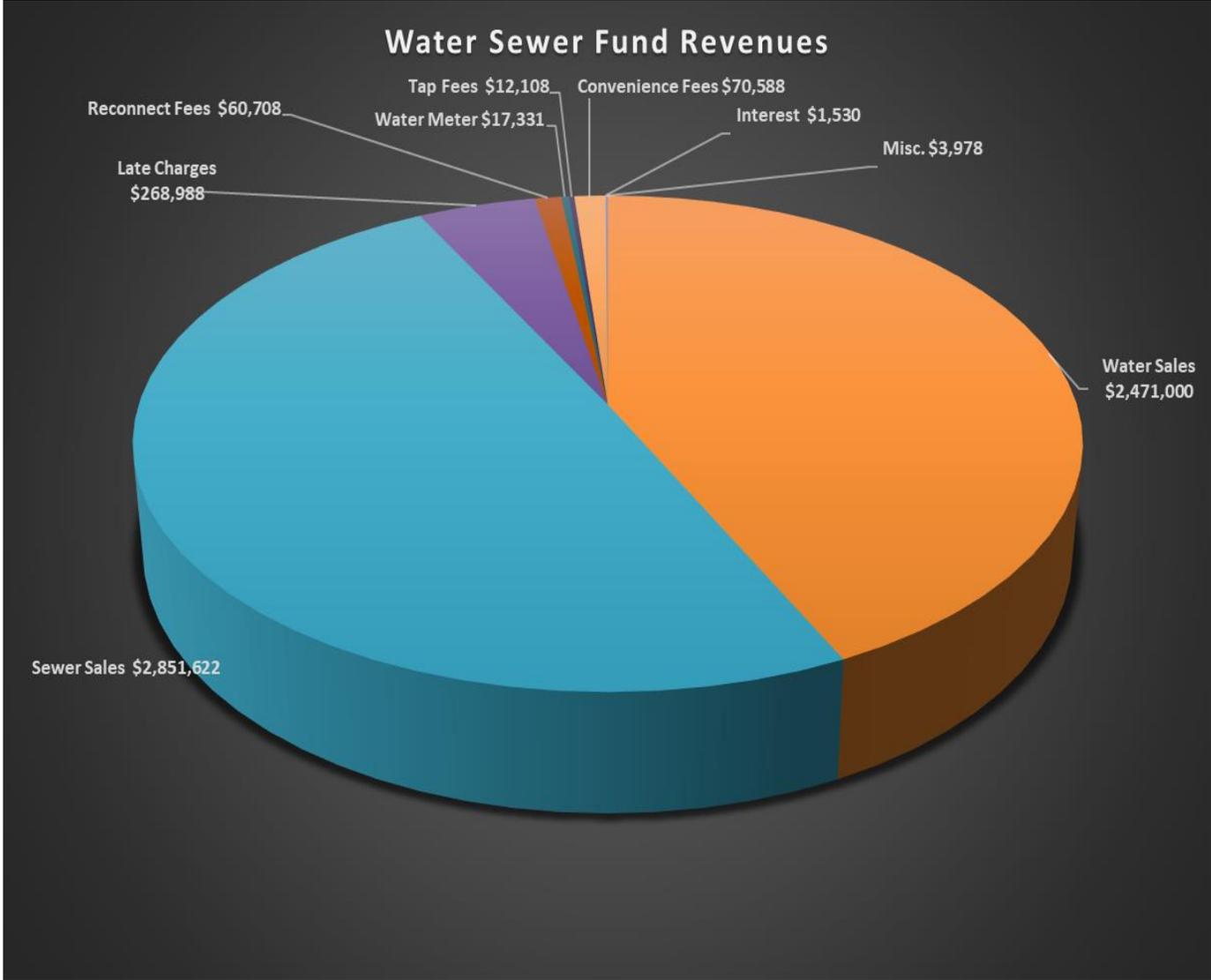
WATER SEWER FUND
REVENUE SUMMARY

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
REVENUES	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
Water Sales	2,226,773	2,589,587	2,576,773	2,357,069	2,471,000
Sewer Sales	2,676,616	2,814,125	2,928,298	2,795,708	2,851,622
Late Charges	252,100	278,231	268,757	276,634	268,988
Reconnect Fees	39,562	48,891	46,386	59,518	60,708
Water Meters	27,719	140,813	5,000	16,991	17,331
Tap Fees	7,875	7,800	3,567	11,871	12,108
Convenience Fees	57,623	62,485	144,558	69,204	70,588
Interest	1,922	25,553	1,500	1,500	1,530
Miscellaneous	5,295	122,701	10,000	3,900	3,978
TOTAL REVENUES	5,295,485	6,090,186	5,984,839	5,592,395	5,757,853

**City of Glenn Heights, Texas
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**WATER SEWER FUND
REVENUE**



**FY 2019-2020 Water Sewer Fund Revenue:
\$5,757,853**

City of Glenn Heights, Texas
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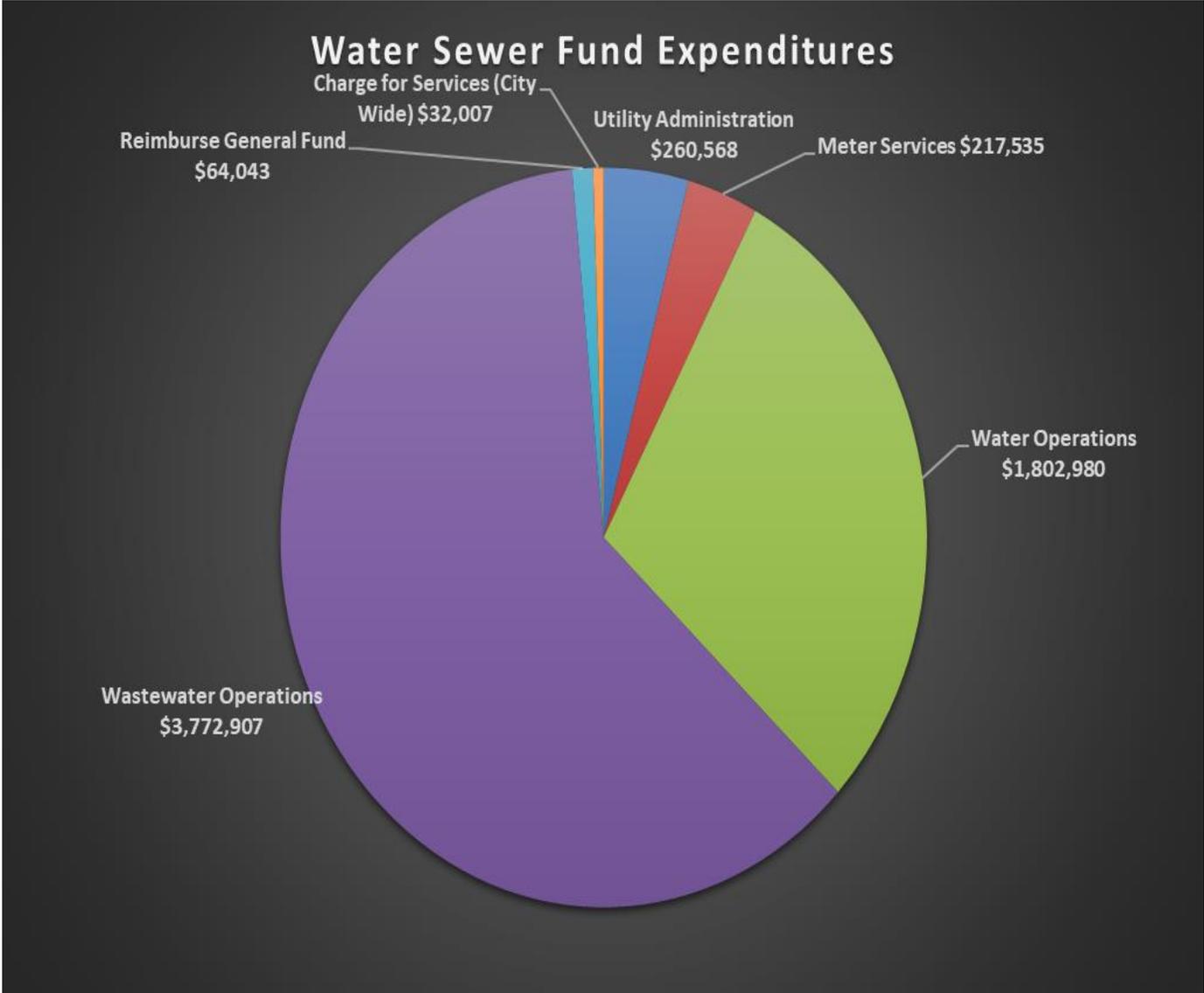


WATER SEWER FUND
EXPENDITURE SUMMARY

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
EXPENDITURES	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
22-Utility Administration	210,682	189,925	299,546	254,020	260,568
23-Meter Services	169,505	283,107	191,275	153,075	217,535
41-Water Operations	1,734,576	1,929,346	2,083,572	1,501,587	1,802,980
42-Wastewater Operations	2,423,909	2,493,423	2,826,572	2,825,448	3,772,907
99-Capital Project - Hwy 664 Utility Relocation	25,693	890,000	-	-	-
G&A Reimbursement to Utility		249,170	332,226	221,480	64,043
Charge for Service (City Wide)	-	109,823	146,431	97,616	32,007
TOTAL EXPENDITURES	4,564,365	6,144,794	5,879,623	5,053,226	6,150,040



WATER SEWER FUND EXPENDITURE



**FY 2019-2020 Water Sewer Fund Expenditures:
\$6,150,040**

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UTILITY ADMINISTRATION

PURPOSE/MISSION STATEMENT

The Utility Billing and Collection Division provides comprehensive, professional, effective and reliable service to our utility customers. Providing customer water, sewer, and garbage billing services as well as connection for the City of Glenn Heights.

FY 2018-2019 ACCOMPLISHMENTS

Re-established Utility Billing Supervisor position

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Percent increase in customers	2%	2%	2%	7%
Percent customer complaints down	2%	2%	2%	2%
Number of customer service compliments per month	7	10	10%	15%

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Average customers served/billing per month	4500	4700	5,302	5,902
Average late notices/cutoffs per month	105	75	1,064/128	1,090/135
Average applications per month	50	45	79	80
Average calls taken per day	100	75	80	100
Average daily service ticket orders	5-8	5	12	15
Number of participants in the Senior Billing Program	50	75	98	110
Number of onsite payment customers	Not Measured	2000	2,500	3,000

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UTILITY ADMINISTRATION

FY 2019-2020 WORKPLAN SUMMARY

Revise policies and procedures to ensure excellent customer service

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Utility Billing Supervisor	1	1	1	1
Utility Billing Clerk	2	2	2	2
Total Positions	3	3	3	3

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$97,846	\$80,758	\$127,845	\$150,968
Supplies	\$1,930	\$1,691	\$2,275	\$1,800
Contracted Service	\$106,012	\$102,667	\$120,500	\$103,000
Operating	\$2,781	\$3,753	\$3,400	\$4,800
Use of Fund Balance	\$2,113	\$1,056	\$0	\$0
Total	\$210,682	\$189,925	\$254,020	\$260,568

**FISCAL YEAR 2019-2020 APPROVED BUDGET
WATER SEWER FUND - UTILITY ADMINISTRATION**

UTILITY ADMINISTRATION - 22		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 97,846	\$ 80,758	\$ 165,181	\$ 127,845	\$ 150,968
	SUPPLIES	1,930	1,691	2,450	2,275	1,800
	CONTRACTED SERVICES	106,012	102,667	121,000	120,500	103,000
	OPERATING	2,781	3,753	10,915	3,400	4,800
	USE OF FUND BALANCE	2,113	1,056	-	-	-
TOTAL UTILITY ADMINISTRATION		\$ 210,682	\$ 189,925	\$ 299,546	\$ 254,020	\$ 260,568
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Utilities Billing Supervisor	0	1	1	1	1
	Utilities Billing Representative	3	2	2	2	2
	Total Positions	3	3	3	3	3
UTILITY ADMINISTRATION - 22						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
500-5-22-1010	REGULAR SALARIES- FULL TIME	69,253	63,013	125,177	95,000	112,319
500-5-22-1020	REGULAR SALARIES-PART TIME	673	-	-	-	-
500-5-22-1025	OVERTIME	1,643	1,855	3,540	3,075	3,240
500-5-22-1200	PAYROLL TAXES FICA	5,021	4,564	9,576	7,079	8,840
500-5-22-1205	WORKERS COMP	1,002	658	2,628	2,628	2,628
500-5-22-1210	INSURANCE	16,163	12,973	20,481	14,849	20,481
500-5-22-1215	UNEMPLOYMENT CLAIMS	-	-	-	2,028	-
500-5-22-1220	T.M.R.S.	2,828	1,312	3,780	3,186	3,459
TOTAL PERSONNEL		97,846	80,758	165,181	127,845	150,968
SUPPLIES						
500-5-22-2000	OFFICE SUPPLIES	1,541	1,691	1,850	1,675	1,500
500-5-22-2156	OTHER SMALL EQUIPMENT	389	-	600	600	300
TOTAL SUPPLIES		1,930	1,691	2,450	2,275	1,800
CONTRACTED SERVICES						
500-5-22-3006	CONSULTANT FEES	6,164	1,457	5,000	-	-
500-5-22-3014	TEMP CONTRACT LABOR	17,289	10,886	15,000	18,000	5,000
500-5-22-3015	MERCHANT (CC) FEES	40,870	45,651	45,000	48,000	48,000
500-5-22-3025	WATER BILL PROCESSING/POSTAGE	41,689	44,673	56,000	54,500	50,000
TOTAL CONTRACTED SERVICES		106,012	102,667	121,000	120,500	103,000
UTILITY ADMINISTRATION						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
OPERATING						
500-5-22-3301	TELECOMMUNICATIONS	-	-	5,615	-	-
500-5-22-3302	ELECTRICITY	1,181	1,078	1,500	1,500	1,500
500-5-22-3303	NATURAL GAS	960	1,398	1,900	1,200	1,900
500-5-22-3400	TRAINING	-	901	1,000	500	500
500-5-22-3503	PRINTING, COPY, & PHOTO	640	376	900	200	900
TOTAL OPERATING		2,781	3,753	10,915	3,400	4,800
USE OF FUND BALANCE						
500-5-22-7999	DEPRECIATION EXPENSE	2,113	1,056	-	-	-
TOTAL FUND BALANCE		2,113	1,056	-	-	-
TOTAL UTILITY ADMINISTRATION		\$ 210,682	\$ 189,925	\$ 299,546	\$ 254,020	\$ 260,568

**City of Glenn Heights, Texas
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METER SERVICES

PURPOSE/MISSION STATEMENT

To ensure the accurate metering and operation of devices detecting water usage throughout the City of Glenn Heights.

FY 2018-2019 ACCOMPLISHMENTS

New installation of Smart Meters

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS

INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Water disconnection within 4 hours of notice	90%	95%	98%	98%
Water connections within 4 hours of notice	90%	95%	98%	98%
Percent of water meters read within 5 days	90%	95%	98%	98%

WORKLOAD MEASURES

INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Average meters read per month	7,120	7,384	7,858	8,500
Water service connections per month	40	39	40	50
Water service disconnections per month	35	34	35	40
Meters replaced per month	17	13	13	15
New meters installed per month	6	18	22	30

**City of Glenn Heights, Texas
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METER SERVICES

FY 2019-2020 WORKPLAN SUMMARY

Continue with Water Meter Replacement Program

BUDGET HIGHLIGHTS

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Meter Services Coordinator	0	1	1	1
Meter Reader	3	2	2	1
Utility Worker I	0	1	1	2
Total Positions	3	4	4	4

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$70,897	\$110,788	\$131,375	\$191,713
Supplies	\$81,612	\$160,110	\$17,700	\$19,100
Contracted Service	\$1,500	\$1,605	\$2,000	\$2,000
Repairs & Maintenance	\$3,978	\$3,464	\$1,500	\$3,500
Operating	\$1,119	\$1,854	\$500	\$1,222
Use of Fund Balance	\$10,399	\$5,286	\$0	\$0
Capital Outlay	\$0	\$0	\$28,000	\$0
Total	\$169,505	\$283,107	\$181,075	\$217,535

**FISCAL YEAR 2019-2020 APPROVED BUDGET
WATER SEWER FUND - METER SERVICES**

		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
METER SERVICES- 23		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 70,897	\$ 110,788	\$ 167,575	\$ 131,375	\$ 191,713
	SUPPLIES	81,612	160,110	17,700	17,700	19,100
	CONTRACTED SERVICES	1,500	1,605	2,000	2,000	2,000
	REPAIRS & MAINTENANCE	3,978	3,464	3,500	1,500	3,500
	OPERATING	1,119	1,854	500	500	1,222
	USE OF FUND BALANCE	10,399	5,286	-	-	-
	TOTAL METER SERVICES	\$ 169,505	\$ 283,107	\$ 191,275	\$ 153,075	\$ 217,535
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Coordinator, Meter Services	0	1	1	1	1
	Meter Reader	3	2	2	1	1
	Utility Worker I	0	1	1	2	2
	Total Positions	3	4	4	4	4
METER SERVICES-23						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
500-5-23-1010	REGULAR SALARIES-FULL TIME	44,323	77,763	120,146	92,000	141,777
500-5-23-1025	OVERTIME	804	3,633	-	6,641	1,534
500-5-23-1200	PAYROLL TAXES FICA	3,303	6,048	9,191	6,024	10,963
500-5-23-1205	WORKERS COMP	7,948	6,887	3,503	3,503	3,503
500-5-23-1210	INSURANCE	12,667	16,208	31,107	20,355	29,208
500-5-23-1220	T.M.R.S.	1,760	1,661	3,628	2,851	4,367
	TOTAL PERSONNEL	70,897	110,788	167,575	131,375	191,713
SUPPLIES						
500-5-23-1300	UNIFORMS & CLOTHING	253	442	500	500	1,500
500-5-23-2100	GASOLINE & FUEL	3,726	3,973	6,000	4,500	6,000
500-5-23-2125	REPLACEMENT METER PURCHASES	22,606	16,436	5,000	7,000	5,000
500-5-23-2126	NEW WATER METER PURCHASES	54,795	139,259	5,000	4,500	5,000
500-5-23-2151	HAND TOOLS	232	-	200	200	200
500-5-23-3110	SAFETY EQUIPMENT	-	-	1,000	1,000	1,400
	TOTAL SUPPLIES	81,612	160,110	17,700	17,700	19,100
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	500
	TOTAL CONTRACTED SERVICES	1,500	1,605	2,000	2,000	2,000
REPAIRS & MAINTENANCE						
500-5-23-3202	R & M AUTO	3,978	3,464	3,500	1,500	3,500
	TOTAL REPAIRS & MAINTENANCE	3,978	3,464	3,500	1,500	3,500
OPERATING						
500-5-23-3300	CELL PHONES & WIRELESS	343	1,175	-	-	-
500-5-23-3500	CONFERENCE TRAINING & TRAVEL	-	184	500	500	1,022
500-5-23-3506	DUE SUBSCRIPTIONS & PUBLICATIONS	-	-	-	-	200
500-5-23-3508	SOFTWARE	776	495	-	-	-
	TOTAL OPERATING	1,119	1,854	500	500	1,222
USE OF FUND BALANCE						
500-5-23-7999	DEPRECIATION EXPENSE	10,399	5,286	-	-	-
	TOTAL FUND BALANCE	10,399	5,286	-	-	-
CAPITAL OUTLAY						
500-5-23-5000	CAPITAL EXPENDITURES	-	-	23,000	28,000	-
	TOTAL CAPITAL OUTLAY	-	-	23,000	28,000	-
	TOTAL METER SERVICES	\$ 169,505	\$ 283,107	\$ 214,275	\$ 181,075	\$ 217,535

**City of Glenn Heights, Texas
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WATER OPERATIONS

PURPOSE/MISSION STATEMENT

To ensure the safe and efficient delivery of potable water to all City of Glenn Heights Water Service customers. Maintain the water supply delivery system sustaining adequate pressure and quality for all health and life-safety needs.

FY 2018-2019 ACCOMPLISHMENTS

Completed FM 664 water line relocation project

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Percent of water lines repaired/replaced within 24 hours of reporting	80	80	80	80
Percent of backflow devices tested within 24 hours requested	85	85	85	85

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Repair/replace water line (in lin. Ft.)	NM	NM	NM	NM
Fire hydrant repair/replace	NM	NM	NM	NM
Number of backflow devices inspected	NM	NM	NM	NM

City of Glenn Heights, Texas
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WATER OPERATIONS

FY 2019-2020 WORKPLAN SUMMARY

Water line replacement in Mesa Estates
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BUDGET HIGHLIGHTS

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PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Director of Public Works & Infrastructure	1	1	0.33	0.33
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 I	1	1	1	1
Utilities Worker II	2	2	2	1
Utilities Worker III-Backflow Operator	1	1	1	1
Total Positions	9	9	8.33	7.33

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$435,815	\$399,233	\$283,513	\$465,186
Supplies	\$22,922	\$27,945	\$30,300	\$31,944
Contracted Service	\$823,718	\$983,863	\$960,000	\$1,130,000
Repairs & Maintenance	\$48,407	\$91,635	\$67,000	\$81,500
Operating	\$179,018	\$180,526	\$92,274	\$70,850
Departmental	\$2,801	\$19,612	\$23,500	\$23,500
Capital Outlay	\$0	\$0	\$45,000	\$0
Use of Fund Balance	\$221,515	\$226,532	\$0	\$0
Total	\$1,734,576	\$1,929,346	\$1,501,587	\$1,802,980

**FISCAL YEAR 2019-2020 APPROVED BUDGET
WATER SEWER FUND - WATER OPERATIONS**

WATER OPERATIONS - 41		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 435,815	\$ 399,233	\$ 504,123	\$ 283,513	\$ 465,186
	SUPPLIES	22,922	27,945	31,800	30,300	31,944
	CONTRACTED SERVICES	823,718	983,863	1,200,000	960,000	1,130,000
	REPAIRS & MAINTENANCE	48,407	91,635	79,000	67,000	81,500
	OPERATING	179,018	180,526	200,149	92,274	70,850
	DEPARTMENTAL	2,801	19,612	23,500	23,500	23,500
	DEBT PAYMENTS	380	-	-	-	-
	CAPITAL OUTLAY	-	-	45,000	45,000	-
	USE OF FUND BALANCE	221,515	226,532	-	-	-
TOTAL WATER OPERATIONS		\$ 1,734,576	\$ 1,929,346	\$ 2,083,572	\$ 1,501,587	\$ 1,802,980
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Director Public Works & Infrastructure	0	0	0.33	0.33	0.33
	Utilities Superintendent	1	1	1	1	1
	Utilities Supervisor	1	1	1	1	1
	Inspector	1	1	1	1	1
	Executive Assistant	1	1	1	1	1
	Utility Worker I	1	1	1	1	1
	Utility Worker III	2	2	2	2	1
	Backflow Operator	1	1	1	1	1
	Total Positions	8	8	8.33	8.33	7.33
WATER OPERATIONS - 41						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
500-5-41-1000	EXEMPT SALARY	135,506	127,474	96,730	62,512	102,940
500-5-41-1010	REGULAR SALARIES-FULL TIME	179,486	178,101	281,175	154,000	252,653
500-5-41-1025	OVERTIME	9,329	12,225	13,663	9,928	9,134
500-5-41-1035	CERTIFICATION PAY	2,065	1,661	3,300	1,324	2,400
500-5-41-1200	PAYROLL TAXES FICA	24,696	23,874	29,162	16,277	28,085
500-5-41-1205	WORKERS COMP	25,328	17,529	7,299	7,299	6,423
500-5-41-1210	INSURANCE	41,143	39,590	61,324	24,664	52,598
500-5-41-1215	UNEMPLOYMENT CLAIMS	2,908	164	-	615	-
500-5-41-1220	T.M.R.S.	12,902	6,472	11,470	6,894	10,952
TOTAL PERSONNEL		435,815	399,233	504,123	283,513	465,186
SUPPLIES						
500-5-41-1300	UNIFORMS & CLOTHING	800	1,051	1,100	1,100	3,000
500-5-41-2006	CHEMICALS	5,361	2,373	7,000	1,500	3,500
500-5-41-2100	GASOLINE & FUEL	10,784	16,206	11,000	15,000	15,000
500-5-41-2127	WATER QUALITY MAILING	-	3,488	3,700	3,700	3,700
500-5-41-2151	HAND TOOLS	361	494	1,000	1,000	1,000
500-5-41-2156	OTHER SMALL EQUIPMENT	2,004	31	3,000	3,000	3,000
500-5-41-2170	SAFETY EQUIPMENT	3,305	4,302	5,000	5,000	2,744
TOTAL SUPPLIES		22,922	27,945	31,800	30,300	31,944
CONTRACTED SERVICES						
500-5-41-3003	ENGINEERING SERVICES	1,697	-	-	-	30,000
500-5-41-3013	OTHER PROFESSIONAL SERVICES	-	27,500	-	-	-
500-5-41-3015	CITY WATER PURCHASES	822,021	956,363	1,200,000	960,000	1,100,000
TOTAL CONTRACTED SERVICES		823,718	983,863	1,200,000	960,000	1,130,000

**FISCAL YEAR 2019-2020 APPROVED BUDGET
WATER SEWER FUND - WATER OPERATIONS**

WATER OPERATIONS - 41		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REPAIRS & MAINTENANCE						
500-5-41-3200	R & M STRUCTURES	188	314	4,500	4,500	4,500
500-5-41-3201	R & M SMALL EQUIPMENT	1,741	1,402	2,500	2,500	2,500
500-5-41-3202	R & M AUTO/TRUCK	6,924	12,873	5,500	5,500	5,500
500-5-41-3204	R & M WATER SYSTEM	34,290	74,908	60,000	50,000	60,000
500-5-41-3206	R & M HEAVY EQUIPMENT	3,702	1,173	4,000	2,000	4,000
500-5-41-3215	R & M STORAGE TANK	1,562	965	2,500	2,500	5,000
TOTAL REPAIRS & MAINTENANCE		48,407	91,635	79,000	67,000	81,500
OPERATING						
500-5-41-3302	ELECTRICITY	50,757	57,478	76,000	-	-
500-5-41-3400	FRANCHISE FEES	109,899	109,899	109,899	82,424	60,000
500-5-41-3500	CONFERENCE, TRAINING, & TRAVEL	6,832	3,460	5,500	3,000	3,000
500-5-41-3503	PRINTING, COPY, & PHOTO	523	700	750	750	750
500-5-41-3505	OPERATING EXPENSES	134	154	1,500	1,500	2,500
500-5-41-3506	DUES, SUBSCRIPTIONS, & PUB	1,360	1,277	2,500	600	600
500-5-41-3507	TRA LAB EXPENSE	3,169	3,433	4,000	4,000	4,000
TOTAL OPERATING		179,018	180,526	200,149	92,274	70,850
DEPARTMENTAL						
500-5-41-3531	RENTAL EQUIPMENT	372	1,498	1,500	1,500	1,500
500-5-41-3550	TCEQ FEES	2,429	18,114	22,000	22,000	22,000
TOTAL DEPARTMENTAL		2,801	19,612	23,500	23,500	23,500
CAPITAL OUTLAY						
500-5-41-5000	CAPITAL EXPENDITURES	-	-	45,000	45,000	-
TOTAL CAPITAL OUTLAY		-	-	45,000	45,000	-
USE OF FUND BALANCE						
500-5-41-7999	DEPRECIATION EXPENSE	221,515	226,532	-	-	-
TOTAL FUND BALANCE		221,515	226,532	-	-	-
TOTAL WATER OPERATIONS		\$ 1,734,576	\$ 1,929,346	\$ 2,083,572	\$ 1,501,587	\$ 1,802,980

City of Glenn Heights, Texas
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WASTEWATER OPERATIONS

PURPOSE/MISSION STATEMENT

To protect the health, well-being, and quality of life of all customers and the public by providing safe high-quality wastewater treatment and quality control services and products for all City of Glenn Heights citizens and visitors.

FY 2018-2019 ACCOMPLISHMENTS

Replace Kingston lift station pump

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Percent of lateral stoppage cleared within 24 hours of reporting	NM	NM	TBD	TBD
Percent of repairs completed within 48 hours of reporting	NM	NM	TBD	TBD

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Wastewater line replacement (in lin. Ft.)	NM	NM	TBD	TBD
Wastewater line repairs (in lin. Ft.)	NM	NM	TBD	TBD
Number of manholes repaired/replaced	40	40	TBD	TBD

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WASTEWATER OPERATIONS

FY 2019-2020 WORKPLAN SUMMARY

Develop a Wastewater Preventative Maintenance Program

BUDGET HIGHLIGHTS

Increase in Trinity River Authority expenditures

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Utility Worker I	2	2	2	2
Utility Worker II	1	1	1	1
Total Positions	3	3	3	3

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$106,188	\$96,227	\$81,530	\$144,954
Supplies	\$7,846	\$5,763	\$8,650	\$9,654
Contracted Service	\$852,448	\$816,318	\$700,000	\$720,425
Repairs & Maintenance	\$21,165	\$22,311	\$37,500	\$36,000
Operating	\$129,020	\$129,447	\$97,018	\$92,233
Departmental	\$150	\$0	\$750	\$2,000
Debt Payments	\$1,184,278	\$1,300,542	\$1,900,000	\$2,767,641
Use of Fund Balance	\$122,814	\$122,815	\$0	\$0
Total	\$2,423,909	\$2,493,423	\$2,825,448	\$3,772,907

**FISCAL YEAR 2019-2020 APPROVED BUDGET
WATER SEWER FUND - WASTEWATER OPERATIONS**

42-WASTEWATER OPERATIONS		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL		\$ 106,188	\$ 96,227	\$ 132,872	\$ 81,530	\$ 144,954
SUPPLIES		7,846	5,763	10,650	8,650	9,654
CONTRACTED SERVICES		852,448	816,318	853,910	700,000	720,425
REPAIRS & MAINTENANCE		21,165	22,311	36,000	37,500	36,000
OPERATING		129,020	129,447	129,190	97,018	92,233
DEPARTMENTAL		150	-	750	750	2,000
DEBT PAYMENTS		1,184,278	1,300,542	1,663,200	1,900,000	2,767,641
CAPITAL OUTLAY		-	-	-	-	-
USE OF FUND BALANCE		122,814	122,815	-	-	-
TOTAL WASTEWATER OPERATIONS		\$ 2,423,909	\$ 2,493,423	\$ 2,826,572	\$ 2,825,448	\$ 3,772,907
PERSONNEL SUMMARY						
FULL-TIME POSITIONS						
	Utility Worker I	2	2	2	2	2
	Utility Worker III	1	1	1	1	1
	Total Positions	3	3	3	3	3
42-WASTEWATER OPERATIONS						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
500-5-42-1010	REGULAR SALARIES- FULL TIME	62,778	66,582	94,793	57,882	104,897
500-5-42-1020	REGULAR SALARIES-PART TIME	6,779	-	-	-	-
500-5-42-1025	OVERTIME	2,520	2,915	3,887	3,148	4,388
500-5-42-1036	CERTIFICATION PAY	-	-	900	-	900
500-5-42-1200	PAYROLL TAXES FICA	5,289	5,244	7,321	4,611	8,429
500-5-42-1205	WORKERS COMP	6,983	6,051	2,628	2,628	2,628
500-5-42-1210	INSURANCE	17,084	14,866	20,481	11,262	20,481
500-5-42-1220	T.M.R.S.	2,716	1,404	2,862	2,000	3,231
TOTAL PERSONNEL		106,188	96,227	132,872	81,530	144,954
SUPPLIES						
500-5-42-1300	UNIFORMS & CLOTHING	465	474	500	500	1,125
500-5-42-2006	CHEMICALS	5,532	-	5,000	3,000	3,000
500-5-42-2100	GASOLINE & FUEL	1,729	4,864	4,000	4,000	4,000
500-5-42-2151	HAND TOOLS	33	-	150	150	500
500-5-42-2170	SAFETY EQUIPMENT	87	425	1,000	1,000	1,029
TOTAL SUPPLIES		7,846	5,763	10,650	8,650	9,654
CONTRACTED SERVICES						
500-5-42-3015	TRA SEWAGE SYSTEM	852,448	816,318	853,910	700,000	720,425
TOTAL CONTRACTED SERVICES		852,448	816,318	853,910	700,000	720,425

**FISCAL YEAR 2019-2020 APPROVED BUDGET
WATER SEWER FUND - WASTEWATER OPERATIONS**

42-WASTEWATER OPERATIONS (Cont.)		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REPAIRS & MAINTENANCE						
500-5-42-3200	R & M STRUCTURES	-	-	10,000	6,500	10,000
500-5-42-3201	R & M SMALL EQUIPMENT	298	-	500	500	500
500-5-42-3202	R & M AUTO/TRUCK	1,989	667	4,000	4,000	4,000
500-5-42-3205	R & M SEWER SYSTEM	16,156	20,753	20,000	25,000	20,000
500-5-42-3206	R & M HEAVY EQUIPMENT	2,722	891	1,500	1,500	1,500
TOTAL REPAIRS & MAINTENANCE		21,165	22,311	36,000	37,500	36,000
OPERATING						
500-5-42-3400	FRANCHISE FEES	128,690	128,690	128,690	96,518	90,000
500-5-42-3500	CONFERENCE, TRAINING, & TRAVEL	330	525	500	500	1,933
500-5-42-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	-	-	-	-	300
TOTAL OPERATING		129,020	129,447	129,190	97,018	92,233
DEPARTMENTAL						
500-5-42-3531	RENTAL EQUIPMENT	150	-	750	750	2,000
TOTAL DEPARTMENTAL		150	-	750	750	2,000
DEBT PAYMENTS						
500-5-42-4155	TRA DEBT SERVICE PAYMENTS	1,184,278	1,300,542	1,663,200	1,900,000	2,767,641
TOTAL DEBT PAYMENTS		1,184,278	1,300,542	1,663,200	1,900,000	2,767,641
CAPITAL OUTLAY						
500-5-42-5000	CAPITAL EXPENDITURES	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
USE OF FUND BALANCE						
500-5-42-7999	DEPRECIATION EXPENSE	122,814	122,815	-	-	-
TOTAL FUND BALANCE		122,814	122,815	-	-	-
TOTAL WASTEWATER OPERATIONS		\$ 2,423,909	\$ 2,493,423	\$ 2,826,572	\$ 2,825,448	\$ 3,772,907

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**City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget**



DRAINAGE FUND

The Municipal Drainage system is an Enterprise Fund that is used for the purpose of identifying and controlling all revenues and expenses attributable to municipal drainage services and water quality enhancement related thereto.

**City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget**



STORMWATER

PURPOSE/MISSION STATEMENT

The Stormwater Division is responsible for maintenance of the City's storm water drainage system. Service under this division include clearing and mowing public rights of way and maintenance of the storm drainage system.

FY 2018-2019 ACCOMPLISHMENTS
Staff worked on 7 different abatements to address clean-up issues around the City

PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Percent of drains cleaned within 24 hours of detection	NM	NM	TBD	TBD
Percent of R.O.W mowed within 14 days	NM	NM	TBD	TBD
Percent of Storm water sample test contaminant free	NM	NM	TBD	TBD

WORKLOAD MEASURES				
INDICATORS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Amount of debris (in lbs.) removed from curbs & gutters	NM	NM	TBD	TBD
Large-item disposal (in yards) at Convenience Station	NM	NM	TBD	TBD
Amount of hazardous waste disposed (in total items)	NM	NM	TBD	TBD

**City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget**



STORMWATER

FY 2019-2020 WORKPLAN SUMMARY

Inspection program for all public drainage ways

BUDGET HIGHLIGHTS

PERSONNEL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Full-Time				
Director of Public Works	0	0.5	0.33	0.33
Field Supervisor	1	1	1	1
Wastewater Utility Worker I	1	1	1	1
Groundskeeper	0	3	5	3
Part-Time				
Litter Crew	4	2	0	0
Groundskeeper	6	2	0	0
Total Positions	12	9.5	7.33	5.33

Budget Summary

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED
Personnel	\$121,640	\$152,406	\$208,505	\$280,370
Supplies	\$5,130	\$5,880	\$12,000	\$15,558
Contracted Service	\$0	\$1,247	\$150	\$150
Repairs & Maintenance	\$9,295	\$12,601	\$23,900	\$16,900
Operating	\$1,334	\$835	\$2,450	\$2,450
Departmental	\$0	\$0	\$2,400	\$500
Use of Fund Balance	\$37,356	\$48,761	\$0	\$0
Capital Outlay	\$7,466	\$0	\$64,215	\$0
Total	\$182,221	\$221,730	\$313,620	\$315,928

**FISCAL YEAR 2019-2020 APPROVED BUDGET
DRAINAGE FUND - STORMWATER**

STORM WATER-46		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
	PERSONNEL	\$ 121,640	\$ 152,406	\$ 334,243	\$ 208,505	\$ 280,370
	SUPPLIES	\$ 5,130	\$ 5,880	\$ 20,000	\$ 12,000	\$ 15,558
	CONTRACTED SERVICES	\$ -	\$ 1,247	\$ 150	\$ 150	\$ 150
	REPAIRS & MAINTENANCE	\$ 9,295	\$ 12,601	\$ 28,900	\$ 23,900	\$ 16,900
	OPERATING	\$ 1,334	\$ 835	\$ 3,300	\$ 2,450	\$ 2,450
	DEPARTMENTAL	\$ -	\$ -	\$ 1,900	\$ 2,400	\$ 500
	CAPITAL OUTLAY	\$ 7,466	\$ -	\$ 65,000	\$ 64,215	\$ -
	USE OF FUND BALANCE	\$ 37,356	\$ 48,761			
	TOTAL STORM WATER	\$ 182,221	\$ 221,730	\$ 453,493	\$ 313,620	\$ 315,928
PERSONNEL SUMMARY						
	FULL-TIME POSITIONS					
	Director, Public Works	0	0	0.33	0.33	0.33
	Field Supervisor	1	1	1	1	1
	Utility Worker I	1	1	1	1	1
	Groundkeepers	0	3	5	5	3
	Total Positions	2	5	7.33	7.33	5.33
STORM WATER-46						
		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
PERSONNEL						
550-5-46-1000	EXEMPT SALARY	-	15,533	31,450	32,000	33,664
550-5-46-1010	REGULAR SALARIES- FULL TIME	28,814	64,554	213,889	126,000	175,720
550-5-46-1020	REGULAR SALARIES-PART TIME	40,981	28,603	-	-	-
550-5-46-1025	OVERTIME	1,253	2,242	1,797	4,747	2,793
550-5-46-1035	CERTIFICATION PAY	-	-	-	-	-
550-5-46-1200	PAYROLL TAXES FICA	5,240	8,181	18,768	11,295	16,231
550-5-46-1205	WORKERS COMP	19,306	14,953	6,423	6,423	4,671
550-5-46-1210	INSURANCE	16,324	19,598	54,497	23,413	40,843
550-5-46-1220	T.M.R.S.	6,803	1,806	7,419	4,627	6,449
TOTAL PERSONNEL		121,640	152,406	334,243	208,505	280,370
SUPPLIES						
550-5-46-1300	UNIFORMS & CLOTHING	133	168	2,000	1,500	2,000
550-5-46-2008	COMMUNITY CLEAN-UP EVENT	-	74	5,000	500	2,500
550-5-46-2100	GASOLINE & FUEL	4,446	5,376	8,500	6,000	6,000
550-5-46-2125	POSTAGE	16	-	2,000	2,000	2,000
550-5-46-2151	HAND TOOLS	-	5	1,000	500	500
550-5-46-2170	SAFETY EQUIPMENT	315	-	1,000	1,000	2,058
550-5-46-2330	EDUCATIONAL MATERIALS	220	257	500	500	500
TOTAL SUPPLIES		5,130	5,880	20,000	12,000	15,558
CONTRACTED SERVICES						
550-5-46-3013	OTHER PROFESSIONAL SERVICES	-	-	-	-	-
550-5-46-3050	STREET SWEEPING	-	-	-	-	-
550-5-46-3051	HOUSEHOLD HAZARDOUS WASTE	-	1,247	150	150	150
TOTAL CONTRACTED SERVICES		-	1,247	150	150	150
REPAIRS & MAINTENANCE						
550-5-46-3201	R & M SMALL EQUIPMENT	239	1,768	500	500	1,000
550-5-46-3202	R & M AUTO/TRUCK	1,554	386	2,500	2,500	2,500
550-5-46-3206	R & M HEAVY EQUIPMENT	2,347	8,046	2,400	2,400	2,400
550-5-46-3210	R & M SIGNS & MARKINGS	1,014	30	500	500	500
550-5-46-3212	KINGSTON MEADOWS DRAINAGE	1,025	-	10,000	10,000	7,500
550-5-46-3213	GATEWAY DRAINAGE	1,824	-	3,000	3,000	3,000
550-5-46-3245	R & M STORM WATER SYSTEM	1,292	2,371	10,000	5,000	-
TOTAL REPAIRS & MAINTENANCE		9,295	12,601	28,900	23,900	16,900

**FISCAL YEAR 2019-2020 APPROVED BUDGET
DRAINAGE FUND - STORMWATER**

STORM WATER-46		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
OPERATING						
550-5-46-3300	CELL PHONES & WIRELESS	1,054	835	1,000	-	-
550-5-46-3500	CONFERENCE, TRAINING, & TRAVEL	280	-	750	750	750
550-5-46-3503	PRINTING, COPY, & PHOTO	-	-	50	200	200
550-5-46-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	-	-	-	-	-
550-5-46-3508	CITY NEWSLETTER	-	-	1,500	1,500	1,500
TOTAL OPERATING		1,334	835	3,300	2,450	2,450
DEPARTMENTAL						
550-5-46-3580	TIRE BATTERY FLUID DISPOSAL	-	-	500	1,800	500
550-5-46-3590	MANHOLE REHABILITATION	-	-	600	600	-
TOTAL DEPARTMENTAL		-	-	1,900	2,400	500
CAPITAL OUTLAY						
550-5-46-5000	CAPITAL EXPENDITURES	7,466	-	65,000	64,215	-
TOTAL CAPITAL OUTLAY		7,466	-	65,000	64,215	-
USE OF FUND BALANCE						
550-5-46-7999	DEPRECIATION EXPENSE	37,356	48,761	-	-	-
USE OF FUND BALANCE		37,356	48,761	-	-	-
TOTAL STORM WATER		\$ 182,221	\$ 221,730	\$ 453,493	\$ 313,620	\$ 315,928

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City of Glenn Heights, Texas
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DEBT SERVICE FUND

The Debt Service Fund is used to account for ad valorem taxes assessed for the payment of principal and interest on long-term bond debt of the City's governmental funds.

FISCAL YEAR 2019-2020 APPROVED BUDGET
DEBT SERVICE FUND

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
I&S Tax Rate/\$100 Valuation	0.253062	0.214612	0.215740	0.215740	0.184129
Taxable Valuation	\$ 492,498,684	\$ 587,783,231	\$ 660,012,306	\$ 660,012,306	\$ 786,525,022
REVENUE					
PROPERTY TAXES					
Current Ad Valorem Taxes	1,235,244	1,266,601	1,626,428	1,626,428	1,448,221
Delinquent Ad Valorem Taxes	8,400	21,120	18,525	18,525	19,390
Penalties & Interest	6,280	4,929	9,097	9,097	7,708
TOTAL PROPERTY TAXES	1,249,924	1,292,650	1,654,050	1,654,050	1,475,318
INTEREST					
Interest Income	41	91	-	-	-
TOTAL REVENUES	1,249,965	1,292,741	1,654,050	1,654,050	1,475,318
EXPENDITURES					
BOND PRINCIPAL					
2003 CO Bonds	65,000	70,000	-	-	-
2006 CO Bonds	190,000	200,000	210,000	210,000	220,000
2008 CO Bonds	95,000	100,000	105,000	105,000	105,000
2015 CO Bonds	25,000	25,000	100,000	100,000	110,000
2016 GO Bonds	270,000	245,000	275,000	275,000	300,000
SIB LOAN	-	-	133,888	133,888	137,235
TOTAL BOND PRINCIPAL	645,000	640,000	823,888	823,888	872,235
BOND INTEREST					
2003 CO Bonds	6,316	3,289	-	-	-
2006 CO Bonds	39,900	31,710	23,100	23,100	14,070
2008 CO Bonds	55,788	51,880	47,773	47,773	43,531
2015 CO Bonds	16,412	15,820	14,339	14,339	11,850
2016 GO Bonds	447,971	492,025	484,225	484,225	474,100
SIB LOAN	-	-	35,826	35,826	32,437
TOTAL BOND INTEREST	566,387	594,723	605,263	605,263	575,988
CONTRACTED SERVICES					
Fiscal Agent Fees	750	6,200	3,250	3,250	3,250
TOTAL CONTRACTED SERVICES	750	6,200	3,250	3,250	3,250
TOTAL EXPENDITURES	\$1,212,137	\$1,240,923	\$1,432,401	\$1,432,401	\$1,451,474
REVENUES OVER (UNDER) EXPENDITURES	\$37,828	\$51,818	\$221,649	\$221,649	\$23,845
OTHER FINANCING SOURCES (USES)					
Transfers In (Out)					
NET CHANGE IN FUND BALANCE	\$37,828	\$51,818	\$221,649	\$221,649	\$23,845
RESTRICTED FUND BALANCE - OCTOBER 1	196,993	72,206	124,024	124,024	345,673
RESTRICTED FUND BALANCE - SEPTEMBER 30	\$234,821	\$124,024	\$345,673	\$345,673	\$369,517

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 APPROVED BUDGET
DEBT SCHEDULE**

2019/2020 DEBT PAYMENT SCHEDULE		
DEBT SERVICE FUND		
	Interest	Principal
2006 Bond	9,345.00	220,000.00
	4,725.00	
2008 Bond	22,826.00	105,000.00
	20,705.00	
2015 CO Bond	6,576.75	110,000.00
	5,273.25	
2016 GO Bond	240,050.00	300,000.00
	234,050.00	
SIB Loan	17,076.40	137,235.34
	15,360.96	
TOTALS FOR INTEREST/PRINCIPAL	575,988.36	872,235.34
	TOTAL PAYMENTS FROM DEBT SERVICE 2019/2020	1,448,223.70
WATER FUND		
	Interest	Principal
2010 Bond	1,875.00	120,000.00
TOTALS FOR INTEREST/PRINCIPAL	1,875.00	120,000.00
	TOTAL PAYMENTS FROM WATER 2019/2020	121,875.00

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**City of Glenn Heights, Texas
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SPECIAL REVENUE FUND

The City's Special Revenue Funds are used to account for specific revenue sources that are restricted or committed to specific purposes.

**FISCAL YEAR 2019-2020 PROPOSED BUDGET
COURT TECHNOLOGY FUND**

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES					
COURT TECHNOLOGY FEES	4,917	2,622	4,000	3,113	3,551
TOTAL REVENUES	\$ 4,917	\$ 2,622	\$ 4,000	\$ 3,113	\$ 3,551
FUND EXPENDITURES					
CONTRACTED SERVICES	2,954	2,402	2,000	2,243	-
TOTAL FUND EXPENDITURES	\$ 2,954	\$ 2,402	\$ 2,000	\$ 2,243	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ 1,963	\$ 220	\$ 2,000	\$ 870	\$ 3,551
NET CHANGE IN FUND BALANCE	\$ 1,963	\$ 220	\$ 2,000	\$ 870	\$ 3,551
RESTRICTED FUND BALANCE, OCT 1	\$ (3,818)	\$ (729)	\$ (509)	\$ (509)	\$ 361
RESTRICTED FUND BALANCE, SEP 30	\$ (1,855)	\$ (509)	\$ 1,491	\$ 361	\$ 3,912

FISCAL YEAR 2019-2020 APPROVED BUDGET
COURT SECURITY FUND

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES					
COURT SECURITY FEES	3,687	1,967	4,000	2,783	2,812
INTEREST	150	332	80	449	
TOTAL REVENUES	\$ 3,837	\$ 2,299	\$ 4,080	\$ 3,232	\$ 2,812
FUND EXPENDITURES					
CONTRACTED SERVICES	-	-	20,000	-	-
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ 20,000	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ 3,837	\$ 2,299	\$ (15,920)	\$ 3,232	\$ 2,812
NET CHANGE IN FUND BALANCE	\$ 3,837	\$ 2,299	\$ (15,920)	\$ 3,232	\$ 2,812
RESTRICTED FUND BALANCE, OCT 1	\$ 29,840	\$ 34,330	\$ 36,629	\$ 36,629	\$ 39,861
RESTRICTED ¹ FUND BALANCE, SEP 30	\$ 33,677	\$ 36,629	\$ 20,709	\$ 39,861	\$ 42,673

**FISCAL YEAR 2019-2020 APPROVED BUDGET
E911 FUND**

911 Fund	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
REVENUES					
911 WIRELESS FEES	59,242	59,222	66,000	54,425	60,000
911 LANDLINE FEES	20,227	15,679	16,140	10,125	12,000
INTEREST	539	11	600	15	15
MISC GRANT ACCOUNT	(306)	(306)	-	(357)	-
TOTAL REVENUES	\$ 79,702	\$ 74,606	\$ 82,740	\$ 64,208	\$ 72,015
FUND EXPENDITURES					
CAPITAL OUTLAY	190,994	-	-	-	-
TOTAL FUND EXPENDITURES	\$ 190,994	\$ -	\$ -	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ (111,292)	\$ 74,606	\$ 82,740	\$ 64,208	\$ 72,015
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT) ¹	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
TOTAL OTHER FINANCING SOURCES (USES)	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
NET CHANGE IN FUND BALANCE	\$ (144,292)	\$ 41,606	\$ 49,740	\$ 31,208	\$ 39,015
RESTRICTED FUND BALANCE, OCT 1	\$ 226,053	\$ 92,826	\$ 134,432	\$ 134,432	\$ 165,640
RESTRICTED² FUND BALANCE, SEP 30	\$ 81,761	\$ 134,432	\$ 184,172	\$ 165,640	\$ 204,655

\$33,000 in 911 wireless fees are used to offset a portion of annual salaries paid to Communications.

FISCAL YEAR 2019-2020 APPROVED BUDGET
GRANT FUND

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
REVENUES					
POLICE DEPARTMENT	1,623	1,785	693	-	-
TOTAL FUND REVENUES	\$ 1,623	\$ 1,785	\$ 693	\$ -	\$ -
FUND EXPENDITURES					
CONTRACTED SERVICES	-	-	3,875	3,875	-
OPERATING	-	-	1,500	1,500	-
CAPITAL OUTLAY	2,987	1,534	-	-	-
TOTAL FUND EXPENDITURES	\$ 2,987	\$ 1,534	\$ 5,375	\$ 5,375	\$ -
OTHER FINANCING SOURCES (USES)					
OPERATING GRANT PROCEEDS					
CJD Grant (BVP)	3,875	3,875	3,875	-	-
TLEOSE Grant	1,500	1,623	1,623	-	-
TOTAL OTHER FINANCING SOURCES (USES)	5,375	5,498	5,498	-	-
REVENUES OVER (UNDER) EXPENDITURES	\$ (1,364)	\$ 251	\$ (4,682)	\$ (5,375)	\$ -
NET CHANGE IN FUND BALANCE	\$ 4,011	\$ 5,749	\$ 816	\$ (5,375)	\$ -
RESTRICTED FUND BALANCE, OCT 1	\$ 3,103	\$ 1,739	\$ 7,488	\$ 7,488	\$ 2,113
RESTRICTED FUND BALANCE, SEP 30	\$ 7,114	\$ 7,488	\$ 8,304	\$ 2,113	\$ 2,113

FISCAL YEAR 2019-2020 APPROVED BUDGET
PARK FEE FUND

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES					
CITY-WIDE PARK FEES	27,192	317,033	162,852	160,062	215,682
INTEREST	659	975	675	706	785
TOTAL REVENUES	\$ 27,851	\$ 318,008	\$ 163,527	\$ 160,768	\$ 216,467
FUND EXPENDITURES					
CAPITAL OUTLAY	42,080	30,583	347,000	5,000	586,000
TOTAL FUND EXPENDITURES	\$ 42,080	\$ 30,583	\$ 347,000	\$ 5,000	\$ 586,000
REVENUES OVER (UNDER) EXPENDITURES	\$ (14,229)	\$ 287,425	\$ (183,473)	\$ 155,768	\$ (369,533)
NET CHANGE IN FUND BALANCE	\$ (14,229)	\$ 287,425	\$ (183,473)	\$ 155,768	\$ (369,533)
RESTRICTED FUND BALANCE, OCT 1	\$ 403,517	\$ 369,835	\$ 657,260	\$ 657,260	\$ 813,028
RESTRICTED FUND BALANCE, SEP 30	\$ 389,288	\$ 657,260	\$ 473,787	\$ 813,028	\$ 443,496

**FISCAL YEAR 2019-2020 APPROVED BUDGET
STREET IMPACT FEE FUND**

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES					
ROAD IMPACT	56,430	512,123		332,168	447,593
STREET IMPACT FEES	-	-	218,800	-	-
INTEREST	814	892	864	859	872
TOTAL REVENUES	\$ 57,244	\$ 513,015	\$ 219,664	\$ 333,027	\$ 448,465
FUND EXPENDITURES					
CONTRACTED SERVICES	-	-	400,000	289,237	12,000
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ 400,000	\$ 289,237	\$ 12,000
REVENUES OVER (UNDER) EXPENDITURES	\$ 57,244	\$ 513,015	\$ (180,336)	\$ 43,790	\$ 436,465
NET CHANGE IN FUND BALANCE	\$ 57,244	\$ 513,015	\$ (180,336)	\$ 43,790	\$ 436,465
RESTRICTED FUND BALANCE, OCT 1	\$ 702,665	\$ 815,855	\$ 1,328,870	\$ 1,328,870	\$ 1,372,660
RESTRICTED FUND BALANCE, SEP 30	\$ 759,909	\$ 1,328,870	\$ 1,148,534	\$ 1,372,660	\$ 1,809,124

**FISCAL YEAR 2019-2020 APPROVED BUDGET
WATER SEWER IMPACT FEE FUND**

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES					
WATER IMPACT FEES	27,017	164,219	100,650	137,203	184,879
SEWER IMPACT FEES	93,424	562,573	385,880	526,016	708,802
INTEREST	1,054	2,003	816	1,172	1,330
TOTAL REVENUES	\$ 121,495	\$ 728,795	\$ 487,346	\$ 664,391	\$ 895,011
FUND EXPENDITURES					
CONTRACTED SERVICES	-	-	615,000	32,200	1,645,000
OPERATING	-	-	100,000	-	-
CAPITAL OUTLAY	214,704	171,528	-	-	-
TOTAL FUND EXPENDITURES	\$ 214,704	\$ 171,528	\$ 715,000	\$ 32,200	\$ 1,645,000
REVENUES OVER (UNDER) EXPENDITURES	\$ (93,209)	\$ 557,267	\$ (227,654)	\$ 632,191	\$ (749,989)
NET CHANGE IN FUND BALANCE	\$ (93,209)	\$ 557,267	\$ (227,654)	\$ 632,191	\$ (749,989)
RESTRICTED FUND BALANCE, OCT 1	995,273	935,873	1,493,140	1,493,140	2,125,331
Reclassify from Street Impact Fee Fund	-	-	-	-	-
RESTRICTED FUND BALANCE, SEP 30	\$ 902,064	\$ 1,493,140	\$ 1,265,486	\$ 2,125,331	\$ 1,375,343

**FISCAL YEAR 2019-2020 APPROVED BUDGET
DISASTER RECOVERY FUND**

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES					
407-4-00-4808 DISASTER DONATIONS	123	-	-	-	-
407-4-00-4914 FEMA REIMBURSE	44,686	-	-	-	-
TOTAL REVENUES	\$ 44,809	\$ -	\$ -	\$ -	\$ -
FUND EXPENDITURES					
REPAIRS & MAINTENANCE	8,550	-	-	-	-
TOTAL FUND EXPENDITURES	\$ 8,550	\$ -	\$ -	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ 36,259	\$ -	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)					
Transfer To General Fund	-	-	(154,026)	(154,026)	-
Transfer To Water Sewer Fund	-	(300,000)	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	(300,000)	(154,026)	(154,026)	-
NET CHANGE IN FUND BALANCE	\$ 36,259	\$ (300,000)	\$ (154,026)	\$ (154,026)	\$ -
RESTRICTED FUND BALANCE, OCT 1	\$ 671,892	\$ 454,026	\$ 154,026	154,026	-
RESTRICTED FUND BALANCE, SEP 30	\$ 708,151	\$ 154,026	\$ -	\$ -	\$ -

**FISCAL YEAR 2019-2020 PROPOSED BUDGET
VEHICLE FUND**

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
REVENUES					
	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
FUND EXPENDITURES					
CAPITAL OUTLAY	440,000	97,799	100,000	200,304	110,000
TOTAL FUND EXPENDITURES	\$ 440,000	\$ 97,799	\$ 100,000	\$ 200,304	\$ 110,000
REVENUES OVER (UNDER) EXPENDITURES	\$ (440,000)	\$ (97,799)	\$ (100,000)	\$ (200,304)	\$ (110,000)
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)					
Transfer from General Fund	243,000	100,000	100,000	200,000	250,000
TOTAL OTHER FINANCING SOURCES (USES)	243,000	100,000	100,000	200,000	250,000
NET CHANGE IN FUND BALANCE	\$ (197,000)	\$ 2,201	\$ -	\$ (304)	\$ 140,000
RESTRICTED FUND BALANCE, OCT 1	\$ 196,375	\$ (625)	\$ 1,576	\$ 1,576	\$ 1,272
RESTRICTED FUND BALANCE, SEP 30	\$ (625)	\$ 1,576	\$ 1,576	\$ 1,272	\$ 141,272

City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget



CAPITAL IMPROVEMENT FUND

The Capital Improvement Fund is intended to fund permanent additions and construction of buildings, purchase of land & facilities, or major renovations at the same time.

FY2019-2020 Capital Projects List

A	B	C	D	E	G	I	J	K
Num.	Project	Description	Project Status	FY	Proposed Completion	Anticipated FY 2018-2019 Expenditure	Anticipated FY 2019-2020 Expenditure	Funding Source
Pedestrian Improvements								
Pedestrian Pathway Projects to Possibly Include the Following :								
1	Sidewalk Installation	Install 4,500 linear feet of sidewalk - Hampton Road from Milas to Bear Creek Rd and just south of Craddock to Palladium Access Road	Sidewalk installation will impede drainage flow and create significant cost increase in budget to mitigate	18-19	Project Terminated Due to Cost	\$0	\$0	Capital Projects Fund
2	Intersection improvement at Heritage Park and Bear Creek Rd.	Installation of push-button controlled, yellow caution traffic signal on both sides of the road at Heritage Park	Staff will install Solar Powered LED Pedestrian Signs, ADA ramps, and striping crosswalks on Bear Creek Rd	18-19	August 16, 2019	\$26,000	\$0	*Street Impact Fund
3	Pedestrian Signage	Installation of 20 solar-powered, illuminated, pedestrian caution signs along sections of city's main vehicular/pedestrian travel routes - Bear Creek and Hampton Roads	Staff is in process of installing Solar Powered LED Pedestrian Signs	18-19	October 15, 2019	\$16,000	\$0	*Street Impact Fund
4	LED Street Lights	Installation of 43 LED Street Lights along Bear Creek Rd	Oncor will design and install street lights - quoted approximately 6 to 8 weeks to complete	18-19	October 7, 2019	\$10,000	\$10,000	General Fund Streets
Subtotal - Pedestrian Improvements								
Gateway/Beautification Improvements								
Gateway/Beautification Projects to Possibly Include the Following :								
5	Median Irrigation	Installation of irrigation systems for landscaped medians at Hampton and Bear Creek Rds. intersection	Obtaining utility locates to determine the appropriate location of the water service	18-19	November 29, 2019	\$0	\$25,000	*Water/Sewer Impact Fund
6	Gateway Improvements	Installation of an Electronic Monument Sign	Staff will present options for Council consideration regarding the type of sign and sign location.	18-19	October 18, 2019	\$0	\$70,000	General Fund Streets & Capital Projects Fund
Subtotal Gateway/Beautification Improvements								
Parks Improvements								
Parks Projects to Possibly Include the Following:								
7	Heritage Park Irrigation	Expansion/repair of existing irrigation system at Heritage Park	Staff is obtaining final quotes	18-19	September 30, 2019	\$0	\$16,000	*Park Fee Fund
8	Parking lot at Heritage Park	Increase parking area, install asphalt overlay and stripe parking lot at Heritage Park	Staff is finalizing an Engineering contract to prepare plans for parking lot improvements.	18-19	September 27, 2019	\$0	\$445,000	*Park Fee Fund
9	Park Gazebos	Construct additional picnic/gazebo structures at city parks	Staff will present options for Park Board review	18-19	October 11, 2019	\$0	\$50,000	*Park Fee Fund
10	Heritage Park Concession Stand	Repair/Renovation of Heritage Park Concession stand	Staff is obtaining final quotes	18-19	September 2, 2019	\$0	\$25,000	*Park Fee Fund
11	Heritage Park Restrooms	Repair/Renovation of Heritage Park Restroom	Staff is obtaining final quotes	18-19	September 2, 2019	\$0	\$25,000	*Park Fee Fund
12	Parks Master Plan	Parks Master Plan Study	Negotiating contract terms and services	18-19	November 19, 2019	\$5,000	\$10,000	*Park Fee Fund
13	Heritage Park Baseball Rehabilitation	Add new clay, soil conditioner, and aerate to improve ball field conditions	New Project	19-20	October 13, 2019	\$0	\$15,000	*Park Fee Fund
Subtotal Parks Improvements								
						\$5,000	\$586,000	

FY2019-2020 Capital Projects List

A	B	C	D	E	G	I	J	K
Num.	Project	Description	Project Status	FY	Proposed Completion	Anticipated FY 2018-2019 Expenditure	Anticipated FY 2019-2020 Expenditure	Funding Source
Road Improvements								
Road Projects to Possibly Include the Following :								
13	City wide Road Improvements	Milling and installation of new asphalt overlay at damaged sections, roads to possibly include: Monica Court Rose Way Glenn Road West Court Apache Drive Tejas Court Mesa Drive Verde Road Dynasty Court Mesa Wood Drive Mesa Drive Pebblebrook Mountain View Windsor	Staff is negotiating terms and services of Engineering contract for design services for paving and utilities	18-19	March 27, 2020	\$0	\$900,000	*2016 Bond-Streets
14	Patch, overlay, and stripe Bear Creek Rd from I35 to Cockrell Hill Rd	Milling and installation of new asphalt overlay at damaged sections of Bear Creek. Restripe road, including new more pedestrian friendly crosswalk at Heritage Park	Dallas County is drafting the Professional Services Agreement	18-19	November 30, 2019	\$231,245	\$0	2016 Go Bond-Road Improvements
15	Patch and overlay Uhl Road from Greenmount Rd to Bear Creek	Milling and installation of new asphalt overlay at damaged sections of Uhl Rd.	Dallas County is drafting the Professional Services Agreement	18-19	September 30, 2019	\$247,237	\$0	Street Impact Fund
16	Drainage System Improvements	Dredging of damage channels, and culvert and manhole improvements	New Project	19-20	TBD	\$0	\$12,000	Street Impact Fund
		Subtotal Road Improvements				\$478,482	\$912,000	
Water/Sewer System Improvements								
Water/Sewer Projects to Possibly Include the Following :								
19	Kingston Meadows Lift Station Improvement	Connect Kingston Meadows Lift Station to SCADA System	Completed	18-19	August 1, 2019	\$16,000	\$0	Water/Sewer Fund
20	Pump Station Improvements	Emergency Generator NW Pump Station w/ Installation; New Water System pumps/motors	Staff is negotiating terms and services of Engineering contract for Pump Station Improvements	18-19	TBD	\$0	\$200,000	*Water/Sewer Impact Fund
21	Impact Fee Update	Review Water, Sewer, and Drainage Impact fee for public facilities maintenance and expansion	Staff is obtaining final proposals	18-19	TBD	\$0	\$25,000	*Water/Sewer Impact Fund
22	Mesa Area Water Line Improvements	Upgrade water distribution system in Mesa Subdivision in conjunction with Road Repair Projects	New Project - Staff is negotiating terms and services of Engineering contract for design services	19-20	TBD	\$0	\$1,400,000	*Water/Sewer Impact Fund
		Subtotal Water/Sewer System Improvements				\$16,000	\$1,625,000	

**FISCAL YEAR 2019-2020 APPROVED BUDGET
CAPITAL PROJECTS FUND**

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
REVENUES					
T.R.I.P PROJECT REIMBURSEMENT	-	204,173	210,000	-	210,000
LOAN PROCEEDS			1,750,000	-	-
TOTAL REVENUES	\$ -	\$ 204,173	\$ 1,960,000	\$ -	\$ 210,000
FUND EXPENDITURES					
CONTRACTED SERVICES	-	-	2,678,488	-	3,387,636
OPERATING	-	-	453,400	-	
CAPITAL OUTLAY	-	-	1,750,000	-	
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ 4,881,888	\$ -	\$ 3,387,636
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ 204,173	\$ (2,921,888)	\$ -	\$ (3,177,636)
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN (OUT)					
Transfer from Water Sewer Fund	3,170,300	-	-	-	-
Transfer From General Fund	1,328,936	453,400	-	-	-
Transfer From Drainage Fund	400,000	-	-	-	-
Reserved for Street Projects	-	-	(210,000)	-	-
TOTAL OTHER FINANCING SOURCES (USES)	4,899,236	453,400	(210,000)	-	-
NET CHANGE IN FUND BALANCE	\$ 4,899,236	\$ 657,573	\$ (3,131,888)	\$ -	\$ (3,177,636)
RESTRICTED FUND BALANCE, OCT 1	-	\$ 4,899,236	\$ 5,556,809	\$ 5,556,809	\$ 5,556,809
RESTRICTED FUND BALANCE, SEP 30	\$ 4,899,236	\$ 5,556,809	\$ 2,424,921	\$ 5,556,809	\$ 2,379,173

FISCAL YEAR 2019-2020 PROPOSED BUDGET
2006 BOND FUND

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
REVENUES					
INTEREST INCOME	3,204	2,850	900	434	-
TOTAL REVENUES	\$ 3,204	\$ 2,850	\$ 900	\$ 434	\$ -
FUND EXPENDITURES					
CAPITAL OUTLAY	-	-	9,160	-	18,644
TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ 9,160	\$ -	\$ 18,644
REVENUES OVER (UNDER) EXPENDITURES	\$ 3,204	\$ 2,850	\$ (8,260)	\$ 434	\$ (18,644)
NET CHANGE IN FUND BALANCE	\$ 3,204	\$ 2,850	\$ (8,260)	\$ 434	\$ (18,644)
RESTRICTED FUND BALANCE, OCT 1	\$ 11,985	\$ 15,360	\$ 18,210	\$ 18,210	\$ 18,644
RESTRICTED FUND BALANCE, SEP 30	\$ 15,189	\$ 18,210	\$ 9,950	\$ 18,644	\$ -

*Maturity Date for 2006 Bond-September 30, 2021

FISCAL YEAR 2019-2020 PROPOSED BUDGET
2008 BOND FUND

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES					
INTEREST INCOME	-	-	2,276	-	-
TOTAL REVENUES	\$ -	\$ -	\$ 2,276	\$ -	\$ -
FUND EXPENDITURES					
CAPITAL OUTLAY	230,508	255,309	31,203	-	-
TOTAL FUND EXPENDITURES	\$ 230,508	\$ 255,309	\$ 31,203	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ (230,508)	\$ (255,309)	\$ (28,927)	\$ -	\$ -
NET CHANGE IN FUND BALANCE	\$ (230,508)	\$ (255,309)	\$ (28,927)	\$ -	\$ -
RESTRICTED FUND BALANCE, OCT 1	\$ 514,066	\$ 284,236	\$ 28,927	\$ -	\$ -
RESTRICTED FUND BALANCE, SEP 30	\$ 283,558	\$ 28,927	\$ -	\$ -	\$ -

*Maturity Date for 2008 Bond-September 30, 2028

FISCAL YEAR 2019-2020 PROPOSED BUDGET
2015 CO BOND FUND

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
REVENUES					
BOND REVENUES	-	-	1,425,668	1,425,668	1,425,668
INTEREST	1,522	2,373	-	2,963	1,500
TOTAL REVENUES	\$ 1,522	\$ 2,373	\$ 1,425,668	\$ 1,428,631	\$ 1,427,168
FUND EXPENDITURES					
CONTRACTED SERVICES	206,908	18,216	-	40,000	1,444,511
TOTAL FUND EXPENDITURES	\$ 206,908	\$ 18,216	\$ -	\$ 40,000	\$ 1,444,511
REVENUES OVER (UNDER) EXPENDITURES	\$ (205,386)	\$ (15,843)	\$ 1,425,668	\$ 1,388,631	\$ -
NET CHANGE IN FUND BALANCE	\$ (205,386)	\$ (15,843)	\$ -	\$ -	\$ -
RESTRICTED FUND BALANCE, OCT 1	\$ 1,645,408	\$ 1,441,511	\$ 1,425,668	\$ 1,388,631	-
RESTRICTED FUND BALANCE, SEP 30	\$ 1,440,022	\$ 1,425,668	\$ 1,425,668	\$ 1,388,631	\$ -

*Maturity Date for 2015 Bond-September 30, 2025

FISCAL YEAR 2019-2020 PROPOSED BUDGET
2016 GO BOND FUND

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 APPROVED	2018-2019 AMENDED	2019-2020 APPROVED
REVENUES					
PUB SAFETY BOND PROCEEDS	-	-	-	-	3,500,000
INTEREST	105,137	231,888	106,000	204,928	-
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	\$ 105,137	\$ 231,888	\$ 106,000	\$ 204,928	\$ 15,000,000
PUBLIC SAFETY EXPENDITURES					
CONTRACTED SERVICES	-	-	3,500,000	9,333	3,500,000
CAPITAL OUTLAY	-	-	-	-	-
TOTAL PUBLIC SAFETY EXPENDITURES	\$ -	\$ -	\$ 3,500,000	\$ 9,333	\$ 3,500,000
ROAD IMPROVEMENT EXPENDITURES					
CONTRACTED SERVICES	-	-	700,000	1,228,292	900,000
CAPITAL OUTLAY	-	67,203	-	-	-
TOTAL ROAD IMPROVEMENT EXPENDITURES	\$ -	\$ 67,203	\$ 700,000	\$ 1,228,292	\$ 900,000
COMMUNITY/RECREATION CENTER EXPENDITURES					
CONTRACTED SERVICES	-	13,300	3,422,339	8,000	3,422,339
CAPITAL OUTLAY	127,072	-	-	23,012	-
TOTAL RECREATION CENTER EXPENDITURES	\$ 127,072	\$ 13,300	\$ 3,422,339	\$ 31,012	\$ 3,422,339
TOTAL FUND EXPENDITURES	\$ 127,072	\$ 80,503	\$ 7,728,339	\$ 1,268,637	\$ 7,822,339
REVENUES OVER (UNDER) EXPENDITURES	\$ (21,935)	\$ 151,385	\$ (7,622,339)	\$ (1,063,709)	\$ 7,177,661
NET CHANGE IN FUND BALANCE	\$ (21,935)	\$ 151,385	\$ (7,622,339)	\$ (1,063,709)	\$ 7,177,661
RESTRICTED FUND BALANCE, OCT 1	\$ 15,000,000	\$ 14,978,065	\$ 15,129,450	\$ 7,507,111	\$ 6,443,402
RESTRICTED FUND BALANCE, SEP 30	\$ 14,978,065	\$ 15,129,450	\$ 7,507,111	\$ 6,443,402	\$ 13,621,063

*City Council has approved the construction of several new facilities

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

*Council is currently prioritizing the projects and construction is expected to begin soon.

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

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APPENDIX



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FINANCIAL POLICY



RESOLUTION R-13-09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
GLENN HEIGHTS, TEXAS ADOPTING A FINANCIAL POLICY.**

WHEREAS, the City Council of Glenn Heights, Texas, desires to ensure the safety, liquidity, yield and maintenance of the public trust concerning the City's finances; and

WHEREAS, a financial policy is a key element of sound fiscal administration; and

WHEREAS, a financial policy provides a guideline to enable the City staff to achieve a long-term, stable financial condition while conducting daily operations and providing services to the community; and

WHEREAS, the City Manager and senior staff management follow these policies while developing the annual operating budget; and

WHEREAS, the scope of the policy covers accounting, auditing, financial reporting, internal controls, fiscal, financial condition and reserve, revenue management, expenditures control and capital financing/debt management;

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

SECTION 1. The above recitals are hereby found to be true and correct and incorporated herein for all purposes.

SECTION 2. The City Council of the City of Glenn Heights, Texas hereby adopted a Financial Policy, attached hereto as Exhibit "A".

SECTION 3. This Resolution shall be in full force and effect from and after its passage.

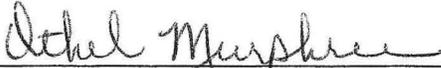
PASSED AND APPROVED ON THE 20th DAY OF JULY, 2009.

CITY OF GLENN HEIGHTS



CLARK CHOATE, MAYOR

ATTEST:



OTHEL MURPHREE, CITY SECRETARY

EXHIBIT "A"

City of Glenn Heights Financial Policies

Purpose Statement

The policies set forth below provide guidelines to enable the City staff to achieve a long-term, stable financial condition while conducting daily operations and providing services to the community. The City Manager and senior management follow these policies while developing the annual operating budget. The scope of these policies cover accounting, auditing, financial reporting, internal controls, fiscal, financial condition and reserve, revenue management, expenditure control and capital financing/debt management.

The long-range policies regarding financial management are as follows:

1. Exercise a discipline which allows the City to retain a sound financial condition.
2. Give recognition to the community's needs and ability to pay
3. Strive to retain the best possible rating on bonds

Accounting, Auditing and Financial Reporting

Accounting – The City's Director of Finance is responsible for establishing the chart of accounts and for properly recording financial transactions.

External Auditing – The City will be audited annually by outside independent accountants (auditors). The auditors must be a CPA firm and must demonstrate experience in the field of local government auditing. They must conduct the City's audit in accordance with generally accepted auditing standards and be knowledgeable in the Government Finance Officers Association (GFOA) Certificate of Achievement Program.

External Financial Reporting – The City will prepare and publish a Comprehensive Annual Financial Report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles and will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and awarding of the Certificate of Achievement for Excellence in Financial Reporting. The City will also present its annual budget document to the GFOA for evaluation and awarding of the Distinguished Budget Presentation Awards Program.

Interim Reporting – The Finance Department will prepare and issue timely reports on the City's fiscal status to the Mayor/Council and staff. This includes the following:

1. Monthly budget status reports to the City Manager and all Department Heads
2. Monthly budget status, written explanation of financial activities, and bank reconciliations to the Mayor, Council and City Manager
3. Mid Year status report and fiscal year end projection of major funds (General and Water & Sewer funds)

Internal Controls

Written Procedures – The Director of Finance is responsible for developing written guidelines on accounting, cash handling and other financial matters which will be approved the City Manager. The Finance Department will assist Department Directors, as needed, in tailoring such guideline to fit each department's requirements.

Department Directors' Responsibility – Each Department Director is responsible to the City Manager to ensure that proper internal controls are followed throughout his or her department, that are guidelines on accounting and internal controls are implemented and that all independent auditor control recommendations are addressed.

Fiscal

Balanced Budget - Budgets can not exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as extended trends. Measures are developed to provide additional revenue and/or reduced expenditures to eliminate operating deficits.

Long Range Planning – The budget process will be coordinated so as to identify major policy issues for City Council consideration several months prior to the budget approval date so that proper decision analysis can be made.

Fixed Assets – Such assets will be reasonably safeguarded, properly accounted for and prudently used. The fixed asset inventory will be updated regularly.

Cash Management – The City's cash flow will be managed to maximize the invest able cash.

Financial Condition and Reserve

Reserve Accounts – The General Fund unreserved undesignated fund balance should be adequate to handle unexpected decreases in revenues and a reasonable level for extraordinary unbudgeted expenditures. The General Fund balance policy should also be flexible enough to allow the City to weather economic downturns without raising taxes and/or reducing vital services. The General Fund is required to maintain a minimum 60 day reserve of budgeted expenditures.

City Enterprise Funds will compensate the General Fund for the general and administrative services thereby provided such as management, finance and personnel. The City will adopt annual utility rates which will generate revenues sufficient to cover operating expenses and meet the legal requirements of bond covenants. Rates will also fund adequate capital replacement of water distribution and sewerage collection systems. The Water and Sewer Fund is required to maintain a minimum of 45 days of budgeted expenses. These reserves are needed to protect against the possibility of temporary revenue shortfalls or unpredicted one-time expenditures.

Should either the General Fund reserve or the Water and Sewer Fund reserve fall below the minimum reserve requirement, revenue raising measures or expenditure reductions will be implemented to return the General Fund reserve and the Water and Sewer Fund reserve to the minimum level no later than the end of the following fiscal year.

Revenue Management

Revenue Diversification – A diversified and stable revenue system will be maintained to shelter the City from short run fluctuations in any one revenue source.

Fees and Charges – The City will maximize utilization of user charges in lieu of property taxes for services that can be individually identified and where the costs are directly related to the level of service. There will be periodic review of fees and charges to ensure that fees provide adequate coverage of costs of service.

Use of One-time Revenues – One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund mainstream services.

Use of Unpredictable Revenue – The City will try to understand its revenue sources, and enact consistent collection policies so that assurances can be

provided that the revenue base will materialize according to budgets and plans. Use of unpredictable revenue will depend upon management's determination whether the revenue is considered a one time revenue or will recur annually.

Expenditure Control

Appropriations – The City Manager's level of budgetary control is at the fund level for all funds. The department director's level of budgetary control is at the department level. When a budget adjustment among funds is necessary, it must be approved by the City Council.

Purchasing – All purchases shall be in accordance with both the City's purchasing policy and state law.

Prompt Payment – All invoices will be paid upon 30 days of receipt in accordance with state law. Procedures will be used to take advantage of all cost effective purchase discounts. Payments will be processed to maximize the City's invest able cash.

Department Directors' Responsibility - Each Department Director is held accountable for meeting program objectives and monitoring the use of budget funds expended to ensure compliance with the annual appropriated budget approved by the City Council.

Capital Financing and Debt Management

Debt Capacity, Issuance and Management – Long term debt will not be used for operating purposes. Capital projects financed through bond proceeds shall be financed for a period not to exceed the useful life of the project. When appropriate, self-supporting revenues will pay debt service in lieu of property taxes. The Debt Service current fiscal year debt requirement shall not exceed debt service property tax, self-supporting revenue and balances carried forward from the prior year. Unspent capital project proceeds are transferred to debt service at the completion of the capital project.

The Finance Department will monitor all City debt annually with the preparation of the annual budget. The Finance Department will diligently monitor the City's compliance to its bond covenants. The Finance Department will maintain ongoing communications with bond rating agencies about the City's financial condition and follow a policy of full disclosure on every financial report. The City has and will continue to retain a Financial Advisor in connection with any debt issuance.

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INVESTMENT POLICY



RESOLUTION NO. R-33-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, ADOPTING AN AMENDED AND RESTATED INVESTMENT POLICY IN COMPLIANCE WITH THE PUBLIC FUNDS INVESTMENT ACT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Glenn Heights, Texas ("City") desires to ensure the safety, liquidity, yield and maintenance of the public trust concerning the City's financial portfolio; and

WHEREAS, the Public Funds Investment Act, as amended, requires the City to adopt an investment policy by rule, order, ordinance or resolution; and

WHEREAS, the City previously adopted an investment policy effective May 16, 2011, through the adoption of Resolution R-15-11 in compliance with the with the Public Funds Investment Act (the "Investment Policy"), and

WHEREAS, the City Council finds that the amended and restated Investment Policy attached hereto complies with the Public Funds Investment Act, as amended, providing for the investment of City funds in safe and prudent investments; and

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

SECTION 1. The City Council of the City of Glenn Heights, Texas hereby approves, adopts and restates the Public Funds Investment Policy of the City of Glenn Heights, Texas, as amended and attached hereto as Exhibit A.

SECTION 2. The City Manager is authorized to forward a copy of this Resolution and the accompanying Investment Policy to all entities bearing financial interest in the transactions of the City.

SECTION 3. All resolutions heretofore passed and adopted by the City Council of the City of Glenn Heights, Texas, are hereby repealed solely to the extent that said resolutions, or parts thereof, are in conflict herewith.

SECTION 4. This Resolution shall be in full force and effect from and after its passage.

READ, CONSIDERED, PASSED AND ADOPTED by the City Council for the City of Glenn Heights at a public meeting on the 6th day of September 2016, at which a quorum was present, and for which due notice was given.

APPROVED:


Leon Payton Tate, Mayor

ATTEST:


Juanita Willman, City Secretary

APPROVED AS TO FORM:

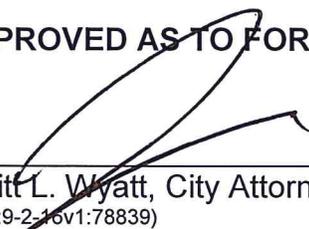

Whitt L. Wyatt, City Attorney
(WW:9-2-16v1:78839)

EXHIBIT "A"

AMENDED AND RESTATED INVESTMENT POLICY
Effective September 6, 2016

(Original Effective May 16, 2011)



CITY OF GLENN HEIGHTS, TEXAS

INVESTMENT POLICY

SEPTEMBER 2016

Adopted with Resolution R-33-16

CITY OF GLENN HEIGHTS, TEXAS

INVESTMENT POLICY

PREFACE

It is the policy of the City of Glenn Heights (the "City") that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risks of investments, all available funds shall be invested in conformance with these legal and administrative guidelines to obtain a market rate of return.

Effective cash management is recognized as essential to good fiscal management. An active cash management and investment policy will be pursued to take advantage of investment interest as a viable and material source of revenue for City funds. The City's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. The City will invest public funds in a manner that will provide the maximum security and a market rate of return while meeting the daily cash flow demands of the City.

The City is required under the Public Funds Investment Act (Chapter 2256 of the Texas Government Code) to adopt a formal written Investment Policy for the investment of public funds. These policies serve to satisfy the statutory requirement (specifically the Public Funds Investment Act, Chapter 2256 of the Texas Government Code (the "Act") to define, adopt and review a formal investment strategy and policy.

CITY OF GLENN HEIGHTS, TEXAS

INVESTMENT POLICY

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Certification of Business Organization [Sample]

1. **PURPOSE.** The purpose of this investment policy (the "Policy") is to set forth specific investment policy and strategy guidelines for the City in order to achieve the goals of safety and liquidity, achieve a market rate of return, and maintain public trust in all investment activities. On an annual basis, the City Council shall review the investment strategy and policy and shall approve Policy revisions, if any, by formal resolution.

2. **INVESTMENT STRATEGY.** The City maintains a comprehensive and proactive cash management program that is designed to monitor and control all City funds to ensure maximum utilization and yield a market rate of return. (For the purpose of this policy, a "market rate of return" refers to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn a market rate of return while maintaining an investment portfolio with an average maturity of 90 days, would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of risk.) The basic and underlying strategy of this program is that all of the City's funds are earning interest. It is the responsibility and obligation of the City to maintain a flexible approach and be prepared to modify the investment strategy as market conditions dictate. The investment strategy described is predicated on conditions as now exist and are subject to change. The investment strategy emphasizes low credit risk, diversification, and the management of maturities. The strategy also considers the expertise and time constraints of the investment officers. The allowable investment instruments as defined in Section 6 of this Policy reflect the avoidance of credit risk. Diversification refers to dividing investments among a variety of securities offering independent returns. This strategy uses local government investment pools to achieve diversification. The management of maturities refers to structuring the maturity dates of the direct investments so that, while funds are initially invested for a longer period of time, some investments mature as cash needs require.

2.1

The primary investment strategy and objectives of the City as specified in this Policy are listed below, in their order of importance (See Section 4):

- Safety and preservation of principal;
- Maintenance of sufficient liquidity to meet operating needs;
- Achieve a market rate of return on the investment portfolio; and
- Seek at all times to maintain public trust by adhering to the above stated objectives

2.2

The list of investments authorized by this Policy intentionally excludes some investments allowed by state law. The restrictions limit possible credit risk and provide the maximum measure of safety. Within the investment objectives, the investment strategy is to utilize authorized investments for maximum advantage to the City. To increase the interest earnings for funds identified as being available for investment over longer periods of time based upon a cash requirements projection, the City will consider the following strategies:

2.2.1

Strategy No. 1.

Diversifying the City's investment opportunities through the use of local government investment pools and money market mutual funds as authorized by the City Council. An investment pool is an entity created to invest public funds jointly on behalf of its' participants and whose investment objectives in order of priority match those objectives of the City. Funds are usually available from investment pools on a same-day basis, meaning the pools have a high degree of liquidity. Because of the size and expertise of their staff, investment pools are able to prudently invest in a variety of the investment types allowed by state law. In this manner, investment pools achieve diversification. Funds that may be needed on a short-term basis but that are in excess of the amount maintained at the depository bank are available for deposit m investment pools.

2.2.2

Strategy No. 2.

Building a ladder of Investment Policy authorized securities with staggered maturities for all or part of the longer-term investable funds. The benefits of this ladder approach include the following:

- It is straight-forward and easily understood;
- It represents a prudent diversification method;
- All investments remain within the approved maturity horizon;
- It will normally allow the City to capture a reasonable portion of the yield curve; and
- It provides predictable cash flow with scheduled maturities and reinvestment opportunities.

2.2.3

Strategy No. 3.

At this time, the City does not use an investment management firm. Should the City determine a need, the following strategy will apply:

Pursuant to the Public Funds Investment Act (Texas Government Code 2256.003), the City may, at its discretion, contract with an investment management firm registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80b-1 et seq.) and with the State Securities Board to provide for investment and non-discretionary management of its public funds or other funds under its control.

An appointed Investment Advisor shall act solely in an advisory and administrative capacity; within the guidelines of this *Investment Policy*. At no time shall the advisor take possession of securities or funds or otherwise be granted discretionary authority to transact business on behalf of the City. Any contract awarded by the City Council for investment advisory services may not exceed two years, with an option to extend by mutual consent of both parties.

Duties of the Investment Advisor shall include, but not be limited to, assistance in purchasing securities, securities clearance, producing required reports, pricing the portfolio, performing due diligence on broker/dealers, market monitoring and economic review.

Any Investment Advisor contracted by the City shall abide by the *Prudent Expert Rule*, whereby investment advice shall, at all times, be given with the judgment and care, under circumstances then prevailing, which persons paid for their special prudence, discretion and intelligence in such matters exercise in the management of their client's affairs, not for speculation by the client or production of fee income by the advisor or broker, but for investment by the client with emphasis on the probable safety of the capital while considering the probable income to be derived.

2.2.4

Strategy No. 4.

The City will maintain portfolio(s) that utilize four specific investment strategy considerations designed to address the unique characteristics of the fund group(s) represented in the portfolio(s):

2.2.4.1

Investment strategies for operating funds and pooled funds containing operating funds

have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio that will experience minimal volatility during economic cycles through diversification by security type, maturity date and issuer. All security types, as authorized by this policy, are considered suitable investments for the operating and pooled funds. Securities may not be purchased that have a final maturity date that exceeds five (5) years.

2.2.4.2

Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date(s). These funds have predictable payment schedules. Therefore investment maturities shall not exceed the anticipated cash flow requirements.

2.2.4.3

Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund. Managing the Debt Service Reserve Fund's portfolio maturities to not exceed the call provisions of the bond issue will reduce the investment's market risk if the City's bonds are called and the reserve fund liquidated. No investment maturity shall exceed the final maturity of the bond issue.

2.2.4.4

The investment strategy for capital projects funds' portfolios has as its primary objective the assurance that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 20% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date.

2.2.5

Strategy No. 5.

Hold until Maturity. The strategy of the City is to maintain sufficient liquidity in its portfolio so that it does not need to sell a security prior to maturity. Should it become necessary to sell a security prior to maturity, where the sale proceeds are less than the current book value, the prior written consent of the City Manager must be obtained. Securities may be sold prior to maturity by the Investment Officer at or above their book value at any time. The result of all sales of securities prior to maturity shall be reported to the City Manager within two business days of the sale. The report shall provide the amount of proceeds from the sale, including accrued

interest to the date of sale, less the current book value and the dollar amount of gain on the sale.

2.2.6

Strategy No. 6.

Depository Bank Relationships. This Policy shall further seek to maintain good depository bank relationships while minimizing the cost of banking services. The City will seek to maintain a depository contract that will be managed to a level that minimizes the cost of the banking relationship to the City, while allowing the City to earn an appropriate return on idle demand deposits.

2.2.7

Strategy No. 7.

Maximizing Investable Cash Balances. Procedures shall be established and implemented in order to *maximize* investable cash by decreasing the time between the actual collection and the deposit of receipts, and by the controlling of disbursements.

3. SCOPE. The Investment Policy shall govern the investment of all financial assets considered to be part of the City entity and includes the following funds or fund types: the General Fund, Enterprise Funds, Special Revenue Funds, General Obligation Interest and Sinking Fund, Capital Projects Funds, Water and Sewer Utility Fund, Drainage Utility Fund, and any other funds which have been contractually delegated to the City for management purposes. The City may add or delete funds as may be required by law, or for proper accounting procedures. This policy does not include funds governed by approved trust agreements, or assets administered for the benefit of the City by outside agencies under retirement or deferred compensation programs. Additionally, bond funds (including debt service and reserve funds) are governed by bond ordinances and are subject to the provisions of the Internal Revenue Code and applicable federal regulations governing the investment of bond proceeds.

4. INVESTMENT OBJECTIVES. Funds of the City shall be invested in accordance with all applicable Texas statutes, this Policy and any other approved, written administrative procedures. The four objectives of the City's investment activities shall be as follows (in the order of priority):

4.1

Safety of Principal. Safety of principal invested is the foremost objective in the investment decisions of the City. Each investment transaction shall seek to

ensure the preservation of capital in the overall portfolio. The risk of loss shall be controlled by investing only in authorized securities, as defined in this Policy, by qualifying the financial institutions with whom the City will transact business and through portfolio diversification. Safety is defined as the undiminished return of the principal on the City's investments.

4.2

Liquidity. The investment portfolio shall be managed to maintain liquidity to ensure that funds will be available to meet the City's cash flow requirements and by investing in securities with active secondary markets. Investments shall be structured in such a manner as will provide the liquidity necessary to pay obligations as they become due. A security may be liquidated prior to its stated maturity to meet unanticipated cash requirements, or to otherwise favorably adjust the City's portfolio, in accordance with Section 2.2.5 above.

4.3

Market Rate-of-Return (Yield). The City's investment portfolio shall be designed to optimize a market rate-of-return on investments consistent with risk constraints and cash flow requirements of the portfolio. The investment portfolio shall be managed in a manner that seeks to attain a market rate of return throughout budgetary and economic cycles. The City will not attempt to consistently attain an unrealistic above market rate-of-return, as this objective will subject the overall portfolio to greater risk. Therefore, the City's rate of return objective is secondary to those of safety and liquidity. Rate of return (yield) is defined as the rate of annual income return on an investment, expressed as a percentage.

4.4

Public Trust. All participants in the City's investment program shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might involve a conflict of interest or otherwise impair public confidence in the City's ability to govern effectively. All officials of the City having either a direct or indirect role in the process of investing idle funds shall act responsibly as custodians of the public trust.

5. **INVESTMENT RESPONSIBILITY.** As provided in this policy, the daily operation and management of the City's investments are the responsibility of the following person.

5.1

Delegation of Authority. The City Manager and the Director of Finance are authorized to deposit, withdraw, invest, transfer or manage in any other manner

the funds of the City. Management responsibility for the investment program is hereby delegated to the Director of Finance, who shall establish written procedures for the operation of the investment program, consistent with this Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. All persons involved in investment activities will be referred to in this Policy as "Investment Officers." No persons may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Director of Finance. The Director of Finance shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of subordinate Investment Officials. The system of controls shall be designed to provide reasonable assurance that the assets of the City are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:

- (1) the cost of a control should not exceed the benefits likely to be derived; and
- (2) the valuation of costs and benefits requires estimates and judgments by management.

Commitment of financial and staffing resources in order to maximize total return through active portfolio management shall be the responsibility of the City Council.

5.2

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

5.2.1

The investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment; and

5.2.2

Whether the investment decision was consistent with the written investment Policy and procedures of the City.

5.3

Due Diligence. The Investment Officer acting in accordance with written policies and procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

5.4

Ethical Standards and Conflicts of Interest. All City Investment Officers having a direct or indirect role in the investment of City funds shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. An Investment Officer who has a personal business relationship with the depository bank or with any entity seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

5.5

Investment Training. The Investment Officers shall attend at least one training session of at least ten (10) hours relating to the officer's responsibility under the Public Funds Investment Act within twelve (12) months after assuming duties, and attend an investment training session not less than once every two years, receiving an additional ten (10) hours of training. Such training from an independent source shall be approved by the City Manager and endorsed by either the Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League, the North Central Texas Council of Governments, or the University of North Texas Center for Public Management.

6. **AUTHORIZED INVESTMENTS.** As stated previously, safety of principal is the primary objective in investing public funds and can be accomplished by limiting two types of risk-credit risk and interest rate risk. Credit risk is the risk associated with the failure of a security issuer or backer to repay principal and interest in full. Interest rate risk is the risk that the value of a portfolio will decline due to an increase in the general level of interest rates. In order to provide safety of principal as the City's primary objective, only certain investments are authorized as acceptable

investment for the City. The following list of authorized investments for the City intentionally excludes some of the investments authorized by law. These restrictions are placed in order to limit possible risk and provide maximum measure of safety to City funds.

6.1

Authorized and Acceptable Investments. The authorized list of investment instruments are as follows:

- (1) Obligations of the United States or its agencies and instrumentalities, excluding mortgage- backed securities.
- (2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
- (3) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith of credit of, the State of Texas or the United States or their respective agencies and instrumentalities, excluding mortgage-backed securities.
- (4) Collateralized Certificates of Deposit. A certificate of deposit issued by a depository institution that has its main office or branch office in the state and is:
 - Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
 - Secured by Obligations that are described by section 2256.009(a) of the Public Funds Investment Act, including mortgage backed securities directly issued by a federal agency or instrumentality, but excluding those mortgage backed securities of the nature described in Section 2256.009(b) of the Act; or
 - Secured in any other manner or amount provided by law for deposits of the City.
 - In addition, separate CDs issued by depositories wherever located, bundled together into a single investment with the full amount of principle and interest of each CD federally insured, may be purchased through a selected depository institution with its main office or branch office in Texas.

This depository shall act as the custodian for the various certificates on behalf of the City.

(5) Eligible Local Government Investment Pools. Public funds investment pools which invest in instruments and follow practices allowed by the current law as defined in Section 2256.016 of the Texas Government Code, provided that:

- the investment pool has been authorized by the City Council;
- the pool shall have furnished the Investment Officer an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code;
- the pool shall furnish the Investment Officer investment transaction confirmations with respect to all investments made with it;
- the pool shall furnish to the Investment Officer monthly reports containing the information required under Section 2256.016(c) of the Texas Government Code;
- the pool is continuously rated no lower than "AAA" or "AAA-" or an equivalent rating by at least one nationally recognized rating service;
- the pool marks its portfolio to market daily
- the pool's investment objectives shall be to maintain a stable net value of one dollar (\$1.00); and
- the pool's investment philosophy and strategy are consistent with this Policy

(6) Regulated No-Load Money Market Mutual Funds. These investments are authorized, under the following conditions:

- The money market mutual fund is registered with and regulated by the Securities and Exchange Commission;
- the fund provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
- the fund has a dollar-weighted average portfolio maturity of ninety (90) days or less;

- the investment objectives include the maintenance of a stable net asset value of one dollar (\$1.00) per share; and
 - the fund is continuously rated no lower than "AAA" or an equivalent rating by at least one nationally recognized rating service.
 - The City may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market mutual fund.
- (7) Repurchase Agreements, Reverse Repurchase Agreements, Bankers' Acceptances, Commercial Paper. These investments are authorized for the City only to the extent that they are contained in the portfolios of approved public funds investment pools in which the City invests, or as otherwise provided below.
- The direct investment in reverse repurchase agreements, bankers' acceptances, and commercial paper by the City is not authorized
 - Fully flexible repurchase agreements are authorized in this Policy, to the extent authorized under the Public Funds Investment Act (Texas Government Code 2256.001.) The use of flex repos shall be limited to the investment of bond proceeds and the maturity date of any such agreement shall not exceed the expected proceeds draw schedule.

6.2

Investment Instruments NOT Authorized. The following instruments are eligible for investment by local government according to state law, but they have been intentionally prohibited for the City by this Policy: mortgage-related obligations, guaranteed investment contracts, options, financial futures contracts and, day trading of long-term securities. In addition to these restricted investments, state law specifically prohibits investment in the following securities:

- (1.) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- (2.) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

- (3). Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.

7. DIVERSIFICATION. Diversification of investment instruments shall be utilized to avoid incurring unreasonable risks resulting from over-concentration of investments in a specific maturity, a specific issue, or a specific class of securities. With the exception of U.S. Government securities, as authorized in this Policy, and authorized local government investment pools, no more than fifty percent (50%) of the total investment portfolio will be invested in any one security type. Diversification of the portfolio considers diversification by maturity dates and diversification by investment instrument.

7.1

Diversification by Maturities. The longer the maturity of investments, the greater their price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risks caused by change in interest rates. The City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than three (3) years from the date of purchase. However, the above described obligations, certificates, or agreements may be collateralized using longer date instruments. The City shall diversify the use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Maturity scheduling shall be managed by the Investment Officer so that maturities of investments shall be timed to coincide with projected cash flow needs.

The entire City portfolio, including funds at the City's depository bank, shall comprise one pooled fund group, and the maximum average dollar-weighted maturity allowed based on the stated maturity date for the portfolio is two hundred seventy (270) days. Investment maturities for debt service interest and sinking funds and/or other types of reserve funds, whose use is never anticipated, may not exceed three (3) years.

7.2

Diversification by Investment Instrument. Diversification by investment instrument shall not exceed the following guidelines for each type of instrument:

	<u>Percentage of Portfolio Maximum</u>
U.S. Treasury Obligations	100%
US Government Agency Securities And Instrumentalities of Government- Sponsored Corporations	80%
Authorized Local Government	100%
Investment Pools Fully Collateralized Certificates of Deposit	50%

7.3

The City shall invest local funds in investments yielding a market rate-of-return while providing necessary protection of the principal consistent with the operating requirements of this section or written policies

8. **AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS.** At this time, the City does not use Brokers or Dealers. Should the City determine a need, the following procedures and requirements will apply:

Financial institutions (federally insured banks) with and through whom the City invests shall be state or national banks domiciled in this state. No public deposit shall be made except in a qualified public depository as established by state laws. Brokers/Dealers authorized to provide investment services to the City may include only those authorized by the City Manager. All banking services will be governed by a depository contract awarded by the City Council. In addition, the Director of Finance shall maintain a list of authorized security brokers/dealers, and investment pools that are authorized by the City Manager and/or the City Council.

8.1

All financial institutions with whom the City does business must supply the following as appropriate: (1) audited financial statements; (2) proof of National Association of Securities Dealers (NASD) certification; (3) proof of state registration and completed broker/dealer questionnaire; (4) certification of having read the City's investment policy signed by a qualified representative of the organization, acknowledging that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

8.2

An annual review of the financial condition and registration of qualified bidders will be conducted by the Director of Finance. The review may include, but is not limited to, review of rating agency reports, review of call reports, and analyses of management, profitability, capitalization, and asset quality. Financial institutions and brokers/dealers desiring to conduct business with the City shall be required to provide any financial data requested by the City Manager or the Investment Officer. Upon completion of the annual review by the Director of Finance, the financial institutions and brokers/dealers desiring to conduct business with the City shall be approved by the City Manager.

8.3

Selection criteria for federally insured financial institutions shall include the following: (1) the financial institution must be insured by the FDIC and (2) the financial institution must be incorporated under the laws of the State of Texas or of the United States of America.

8.4

The Investment Officer of the City is responsible for monitoring the investments made by a financial institution and/or broker/dealer to determine that they are in compliance with the provisions of the Investment Policy.

- 9. DELIVERY VERSUS PAYMENT.** It is the policy of the City that all security transactions entered into with the City shall be conducted on a "**DELIVERY VERSUS PAYMENT**" (DVP) basis through the Federal Reserve System. By doing this, City funds are not released until the City has received,

through the Federal Reserve wire, the securities purchased. The City shall authorize the release of funds only after receiving notification from the safekeeping bank that a purchased security has been received in the safekeeping account of the City. The notification may be oral, but shall be confirmed in writing.

10. SAFEKEEPING AND COLLATERALIZATION.

10.1

Safekeeping. All securities owned by the City shall be held by its safekeeping agent, except the collateral for bank deposits. The collateral for bank deposits will be held in the City's name in the bank's trust department, or alternatively, in a Federal Reserve Bank account in the City's name, or a third-party bank, at the City's discretion. Original safekeeping receipts shall be obtained and held by the City. The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or held as collateral to secure time deposits.

10.2

Collateralization. Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all city funds on deposit with a depository Bank. The market value of the investments securing the deposit of funds shall be at least equal to the amount of the deposits of funds reduced to the extent that the deposits are insured by the Federal Deposit Insurance Corporation (FDIC). Securities pledged as collateral shall be held in the City's name, in a segregated account at the Federal Reserve Bank or by an independent third party with whom the City has a current custodial agreement. The agreement is to specify the acceptable investment securities as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. The safekeeping agreement must clearly state that the safekeeping bank is instructed to release purchased and collateral securities to the City in the event the City has determined that the depository bank has failed to pay on any matured investments in certificates of deposit, or has determined that the funds of the City are in jeopardy for whatever reason, including involuntary closure or change of ownership. A clearly marked evidence of ownership, e.g., safekeeping receipt, must be supplied to the City and retained by the City. Any collateral with a maturity over five (5) years must be approved by the Investment Officer before the transaction is initiated. The investment Officer must be notified in writing of Release of collateral or substitution of securities. Financial institutions serving as City depositories will be required to sign a "Depository Agreement" with the City and the City safekeeping agent. The collateralized deposit

portion of the agreement shall define the City's rights to collateral in the event of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- the Agreement must be approved by the Board of Directors of the Loan Committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- the Agreement must be part of the Depository's "official record" continuously since its execution.

10.2.1

The City may accept the following securities as collateral for bank deposits (V.T.C.A., Government Code, Section 2256.001, et.seq., formerly Article 842a-2, Section 2, V.T.C.S., as amended);

- FDIC and FSLIC insurance coverage;
- A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States;
- Obligations, the principal and interest on which are unconditionally guaranteed or insured by the State of Texas;
- A bond of the State of Texas or of a county, city, or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten years or less;
- Surety Bonds that meet the requirements of the Public Funds Investment Act; or
- Federal Home Loan Bank Letters of Credit as defined by Chapter 16, Subchapter C of the Local Government Code and by Chapter 726, Acts of the 67th Legislature, Regular Session, 1981 (Article 2529b-I, Vernon's Texas Civil Statutes).

10.2.2

For certificates of deposit and other evidences of deposit, collateral shall be at 102% of market or par, whichever is lower. The market value of collateral will always equal or exceed the principal plus accrued interest of deposits at financial institutions.

10.2.3

Financial institutions, with which the City invests or maintains other deposits, shall provide monthly, and as requested by the Investment Officer, a listing of the collateral pledged to the City, marked to current market prices. The listing shall include total pledged securities itemized by name, type, description, par value, current market value, maturity date, and Moody's or Standard & Poor's rating, if applicable. The City and the financial institution shall jointly assume the responsibility for ensuring that the collateral is sufficient.

11. **RESPONSIBILITY AND CONTROL.** The Director of Finance shall establish a system of written internal controls, which shall be reviewed annually by independent auditors. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The internal controls are to be reviewed annually in conjunction with an external independent audit. This review will provide assurance of compliance with policies and procedures as specified by this Policy. The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls and adherence to the City's established investment policy.

11.1.

Authority to Invest. Authority to manage the City investment program is derived from a resolution of the City. Those authorized by said resolution are designated as Investment Officers of the City, and, in conjunction with the Investment Committee, are responsible for investment decisions and activities. All investment transactions must be acknowledged by a second investment officer besides the one who initiated the transaction. All wire transfers must be approved by two investments officers. The City reserves the right to contract with an external investment advisory firm to manage the investment assets, and the resulting resolution will grant investment authorization to the contracted firm. The Finance Director shall establish written procedures for the operation of the investment program consistent with this Investment Policy.

11.2

Bonding Requirements/Standard of Care. The authorized investment officer(s) shall be a bonded employee. All participants in the investment process shall act responsibly as custodians of the public trust and shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs.

11.3

Internal Control. The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that the objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the valuation of costs and benefits requires estimates and judgments by management.

11.4

Standard of Ethics. City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City any material interests in firms or businesses that conduct investment matters with the City, and they shall further disclose positions that could be related to the performance of the City portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to the timing of purchases and sales.

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

11.5

Investment Advisory Committee. An Investment Committee that is comprised of the membership of the Finance Advisory Committee shall be established to determine investment guidelines, general strategies, and monitor performance. The Committee shall meet quarterly to review performance, strategy, and procedures. The Investment Committee shall include in its deliberation such topics as: performance reports, economic outlook, portfolio diversification, maturity structure, potential risk to the City funds, authorized brokers and dealers,

and the target rate of return on the investment portfolio.

12. **PERFORMANCE.** The City's investment portfolio shall be designed to obtain a market rate of return on investments consistent with risk constraints and expected cash flow of the City. The benchmark for performance that is appropriate for the City's cash flow cycle will be TexSTAR (a local government investment pool).
13. **REPORTING.** The Director of Finance shall submit a signed quarterly investment report that summarizes current market conditions, economic developments and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and shall explain the total investment return for the quarter.

13.1

Annual Report. Within 60 days of the end of the fiscal year, the Director of Finance shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Manager and City Council. The reports prepared by the Director of Finance shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the City Council by that auditor.

13.2

Methods. The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the past quarter. This management summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be prepared in compliance with generally accepted accounting principles. The report will be provided to the City Manager and City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired;
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from which the security was purchased;

- Additions and changes to the market value during the period;
- Fully accrued interest for the reporting period;
- Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks;
- Listing of investments by maturity date;
- The percentage of the total portfolio which each type of investment represents; and
- Statement of compliance of the City's investment portfolio with State Law and the investment strategy and policy approved by the City Council.

14. INVESTMENT POLICY ADOPTION AND AMENDMENT. The City's Investment Policy shall be adopted and amended by resolution of the City Council only. The City's written policies and procedures for investments are subject to review not less than annually to stay current with changing laws, regulations and needs of the City. Any changes or modifications to this Investment Policy, if any, shall be approved, and adopted by a formal resolution of the City Council.

GLOSSARY OF TERMS

The Investment Policy contains specialized and technical terminology that is unique to cash management and investment activities. The following glossary of terms is provided to assist in understanding these terms.

Affinity. Related through marriage.

Agencies. See U.S. Agency securities.

Bankers' Acceptances. A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer. When discounted and sold in the secondary market, bankers' acceptances become a short-term investment alternative.

Book Value. The cost of a security as recorded in the City's accounting records. For purposes of evaluating a sale of a security, it is a function of the original cost, the amortization of premium or discount, and the accrued interest. Specifically, it is the face value of the security plus the accrued interest plus any unamortized premium or minus any unamortized discount. Book value is often compared to market value, which is defined below.

Broker. A person or company that, for a fee or commission, brings buyers and sellers of securities together.

Certificate of Deposit. A time deposit with a specific maturity evidenced by a certificate.

Collateral. In general, assets which one party pledges as a guarantee of performance. Specifically, securities pledged by a bank to secure deposits of public monies. In the event of bank failure, the securities become the property of the public entity.

Collateralized Mortgage Obligations (CMO's). Securities based on a pool of home mortgages.

Commercial Paper. An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most frequently maturities do not exceed 30 days. Almost all commercial paper is rated by a rating service.

Consanguinity. Related by blood.

Coupon. The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. Also, a certificate attached to a bond indicating interest due on a payment date.

Credit Risk. The uncertainty that the principal amount of an investment will be returned without loss of value to the default of the borrower.

CUSIP. A unique security identification number assigned to securities maintained and transferred on the Federal Reserve book-entry system.

Dealer. A person or company that endeavors to profit from buying and selling investments for its own account.

Delivery versus Payment (DVP). A method of delivering securities that requires the simultaneous exchange of the security and the payment. It provides a safeguard against paying for securities before they are received.

Demand Deposits. Deposits at a financial institution that are available to the depositor upon the depositor's demand.

Depository Bank. The primary bank of the City. The relationship between the depository bank the City is governed by state law and by a depository contract that is approved by the City Council.

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

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

Diversification. The strategy of dividing investments among a variety of securities offering independent risks and yields. Diversification lessens the likelihood of losing the entire portfolio of investments and averages yields among the investment alternatives.

Discount. The difference between the cost of a security and its value at majority, in cases where the cost is less than the value at maturity.

Fully Flexible Repurchase Agreement ("flex repo"). A specialized contract designed for the short-term investment of proceeds available from the sale of municipal bonds, notes and certificates. Flex repos allow for incremental repurchases, with the buyer/issuer (the City) retaining the right to force the seller to repurchase all, or a portion of, the sold securities held under repurchase agreement, at any time before the maturity date of the agreement, at a fixed rate for the life of the agreement.

Hold Until Maturity. This investment strategy is intended to avoid interest rate risk by maintaining ownership of an investment until it matures. At maturity, the face

value of the security is received, but in some cases where a security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

Federal (FDIC) deposits.

Deposit Insurance Corporation. A federal agency that insures bank security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

Federal Funds Rate. The rate of interest at which Federal funds are traded. This rate is currently set by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB). Created in 1932, this system consists of 12 regional banks, which are owned by private member institutions and regulated by the Federal Housing Finance Board. Functioning as a credit reserve system, it facilitates extension of credit through its owner members. Federal Home Loan Bank issues are joint and several obligations of the 12 Federal Home Loan Banks.

Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac). A stockholder- owned corporation that provides a continuous flow of funds to mortgage lenders, primarily through developing and maintaining an active nationwide market in conventional mortgages.

Federal National Mortgage Association (FNMA or Fannie Mae). FNMA, a federal corporation, is the largest single provider of residential mortgage funds in the United States.

Interest Rate Risk. The uncertainty of the return of principal on fixed rate securities that are sold prior to maturity. When interest rates rise, the market value of fixed rate securities decreases.

Internal Control. Policies and procedures that are established to provide reasonable assurance that specific government objectives are achieved and that assets are safeguarded.

Investment. The purchase of securities which, upon analysis, promise safety of principal and a satisfactory return. These factors distinguish investment from speculation.

Investment Objective. The aim, goal or desired end of action of the investment activity.

Investment Pool. An entity created to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are safety, liquidity, and yield. (Sometimes called Local Government Investment Pool.)

It is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages.

Investment Strategy. Method proscribed to objectives of the City. The overall plan or achieve the investment Securities are also highly liquid and are widely accepted.

Laddered Maturity. An investment strategy whereby investments are purchased to mature at regular intervals.

Liquidity. The measure of an investment's ability to be converted quickly and easily into cash without a substantial loss of value.

Local Government Investment Pool. See Investment Pool.

Market Rate of Return. A general term referring to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn a "market rate of return" while maintaining an investment portfolio with an average maturity of 90 days, would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of risk.

Market Risk. The uncertainty of the value of the City's portfolio arising from changes in the market conditions of investment securities.

Market Value. The price, including accrued interest, at which a security is trading for which it can be readily sold or purchased.

Maturity. The date upon which the principal or stated value of an investment becomes due and payable.

Money Market Mutual Fund. A mutual fund that purchases short-term debt instruments, such as Treasury Bills, commercial paper, and bankers' acceptances, and which strives to maintain a stable net asset value of \$1.00.

Mutual Fund. Investment companies that sell shares to investors, offering investors diversification and professional portfolio management. Prices generally fluctuate with the performance of the fund.

Net Asset Value. The ratio of the market value of the portfolio divided by the book value of the portfolio

Par. The value of a security as expressed on its face (face value) without consideration of a discount or premium.

Pledge. The grant of a collateral interest in investment securities by the depository bank as assurance of the safety of City deposits.

Pooled Fund Group. The combination of various accounts and funds of the City in a single, internally-created investing entity.

Portfolio. The collection of securities held by an investor.

Principal. The capital sum of an investment, as distinguished from interest.

Premium. The difference between the cost price and the face value at maturity in cases where the cost price is higher than the face value.

Rate-of-Return. See **Yield.**

Repurchase Agreement (REPO). An investment arrangement in which the holder of a security sells that security to an investor (the City) with an agreement to repurchase the security at a fixed price and on a fixed date.

Reverse Repurchase Agreement. An investment arrangement by which the City sells a security to a third party, such as a bank or broker/dealer, in return for cash and agrees to repurchase the instrument from the third party at a fixed price and on a fixed date. The City would then use the cash to purchase additional investments. This type of investment is prohibited in the City's portfolio, except to the extent used by local government investment pools with which the City invests.

Safekeeping. An arrangement whereby a bank holds securities and other valuables for protection in exchange for a fee.

Safety. The assurance of the undiminished return of the principal of the City's investments and deposits.

Secondary Market. A market for the purchase and sales outstanding securities following their initial distribution.

SEC Rule ISCJ-1 (Uniform Net Capital Rule). Security and Exchange Commission requirement that member firms and nonmember broker/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1.

Security. A financial instrument that signifies an ownership interest, the right to an ownership interest, or creditor status.

Security Risks. The uncertainty of the value of a security dependent on its particular qualities.

Time Deposits. Deposits at the depository bank that are not due and payable until

a specific date.

United States Agency Securities. Debt instruments issued by an executive department, an independent federal establishment, or a corporation or other entity established by Congress which is owned in whole or in part by the United States of America.

United States Treasury Securities. Debt instruments issued by the Treasury of the United States.

- **Treasury Bills** are issued for short-term borrowings (less than one year);
- **Treasury Notes** are issued for mid-term borrowings (Two. - ten years);
- **Treasury Bonds** are issued for long- term borrowings (over ten years).

Yield. The rate of annual income return on an investment, expressed as a percentage.

**TEXAS PUBLIC FUNDS
INVESTMENT ACT
CERTIFICATION BY BUSINESS ORGANIZATION**

CITY OF GLENN HEIGHTS, TEXAS

This certification is executed on behalf of the City of Glenn Heights, Texas (the "City"), and

_____ ("The Business Organization"), pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act") in connection with investment transactions conducted between the City and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter an investment transaction with the Investor as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code; and
2. The Qualified Representative of the Business Organization has received and reviewed the Investment Policy furnished by the City; and
3. The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the City that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

Qualified Representative of Business Organization [Sample]

Firm: _____

Signature

Printed Name: _____

Title: _____

Date: _____



PURCHASING POLICY



**CITY OF GLENN HEIGHTS
RESOLUTION NO. R- 09 -10**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS APPROVING AND ADOPTING A PURCHASING POLICY FOR THE CITY OF GLENN HEIGHTS AND REPEALING THE PURCHASING POLICY ADOPTED JULY 17, 2006.

WHEREAS, the City Council of the City of Glenn Heights, Texas believes it is vitally important to adopt a City Purchasing Policy that is in compliance with the City of Glenn Heights City Charter and the Texas Local Government Code; and

WHEREAS, the City Council of the City of Glenn Heights, Texas believes that a City Purchasing Policy should help ensure that any purchases follow practices that guarantee that City funds are being spent as effectively and efficiently as possible; and

WHEREAS, the current City Purchasing Policy was adopted by the City Council by motion on July 17, 2006; and

WHEREAS, changes in Law have occurred since the last City Purchasing Policy was adopted; and

WHEREAS, laws regulating purchasing can change every two years; and

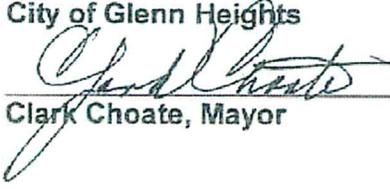
WHEREAS, the proposed City of Glenn Heights City Purchasing Policy is incorporated in the Purchasing Manual that is attached as Exhibit 'A',

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Glenn Heights, Texas:

1. Adopts the City of Glenn Heights City Purchasing Policy attached hereto as Exhibit "A" "Purchasing Manual" and incorporated herein for all purposes; and
2. Repeals the previously adopted City Purchasing Policy, and
3. Acknowledges and provides that in the event the Legislature amends the laws regarding purchasing and procurement by municipalities in a manner that affects or modifies the procedures contained in the Glenn Heights Purchasing Manual, such amendment shall be considered to be effective as a modification of the Glenn Heights purchasing regulations unless specifically addressed by ordinance or resolution adopted by the City Council providing otherwise.

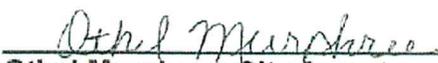
ADOPTED AND APPROVED on this the 15th day of March, 2010.

City of Glenn Heights



Clark Choate, Mayor

ATTEST:



Othel Murphree, City Secretary

CITY OF GLENN HEIGHTS



PURCHASING MANUAL

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(12/29/09)

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I. INTRODUCTION

Purchasing, a division of the Finance Department, is designated as the central procurement and property disposal function for all departments of the City of Glenn Heights. It is responsible for assisting all departments in locating and securing supplies, equipment or services in the most efficient and economical way. The Purchasing division operates as a service agency and should be included in all stages of acquisition; from the planning stages, to the ordering and receiving. The intention is not to influence what is purchased but to utilize the division's, knowledge and expertise of purchasing techniques and products. It ensures compliance with the State's competitive bidding statutes and the City's Purchasing Policy.

II. PURCHASING PROCEDURES

The following purchasing procedures are outlined in accordance with the dollar threshold of the level of expenditure. The user department may obtain all quotations below \$3,000. Three quotes **are required** on all purchases over \$501 and must be submitted with the purchase order. The Department Head **must** handle all purchases estimated over \$3,000.

Petty Cash

After Department Head permission is obtained, minor purchases of goods or services that are less than \$100 may be purchased by the department directly from the vendor. The cost is reimbursed from the Petty Cash Fund upon presentation of a paid invoice and a signed Petty Cash Voucher Form. This form is available through the Finance Department. Petty cash is issued by the Department's Administrative Assistant or the Accounts Payable Clerk at all City Municipal Centers. The procurement of goods or services over \$100, (which cannot be purchased from the Petty Cash Fund) must be submitted on a Direct Purchase Order or a Purchase Requisition.

Expenditures for Goods or Services \$1 - \$2,999

Departments are allowed to make purchases up to \$500 without obtaining 3 quotes.

Expenditures for Goods or Services \$3,000 - \$49,999

Expenditures for goods and services of \$3,000 but not exceeding \$49,999 are bid on an informal basis. Texas Local Government Code Chapter 252.0215 requires that a municipality, in making an expenditure of \$3,000 but less than \$50,000, shall contact at least two Historically Underutilized Businesses (HUBs) on rotating basis, based on information provided by the General Services Commission. Once the bids have been received and the apparent low bidder has been identified, the Department Head shall submit a purchase requisition accompanied with a memorandum recommending a bidder. When the Department Head receives all the required information a written recommendation for approval is submitted to the Finance Director and the City Manager. After authorization has been received, the purchase requisition is processed.

Expenditures for Goods or Services \$50,000 and Over

Expenditures over \$50,000 are bid on a formal basis and require City Council approval. All departments are encouraged to plan their purchases a minimum of six (6) weeks in advance to allow time for the processing of bid specifications and advertisements.

Bids for goods or services costing more than \$50,000 must be advertised in the local newspaper for two (2) consecutive weeks and may be opened the following week. Once the bids are formally opened and tabulated, they are sent to the Department Head. The Department Head evaluates the bid proposals and submits a written recommendation to the Finance Director and the City Manager. At that time, the item can be placed on the City Council Agenda.

Conflict of Interest/Disclosure Statement

- ❖ Chapter 176, Local Government Code was passed during the 2005 legislative session and became effective on January 1, 2006.

Vendor:

- ❖ The statute requires vendors conducting business or seeking to conduct business with a City to file a Conflict of Interest Questionnaire. (Attachment D) with the City Secretary's Office no later than seven (7) business days after contract negotiations begin or after an application, bid or other writing relating to a potential contract is submitted to the City.
- ❖ Vendors conducting long-term business with the City must keep their Conflict of Interest Questionnaire up-to-date by re-filing annually or upon an event that would make the questionnaire inaccurate.
- ❖ Vendors commit a Class C misdemeanor for failing to submit the Conflict of Interest Questionnaire.

Local Government Officer:

- ❖ The statute requires that mayors, council members, city managers or department heads, and certain other city officials (all referred to as "city officers" throughout this article) file a Conflict Disclosure Statement (Attachment E) with the City's records administrator (usually the City Secretary) within seven (7) days of becoming aware of either of the following situations:

1. A City officer or the officer's family member (parent/child, brother/sister, son-in-law, daughter-in-law, etc.) has an employment or business relationship that results in taxable income with a person who has contracted with the City or with whom the City is considering doing business.
2. A City officer or the officer's family member receives and accepts one or more gift with an aggregate value of \$250 in the proceeding twelve months from a person who conducts business or is being considered for business with the officer's City.

Sole Source Purchases

A written memo explaining and fully describing the conditions that make the supplier a "sole source" should accompany requisitions for any goods or services, which can only be supplied by only one source. The memorandum shall accompany the Purchase Requisition, the invoice and check request and shall be filed with the Finance Department for audit purposes.

Cooperative Purchasing Programs

Pursuant to Section 271.081, et seq., cooperative purchasing programs give volume purchasing power to local governments. Under such programs, the City can purchase goods and services from state term contracts, TXMAS contracts, and piggyback contracts, including co-op contracts established by local Councils of Government and through affiliation with TML. Using these services through the State of Texas CO-Op will meet the City's competitive bidding requirements. The Department Head and the Finance Director should check these sources, especially in the case of sole source procurements, to see if the goods or services sought may be obtained through any cooperative sources.

Request for Proposal (RFP)

Competitive proposals are similar to competitive bids, but are limited in scope by Texas Statutes. They can only be used for procurements of high-technology products or services.

The main differences between proposals and bids are:

- ❖ The specification is written using performance standards rather than a description of the goods or services. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.

- ❖ Vendors submit Proposals of their own design for a system to satisfy the requirements set forth in the RFP. Proposals may incorporate entirely different hardware or services to accomplish the same performance.
- ❖ After Proposals are received, the municipality may enter into negotiations with as many vendors as have submitted feasible Proposals in order to arrive at the best possible Proposal for each vendor.

Although there is no legal requirement to do so, RFPs are often used to procure professional or personal services. While the Professional Services Procurement Act (VTCA Government Code, Chapter 2254), prohibits using competitive bids to procure those covered professional services, there is no problem with using a concept based on the competitive proposal to obtain qualifications and rates charged for professional services from interested professionals. The only requirement is that the selection not be based on the rates but on the qualifications of the vendor.

High-Technology Purchase

A RFP is used when purchasing services of a highly technical nature such as the Following;

- ❖ Data Processing equipment and software,
- ❖ Telecommunications equipment, radio and microwave systems,
- ❖ Electronic distributed control systems such as building energy management systems.

Specifications are written as a Request for Proposal instead of a Request for Bid. All evaluation criteria must be defined. The award of the contract does not have to go to the lowest bidder, but to the best-quoted proposal.

III. PURCHASING CARD POLICY

The Purchasing Card is a credit card that can be used for small purchases. It is a fast and flexible tool to be used for purchases under \$2,999. The card is to be used only for official city purchases; any other use is a violation of the Personnel Policy and is subject to disciplinary measures.

Instructions for Using Purchasing Cards:

1. Department Head should check the budget to verify that funds are available to cover the purchase.
2. If the purchase is under \$2,999 including shipping fees, and within the designated card purchasing limit, proceed with the purchase either at the vendor location, by phone or online.

3. Make certain the vendor is aware of the "Tax Exempt Status". If an exemption certificate is needed, call Finance to have one faxed to the vendor.
4. Obtain a copy of the charge/sales receipt or packing list, and submit to the Administrative Assistant for processing.
5. Statements are distributed once per month and given to the Administrative Assistant(s) for reconciliation and coding.
6. When processing check requests, correct coding of account information is imperative, be sure to include all back up documentation and submit to Department Head for approval.
7. Completed check requests (Attachment C) are submitted to Finance Accounts Payable Clerk for final processing.

IV. PURCHASE REQUISITION

Purpose of a Purchase Requisition

The Purchase Requisition (Attachment B) is an instrument designed to expedite and control buying for the City. It is used in all large purchases over \$2,999. Three quotes (Internal Quote – Attachment F) must be obtained and documented on the Purchase Requisition. All back-up documentation shall be attached to the Purchase Requisition and submitted to the Department Head for approval of the purchase.

**Some Vendors may require a "purchase order"; in that case, issue the vendor a purchase requisition number ("PR number"). The PR number will be issued by the Accounts Payable Department.

V. CAPITAL ASSETS

Identifying Expenditures for Capital Assets

Capital assets are purchases for real and personal property (such as land, buildings, fixtures, furniture, vehicles, and equipment) classified as line item "Capital Outlay" in the City's budget and meet the following guidelines:

1. The expected full useful life must be one year or more;
2. The original unit cost of the item should be \$5,000 or greater. The cost should include all delivery fees, installation, and accessories, and/or any reasonable and necessary costs incurred to place the asset in its intended location and prepare for its intended use;
3. The item must not be consumed, unduly altered, or materially reduced in value immediately by its use;

4. If the item is to be part of a set or multiple units, and the total value of the set is \$5,000 or greater, then it should be considered a capital item asset;
5. Expenditures that increase the existing life of an asset and/or add value to existing asset; or
6. Other items as defined by generally accepted accounting principles.

Items not Considered Capital Assets

1. Items that require regular replacement because of rapid wear;
2. Any item where a one-time use of the item will destroy it; or
3. Maintenance on an existing fixed asset to merely return the item to a functioning product, such as equipment repairs and clearing underground water and sewer lines.

VI. INVOICING

As goods and/or services are received, invoices are processed. A check request is processed by the Department and approved by the Department Head. Copies are retained by the Department and then forwarded to the Finance Department for payment.

VI. EMERGENCY PURCHASES

When an emergency occurs during office hours, contact the Department Head to receive authorization for the emergency purchase (a purchase not planned for in the normal budgetary process). Authorization for purchases over \$2,500 will be subject to approval by the Finance Director. After business hour emergency purchases would require written justification from the Department Head, as soon as practicable. Submit all documentation and the written justification to the Finance Director.

A Purchase Requisition shall be submitted to the Finance Director for approval. At that time the purchase may be completed.

All Capital Outlay requests must be submitted on a Purchase Requisition.

EMERGENCIES CREATED THROUGH NEGLECT MUST BE AVOIDED. THEY ARE EXAMPLES OF POOR PLANNING ON THE PART OF THE DEPARTMENT CONCERNED.

Typical examples of emergencies created through neglect are:

- ❖ Depletion of stock due to negligence,
- ❖ Building or equipment needing repairs for some time, suddenly becoming an emergency over night,

- ❖ Materials for projects, which must be planned weeks or months ahead of time, requested just before desired time.

VII. SPECIFICATIONS

A specification is no more than an accurate description of the material or equipment to be purchased.

A good specification should be:

- ❖ As simple as possible, but specific enough that a loophole will not allow a bidder to evade any of the provisions and, thereby, take advantage of the City.
- ❖ Identified, when possible, with some brand or specification already on the market.
- ❖ Capable of being checked. It should describe the method of checking which will govern acceptance or rejection.
- ❖ Capable of being met by several bidders.
- ❖ Clear, misunderstandings can be expensive.
- ❖ Flexible, thus allowing the City to take advantage of new products available.

VIII. GENERAL INFORMATION

Insurance Requirements

A Contractor or Vendor shall secure and maintain insurance as will protect him from claims under the Worker's Compensation Act (statutory amounts), and from claims for bodily injury, death, or property damage, which may arise from the performance of his services under this agreement (Commercial General Liability Insurance) with minimum coverage of \$500,000 per occurrence and \$1,000,000 annual aggregate for bodily injury or death and property damage, written on an occurrence basis.

The Contractor or Vendor shall, at a minimum maintain:

Comprehensive Automobile Liability Insurance covering all owned, non-owned, and hired vehicles with combined single limit coverage of \$500,000

for bodily injury, death, or property damage, written on an occurrence basis.

CONTRACTOR shall maintain, at no expense to City, a professional liability (errors and omissions) insurance policy placed with a company rated at least A-/VII by Best's Key Rating Guide, authorized to do business in Texas, in an amount not less than one million dollars (\$1,000,000).

- ❖ All policies, except Worker's Compensation, shall name the City as an additional insured.

- ❖ All policies shall contain a waiver of subrogation in favor of the City and require the giving of written notice to the City at least thirty (30) days prior to cancellation, non-renewal or material modification of any policies. The Contractor or Vendor shall furnish the City with copies of said policies or certificates evidencing such coverage.

Signatures/Authorization

Applications for Title, Tax Exemption Certificates, Agreements, and Contracts shall not be signed by any City employee unless authorized in writing by the City Manager or other proper official.

Avoiding Duplicate Purchases

When a Purchase Requisition is submitted to the Department Head, certain criteria shall be verified to avoid and/or eliminate duplicative purchases.

- ❖ If a purchase is a fixed asset, the Capital Outlay list is referenced, and the item and the costs are recorded.
- ❖ All purchases over \$3,000 and under \$50,000 require the City Manager approval.
- ❖ All purchases exceeding \$50,000 require the City Council's approval.

All of the above procedures and checkpoints assist in the avoidance of duplicative purchases.

Disposition of City Property

Surplus property, confiscated property, abandoned vehicles and real estate shall be sold in accordance with State Law. Property declared unusable shall be destroyed. With the City Manager's approval, property deemed usable may be donated to another entity or for a public purpose use.

Money received from the sale of equipment shall be placed in the City's account.

Seized and subsequently forfeited property will be handled according to other

local, state or federal laws and regulations as may apply to the property, its disposition and/or use of funds from such disposition and both Department Heads as well as the Finance Director should be consulted prior to the disposition of any City property.

Grant Funds

Proceeds from disposed equipment acquired with grant funds shall be placed in a special revenue account as required or designated in the grant specifications.

If property purchased with grant funds is sold or destroyed, to insure that grant requirements are met, all funds and/or destroyed property must be tracked according to the grant specifications. There may be other requirements that must be met (e.g. prior approval of the grant agency) so caution should be exercised and the Finance Director must take steps to ensure that all grant requirements and specifications are met prior to use of items purchase with grant funds or disposition of items purchased with grant funds.

Code of Ethics

Public employment is a public trust. It is the policy of the City of Glenn Heights to promote the objective of protecting government integrity and of facilitating the recruitment and retention of personnel needed by the City of Glenn Heights. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City of Glenn Heights.

To achieve this purpose, it is essential that those conducting business with the City of Glenn Heights also observe the ethical standard prescribed below:

1. It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Glenn Heights by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be a breach of ethics to attempt to influence any public employee of the City of Glenn Heights to breach standards of ethical conduct set forth in this code.
3. It shall be a breach of ethics for any employee of the City of Glenn Heights to participate directly or indirectly in a procurement when the employee knows that:

- ❖ The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
 - ❖ A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement;
 - ❖ Any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiation or has a an arrangement concerning prospective employment is involved in the procurement;
4. It shall be a breach of ethics to offer, give or agree to give any employee or former employee of the City of Glenn Heights, or for any employee or former employee of the City of Glenn Heights to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any preceding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement of a contract or subcontract, or to any solicitation or proposal, thereof, pending before this government.
 5. It shall be a breach of ethics for any employee or former employee of the City of Glenn Heights knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

Bid Openings

All formal responses to IFBs or RFPs shall be submitted to the requesting Department Head where they are date and time stamped upon receipt. Bid openings are conducted weekly on Tuesdays and Thursdays at 2:00 p.m. at the location specified in the IFB or RFP. Vendors and the public are invited and encouraged to attend. Bids/Proposals received after the specified date and time are disqualified. Late Bids/Proposals cannot be considered for award of purchase.

Bidder's Protest Procedure

1. **PROTEST:** A protest, if any, shall be submitted to the City of Glenn Heights Finance Director for transmittal to and consideration by the City of Glenn Heights Protest Committee. This committee shall be comprised of the City Manager, a representative from the Finance

Department, and a representative from the requesting department. A protest must be submitted in writing and must be supported by sufficient information to enable the protest to be considered. A protest will not be considered if it is insufficiently supported or it is not received within the time limits set forth in the Section entitled, "Timeliness," (below). A protest may be submitted upon the following reasons:

- ❖ A protest relating to restrictive procedures, alleged improprieties, or other similar situations arising prior to bid opening,
- ❖ A protest of a final ruling relating to requests for changes to or approval of equals, clarifications and modifications of the specifications, as set forth in the Pre-Bid Approval Section,
- ❖ A protest of the award of contract or alleged impropriety arising after bid opening as set forth in the Section, "Timeliness," (below).

2. TIMELINESS: To be effective, a protest must be submitted so that it is received by the Finance Department by the following deadlines:

- ❖ A protest based upon restrictive procedures, alleged improprieties, or other similar situations arising prior to bid opening must be received by the City of Glenn Heights Finance Director no later than five (5) working days prior to the specified bid opening date and may only be protested once.
- ❖ A protest based upon a final ruling relating to requests for "changes to" or "approval of equals," clarifications and modifications of the specifications, must be received by the City of Glenn Heights Finance Director within five (5) working days following the issuance of the final ruling.
- ❖ A protest of the award of contract or alleged impropriety arising after the bid opening must be received by the City of Glenn Heights Finance Director within five (5) working days following the earlier of the date on which the Bidder knew, or the date on which a diligent Bidder would have known, of the award or alleged impropriety.

3. PRE-BID APPROVALS: The Finance Director's written approval must be obtained prior to bid submission for :

- ❖ Any clarification of the specifications; or

- ❖ Any sample or engineering detail in which the technical specifications are required to be submitted before bidding, including substitution of any required bid or contract form; or
- ❖ Any modifications to the specifications which the Bidder maintains are restrictive and which the Bidder proposes be altered, amended or changed.

ATTACHMENT "A"
PETTY CASH VOUCHER



CITY OF GLENN HEIGHTS PETTY
CASH VOUCHER

DATE:	AMOUNT
RECEIVED BY:	Signature: _____
PURPOSE:	
PAID BY:	Signature: _____
ACCOUNT #:	

Attach receipt(s) here:

ATTACHMENT "B"
PURCHASE REQUISITION



PURCHASE REQUISITION
THE CITY OF GLENN HEIGHTS, TEXAS

P.R. Number _____

Requesting Department Police

Project Name: _____

Council Approval Date N/A

Project Number: _____

Agenda Item _____

USED FOR PURCHASES \$3,000 AND UP, ALSO FOR (RFP)'s

REQUISITION INFORMATION				
Item Description	Qty	Unit Price	Total Price	Account Code
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Requisition Total			\$0.00	
INSTRUCTIONS / NOTES				
RECOMMENDED VENDOR INFORMATION				
Name and Address				
State, Zip and Contact Name and Number				
CAPITAL ASSET – \$5,000 AND ABOVE WITH A SERVICE LIFE EXCEEDING ONE YEAR				
Ensure a completed Capital Asset form is attached.				
_____ Finance Director		_____ Date		
SOFTWARE / HARDWARE				
Finance Director signature required for software or hardware purchases.				
_____ Finance Director		_____ Date		
Requested by: _____		Date _____		Approved by: _____ Date _____

ATTACHMENT "C"
CHECK REQUEST



CHECK REQUEST

Vendor #: _____

Vendor Name _____

Invoice #: _____

Address: _____

Invoice Date: _____

Amount of Request: _____

Charge To The Following Account(s):

Amount:

01	_____	_____
02	_____	_____
03	_____	_____
04	_____	_____
05	_____	_____
06	_____	_____
07	_____	_____
08	_____	_____
09	_____	_____
10	_____	_____

Handwritten signature

Total Amount of Check _____

Reason for Request: _____

Special Instructions:

Mail Check Yes: _____ No: _____ With Attachments: Yes: _____ No: _____

I will Pick Up Check in Finance Yes: _____ No: _____

Other: _____

Requested By: _____ Department: _____

Department
Manager /
Director

Approval: _____

Date Submitted _____

ATTACHMENT "D"
CONFLICT OF INTEREST QUESTIONNAIRE
<http://www.ethics.state.tx.us/forms/CIQ.pdf>

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

ATTACHMENT "E"
LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE
STATEMENT

<http://www.ethics.state.tx.us/forms/CIS.pdf>

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code

4 Description of the nature and extent of employment or other business relationship with person named in item 3

5 List gifts accepted by the local government officer and any family member, excluding gifts described by Section 176.003(a-1), if aggregate value of the gifts accepted from person named in item 3 exceed \$250 during the 12-month period described by Section 176.003(a)(2)(B)

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to a family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a), Local Government Code.

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

Adopted 06/29/2007

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity; or an employee of a local governmental entity with respect to whom the local governmental entity has, in accordance with Section 176.005, extended the requirements of Sections 176.003 and 176.004. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a Class C misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code.** Enter the name of the person described by Section 176.002, Local Government Code with whom the officer has an employment or other business relationship as described by Section 176.003(a), Local Government Code.
- 4. Description of the nature and extent of employment or business relationship with person named in item 3.** Describe the nature and extent of the employment or other business relationship with the person in item 3 as described by Section 176.003(a), Local Government Code.
- 5. List gifts accepted, excluding gifts described by Section 176.003(a-1), if aggregate value of the gifts accepted from person named in item 3 exceed \$250.** List gifts accepted during the 12-month period (described by Section 176.003(a), Local Government Code) by the local government officer or family member of the officer, excluding gifts described by Section 176.003(a-1), from the person named in item 3 that in the aggregate exceed \$250 in value.
- 6. Affidavit.** Signature of local government officer.

ATTACHMENT "F"
INTERNAL QUOTE



CITY OF GLENN HEIGHTS INTERNAL QUOTE

Employee Name:	Department: Police
----------------	--------------------

QUOTE 1:	Item Description:
Date:	Time:
HUB Vendor Yes <input type="checkbox"/> No	
Company Name:	Contact Name:
Telephone Number:	Fax Number:
Terms of Bid:	Amount of Bid (include freight, installation, etc.):
Comments:	

QUOTE 2:	Item Description:
Date:	Time:
HUB Vendor Yes <input type="checkbox"/> No	
Company Name:	Contact Name:
Telephone Number:	Fax Number:
Terms of Bid:	Amount of Bid (include freight, installation, etc.):
Comments:	

QUOTE 3:	Item Description:
Date:	Time:
HUB Vendor Yes <input type="checkbox"/> No <input type="checkbox"/>	
Company Name:	Contact Name:
Telephone Number:	Fax Number:
Terms of Bid:	Amount of Bid (include freight, installation, etc.):
Comments: The number of available vendors is limited. Unable to locate another vendor, with comparable product.	

•\$501 to \$2,999 - Requires three Quotes
•\$3,000 to \$49,999 - Requires a Minimum of Three Quotes with Two (HUB) Vendors



FUND BALANCE POLICY



RESOLUTION R-02-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS AUTHORIZING A COMPREHENSIVE FUND BALANCE POLICY IN ACCORDANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD ("GASB) STATEMENT NO. 54.

Whereas, the Governmental Accounting Standards Board ("GASB") has issued Statement No. 54, Fund Balance Reporting and governmental Fund Type Definitions ("GASB-54"). The primary objective of this new standard is to improve the usefulness and comparability of fund balance information by reporting fund balance in more intuitive and meaningful components. This standard also clarifies the definitions of the different types of funds that a governmental entity may set up for financial reporting purposes;

Whereas, GASB-54 now requires our City to classify the fund balance amounts reported within our financial statements in accordance with five new and more detailed classifications shown below. These categories are as follows”.

Nonspendable - Fund Balance – Fund balance reported as “nonspendable” represents fund balance with inventory or prepaid items. The cash outlay for these types of items has already been made and therefore the resources represented by this fund balance category cannot be spent again; hence the term “nonspendable”.

Restricted fund Balance – Fund balance reported as “restricted” represents amounts that can be spent only on the specific purposes determined by law or by the external providers of those resources.

Committed Fund Balance - Fund balance reported as “committed” includes amounts that can be used only for the specific purposes determined by a formal action of our City’s highest level of decision-making authority.

Assigned Fund Balance – Fund balance reported as “assigned” represents amounts intended to be used for specific purposes, but not meeting the criteria to be reported as committed or restricted fund balance. In addition, our governing body may grant to an administrator within our organization the authority to “assign” fund balance.

Unassigned Fund Balance – Fund balance reported as “unassigned” represents the residual classification of fund balance and includes all spendable amounts not considered within the other classifications; and

Whereas, GASB-54 is effective for periods beginning after June 15, 2010. Therefore our City is required to implement this new standard starting with Fiscal Year 2010/2011.

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

SECTION 1. In accordance with GASB-54, and as described in Exhibit A, a written Comprehensive Fund Balance Policy is formally adopted depicting the procedures that will be used for committing fund balance, assigning fund balance, how stabilization funds, if any, will

COMPREHENSIVE FUND BALANCE POLICIES

1.0 Policy on Committing Funds

In accordance with GASB-54, it is the policy of this City that fund balance amounts will be reported as "Committed Fund Balance" only after formal action and approval by the City Council. The action to constrain amounts in such a manner must occur prior to year end; however, if the actual dollar amount is not known that may be determined in the subsequent period.

For example, the City Council may approve a motion prior to year end to report within the year-end financial statements, if available, up to a specified dollar amount as Committed Fund Balance for Capital Projects. The exact dollar amount to be reported as Committed Fund Balance for Capital Projects may not be known at the time of approval due to the annual financial audit not yet being completed. This amount can be determined at a later date when known and appropriately reported within the year-end financial statements due to the governing body approving this action before year-end.

It is the policy of this City that the governing body may commit fund balance for any reason that is consistent with the definition of Committed Fund Balance contained within GASB-54. Examples of reasons to commit fund balance would be to display intentions to use portions of fund balance for future capital projects, stabilization funds, or to earmark special General Fund revenue streams unspent at year-end that are intended to be used for specific purposes.

After approval by the City Council, the amount reported as Committed Fund Balance cannot be undone without utilizing the same process required to commit the funds. Therefore, in accordance with GASB-54, it is the policy of this City that funds can only be removed from the Committed Fund Balance category after motion and approval by the City Council.

2.0 Policy on Assigning Funds

In accordance with GASB-54, funds that are *intended* to be used for a specific purpose but have not received the formal approval action at the governing body level may be recorded as Assigned Fund Balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the governing body.

GASB-54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives the authority to do so, such as a budget committee or the City Manager.

Therefore, having considered the requirements to assign fund balance, it is the policy of this City that the City Manager will have the authority to assign fund balance of this organization based on intentions for use of fund balance communicated by the governing body.

3.0 Policy on Order of Spending Resources

It is the policy of this City that when expenditures are incurred that would qualify as expenditures of either Restricted Fund Balance or Unrestricted Fund Balance (Committed, Assigned, or Unassigned), those expenditures will first be applied to the Restricted Fund Balance category.

Furthermore, it is the policy of this City that when expenditures are incurred that would qualify as a use of any of the Unrestricted Fund Balance categories (Committed, Assigned, or Unassigned), those expenditures will be applied in the order of Committed first, then Assigned, and then Unassigned.

4.0 Policy on the Acceptable Minimum Level of Fund Balances

It is the policy of this City to maintain at all times an overall Unrestricted Fund Balance (Unassigned Fund Balance) of not less than sixty (60) days of regular General Fund operating expenditures, and forty-five (45) days of Utility Fund operating expenditures, both measured based on the most recently completed fiscal year. If it is determined that the City is below this minimum established fund balance level, the governing body will be informed of this condition and take necessary budgetary steps to bring the fund balance level into compliance with this policy through budgetary actions.

5.0 Review of Governmental Fund Classifications

This City desires that the governmental fund types available for use in governmental financial reporting be appropriately selected based on the GASB-54 definitions of these fund types. Furthermore, the fund balance categories utilized within each these fund types are also to be appropriately selected from the new GASB-54 classifications.

Therefore, after consideration of the purpose of each governmental fund type, it is the policy of this City to limit the fund balance categories that may be used with each governmental fund type as follows:

General Fund

Nondisposable Fund Balance
Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance
Unassigned Fund Balance

Debt Service Funds

Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance

Capital Projects Funds

Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance

Special Revenue Funds

Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance

be determined, order of spending the fund balance categories, minimum fund balance levels, and use of governmental fund types.

SECTION 2. The above recitals as hereby found to be true and correct and incorporated herein for all purposes.

SECTION 3. Any and all other Fund Balance Policies that were adopted for governmental funds prior to the date of this Resolution shall be replaced with this Resolution.

SECTION 4. This Resolution shall be in full force and effect from and after its passage.

READ, CONSIDERED, PASSED, AND ADOPTED by the City Council of Glenn Heights at a regular meeting on the meeting on the **3rd** day of January, 2012.


Victor Pereira, Mayor

ATTEST:


Othel Murphree, City Secretary

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GLOSSARY



GLOSSARY OF TERMS

The Investment Policy contains specialized and technical terminology that is unique to cash management and investment activities. The following glossary of terms is provided to assist in understanding these terms.

Affinity. Related through marriage.

Agencies. See U.S. Agency securities.

Bankers' Acceptances. A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer. When discounted and sold in the secondary market, bankers' acceptances become a short-term investment alternative.

Book Value. The cost of a security as recorded in the City's accounting records. For purposes of evaluating a sale of a security, it is a function of the original cost, the amortization of premium or discount, and the accrued interest. Specifically, it is the face value of the security plus the accrued interest plus any unamortized premium or minus any unamortized discount. Book value is often compared to market value, which is defined below.

Broker. A person or company that, for a fee or commission, brings buyers and sellers of securities together.

Certificate of Deposit. A time deposit with a specific maturity evidenced by a certificate.

Collateral. In general, assets which one party pledges as a guarantee of performance. Specifically, securities pledged by a bank to secure deposits of public monies. In the event of bank failure, the securities become the property of the public entity.

Collateralized Mortgage Obligations (CMO's). Securities based on a pool of home mortgages.

Commercial Paper. An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most frequently maturities do not exceed 30 days. Almost all commercial paper is rated by a rating service.

Consanguinity. Related by blood.

Coupon. The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. Also, a certificate attached to a bond indicating interest due on a payment date.

Credit Risk. The uncertainty that the principal amount of an investment will be returned without loss of value to the default of the borrower.

CUSIP. A unique security identification number assigned to securities maintained and transferred on the Federal Reserve book-entry system.

Dealer. A person or company that endeavors to profit from buying and selling investments for its own account.

Delivery versus Payment (DVP). A method of delivering securities that requires the simultaneous exchange of the security and the payment. It provides a safeguard against paying for securities before they are received.

Demand Deposits. Deposits at a financial institution that are available to the depositor upon the depositor's demand.

Depository Bank. The primary bank of the City. The relationship between the depository bank the City is governed by state law and by a depository contract that is approved by the City Council.

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

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

Diversification. The strategy of dividing investments among a variety of securities offering independent risks and yields. Diversification lessens the likelihood of losing the entire portfolio of investments and averages yields among the investment alternatives.

Discount. The difference between the cost of a security and its value at majority, in cases where the cost is less than the value at majority.

Fully Flexible Repurchase Agreement ("flex repo"). A specialized contract designed for the short-term investment of proceeds available from the sale of municipal bonds, notes and certificates. Flex repos allow for incremental repurchases, with the buyer/issuer (the City) retaining the right to force the seller to repurchase all, or a portion of, the sold securities held under repurchase agreement, at any time before the maturity date of the agreement, at a fixed rate for the life of the agreement.

Hold Until Maturity. This investment strategy is intended to avoid interest rate risk by maintaining ownership of an investment until it matures. At maturity, the face

value of the security is received, but in some cases where a security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

Federal (FDIC) deposits.

Deposit Insurance Corporation. A federal agency that insures bank security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

Federal Funds Rate. The rate of interest at which Federal funds are traded. This rate is currently set by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB). Created in 1932, this system consists of 12 regional banks, which are owned by private member institutions and regulated by the Federal Housing Finance Board. Functioning as a credit reserve system, it facilitates extension of credit through its owner members. Federal Home Loan Bank issues are joint and several obligations of the 12 Federal Home Loan Banks.

Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac). A stockholder-owned corporation that provides a continuous flow of funds to mortgage lenders, primarily through developing and maintaining an active nationwide market in conventional mortgages.

Federal National Mortgage Association (FNMA or Fannie Mae). FNMA, a federal corporation, is the largest single provider of residential mortgage funds in the United States.

Interest Rate Risk. The uncertainty of the return of principal on fixed rate securities that are sold prior to maturity. When interest rates rise, the market value of fixed rate securities decreases.

Internal Control. Policies and procedures that are established to provide reasonable assurance that specific government objectives are achieved and that assets are safeguarded.

Investment. The purchase of securities which, upon analysis, promise safety of principal and a satisfactory return. These factors distinguish investment from speculation.

Investment Objective. The aim, goal or desired end of action of the investment activity.

Investment Pool. An entity created to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are safety, liquidity, and yield. (Sometimes called Local Government Investment Pool.)

It is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages.

Investment Strategy. Method proscribed to objectives of the City. The overall plan or achieve the investment Securities are also highly liquid and are widely accepted.

Laddered Maturity. An investment strategy whereby investments are purchased to mature at regular intervals.

Liquidity. The measure of an investment's ability to be converted quickly and easily into cash without a substantial loss of value.

Local Government Investment Pool. See Investment Pool.

Market Rate of Return. A general term referring to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn a "market rate of return" while maintaining an investment portfolio with an average maturity of 90 days, would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of risk.

Market Risk. The uncertainty of the value of the City's portfolio arising from changes in the market conditions of investment securities.

Market Value. The price, including accrued interest, at which a security is trading for which it can be readily sold or purchased.

Maturity. The date upon which the principal or stated value of an investment becomes due and payable.

Money Market Mutual Fund. A mutual fund that purchases short-term debt instruments, such as Treasury Bills, commercial paper, and bankers' acceptances, and which strives to maintain a stable net asset value of \$1.00.

Mutual Fund. Investment companies that sell shares to investors, offering investors diversification and professional portfolio management. Prices generally fluctuate with the performance of the fund.

Net Asset Value. The ratio of the market value of the portfolio divided by the book value of the portfolio

Par. The value of a security as expressed on its face (face value) without consideration of a discount or premium.

Pledge. The grant of a collateral interest in investment securities by the depository bank as assurance of the safety of City deposits.

Pooled Fund Group. The combination of various accounts and funds of the City in a single, internally-created investing entity.

Portfolio. The collection of securities held by an investor.

Principal. The capital sum of an investment, as distinguished from interest.

Premium. The difference between the cost price and the face value at maturity in cases where the cost price is higher than the face value.

Rate-of-Return. See **Yield**.

Repurchase Agreement (REPO). An investment arrangement in which the holder of a security sells that security to an investor (the City) with an agreement to repurchase the security at a fixed price and on a fixed date.

Reverse Repurchase Agreement. An investment arrangement by which the City sells a security to a third party, such as a bank or broker/dealer, in return for cash and agrees to repurchase the instrument from the third party at a fixed price and on a fixed date. The City would then use the cash to purchase additional investments. This type of investment is prohibited in the City's portfolio, except to the extent used by local government investment pools with which the City invests.

Safekeeping. An arrangement whereby a bank holds securities and other valuables for protection in exchange for a fee.

Safety. The assurance of the undiminished return of the principal of the City's investments and deposits.

Secondary Market. A market for the purchase and sales outstanding securities following their initial distribution.

SEC Rule ISCJ-1 (Uniform Net Capital Rule). Security and Exchange Commission requirement that member firms and nonmember broker/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1.

Security. A financial instrument that signifies an ownership interest, the right to an ownership interest, or creditor status.

Security Risks. The uncertainty of the value of a security dependent on its particular qualities.

Time Deposits. Deposits at the depository bank that are not due and payable until

a specific date.

United States Agency Securities. Debt instruments issued by an executive department, an independent federal establishment, or a corporation or other entity established by Congress which is owned in whole or in part by the United States of America.

United States Treasury Securities. Debt instruments issued by the Treasury of the United States.

- **Treasury Bills** are issued for short-term borrowings (less than one year);
- **Treasury Notes** are issued for mid-term borrowings (Two. - ten years);
- **Treasury Bonds** are issued for long- term borrowings (over ten years).

Yield. The rate of annual income return on an investment, expressed as a percentage.

**City of Glenn Heights, Texas
Fiscal Year 2019-2020 Annual Budget**



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