



**FY 2021-2022  
CITY OF GLENN HEIGHTS  
APPROVED BUDGET AND PROGRAMS OF SERVICES**



**GROW WITH GLENN HEIGHTS**

# City of Glenn Heights Fiscal Year 2021-2022 Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$990,546, which is a 13.59 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 \$708,136.

The members of the governing body voted on the budget as follows:  
**FOR: Harry A. Garret, Sonja A. Brown, Travis Bruton, Alisha M. Brown, Machanta Newson**

**AGAINST:**

**PRESENT** and not voting:

**ABSENT: Emma Ipaye, Shaunte Allen**

### Property Tax Rate Comparison

	<b>2021-2022</b>	<b>2020-2021</b>
Property Tax Rate:	\$0.769146/100	\$0.804430/100
No-New-Revenue Tax Rate:	\$0.737798/100	\$0.792822/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.590087/100	\$0.619410/100
Voter-Approval Tax Rate:	\$0.743344/100	\$0.839054/100
Debt Rate:	\$0.132604/100	\$0.163342/100

Total debt obligation for City of Glenn Heights secured by property taxes:  
**\$14,718,210**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Glenn Heights  
Texas**

For the Fiscal Year Beginning

**October 01, 2020**

*Christopher P. Morill*

Executive Director

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# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

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**City of Glenn Heights, Texas**  
**Fiscal Year 2021-2022 Annual Budget**



Office of the City Manager

March 8, 2022

Honorable Mayor and Members of City Council:

In accordance with the City of Glenn Heights Charter, Section 7.02, I am pleased to present the City of Glenn Heights Proposed Annual Budget for the fiscal year (FY) 2021-22 beginning October 1, 2021 and ending September 30, 2022.

The proposed FY 2021-22 annual budget is a structurally balanced spending plan that will preserve our financial foundation and provide the resources needed to deliver the high-quality public services our community expects, while preserving the City's long-term financial viability. This spending plan reflects our commitment to the return to normalcy from the unprecedented uncertainty of the novel coronavirus pandemic.

The annual budget process, along with the subsequent preparation of the budget, is the most important collaborative responsibility of the City Council, City Manager and City Staff. This document serves four key roles in communicating the work programs of the City Council and City Departments to the City of Glenn Heights' current or prospective citizens and business community members. The budget serves first as a policy document that provides information about the policies, goals and objectives for the year. Second, the budget serves as a financial plan that provides an explanation of the financial structure and operations of the City of Glenn Heights. The information included in this document provides projections for the current year's financial activity while also comparing this information to historical trends. Third, the budget serves as an operations guide for each department, linking resources to approved work plans. Finally, and most importantly, this budget document is utilized to comprehensively communicate and provide transparency to the public about how the organization operates.

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

### SUMMARY:

This year's proposed budget addresses new services, increased service levels to businesses and residents in response to continued growth, provides required or recommended capital investments in infrastructure and other public improvements, as well as additional public safety resources. The future of the City looks exciting and holds a great deal of promise due to the increased development activity reflective of the region's economic vitality.

The FY 2021-22 combined proposed revenue for the City of Glenn Heights is \$26.51 million which is a 38.5% increase from the approved FY 2020-21 budget. Although expenditures are increasing, revenues will also increase with the new Community Center Complex opening in FY 22, providing additional services to the community.

In fact, the FY 2021-22 revenues are projected to be greater than expenditures, thus fulfilling staff's commitment to present a balanced budget. The proposed FY 2021-22 General Fund budget, which is 46% of the total proposed combined budget, includes \$12,080,704 in revenue and \$10,863,935 in expenditures, creating a General Fund ending balance of \$5,910,756.

The FY 2021-22 City combined budget expenditures are \$41,292,356. The expenditures are comprised of five (5) components: General Fund, Debt Service, Special Revenue, Capital Projects, and Utilities Fund. Based on the ongoing Strategic Priorities identified by Council and Staff, the proposed combined budget expenditures consist of \$10.86 million for General Fund operations; \$1.5 million for Debt Service; \$7.3 million Special Revenue; \$13.7 million Capital Projects and \$7.87 million in Proprietary Funds (Utilities). The proposed budget also includes a reduction in the property tax rate and no changes in water and wastewater utility rates.

A total of 56.4% of the General Fund's expenditures support expenses needed to fund personnel related costs. The largest sources of revenues to the General Fund are property taxes, representing 56% followed by various Permits & Fees at 16%. The third largest is charges for service at 12% of the General Fund.

The proposed FY 2021-22 General Fund reserves are estimated to be \$5,910,756.

The certified taxable value, once again, has increased from the previous FY resulting in a 21% increase in value. This trend is expected to continue due to increases in development activity and assessed property value. The recent rise in residential construction has occurred in four key neighborhoods: Maplewood,

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

Magnolia Meadows, Stone Creek, and The Villages at Charleston. Given the amount of land available for development, the promise of additional residential and commercial development will continue to propel the City towards healthy growth. The key to our success is ensuring the City is poised for positive growth by establishing a plan to balance new residential development with retail and commercial development.

The proposed FY 2021-22 budget has been prepared based on conservative revenue estimates for property and sales taxes. Overall, the financial and economic outlook for FY 2021-22 indicates that the proposed budget can be supported by the steady growth in revenues and expenditures.

### FY 2021 22 GENERAL FUND BUDGET

The proposed FY 2021-22 General Fund Budget is balanced. Total FY 2021-22 General Fund revenues are projected to be \$12,081,704, which is a 27% increase over the prior year adopted budget. Ad valorem (Property) tax, sales tax, and charges for service make up a majority of the City's revenue sources. These three revenues are expected to increase along with permit fee revenue. It should be noted, while permit revenue is expected to increase, it will be offset by expenses related to building inspections, planning and engineering services.

**Ad Valorem (Property Tax):** Ad valorem taxes are the largest revenue source, accounting for 56.0% of total General Fund revenue. The FY 2021-22 tax rate for the City is \$0.769146 per hundred dollars valuation. The amount of property taxes the City expects to collect are based on the certified rolls calculated by the Dallas and Ellis County Appraisal Districts. The FY 2021-22 net taxable value of \$1,076,297,746 is a 21.2% increase over the FY 2020-21 net taxable value of \$888,057,294.

**Sales and Use Tax:** This is a difficult revenue source to predict. The overall health of the national economy tends to be a driver of this source. As the economy recovers from the coronavirus pandemic, staff has projected an increase to the overall level of sales tax in the amount of 21.4% above the FY 2020-21 approved amount.

**Franchise Fees:** the total proposed FY2021-22 budget for franchise fees is \$563,350.

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## Fiscal Year 2021-2022 Annual Budget

**Permit Fees:** Building permit fees are built on a projection of 535 new single-family dwellings being developed in FY 2021-22, which would result in a total permit revenue increase of 71% from the previous FY.

**Service Fees:** Sanitation revenue will increase based on anticipated customer growth of the 535 new projected single-family dwellings.

**Recreation:** This revenue source was established to account for revenue generated from use of our park, as well as money from community engagement activity.

**Grants & Contributions:** Grants, crime prevention donations, donations for community events are all sources that contribute to Grants & Contributions. With new grants anticipated for this next year, this fund will see a decrease from last year.

**Court Fines and Forfeitures:** This area is projected to see a 15% increase in fines.

### GENERAL FUND EXPENDITURES

Total proposed FY 2021-22 General Fund Budget Expenses are \$10,863,935, which is a 23.6% increase over the FY 2020-21 approved budget of \$8,791,503.

The total personnel cost for the General Fund is \$6,130,142. This is 56.4% of the total General Fund total expenditures of \$10,863,935.

**Administrative Services Cluster:** New Budget Items that affected General Fund expenditures:

- o *Community Engagement:* Administrator position is not funded within this budget.
- o *Municipal Court:* Translator Service added to budget.
- o *Parks & Recreation:* The Community Recreation Center and Senior Center will be staffed by the new positions: 1-Recreation Superintendent; 2 Recreation Aides; and 6-part-time Recreation Aides.
- o *Human Resources:* 1- part-time Human Resources Generalist position created.
- o *City Secretary:* Provides additional funding for associated election costs payable to Dallas and Ellis County.

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**Infrastructure and Development Cluster:** New budget items that affected General Fund expenditures:

- o *Streets Maintenance:* New roadway crack sealing process will help preserve roadways useful life.
- o *Park Maintenance:* New equipment to support a higher level of park maintenance.

**Public Safety Cluster:** New Budget Items that affected these expenditures:

- o *Adding a new Social Services Coordinator position:* This social worker position will support the policing effort by providing mental health facilitation to individuals in need.
- o *Upgrade body camera technology.*
- o *Fire Services:* Heart monitors.

**WATER SEWER FUND REVENUES**

**Water Sales:** Staff has carefully tracked water sales throughout the year and conservatively revised revenue projections to reflect current billing trends. It is estimated that at the end of FY 2022, water sales should be \$3,435,316. The revenue projection for FY 2021-22, has increased by 20.5% over the FY 2020-21 approved budget amount, reflecting the additional estimated FY 2021-22 approval of 535 single family residential permits.

**Sewer Sales:** The trend of sewer sales approximates that of water sales, so staff is conservatively proposing an estimate of \$3,750,000 for FY 2021-22.

**Late Charges:** Staff projects a significant decrease in this revenue source for an annual total of \$25,000 for the projected Fiscal Year 2020-21. This decrease is due to the suspension of any late charges through the pandemic. Late charges on unpaid water bills resumed in July of 2021. The proposed FY2021-22 estimate is \$145,000.

**Reconnect Fees:** This revenue source is generated by collection enforcement actions assessed against delinquent customer balances. Staff began consistent application of this initiative in March 2009. Since that time, City records reveal that this revenue source had averaged \$4,960 monthly prior to the coronavirus pandemic shutdown in which the City halted all water shutoffs. For FY 2021-22

## City of Glenn Heights, Texas



### Fiscal Year 2021-2022 Annual Budget

staff conservatively projects this revenue source to average \$2500 monthly for an annual total of \$30,000.

**Water Meters:** The increase in residential construction has impacted this revenue source. Watermeter revenue has increased from the budget FY 2020-21 to a projected \$359,000 in FY 2021-22 which represents 535 new homes projected for FY 2021-22. The Citywide enhancement of replacing all water meters with Smart Water Meters, including leak detection, will enhance revenues by having more accurate readings. The leak detection component will help the City to reduce expenditures by early detection, thus avoiding major watermain breaks.

**Convenience Fees:** This represents the customer charge on utility bills through payment by credit card. This revenue source is expected to decrease in FY 2021-22 due the City offices reopening at the tail-end of the pandemic.

**Interest:** Revenue is significantly reduced from the FY 2020-21 budget estimates to reflect continued low market rate of interest on city funds.

#### WATER AND SEWER FUND EXPENDITURES

In contrast to the General Fund, where Personnel is 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. The largest line item in the fund is the sewer treatment contract with the Trinity River Authority (TRA). The FY 2021-22 proposed budget amount is \$4,250,000, which is split into Sewage Treatment, \$1,250,000 and the City's portion of TRA's Debt Service of \$3,000,000. The second largest single item in the fund is the purchase of treated water from Dallas Water Utilities (DWU) FY 2021-22 budget \$1,350,000. This represents an increase of \$150,000 from the FY 2020-21 budget. This is due in part to the rate increase by Dallas Water Utilities and our continued residential growth.

Personnel Service represents 9.23% of the total budget expenditures for this fund. This is down from 15% in FY 2020-21. The decrease is due, in part, to the reassignment of Meter Services personnel to other funds

#### 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

## City of Glenn Heights, Texas



### Fiscal Year 2021-2022 Annual Budget

best management practices for Public Education, Public Involvement, Illicit Discharge, Construction Site Runoff, 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 Fund, Municipal Court Technology Fund, and the 911 Wireless Fund.

#### **DEBT SERVICE FUND**

The proposed FY 2021-22 Interest & Sinking (I&S) rate is 0.132604 cents, down from the FY 2020-21 rate of 0.163342 cents. The proposed FY 2021-22 total revenue for this fund is \$1,500,931, an increase from the previously budgeted amount of \$1,475,571. A portion of the tax rate decrease was generated from the 20.5% increase in taxable assessed value in the City.

#### **IMPACT FEE FUND**

An impact fee represents a charge or assessment imposed by a subdivision against new development to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to the new development.

#### **FUND RESERVES**

The City's General Fund Reserve continues to be strong. The projected year end fund balance for FY 2020-21 is \$9.6 million. For the FY 2021-22 budget, based on the proposed spending plan, we predict an ending fund balance of \$5.9 million. For the Water/Sewer Fund the 2020-21-year end fund balance would be \$1.1 million and would be 1.56 million at the end of FY 21-22.

#### **FUTURE CHALLENGES**

As discussed earlier, this budget is presented with great optimism. The City's revenue outlook appears promising. However, there are four challenges on the horizon that will require the City's continued diligence in managing service demands while developing effective revenue strategies.

## City of Glenn Heights, Texas

### Fiscal Year 2021-2022 Annual Budget



1. Water & Sewer Funding not keeping pace with the cost to provide the services. The City has not had a water/sewer rate increase in many years. In the last 7 years our expenses have increased upward 180%. We have infrastructure that is at its useful life and the City will need a funding strategy to upgrade its water & sewer facilities to meet the regulatory and growth requirements. Funds should be set aside to address future infrastructure maintenance and replacement needs.
2. The rising cost of health care continues to be a challenge for the City of Glenn Heights. Although we attempted to enter a multi-year contract to ensure funding consistency, high claim levels limit our marketability. On the other hand, a decrease in our City's coverage could adversely impact our recruitment and retention abilities in the future since most comparable cities in the region provide 100% health insurance coverage as part of their compensation package. Staff will need to monitor and identify areas where we can improve the overall health care marketability of the City's workforce.
3. 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 potentially outpace the City's ability to furnish adequate services. It is imperative that we continue to analyze growth patterns and the consequential impacts in relation to the associated financial gains.
4. Diversification continues to be an important objective. The City's budget is primarily dependent on property taxes rather than sales taxes. Property tax growth over the past nine years has been positive and is expected to continue to grow with several new residential developments underway and many others planned. The City must continue to encourage commercial development to diversify its revenue sources so it can better weather effects of economic cycles and/or legislative changes while still maintaining service levels.

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**Fiscal Year 2021-2022 Annual Budget**



**CONCLUSION**

The City of Glenn Heights is proud of its prudent use of resources which has enabled it to successfully navigate through these times of growth and uncertainty due to the pandemic. The impacts of additional economic growth and the strains it has upon the infrastructure will require the City to reevaluate its priorities and develop a funding plan to address the City's needs. We must continue down the pathway of fiscal discipline and wise stewardship, as this has made it possible for the City to take a balanced approach to strategically plan for the future while maintaining the level of services desired by our citizens.

I would like to thank the City Council and City staff for their continued partnership that has allowed us to effectively meet the challenges we face and take advantage of new opportunities moving forward.

Respectfully submitted,  
David Hall, JD  
City Manager



# City of Glenn Heights, Texas

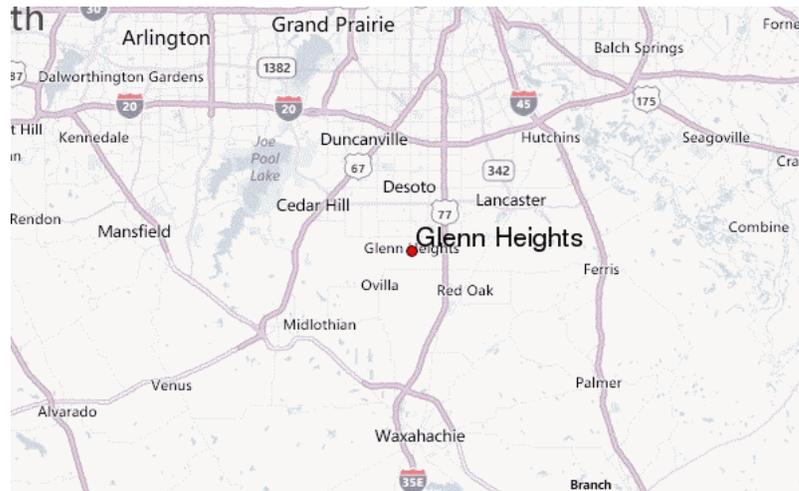
## Fiscal Year 2021-2022 Annual Budget



# ABOUT GLENN HEIGHTS

## LOCATION

Situated in both Dallas and Ellis counties along Interstate I-35E, the City of Glenn Heights was incorporated as a Home Rule Charter City in 1969 with a total land mass of 7.2 sq. miles (18.8 km sq.)



## POPULATION

The 2020 estimated population for the Glenn Heights is 16,426. According to the 2017 U.S. Census estimates, the racial makeup of the city is:

- 45% African American
- 31% Hispanic
- 17% White
- 6% Bi-Racial
- 1% Asian



# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

### INCOME & HOUSEHOLD

The median income for a household in the City of Glenn Heights is for 2020 is \$60,336 compared to \$59,206 for the State of Texas. According to data published by the North Central Texas Council of Governments (NCTCOG), there are more than 5,000 housing units with an average household size of 2.78 persons.



### 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.

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

### 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.



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# 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 Glenn Heights 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.

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**Fiscal Year 2021-2022 Annual Budget**



**ELECTED OFFICIALS**



**Mayor Harry A. Garrett**



**Mayor Pro-Temp  
Sonja A. Brown**  
*Place 1*



**Councilmember  
Alisha M. Brown**  
*Place 4*



**Councilmember  
Emma Ipaye**  
*Place 2*



**Councilmember  
Shaunte Allen**  
*Place 5*



**Councilmember  
Travis Bruton**  
*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.



# 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



**Michael Rogers**

Deputy City Manager



**Phillip Conner**

Director of Finance



**Clayton Shields**

Interim Chief of Police



**Keith Moore**

Chief of Fire



**Christopher Patterson**

Interim Director of Infrastructure & Public Works



**Brandi Brown**

City Secretary



**Jaynice Porter-Brathwaite**

Director of Human Resources

**City of Glenn Heights, Texas**

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**APPOINTED OFFICIALS**



**Marlon Goff**  
Economic  
Development  
Administrator



**Byron Hardy**  
Information  
Technology  
Administrator

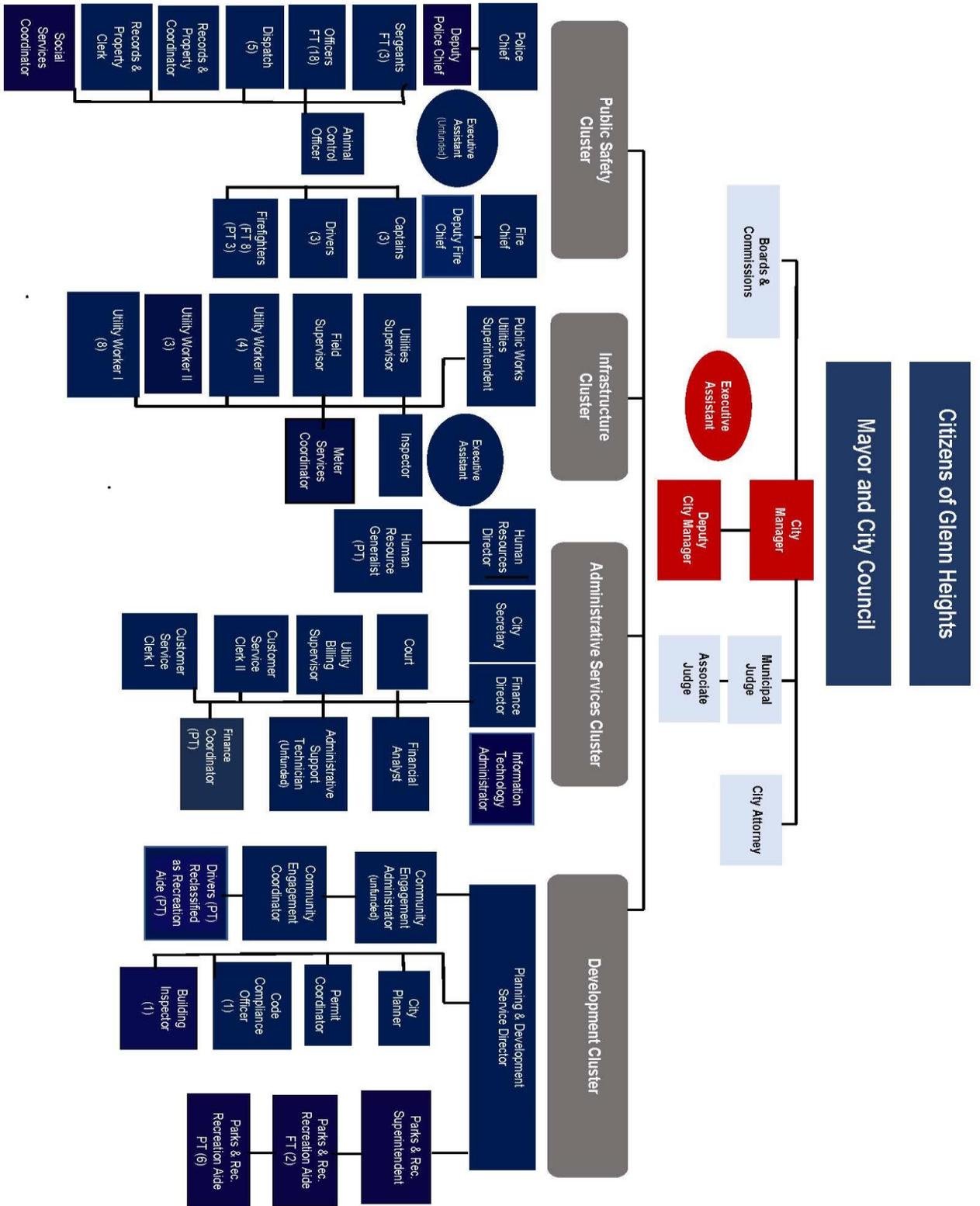


**Gladys Burns**  
Community  
Engagement  
Coordinator



# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

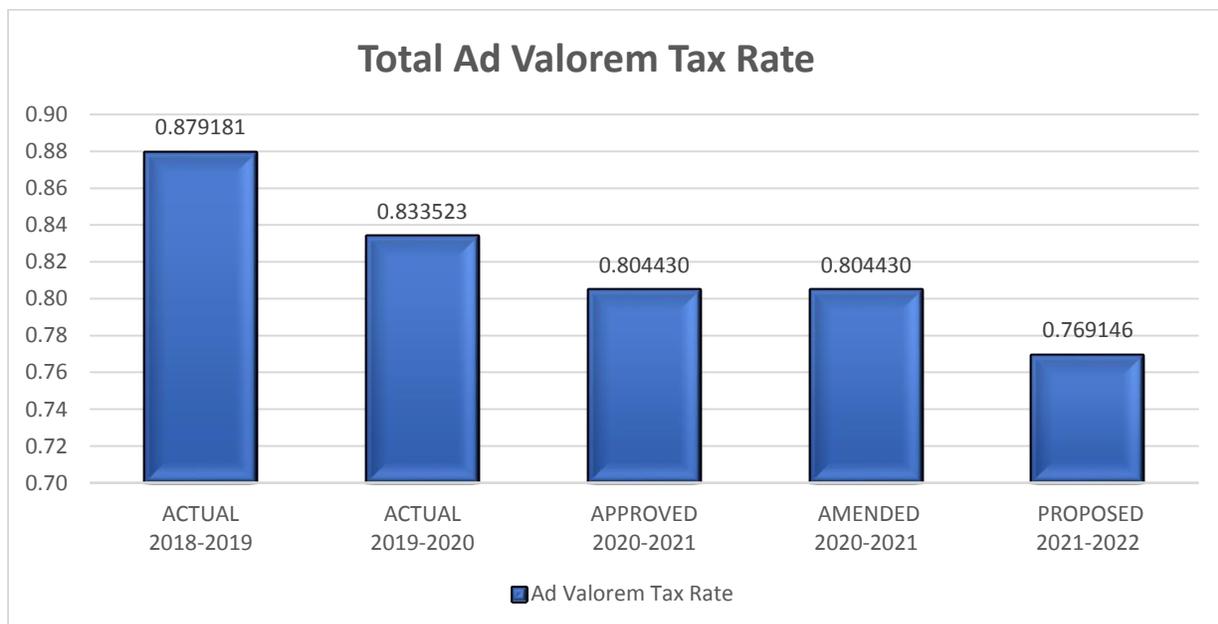
# BUDGET HIGHLIGHTS

### FY 2021-22 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 2021-22 General Fund revenues are projected to be \$12,081,704 which is a 11.9 % increase from the FY 2020-2021 Amended Budget. Ad Valorem (Property) Tax, Sales Tax, Permit Fees, and Franchise Fees make up most of the City's revenue sources. These four revenues are expected to increase in this coming fiscal year. The proposed FY 2021-22 General Fund total expenditures are estimated at \$10,863,935. This represents a 35.8% increase from the FY 2019-20 Amended Budget. The proposed FY 2021-22 General Fund end fund balance is projected to be \$5,910,756 resulting in 199 days in reserve. The City's Comprehensive Fund Balance Policy requires the City to maintain 60 days of expenditures in Fund Balance.

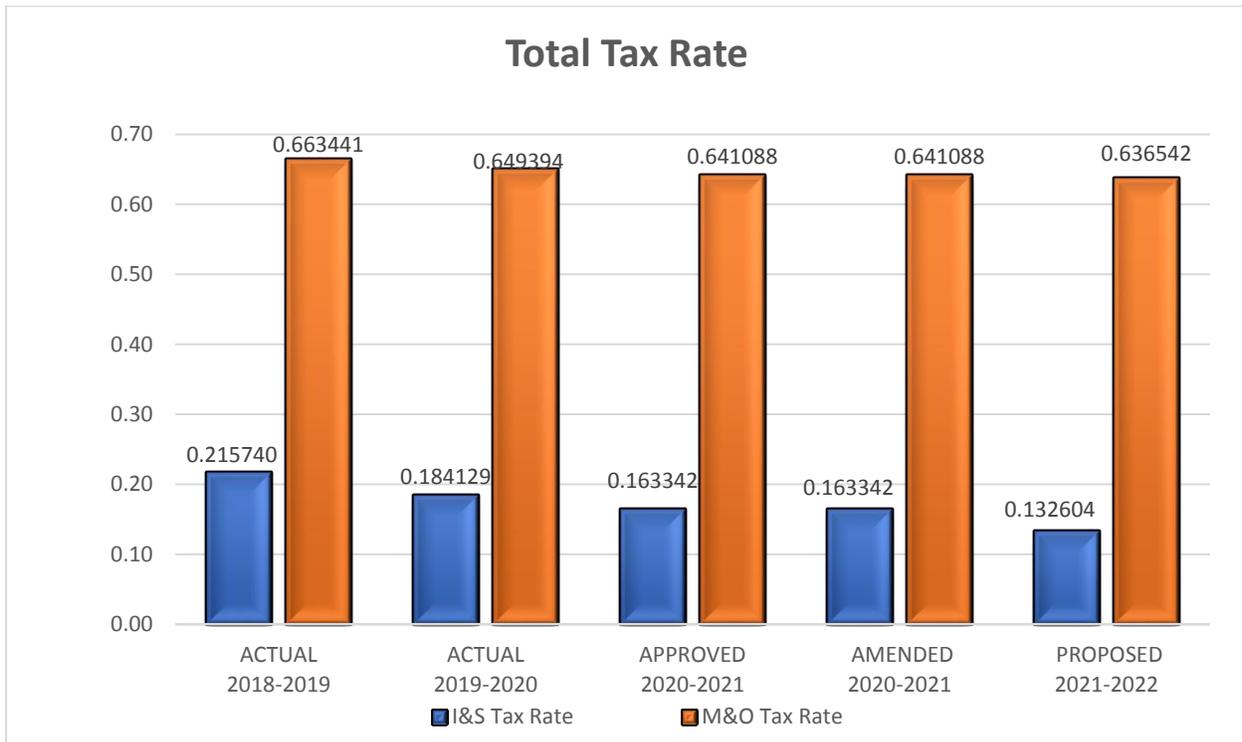
### Tax Rate

The FY 2021-22 Proposed Budget's total tax rate is \$0.769146 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 \$0.636542 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 \$0.132604 per \$100 of property valuation which is less than the FY 2020-2021 Budget rate of \$0.163342 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

## Fiscal Year 2021-2022 Annual Budget



## GENERAL FUND REVENUE

### Ad Valorem Tax (Property Tax)

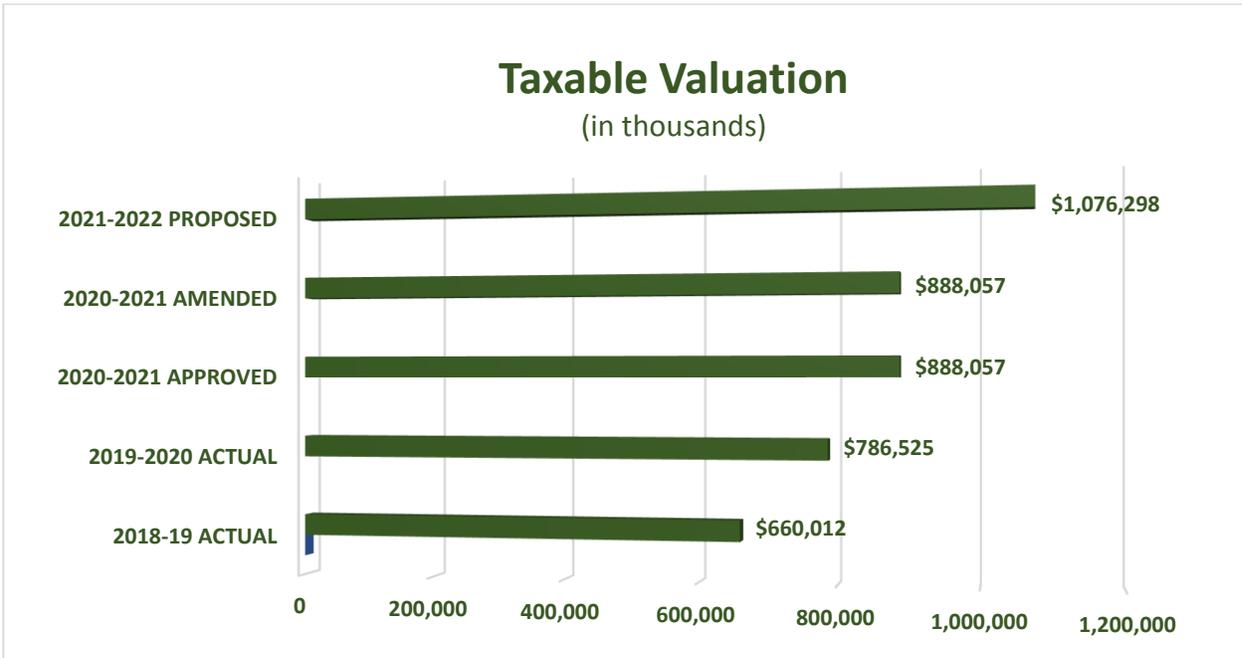
The largest revenue source in the proposed budget is the Ad Valorem (property) Tax. The proposed budget will provide \$6,777,381 in Ad Valorem Tax dollars for the General Fund operating budget, an estimated increase of 15.86% from the FY 2020-2021 Amended Budget amount of \$5,849,808. A portion of this increase is attributable to a rise in existing property value and additional property valuation added as a result of new construction.

### Taxable Value (Valuation)

The certified taxable value of property located within the City of Glenn Heights is \$1,076,297,746. This is an increase of 21.2% above last year's taxable value of \$888,057,294.

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



### Sales and Use Tax

Another larger revenue source for the General Fund in the FY 2021-22 Proposed Budget is the Municipal Sales and Use Tax. Though the revenue forecast for Sales and Use Tax is expected to decrease by 10.5% to \$850,000 from the previous fiscal year's Amended Budget of \$949,787.

### Franchise Fees

FY 2021-22 will see an increase in Franchise Fee revenues. The growth in Franchise Fee revenue generally correlates with the continued growth in the development sector. The total proposed FY 2021-22 Budget for Franchise Fees is \$563,350.

### Permit Fees

With development and construction on the rise through FY 2021-22 we anticipate the construction of approximately 535 new single-family homes.

FY 2021-22 Permit Fee revenue is expected to increase by 5.52% from the FY 2020-21 Amended Budget of \$1,860,759; this will result in expected revenues of \$1,963,471, increasing by \$102,712, from the previous Amended fiscal year budget.

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

### Court Fines and Forfeitures

Court fines and forfeitures are expected to increase in the new Fiscal Year. In FY 2020-21 the Amended Budgeted amount was \$245,884. With an increase expected, due to the natural growth of activities related to a rising population, the revenue for the FY 2021-22 Proposed Budget is \$287,200.

### GENERAL FUND EXPENDITURES

Total proposed FY 2021-22 General Fund Budget Expenditures are \$10,863,935 which is a 35.84% increase from the FY 2020-21 Amended Budget amount of \$7,997,764. The increase is due in part of the increased demand for services. The total salary and personnel benefits portion of the General Fund is \$6.1 Million, of which 14% is allocated for fringe benefits.

Noteworthy highlights included in the FY 2021-22 budget by Department are as follows:

#### Administrative Services:

- Complete personnel policy revision
- Implementation of new ERP software
- GIS map updates
- Addition of 1 Part-Time HR Generalist.

#### Public Safety:

- Increased personnel costs in the Fire and Police Department due addition of Deputy Fire Chief, 2 Patrol Officers, a Social Services Coordinator, and a Mental Health Officer
- Purchase of new heart monitors and SCBA masks with mounted thermal cameras
- Enhanced body and vehicle camera systems
- Purchase of ballistic film to use on all patrol vehicles

#### Community Engagement

- Funding for resuming annual calendar of events
- Partnership with VCN (visiting nurses association) to provide on-site Covid vaccinations, testing and Medicaid enrollment counseling
- Funding for Parks & Recreation Superintendent, 2 Full-Time and 5 Part-Time Recreation Aide positions.
- Community Center targeted for July 2022 opening.

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

### Infrastructure and Development:

- Complete Comprehensive Land Use plan update
- Addition of snowplow, sand spreading equipment and portable generators
- Purchase heavy duty dump truck, a two ton roller, a diesel utility truck and heavy duty equipment trailer.

### FY 2021-22 WATER/SEWER FUND

The FY 2021-22 proposed revenue for the Water and Sewer Fund is \$7,920,819 which is a 42.9% increase from the FY 2020-21 Amended Budget. This increase is due to the sale of water meters for new homes and the resumption of charging late charges on past due water bills. Staff conservatively estimated an increase in water sales related to the completion of the AMR (Automated Meter Reading) water meters.

The FY 2021-22 proposed expenditure for the Water and Sewer Fund is \$7,276,363 which is a 18.0% increase over the FY 2020-21 Amended Budget. In contrast to the General Fund, where personnel costs 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 2021-22 proposed budget amount is \$1.35 Million, which was increased from the Amended amount of \$1.1 Million in the FY 2020-21 Amended 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 \$4,250,000 vs. \$3,783,743 in the FY 2020-21 Amended Budget.

### FY 2021-22 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.

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

The Capital Projects Fund is in place to supplement various Capital Projects that the City plans to initiate will be working on in FY 2021-22. Some of these projects include the construction of a City Hall, Public Safety Facility, Recreation Center, and/or Public Works Facility. The facilities are scheduled to be open in July 2022.

### 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. Funds from these impact fees will be used to fund, in part, the Bear Creek Road rebuild / expansion.

### FUND RESERVES

The City's General Fund Reserve continues to be strong. The projected year end fund balance of FY 2020-21 was \$9.6 million. For the FY 2021-22 budget, based on the proposed spending plan which includes a transfer to the Capital Projects Fund of \$5.5 million, we predict an ending fund balance for \$5.9 million. For the Water/Sewer Fund the year end fund balance is estimated to be \$1.56 million.

### 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

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

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 2021-22 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.

## City of Glenn Heights, Texas

### Fiscal Year 2021-2022 Annual Budget



# 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.

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



### THE BUDGET PROCESS (continued)

#### Proposed Budget Development

The City Manager, before August 1<sup>st</sup>, 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.

**City of Glenn Heights, Texas**



**Fiscal Year 2021-2022 Annual Budget**



# Budget Calendar 2021-2022

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
<b>April 2021</b>					
19 Budget packets distributed	20 City Council approves FY2021-2022 Budget Calendar	21	22	23	19 <sup>th</sup> -Finance Department will distribute the budget packets to Department Heads.  20 <sup>TH</sup> -Approve Budget Calendar, dates that are not mandated by local government code or Truth in Taxation are subject to change

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
<b>May 2021</b>					
3	4 City Manager to begin meeting with the City Council	5	6	7	4 <sup>th</sup> -City Manager will begin meeting with the City Council to discuss the 2021-2022 budget priorities
17	18	19	20	21 Budget packets due in Finance Department	21 <sup>st</sup> -Department heads will return their completed budget packets to the Finance Department

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
<b>June 2021</b>					
21	22	23	24	25	
Final revised budget requests due					21 <sup>st</sup> -Department Heads will turn in their revised budget requests

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Comments
<b>July 2021</b>						
19	20	21	22	23	24	
				Last day to receive certified values from the Appraisal Districts		23 <sup>rd</sup> - the Finance Department receives the certified values and performs the final calculation for proposed property tax revenue for FY2021-2022
26	27	28	29	30	31	
					Final Day per City Charter to submit Proposed Budget	31 <sup>st</sup> - The City Manager submits the Proposed FY2021 Budget to the City Secretary's Office

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
<b>August 2021</b>					
2	3 Submit Eff. & Rollback Rate Cal.	4	5	6	3 <sup>rd</sup> - The effective & rollback rate calculation will be presented to City Council.
9	10 *Public Hearing: Tax Rate 1 <sup>st</sup> Reading	11	12	13	10 <sup>th</sup> - Public hearing on tax rate as required by Texas Local Government Code

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
<b>September 2021</b>					
6	7 Public Hearing Tax Rate 2 <sup>nd</sup> Reading *Public Hearing Budget: 1 <sup>st</sup> Reading	8	9	10	1 <sup>st</sup> - Public Hearings on the Budget and Tax Rate as required by Texas Local Government Code
20	21 *Public Hearing: Budget 2 <sup>nd</sup> Reading *Adopt Budget & Tax Rate	22	23	24	21 <sup>st</sup> -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 2<sup>nd</sup> Public Hearing on the Tax Rate may not be held earlier than the 3<sup>rd</sup> 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 2<sup>nd</sup> Public Hearing on the Tax Rate

The City must adopt the Tax Rate by September 29<sup>th</sup> 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**

**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



**PERSONNEL SUMMARY**

<b>Full-time Positions</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
<b>CITY MANAGER'S OFFICE</b>				
City Manager	1	1	1	1
Executive Assistant to City Manager	1	1	1	1
Deputy City Manager	1	1	1	1
<b>CITY SECRETARY</b>				
City Secretary	1	1	1	1
<b>HUMAN RESOURCES</b>				
Director, Human Resources	1	1	1	1
Human Resources Generalist	1	1	0	0
<b>INFORMATION TECHNOLOGY</b>				
Administrator, IT	1	1	1	1
Specialist, IT	0	1	0	0
<b>FINANCE</b>				
Director, Finance	1	1	1	1
Financial Analyst	1	1	1	1
Finance Coordinator	1	1	0	0
Administrative Support Technician	0	0	1	0
<b>MUNICIPAL COURT</b>				
Administrator, Court	1	1	1	1
<b>FIRE DEPARTMENT</b>				
Director of Public Safety	1	0	0	1
Fire Chief	0	1	1	0
Deputy Chief, Fire	1	0	0	1

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

Full Time Positions (con't)	2018-2019	2019-2020	2020-2021	2021-2022
Executive Assistant	1	.25	1	0
Drivers	3	3	3	3
Captains, Fire	3	3	3	3
Firefighter/EMT	2	2	2	1
Firefighter/Paramedic	7	7	7	8
<b>POLICE DEPARTMENT</b>				
Chief of Police	0	1	1	0
Deputy Chief, Police	1	0	1	1
Communications Supervisor	0	1	1	1
Emergency Dispatchers	7	5	4	4
Executive Assistant, Police	2	1	0	0
Police Officers	16	16	16	18
Sergeant, Police	4	4	3	4
Records Clerk	1	1	1	1
Records & Property Coordinator	1	1	1	1
Animal Control Officer	1	1	1	1
Social Services Coordinator	0	0	0	1
<b>STREETS DEPARTMENT</b>				
Director, Public Works & Infrastructure	0.33	0	0	0
Utility Worker III, Streets	1	1	1.5	1.5
Utility Worker II, Streets	0	0	0	0
Utility Worker I, Streets	0	0	1	3
Groundskeeper	0	0	1	0
<b>Economic Development</b>				
Administrator, Economic Development	1	1	1	0

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

<b>Planning &amp; Development</b>				
Director, Planning & Development Services	1	0	0	1
Building Official	0	1	0	0
Building Inspector	0	0	1	1
Planner	1	1	1	1
Coordinator, Permits	1	1	1	1
Code Compliance Officer	2	2	2	1
<b>Community Engagement</b>				
Administrator, Community Engagement	1	1	1	0
Coordinator, Community Engagement	0	0	0	1
Coordinator, Social Services	0	1	1	0
<b>PARKS MAINTENANCE</b>				
Utility Worker III	0	0	.5	1
Utility Worker II	0	0	0	2
Utility Worker I	0	0	1	2
<b>PARKS &amp; RECREATION</b>				
Superintendent Park & Rec.	0	0	0	1
Recreation Aide	0	0	0	2
<b>Utility Administration</b>				
Supervisor, Utilities Billing	1	1	1	1
Utilities Billing Representative	2	2	2	2
<b>Meter Services</b>				
Coordinator, Meter Services	1	1	1	1
Meter Reader	1	1	1	0
Utility Worker I, Meter Services	2	2	2	0
<b>Water Operations</b>				

## City of Glenn Heights, Texas



### Fiscal Year 2021-2022 Annual Budget

<b>Full Time Positions (con't)</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
Director, Public Works & Infrastructure	0.33	0.33	0	0
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 III, Water Operations	3	3	1.5	1
Backflow Operator	1	0	0	0
<b>Wastewater Operations</b>				
Utility Worker I, Waste Water	3	3	1	1
Utility Worker III, Waste Water	0	0	0.5	0.5
<b>Stormwater</b>				
Director, Public Works & Infrastructure	0.33	0.33	0	0
Field Supervisor	1	1	1	1
Groundskeeper	5	3	2	0
Utility Worker I	1	1	1	2
Utility Worker II	0	0	0	1
<b>TOTAL FULL TIME POSITIONS</b>	<b>95.99</b>	<b>90.91</b>	<b>86</b>	<b>91</b>
<b>Part Time Positions</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
Firefighter/EMT/Paramedic	6	3	3	<b>0</b>
Driver	0	0	2	0
Human Resources Generalist	0	0	0	1
Recreation Aide	0	0	0	2
Finance Coordinator	0	0	0	1
<b>TOTAL PART TIME POSITIONS</b>	<b>6</b>	<b>3</b>	<b>5</b>	<b>4</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 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
<b>General Fund</b>	<b>9,604,211</b>	<b>12,081,704</b>	<b>10,863,935</b>	<b>(4,911,225)</b>	<b>(3,693,455)</b>	<b>5,910,756</b>	<b>199</b>
<b>Debt Service</b>	<b>230,819</b>	<b>1,500,931</b>	<b>1,500,931</b>	<b>-</b>	<b>-</b>	<b>230,818</b>	
<b>Special Revenue Funds:</b>	<b>8,839,251</b>	<b>4,567,173</b>	<b>7,310,524</b>	<b>(33,000)</b>	<b>(2,776,351)</b>	<b>6,092,900</b>	<b>-</b>
Court Tech	6,839	3,000	-	-	3,000	9,839	
Court Security	46,369	2,962	-	-	2,962	49,331	
911 Fees	276,112	73,000	250,000	(33,000)	(210,000)	66,112	
Grants	1,793,586	2,027,625	1,600,000	-	427,625	2,221,211	
Park Fees	1,108,843	331,480	580,000	-	(248,520)	860,323	
Street Impact	2,368,975	637,638	1,893,540	-	(1,205,902)	1,163,073	
Water/Sewer Impact	2,671,975	1,371,468	2,816,984	-	(1,445,516)	1,226,018	
Vehicle Replacement	496,714	-	140,000	-	(140,000)	356,714	
<b>Capital Project Funds:</b>	<b>18,646,408</b>	<b>181,000</b>	<b>10,345,826</b>	<b>-</b>	<b>(10,164,826)</b>	<b>8,481,582</b>	<b>-</b>
General Fund Capital Projects	5,810,580	-	4,892,066	5,550,000	607,394	6,418,514	
2006 CO Bonds - Streets	18,792	30	18,747	-	(18,717)	75	
2015 CO Bonds - City Hall/PS	326,798	1,200	304,976	-	(303,776)	23,022	
2016 GO Bonds	10,136,519	4,300	7,705,490	-	(7,701,190)	2,435,329	
Water Meter Project	800,739	-	800,739	-	(800,739)	-	
<b>Proprietary Funds:</b>	<b>1,780,260</b>	<b>8,355,816</b>	<b>7,869,525</b>	<b>(15,775)</b>	<b>470,516</b>	<b>2,250,776</b>	
Water and Sewer	1,144,561	7,920,816	7,501,523	-	419,293	1,563,854	160
Drainage	635,699	435,000	368,002	(15,775)	51,223	686,922	681
<b>Internal Service Fund:</b>							
Unemployment Comp	-	-	5,000	10,272	5,272	5,272	
<b>Total Funds</b>	<b>37,547,969</b>	<b>26,511,154</b>	<b>41,271,934</b>	<b>550,272</b>	<b>(14,210,508)</b>	<b>23,337,461</b>	

**PROPOSED BUDGET INCLUDES:**

- \*Property tax rate of \$0.769146/100 (reduction from previous year)
- \*No increase in water or sewer rates
- \*\$21,000 General Fund Revenue Charge for Services from Water and Sewer Fund to General Fund for reimbursement of costs

**City of Glenn Heights, Texas**  
**Fiscal Year 2021-2022 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 2021-2022 Annual Budget

# GENERAL FUND REVENUE SUMMARY

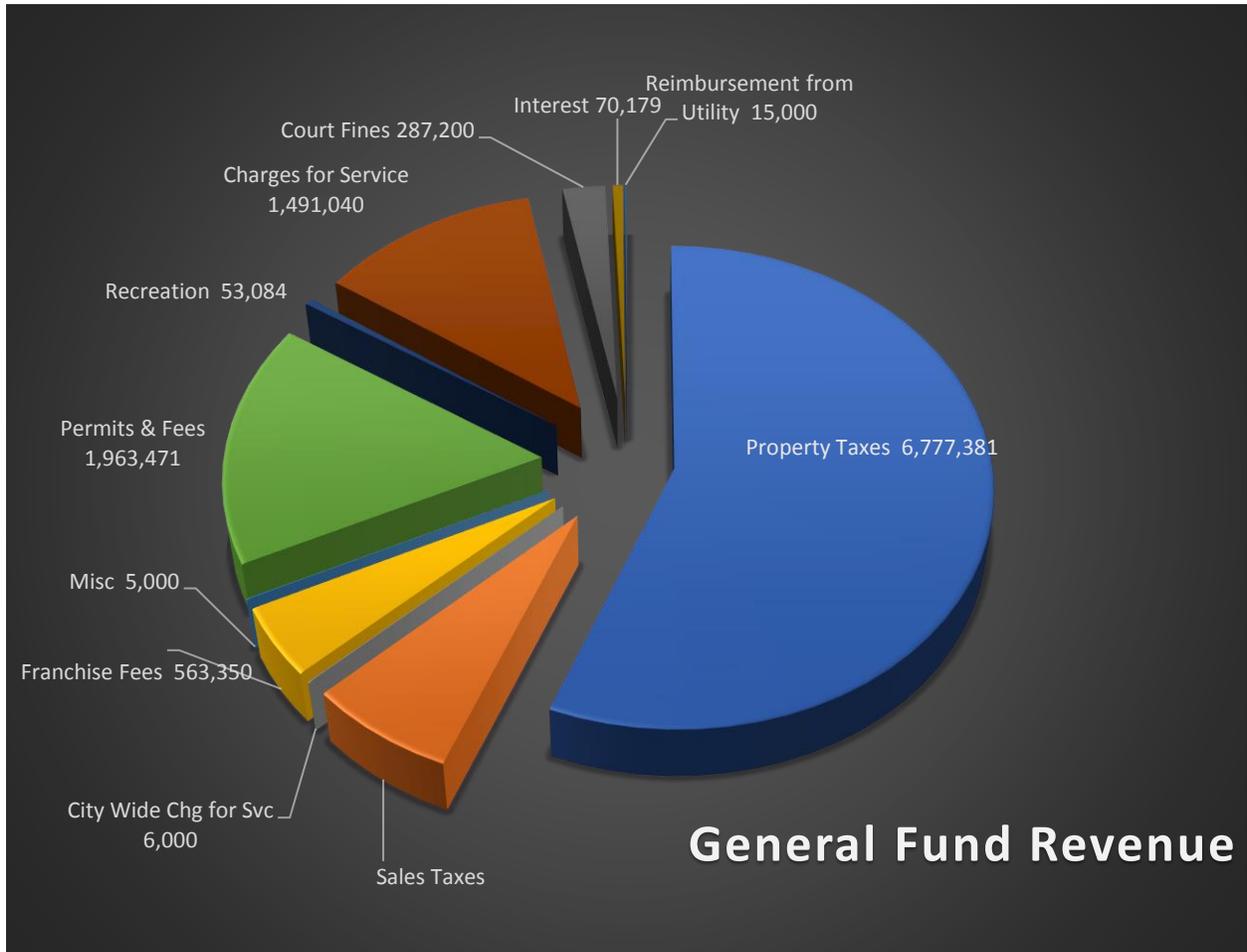
REVENUES	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2021-2022 APPROVED
Ad Valorem Tax Rate	0.879181	0.833523	0.804430	0.804430	0.769146
I&S Tax Rate	0.215740	0.184129	0.163342	0.163342	0.132604
M&O Tax Rate	0.663441	0.649394	0.641088	0.641088	0.636542
<b>Taxable Valuation</b>	<b>\$660,012,306</b>	<b>\$786,525,022</b>	<b>\$888,057,294</b>	<b>\$888,057,294</b>	<b>\$1,076,297,746</b>
Property Taxes	4,385,896	5,084,787	5,639,664	5,849,808	6,777,381
Sales Taxes	650,581	827,365	700,000	949,787	850,000
Franchise Fees	641,454	581,890	495,554	458,706	563,350
Permits & Fees	1,169,898	2,580,074	1,149,121	1,860,759	1,963,471
Charges for Service	1,185,216	1,223,527	1,149,020	1,248,975	1,491,040
Recreation	730	330	-	1,503	53,084
Grants & Contributions	77,383	50,591	48,174	12,584	-
Court Fines	131,877	171,536	250,700	245,884	287,200
Interest	74,812	173,921	39,256	134,848	70,179
Miscellaneous	9,285	54,324	-	8,222	5,000
Reimbursement from Utility	221,480	64,043	15,000	15,000	15,000
Charge for Service (City Wide)	97,617	32,006	6,000	6,000	6,000
<b>Total Revenues</b>	<b>\$8,646,230</b>	<b>\$10,844,395</b>	<b>\$9,492,489</b>	<b>\$10,792,074</b>	<b>\$12,081,704</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# GENERAL FUND REVENUE



## FY 2021-2022 General Fund Revenue

**\$12,081,704**

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# GENERAL FUND EXPENDITURE SUMMARY

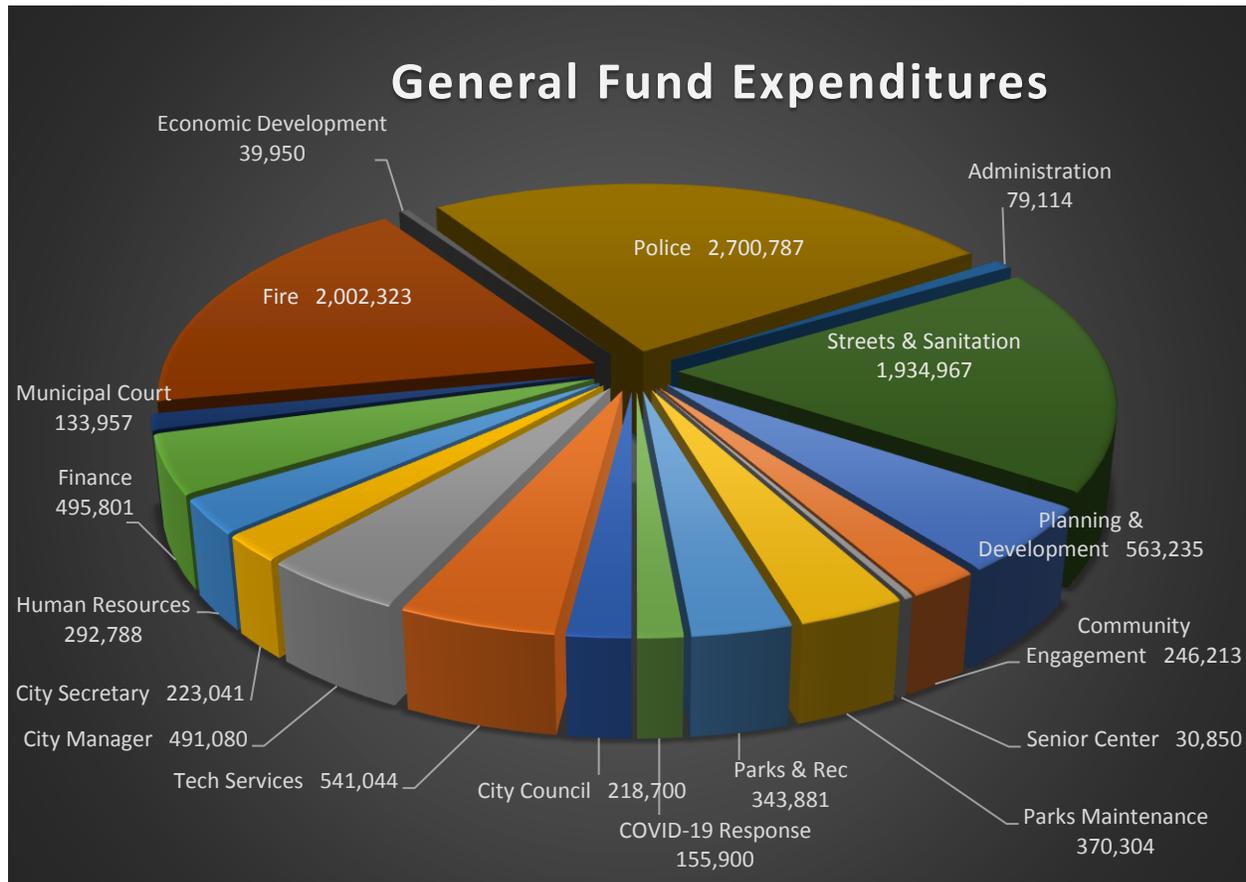
EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2021-2022 APPROVED
City Council	227,222	109,699	206,700	163,900	218,700
Administration	132,607	141,724	150,281	138,911	79,114
Technology Services	394,028	443,743	527,987	467,352	541,044
City Manager	333,184	373,453	407,883	399,894	491,080
City Secretary	189,186	180,476	191,309	188,687	223,041
Human Resources	200,161	197,813	172,894	170,393	292,788
Finance	262,902	218,968	298,895	237,205	495,801
Municipal Court	109,338	135,167	122,903	130,382	133,957
Fire	1,608,974	1,500,452	1,772,925	1,719,716	2,002,323
Police	2,158,879	2,272,028	2,359,927	2,135,690	2,700,787
Streets & Sanitation	1,115,763	1,157,366	1,331,766	1,267,031	1,934,967
Economic Development	91,317	86,715	115,783	8,375	39,950
Planning & Development	549,661	369,407	373,664	437,436	563,235
Community Engagement	267,556	149,105	246,354	153,975	246,213
Senior Center		1,314	25,855	6,368	30,850
Parks Maintenance	15,678	8,889	330,479	216,549	370,304
Parks & Recreation				-	343,881
COVID-19 Response		291,820	155,900	155,900	155,900
<b>Total Expenditures</b>	<b>\$7,656,456</b>	<b>\$7,638,141</b>	<b>\$8,791,503</b>	<b>\$7,997,764</b>	<b>\$10,863,935</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# GENERAL FUND EXPENDITURES



## FY 2021-2022 Total Expenditures

**\$10,863,935**

City of Glenn Heights, Texas

Fiscal Year 2021-2022 Annual Budget



**GENERAL FUND OTHER FUNDING SOURCES**

	2018-2019	2019-2020	2020-2021	2020-2021	2021-2022
OTHER FINANCING SOURCES (USES)	ACTUAL	Actual	APPROVED	AMENDED	APPROVED
LEASE PROCEEDS					
City Attorney/Auditor/Council (28%)	37,651	10,360	3,000	3,000	3,000
City Manager's Office (28%)	64,231	19,055	3,000	3,000	3,000
City Secretary (28%)	37,651	10,486	3,000	3,000	3,000
Human Resources (28%)	37,651	11,079	3,000	3,000	3,000
Finance (28%)	44,296	13,063	3,000	3,000	3,000
<b>W/S Charge for Services (MGT)</b>	<b>221,480</b>	<b>64,043</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
Telecommunications & Technology (20%)					
Technology (28%)	81,998	25,256	3,000	3,000	3,000
Utilities (28%)	15,619	6,750	3,000	3,000	3,000
<b>W/S Charge for Services (CITY-WIDE)</b>	<b>97,617</b>	<b>32,006</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
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
<b>TOTAL TRANSFERS IN (OUT)</b>	<b>48,775</b>	<b>48,775</b>	<b>48,775</b>	<b>48,775</b>	<b>48,775</b>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>367,872</b>	<b>144,824</b>	<b>69,775</b>	<b>69,775</b>	<b>69,775</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 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	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Ordinance Enacted	10	12	44	30
Resolutions Enacted	30	30	31	50
Number of Council Meetings	34	29	32	37

### BUDGET HIGHLIGHTS

Provide Citizens with the representation they deserve to voice their needs and concerns.

### PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Full-Time	0	0	0	0
Part-Time	0	0	0	0
Contractual Services				
City Attorney	1	1	1	1
City Auditor	1	1	1	1
<b>Total Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0
Contracted Service	\$175,000	\$207,200	\$147,200	\$ 132,200
Operating	\$54,230	\$82,700	\$46,000	\$81,000
Departmental	\$13,500	\$17,500	\$13,500	\$5,500
<b>Total</b>	<b>\$242,730</b>	<b>\$307,400</b>	<b>\$206,700</b>	<b>\$ 218,700</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**City Council**

<b>09-CITY COUNCIL</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	CONTRACTED SERVICES	\$ 183,220	\$ 87,671	\$ 147,200	112,200	\$ 132,200
	OPERATING	28,561	16,327	46,000	45,200	81,000
	DEPARTMENTAL	15,440	5,701	13,500	6,500	5,500
<b>TOTAL CITY COUNCIL</b>		<b>\$ 227,222</b>	<b>\$ 109,699</b>	<b>\$ 206,700</b>	<b>\$ 163,900</b>	<b>\$ 218,700</b>
<b>CONTRACTED SERVICES</b>						
100-5-09-3001	AUDITING	29,200	10,000	32,200	32,200	32,200
100-5-09-3002	LEGAL SERVICES	154,020	77,671	115,000	80,000	100,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>183,220</b>	<b>87,671</b>	<b>147,200</b>	<b>112,200</b>	<b>132,200</b>
<b>OPERATING</b>						
100-5-09-3300	CELL PHONES	-				
100-5-09-3400	CONFERENCE, TRAINING, & TRAVEL - MAYOR	860	1,956	5,000	5,000	10,000
100-5-09-3401	CONFERENCE, TRAINING, & TRAVEL-PLACE 1	5,054	1,356	5,000	5,000	10,000
100-5-09-3402	CONFERENCE, TRAINING, & TRAVEL-PLACE 2	3,837	2,138	5,000	5,000	10,000
100-5-09-3403	CONFERENCE, TRAINING, & TRAVEL-PLACE 3	4,184	1,207	5,000	5,000	10,000
100-5-09-3404	CONFERENCE, TRAINING, & TRAVEL-PLACE 4	805	1,094	5,000	5,000	10,000
100-5-09-3405	CONFERENCE, TRAINING, & TRAVEL-PLACE 5	4,419	3,569	5,000	5,000	10,000
100-5-09-3406	CONFERENCE, TRAINING, & TRAVEL-PLACE 6	889	2,190	5,000	5,000	10,000
100-5-09-3501	OTHER COUNCIL EXPENSES	7,452	2,136	5,000	5,000	5,000
100-5-09-3503	PRINTING, COPY & PHOTO	1,062	681	2,000	1,200	2,000
100-5-09-3505	CITY COUNCIL CELL PHONES	-	-	4,000	4,000	4,000
<b>TOTAL OPERATING</b>		<b>28,561</b>	<b>16,327</b>	<b>46,000</b>	<b>45,200</b>	<b>81,000</b>
<b>DEPARTMENTAL</b>						
100-5-09-3521	MAYOR INITIATIVES	125	1,189	3,500	1,500	3,500
100-5-09-3535	INSURANCE CLAIMS (DEDUCTIBLE)	6,714	4,512	-	-	-
100-5-09-3516	STRATEGIC PLANNING	8,601	-	10,000	5,000	2,000
<b>TOTAL DEPARTMENTAL</b>		<b>15,440</b>	<b>5,701</b>	<b>13,500</b>	<b>6,500</b>	<b>5,500</b>
<b>TOTAL CITY COUNCIL</b>		<b>\$ 227,222</b>	<b>\$ 109,699</b>	<b>\$ 206,700</b>	<b>\$ 163,900</b>	<b>\$ 218,700</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 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

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>	0	0	0	0
Administration	0	0	0	0
<b>Total Positions</b>	0	0	0	0

## Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$69,957	0	0	\$10,614
Supplies	\$24,167	\$14,191	\$30,000	\$33,000
Contracted Service	\$0	\$4,887	\$2,000	\$2,000
Operating	\$38,483	\$104,997	\$113,281	\$28,500
Departmental	\$0	\$0	\$5,000	\$5,000
Capital Outlay	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$132,607</b>	<b>\$124,075</b>	<b>\$150,281</b>	<b>\$79,114</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Admin**

<b>010-Administration</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	69,957			18,254	10,614
	SUPPLIES	\$ 24,167	14,191	30,000	20,845	33,000
	CONTRACTED SERVICES	-	\$ 4,887	\$ 2,000	\$ -	\$ 2,000
	OPERATING	38,483	104,997	113,281	99,812	28,500
	DEPARTMENTAL	-	-	5,000	-	5,000
<b>TOTAL ADMINISTRATION</b>		<b>\$ 132,607</b>	<b>\$ 124,075</b>	<b>\$ 150,281</b>	<b>\$ 138,911</b>	<b>\$ 79,114</b>
<b>10-Administration</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-10-1205	WORKERS COMP	16,493	3,563			
100-5-10-1210	INSURANCE	50,973	(8,899)			
100-5-10-1215	UNEMPLOYMENT COMPENS.	2,491	30,031		7,640	
100-5-10-1225	OPTUM-HSA		12,807		10,614	10,614
<b>TOTAL PERSONNEL</b>		<b>69,957</b>	<b>37,502</b>		<b>18,254</b>	<b>10,614</b>
<b>SUPPLIES</b>						
100-5-10-2000	OFFICE SUPPLIES	18,457	8,018	20,000	8,000	20,000
100-5-10-2125	POSTAGE	5,710	6,172	10,000	12,845	13,000
<b>TOTAL SUPPLIES</b>		<b>24,167</b>	<b>14,191</b>	<b>30,000</b>	<b>20,845</b>	<b>33,000</b>
<b>CONTRACTED SERVICES</b>						
100-5-10-3013	OTHER PROFESSIONAL SERVICES	-	4,887	2,000	-	2,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>-</b>	<b>4,887</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>
<b>OPERATING</b>						
100-5-10-3303	NATURAL GAS	711	930	1,000	977	2,000
100-5-10-3400	GENERAL LIABILITY INSURANCE	979	15,529	14,568	14,568	-
100-5-10-3401	AUTO LIABILITY INSURANCE	-	30,006	27,216	27,216	-
100-5-10-3402	FIRE & PROPERTY INSURANCE	-	36,506	37,251	37,251	-
100-5-10-3403	ERRORS & OMISSIONS INSURANCE	-	7,591	7,746	5,000	-
100-5-10-3503	PRINTING, COPY, & PHOTO	7,737	2,011	10,000	3,500	10,000
100-5-10-3505	OTHER OPERATING EXPENSES	19,228	179	2,500	300	2,500
100-5-10-3506	DUES, SUBSCRIPTIONS, & PUBLICATION	9,829	12,245	13,000	11,000	14,000
<b>TOTAL OPERATING</b>		<b>38,483</b>	<b>104,997</b>	<b>113,281</b>	<b>99,812</b>	<b>28,500</b>
<b>DEPARTMENTAL</b>						
100-5-10-3600	COMMUNITY BEAUTIFICATION	-	(19,853)			
100-5-10-3625	CONTINGENCY RESERVE	-	-	5,000	-	5,000
<b>TOTAL DEPARTMENTAL</b>		<b>-</b>	<b>(19,853)</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
<b>TOTAL ADMINISTRATION</b>		<b>\$ 132,607</b>	<b>\$ 141,724</b>	<b>\$ 150,281</b>	<b>\$ 138,911</b>	<b>\$ 79,114</b>

**City of Glenn Heights, Texas**  
**Fiscal Year 2021-2022 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 2021-2022 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.

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Percent of citizen service requests responded to w/in 10 days	88%	90%	92%	N/A
Number of press releases submitted to media outlets	24	25	25	N/A

WORKLOAD MEASURES				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Number of Citizen service request	52	60	65	N/A
City Council Meetings attended	26	26	26	N/A
Community meetings attended	20	25	20	N/A

**City of Glenn Heights, Texas**  
**Fiscal Year 2021-2022 Annual Budget**



# CITY MANAGER

## PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
City Manager	1	1	1	1
Deputy City Manager	1	1	1	1
Exec. Asst. to City Manager	1	1	1	1
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$326,449	\$369,610	\$393,433	\$474,130
Supplies	\$1,139	\$1,227	\$3,450	\$3,450
Contracted Service	\$138	\$0	\$0	\$0
Repairs & Maintenance	\$550	\$2,000	\$1,000	\$2,000
Operating	\$3,470	\$6,000	\$1,683	\$8,500
Departmental	\$5,000	\$3,000	\$1,000	\$3,000
<b>Total</b>	<b>\$315,076</b>	<b>\$407,883</b>	<b>\$399,894</b>	<b>\$491,080</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**City Manager**

<b>11-CITY MANAGER'S OFFICE</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 326,449	\$ 369,610	\$ 393,433	\$ 395,061	\$ 474,130
	SUPPLIES	1,139	1,227	3,450	1,150	3,450
	CONTRACTED SERVICES	138	-	-	-	-
	REPAIRS & MAINTENANCE	550	133	2,000	1,000	2,000
	OPERATING	3,470	2,063	6,000	1,683	8,500
	DEPARTMENTAL	1,438	420	3,000	1,000	3,000
<b>TOTAL CITY MANAGER'S OFFICE</b>		<b>\$ 333,184</b>	<b>\$ 373,453</b>	<b>\$ 407,883</b>	<b>\$ 399,894</b>	<b>\$ 491,080</b>
<b>PERSONNEL SUMMARY</b>						
	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
<b>11-CITY MANAGER'S OFFICE</b>						
		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-11-1000	EXEMPT SALARY	228,000	257,066	276,699	280,691	339,905
100-5-11-1010	REGULAR SALARIES FULL-TIME	48,089	54,627	56,410	54,743	62,442
100-5-11-1200	PAYROLL TAXES FICA	19,460	23,184	25,483	22,857	30,780
100-5-11-1205	WORKERS COMP	5,344	2,617	2,501	2,501	2,501
100-5-11-1210	INSURANCE	16,845	22,547	22,081	22,968	23,657
100-5-11-1220	T.M.R.S.	8,607	9,568	10,260	11,301	14,847
<b>TOTAL PERSONNEL</b>		<b>326,449</b>	<b>369,610</b>	<b>393,433</b>	<b>395,061</b>	<b>474,130</b>
<b>SUPPLIES</b>						
100-5-11-2100	GASOLINE & FUELS	1,139	1,227	3,000	1,150	3,000
100-5-11-2155	OTHER SMALL EQUIPMENT	-	-	450	-	450
<b>TOTAL SUPPLIES</b>		<b>1,139</b>	<b>1,227</b>	<b>3,450</b>	<b>1,150</b>	<b>3,450</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-11-3202	R & M AUTO/TRUCK	550	133	2,000	1,000	2,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>550</b>	<b>133</b>	<b>2,000</b>	<b>1,000</b>	<b>2,000</b>
<b>OPERATING</b>						
100-5-11-3500	CONFERENCE, TRAINING, & TRAVEL	3,172	1,963	3,500		5,000
100-5-11-3506	DUES, SUBSCRIPTIONS & PUB	225	100	2,500	1,683	3,500
<b>TOTAL OPERATING</b>		<b>3,470</b>	<b>2,063</b>	<b>6,000</b>	<b>1,683</b>	<b>8,500</b>
<b>DEPARTMENTAL</b>						
100-5-11-3516	STRATEGIC PLANNING	1,438	420	3,000	1,000	3,000
<b>TOTAL DEPARTMENTAL</b>		<b>1,438</b>	<b>420</b>	<b>3,000</b>	<b>1,000</b>	<b>3,000</b>
<b>TOTAL CITY MANAGER'S OFFICE</b>		<b>\$ 333,184</b>	<b>\$ 373,453</b>	<b>\$ 407,883</b>	<b>\$ 399,894</b>	<b>\$ 491,080</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# 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 2020-2021 ACCOMPLISHMENTS

Implementation of CivicClerk

## PERFORMANCE MEASURES

### PRODUCTIVITY INDICATORS

INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Accuracy of Council meeting minutes	100%	100%	100%	100%
Days required for open record request	3-5 day average	3-5-day average	3-5-day average	3-5 day average
Time required to process and codify Ordinances	Monthly	Monthly	Quarterly	Quarterly

### WORKLOAD MEASURES

INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Number of City Council meeting agenda packets prepared	33	33	32	37
Number of Proclamations Developed	25	25	48	45
Number of Ordinances and Resolutions approved by Council	40	40	79	80
Open records request received and processed	85	85	107	150
City Elections held	2	1	2	1
Board and Commission meetings posted	14	14	20	24

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# CITY SECRETARY

## FY 2021-2022 WORKPLAN SUMMARY

Coordinate November 2022 Election

### PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
City Secretary	1	1	1	1
<b>Total Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$88,445	\$96,770	\$95,359	\$107,155
Contracted Service	\$93,127	\$74,918	\$85,450	\$99,386
Operating	\$7,614	\$8,789	\$10,500	\$16,500
<b>Total</b>	<b>\$189,186</b>	<b>\$158,739</b>	<b>\$191,309</b>	<b>\$223,041</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**City Secretary**

<b>12-CITY SECRETARY</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 88,445	\$ 96,770	\$ 95,359	\$ 104,080	\$ 107,155
	CONTRACTED SERVICES	93,127	74,918	85,450	71,607	99,386
	OPERATING	7,614	8,789	10,500	13,000	16,500
<b>TOTAL CITY SECRETARY</b>		<b>\$ 189,186</b>	<b>\$ 180,476</b>	<b>\$ 191,309</b>	<b>\$ 188,687</b>	<b>\$ 223,041</b>
<b>PERSONNEL SUMMARY</b>						
<b>FULL-TIME POSITIONS</b>						
	City Secretary	1	1	1	1	1
	Record Clerk	1	0	0	0	0
	Total Positions	2	1	1	1	1
<b>12-CITY SECRETARY</b>						
		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-12-1000	EXEMPT SALARY	69,267	77,092	78,718	84,271	88,410
100-5-12-1010	REGULAR SALARIES- FULL TIME	1,378	-	-	-	-
100-5-12-1200	PAYROLL TAXES FICA	5,764	5,635	6,022	6,052	6,763
100-5-12-1205	WORKERS COMP	1,783	1,745	834	834	834
100-5-12-1210	INSURANCE	7,682	9,930	7,360	9,930	7,886
100-5-12-1220	T.M.R.S.	2,571	2,368	2,425	2,993	3,262
<b>TOTAL PERSONNEL</b>		<b>\$ 88,445</b>	<b>\$ 96,770</b>	<b>\$ 95,359</b>	<b>\$ 104,080</b>	<b>\$ 107,155</b>
<b>CONTRACTED SERVICES</b>						
100-5-12-3007	APPRAISAL DISTRICT ALLOCATION	29,187	31,027	34,450	34,450	38,986
100-5-12-3008	CODIFICATION	395	4,957	3,000	1,015	3,000
100-5-12-3009	CONTRACT FOR TAXES	-	10,519	10,000	11,388	12,400
1005-12-3014	TEMP CONTRACT LABOR	1,042				
100-5-12-3010	ELECTION EXPENSES	62,503	28,415	38,000	24,754	45,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>93,127</b>	<b>74,918</b>	<b>85,450</b>	<b>71,607</b>	<b>99,386</b>
<b>OPERATING</b>						
100-5-12-3300	CELL PHONES & WIRELESS	75	-	-	-	-
100-5-12-3500	CONFERENCE, TRAINING, & TRAVEL	1,726	-	1,000	-	2,000
100-5-12-3506	DUES, SUBSCRIPTIONS, & PUBLICATION	1,031	247	500	-	500
100-5-12-3509	ADVERTISING & LEGAL PUBLICATION	4,782	8,542	9,000	13,000	14,000
<b>TOTAL OPERATING</b>		<b>7,614</b>	<b>8,789</b>	<b>10,500</b>	<b>13,000</b>	<b>16,500</b>
<b>TOTAL CITY SECRETARY</b>		<b>\$ 189,186</b>	<b>\$ 180,476</b>	<b>\$ 191,309</b>	<b>\$ 188,687</b>	<b>\$ 223,041</b>

**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



**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.

**PERFORMANCE MEASURES**

<b>PRODUCTIVITY INDICATORS</b>				
<b>INDICATORS</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
Average time to fill vacancies	50 Days	20 Days	60 Days	60 Days
Average number of training hours per employee	10	4	1	1
Timely completion of performance evaluation	100%	100%	100%	100%
Number of open enrollments processed	86	90	73	86
Number of new hires	22	25	9	20

<b>WORKLOAD MEASURES</b>				
<b>INDICATORS</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
Pre-Screening interviews conducted	100	0	0	0
Number of open enrollments processed	86	73	86	86
Employee training session held	12	1	1	1
Number of new hires	22	0	20	20
Number of claims processed	30	0	29	29

**City of Glenn Heights, Texas**



**Fiscal Year 2021-2022 Annual Budget**

**HUMAN RESOURCES**

**FY 2021-2022 WORKPLAN SUMMARY**

Continue to provide information to employees as COVID -19 evolves.

**BUDGET HIGHLIGHTS**

Annual employee evaluations.

Onboarding of new employees.

**PERSONNEL SUMMARY**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
<b>Full-Time</b>				
Director of Human Resources	1	1	1	1
HR Generalist	1	1	0	0
<b>Part-Time</b>				
HR Generalist	0	0	0	1
Summer Youth Employment Program	8	0	0	0
<b>Total Positions</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>2</b>

**Budget Summary**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
Personnel	\$113,428	\$162,290	\$115,494	\$143,088
Contracted Service	\$65,451	\$21,203	\$20,000	\$31,000
Operating	\$5,780	\$2,692	\$4,600	\$85,600
Departmental	\$15,502	\$11,627	\$32,800	\$33,100
<b>Total</b>	<b>\$200,161</b>	<b>\$197,813</b>	<b>\$172,894</b>	<b>\$292,788</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Human Resources**

<b>13-HUMAN RESOURCES</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 113,428	\$ 162,290	\$ 115,494	\$ 115,493	\$ 143,088
	CONTRACTED SERVICES	65,451	21,203	20,000	20,000	31,000
	OPERATING	5,780	2,692	4,600	2,100	85,600
	DEPARTMENTAL	15,502	11,627	32,800	32,800	33,100
<b>TOTAL HUMAN RESOURCES</b>		<b>\$ 200,161</b>	<b>\$ 197,813</b>	<b>\$ 172,894</b>	<b>\$ 170,393</b>	<b>\$ 292,788</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Director	1	1	1	1	1
	Human Resources Generalist	1	1	0	0	0
	Human Resources Generalist (PT)	0	0	0	0	0.5
	SYEP	8	0	0	0	0
	Total Positions	10	2	1	1	1.5
<b>13-HUMAN RESOURCES</b>						
		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-13-1000	EXEMPT SALARY	64,881	94,051	96,149	96,149	100,966
100-5-13-1010	REGULAR SALARIES- FULL TIME	26,631	43,738	-	-	-
100-5-13-1020	REGULAR SALARIES- PART TIME	532	-	-	-	19,782
100-5-13-1025	OVERTIME	18	-	-	-	-
100-5-13-1200	PAYROLL TAXES FICA	6,953	10,202	7,355	7,355	9,237
100-5-13-1205	WORKERS COMP	5,940	2,908	834	834	1,251
100-5-13-1210	INSURANCE	5,430	7,161	8,194	8,194	8,126
100-5-13-1220	T.M.R.S.	3,043	4,231	2,961	2,961	3,726
<b>TOTAL PERSONNEL</b>		<b>113,428</b>	<b>162,290</b>	<b>115,494</b>	<b>115,493</b>	<b>143,088</b>
<b>CONTRACTED SERVICES</b>						
100-5-13-3010	TECHNOLOGY	-	-	2,000	2,000	2,000
100-5-13-3013	OTHER PROFESSIONAL SERVICES	9,000	21,203	18,000	18,000	29,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>65,451</b>	<b>21,203</b>	<b>20,000</b>	<b>20,000</b>	<b>31,000</b>
<b>OPERATING</b>						
100-5-13-3400	GENERAL LIABILITY INSURANCE					15,000
100-5-13-3401	AUTO LIABILITY INSURANCE					22,000
100-5-13-3402	FIRE & PROPERTY INSURANCE					39,000
100-5-13-3403	ERRORS & OMISSIONS INSURANCE					5,000
100-5-13-3500	CONFERENCE, TRAINING, & TRAVEL	1,973	-	2,500	-	2,500
100-5-13-3503	PRINTING, COPY, & PHOTO	287	-	350	350	350
100-5-13-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	35	385	500	500	500
100-5-13-3509	ADVERTISING	3,485	2,307	1,250	1,250	1,250
<b>TOTAL OPERATING</b>		<b>5,780</b>	<b>2,692</b>	<b>4,600</b>	<b>2,100</b>	<b>85,600</b>
<b>DEPARTMENTAL</b>						
100-5-13-3510	EMPLOYEE IMMUNIZATIONS	-	-	200	200	500
100-5-13-3512	EXECUTIVE SEARCH					-
100-5-13-3513	EMPLOYEE RELATIONS	3,963	5,230	8,000	8,000	8,000
100-5-13-3515	MEDICAL/PHYSICAL EXAMS	2,753	4,972	13,500	13,500	13,500
100-5-13-3516	EMPLOYEE BACKGROUND CHECK	5,597	1,426	5,000	5,000	5,000
100-5-13-3522	PERSONNEL TRAINING	3,189	-	6,000	6,000	6,000
100-5-13-3525	CITY RISK MGT PROGRAM	-	-	100	100	100
<b>TOTAL DEPARTMENTAL</b>		<b>15,502</b>	<b>11,627</b>	<b>32,800</b>	<b>32,800</b>	<b>33,100</b>
<b>TOTAL HUMAN RESOURCES</b>		<b>\$ 200,161</b>	<b>\$ 197,813</b>	<b>\$ 172,894</b>	<b>\$ 170,393</b>	<b>\$ 292,788</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# 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 2020-2021 ACCOMPLISHMENTS

Implemented a new printer hardware and service contract that increased City printing capabilities and quality while reducing printing costs by ~50%.
Implemented a new High-Speed Internet and VOIP phone service contract that increased City network speeds and quality while reducing telecom costs by 16%.
Replaced City desktop computers with laptops and docking stations, providing hardware and software upgrades while increasing telecommuting capabilities.
Purchased upgraded in-vehicle laptops for Police cars.
Upgraded wireless phone service by changing provider to AT&T FirstNet.
Completed first phase of enhancing the capabilities and updating the data of the City's Geographic Information Systems (GIS).

## PERFORMANCE MEASURES

### PRODUCTIVITY INDICATORS

INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Percent of work orders completed within 2 business days	92%	95%	95%	95%
Percent of network/system up time	90%	90%	99%	99%
Percent of departments utilizing the City's electronic record mgmt. system	20%	20%	20%	20%

### WORKLOAD MEASURES

INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Number of work orders processed	650	525	350	350
Number of departments successfully operating an electronic records mgmt. system	20%	20%	20%	20%
Number of Active Desk Top Computers City-Wide	65	45	10 Desktops 55 Laptops	10 Desktops 55 Laptops
Number of Active Servers City-Wide	11	11	10	10
Number of projects completed on schedule	15	20	15	15

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

# INFORMATION TECHNOLOGY

### FY 2021-2022 WORKPLAN SUMMARY

Completion of design, purchase, installation, and implementation for new City Center construction, including physical security, cabling, network, wireless, cybersecurity, and audio/visual hardware and systems.
Update Network and Server infrastructure.
Complete upgrade and expansion of Public Safety in-car equipment (computers, body cameras, in-dash cameras), and begin migration to new CAD/Records Management system.
Complete and publish the final phases of City GIS updates.

### BUDGET HIGHLIGHTS

Taking advantage of available technologies to provide additional budgetary value while enhancing overall technical capabilities.
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### PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
IT Administrator	1	1	1	1
IT Specialist	0	1	0	0
<b>Total Positions</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>

### Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$77,130	\$78,603	\$87,972	\$92,044
Supplies	\$121	\$0	\$500	\$500
Contracted Service	\$120,422	\$161,466	\$176,750	\$199,600
Operating	\$196,355	\$203,673	\$262,765	\$248,900
<b>Total</b>	<b>\$394,028</b>	<b>\$443,743</b>	<b>\$527,987</b>	<b>\$541,044</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**IT**

		2018-2019	2019-2020	2020-2021	2020-2021	2021-2022
<b>014- Information Technology</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 77,130	\$ 78,603	\$ 87,972	\$ 86,602	\$ 92,044
	SUPPLIES	121	-	500	150	500
	CONTRACTED SERVICES	120,422	161,466	176,750	115,600	199,600
	OPERATING	196,355	203,673	262,765	265,000	248,900
<b>TOTAL Information Technology</b>		<b>\$ 394,028</b>	<b>\$ 443,743</b>	<b>\$ 527,987</b>	<b>\$ 467,352</b>	<b>\$ 541,044</b>
<b>PERSONNEL SUMMARY</b>						
	Full-time Positions					
	IT Administrator	1	1	1	1	1
	IT Specialist	1	0	0	0	0
	Total Positions	2	1	1	1	1
<b>014- Information Technology</b>						
		2018-2019	2019-2020	2020-2021	2020-2021	2021-2022
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
<b>PERSONNEL</b>						
100-5-14-1000	EXEMPT SALARY	61,347	63,182	72,047	71,423	74,933
100-5-14-1010	REGULAR SALARIES FULL TIME	1,019	-	-	-	-
100-5-14-1200	PAYROLL TAXES FICA	4,556	4,782	5,512	5,406	5,732
100-5-14-1205	WORKERS COMP	1,783	1,745	834	834	834
100-5-14-1210	INSURANCE	6,341	6,955	7,360	6,504	7,886
100-5-14-1220	T.M.R.S.	2,084	1,939	2,219	2,435	2,659
<b>TOTAL PERSONNEL</b>		<b>77,130</b>	<b>78,603</b>	<b>87,972</b>	<b>86,602</b>	<b>92,044</b>
<b>SUPPLIES</b>						
100-5-14-2100	GASOLINE & FUELS	121	-	500	150	500
<b>TOTAL SUPPLIES</b>		<b>121</b>	<b>-</b>	<b>500</b>	<b>150</b>	<b>500</b>
<b>CONTRACTED SERVICES</b>						
100-5-14-3013	OTHER PROFESSIONAL SERVICES	6,658	36,750	48,000	6,000	15,000
100-5-14-3022	ANNUAL SOFTWARE MAINTENANCE	61,562	81,022	81,500	71,000	158,000
100-5-14-3024	WEBSITE HOSTING FEES	16,509	13,376	13,250	12,600	12,600
100-5-14-3050	OPERATING LEASES-COPIERS	35,694	30,318	34,000	26,000	14,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>120,422</b>	<b>161,466</b>	<b>176,750</b>	<b>115,600</b>	<b>199,600</b>
<b>OPERATING</b>						
100-5-14-3300	CELL PHONES & WIRELESS	27,305	27,153	28,000	27,500	30,000
100-5-14-3301	TELECOMMUNICATIONS	70,929	83,456	66,500	91,000	63,000
100-5-14-3500	CONFERENCE, TRAINING, & TRAVEL	770	-	2,000	-	2,000
100-5-14-3503	SOFTWARE LICENSING	67,674	57,611	86,115	93,000	108,750
100-5-14-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	8,334	-	150	-	150
100-5-14-3508	SOFTWARE	-	2,202	5,000	2,500	5,000
100-5-14-3510	HARDWARE	21,342	33,250	75,000	51,000	40,000
<b>TOTAL OPERATING</b>		<b>196,355</b>	<b>203,673</b>	<b>262,765</b>	<b>265,000</b>	<b>248,900</b>
<b>TOTAL INFORMATION TECHNOLOGY</b>		<b>\$ 394,028</b>	<b>\$ 443,743</b>	<b>\$ 527,987</b>	<b>\$ 467,352</b>	<b>\$ 541,044</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# 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 2020-2021 ACCOMPLISHMENTS

Awarded the GFOA Distinguished Budget Presentation Award for FY 2020-2021
Coordinate 2019-2020 Audit
Continued to develop and implement a centralized procurement process for city purchases
Developed FY 2021-2022 Budget and Budget Book

### PERFORMANCE MEASURES

#### PRODUCTIVITY INDICATORS

INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 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	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Monthly Budget reports produced within 30 working days of the following months	12	12	12	12
Number of Payrolls Processed	26	26	26	26
Number of Checks Processed	2300	2080	2500	2500

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

# FINANCE

### FY 2021-2022 WORKPLAN SUMMARY

Coordinate 2020-2021 Audit
Revise Policies and Procedures for daily duties to provide greater transparency
Develop a cash handling policy
Develop FY 22-23 Budget and Budget Book

### BUDGET HIGHLIGHTS

Find Software to improve the efficiency of every department.
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### PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
Finance Director	1	1	1	1
Finance Analyst	1	1	1	1
Finance Coordinator	1	1	0	0
Administrative Support Technician	0	0	1	0
<b>Part-Time</b>				
Finance Coordinator	0	0	0	1
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$220,090	\$205,592	\$236,895	\$212,501
Supplies	\$149	\$0	\$800	\$800
Contracted Service	\$38,829	\$7,734	\$0	\$0
Operating	\$9,567	\$4,290	\$10,600	\$7,100
Departmental	\$267	\$1,352	\$600	\$400
Capital Outlay	\$0	\$0	\$50,000	\$275,000
<b>Total</b>	<b>\$262,902</b>	<b>\$218,968</b>	<b>\$298,895</b>	<b>\$495,801</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Finance**

<b>20-FINANCE</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-20222</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 220,090	\$ 205,592	\$ 236,895	\$ 231,112	\$ 212,501
	SUPPLIES	149	-	800	-	800
	CONTRACTED SERVICES	32,829	7,734	-	-	-
	OPERATING	9,567	4,290	10,600	5,743	7,100
	DEPARTMENTAL	267	1,352	600	350	400
	CAPITAL OUTLAY	-	-	50,000	-	275,000
<b>TOTAL FINANCE OFFICE</b>		<b>\$ 262,902</b>	<b>\$ 218,968</b>	<b>\$ 298,895</b>	<b>\$ 237,205</b>	<b>\$ 495,801</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Finance Director	1	1	1	1	1
	Financial Analyst	1	1	1	1	1
	Administrative Support Technician	0	0	1	1	0
	Finance Coordinator	1	1	0	0	0.5
	Total Positions	3	3	3	3	2.5
<b>20-FINANCE</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-20222</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-20-1000	EXEMPT SALARY	135,954	146,270	150,158	140,638	155,585
100-5-20-1010	REGULAR SALARIES- FULL TIME	37,685	19,343	41,600	45,000	-
100-5-20-1020	REGULAR SALARIES- PART TIME	-	-	-	-	19,782
100-5-20-1025	OVERTIME	203	-	-	-	-
100-5-20-1200	PAYROLL TAXES FICA	12,235	11,939	14,669	12,627	13,416
100-5-20-1205	WORKERS COMP	5,348	2,617	2,501	2,501	2,084
100-5-20-1210	INSURANCE	22,897	20,334	22,060	24,113	15,892
100-5-20-1220	T.M.R.S.	5,767	5,090	5,906	6,233	5,741
<b>TOTAL PERSONNEL</b>		<b>220,090</b>	<b>205,592</b>	<b>236,895</b>	<b>231,112</b>	<b>212,501</b>
<b>SUPPLIES</b>						
100-5-20-2001	FORMS	149	-	500	-	500
100-5-20-2155	SMALL OFFICE EQUIPMENT	-	-	300	-	300
<b>TOTAL SUPPLIES</b>		<b>149</b>	<b>-</b>	<b>800</b>	<b>-</b>	<b>800</b>
<b>CONTRACTED SERVICES</b>						
100-5-20-3006	CONSULTANT FEES	4,950	1,067	-	-	-
100-5-20-3014	TEMP CONTRACT LABOR	27,879	6,666	-	-	-
<b>TOTAL CONTRACTED SERVICES</b>		<b>32,829</b>	<b>7,734</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING</b>						
100-5-20-3500	CONFERENCE, TRAINING, & TRAVEL	4,718	1,271	3,500	2,500	3,500
100-5-20-3503	PRINTING, COPY, & PHOTO	1,713	2,309	5,000	2,500	2,500
100-5-20-3505	OPERATING EXPENSES	-	-	-	10	100
100-5-20-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	2,536	710	2,100	733	1,000
<b>TOTAL OPERATING</b>		<b>9,567</b>	<b>4,290</b>	<b>10,600</b>	<b>5,743</b>	<b>7,100</b>
<b>DEPARTMENTAL</b>						
100-5-20-3520	BANK NSF CHARGES	267	267	600	350	400
100-5-20-3526	FINANCE DIR RELOCATION	-	1,085	-	-	-
<b>TOTAL DEPARTMENTAL</b>		<b>267</b>	<b>1,352</b>	<b>600</b>	<b>350</b>	<b>400</b>
<b>CAPITAL OUTLAY</b>						
100-5-20-5000	CAPITAL EXPENDITURES	-	-	50,000	-	275,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>275,000</b>
<b>TOTAL FINANCE</b>		<b>\$ 262,902</b>	<b>\$ 218,968</b>	<b>\$ 298,895</b>	<b>\$ 237,205</b>	<b>\$ 495,801</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# 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 2020-2021 ACCOMPLISHMENTS

Maintained online court functions via ZOOM to keep court dockets running during COVID-19. Audited over 2,000 warrant to ensure validity and accuracy, bringing the warrants up to date.

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Percent of Cases Cleared	83%	83%	40%	60%
Percent of Warrants Cleared	83%	83%	10%	50%

WORKLOAD MEASURES				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Number of Cases Filed	2000	2000	3500	2500
Number of Cases Closed	1500	1500	2500	1500
Number of Warrants Issued	350	689	3000	1000
Number of Warrants Cleared	200	200	300	500
Number of Dockets Prepared	24	24	40	60

**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



**MUNICIPAL COURT**

**FY 2021-2022 WORKPLAN SUMMARY**

Implementing a case flow management system that will allow the Municipal Court to maintain proper case flow management for quicker disposition of cases.

**PERSONNEL SUMMARY**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
<b>Full-Time</b>				
Court Administrator	1	1	1	1
<b>Total Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Budget Summary**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
Personnel	\$68,923	\$91,946	\$81,953	\$86,657
Supplies	\$1,203	\$2,878	\$2,000	\$2,500
Contracted Service	\$38,206	\$38,361	\$37,800	\$43,300
Operating	\$1,006	\$1,982	\$1,150	\$1,500
<b>Total</b>	<b>\$109,338</b>	<b>\$135,167</b>	<b>\$122,903</b>	<b>\$133,957</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Municipal Court**

<b>21-MUNICIPAL COURT</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 68,923	\$ 91,946	\$ 81,953	\$ 78,522	\$ 86,657
	SUPPLIES	1,203	2,878	2,000	2,060	2,500
	CONTRACTED SERVICES	38,206	38,361	37,800	49,600	43,300
	OPERATING	1,006	1,982	1,150	200	1,500
<b>TOTAL MUNICIPAL COURT</b>		<b>\$ 109,338</b>	<b>\$ 135,167</b>	<b>\$ 122,903</b>	<b>\$ 130,382</b>	<b>\$ 133,957</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Court Administrator	1	1	1	1	1
	Total Positions	1	1	1	1	1
<b>21-MUNICIPAL COURT</b>						
		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-21-1000	EXEMPT SALARY	55,438	75,062	66,612	62,323	70,000
100-5-21-1010	REGULAR SALARIES FULL-TIME	-	1,865	-	-	-
100-5-21-1200	PAYROLL TAXES FICA	4,006	5,716	5,096	4,584	5,355
100-5-21-1205	WORKERS COMP	1,783	872	834	834	834
100-5-21-1210	INSURANCE	5,866	6,070	7,360	8,657	7,886
100-5-21-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
100-5-21-1218	PERFORMANCE INCREASES					
100-5-21-1220	T.M.R.S.	1,830	2,361	2,052	2,124	2,583
<b>TOTAL PERSONNEL</b>		<b>68,923</b>	<b>91,946</b>	<b>81,953</b>	<b>78,522</b>	<b>86,657</b>
<b>SUPPLIES</b>						
100-5-21-2000	OFFICE SUPPLIES	-	142	-	-	-
100-5-21-2001	FORMS	1,203	2,736	2,000	2,060	2,500
<b>TOTAL SUPPLIES</b>		<b>1,203</b>	<b>2,878</b>	<b>2,000</b>	<b>2,060</b>	<b>2,500</b>
<b>CONTRACTED SERVICES</b>						
100-5-21-3013	OTHER PROFESSIONAL SERVICES	589	(471)	800	-	800
100-5-21-3014	MERCHANT (CC) FEES	-	3,459	-	4,100	2,000
100-5-21-3017	MUNICIPAL JUDGE	26,242	24,675	25,000	25,000	25,000
100-5-21-3018	DEBT COLLECTION SERVICE	4,791	-	-	-	-
100-5-21-3019	COURT PROSECUTOR	6,185	10,698	12,000	17,500	12,000
100-5-21-3021	ARRAIGNMENTS	400	-	-	3,000	3,500
<b>TOTAL CONTRACTED SERVICES</b>		<b>38,206</b>	<b>38,361</b>	<b>37,800</b>	<b>49,600</b>	<b>43,300</b>
<b>OPERATING</b>						
100-5-21-3500	CONFERENCE, TRAINING, & TRAVEL	966	1,982	1,000	200	1,300
100-5-21-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	40	-	150	-	200
<b>TOTAL OPERATING</b>		<b>1,006</b>	<b>1,982</b>	<b>1,150</b>	<b>200</b>	<b>1,500</b>
<b>TOTAL MUNICIPAL COURT</b>		<b>\$ 109,338</b>	<b>\$ 135,167</b>	<b>\$ 122,903</b>	<b>\$ 130,382</b>	<b>\$ 133,957</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 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.

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Event attendance increased	15%	15%	-75%	-75%
Social Media Engagements (Facebook)	0	20%	30%	60%
Avg. Time spent on website	10%	10%	10%	12%
Increase in Facebook Likes	50%	50%	25%	35%
Avg Number of Volunteers at events	10	15	2	-50%
Response time to community inquiries	24 Hours or next business day			

WORKLOAD MEASURES				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Number of events held	15	15	15	5
Amount of money raised through sponsorship	30%	30%	30%	20%
Number of media blasts contacts	20%	10%	10%	25%
Number of social media posts per week	3 times/week	3 times/week	20	25
Average response time to community members	24 Hours or next business day	24 Hours or next business day	24 Hours or next business	24 Hours or next business

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# COMMUNITY ENGAGEMENT

## FY 2021-2022 WORKPLAN SUMMARY

Public engagement will include social media platforms, website, Emergency Notification System and newsletter. The number of official in-person events will again be limited based on public health conditions and guidance by public health agencies. When applicable, the department will execute virtual events as a tool for engagement with the general public.

## BUDGET HIGHLIGHTS

Funding for annual events calendar including Family Festival. The Love Your Block community beautification program received funding to promote neighborhood organization activities and small projects.

## PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
Community Engagement Administrator	1	1	1	0
Community Engagement Coordinator	0	0	0	1
Social Services Coordinator	0	1	1	0
Superintendent Park & Rec.	1	0	0	0
<b>Part-Time</b>				
Driver	0	0	2	0
Community Engagement Coordinator	2	0	0	0
<b>Total Positions</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>1</b>

## Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$95,117	\$125,156	\$184,854	\$69,813
Supplies	\$4,161	\$303	\$5,650	\$9,650
Contracted Services	\$0	\$0	\$20,000	\$20,000
Operating	\$126	\$81	\$12,550	\$14,250
Repairs & Maintenance	\$7,155	\$3,189	\$1,500	\$1,000
Departmental	\$150,352	\$20,376	\$21,800	\$131,500
Capital Outlay	\$10,645	\$0	\$0	\$0
<b>Total</b>	<b>\$267,556</b>	<b>\$149,105</b>	<b>\$246,354</b>	<b>\$246,213</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**  
**Community Engagement**

		2018-2019	2019-2020	2020-2021	2020-2021	2021-2022
<b>60-COMMUNITY ENGAGEMENT</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 95,117	\$ 125,156	\$ 184,854	\$ 133,000	\$ 69,813
	SUPPLIES	4,161	303	5,650	3,150	9,650
	CONTRACTED SERVICES	-	-	20,000	700	20,000
	REPAIRS & MAINTENANCE	126	81	1,500	5,375	1,000
	OPERATING	7,155	3,189	12,550	6,150	14,250
	DEPARTMENTAL	150,352	20,376	21,800	5,600	131,500
	CAPITAL OUTLAY	10,645	-	-	-	-
<b>TOTAL COMMUNITY ENGAGEMENT</b>		<b>\$ 267,556</b>	<b>\$ 149,105</b>	<b>\$ 246,354</b>	<b>\$ 153,975</b>	<b>\$ 246,213</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Administrator, Community Engagement	1	1	1	1	0
	Coordinator, Community Engagement	0	0	0	0	1
	Coordinator, Social Services	0	1	1	0.75	0
	PART-TIME POSITIONS					
	Driver	0	0	2	2	0
	Coordinator, Community Engagement	2	0	0	0	0
	Total Positions	3	2	4	3.75	1
<b>60-COMMUNITY ENGAGEMENT</b>						
		2018-2019	2019-2020	2020-2021	2020-2021	2021-2022
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
<b>PERSONNEL</b>						
100-5-60-1000	EXEMPT SALARIES	65,052	65,188	78,718	51,391	-
100-5-60-1010	REGULAR SALARIES- FULL TIME	-	11,647	47,757	42,068	53,747
100-5-60-1020	REGULAR SALARIES-PART TIME	10,465	24,245	25,260	14,620	-
100-5-60-1025	OVERTIME	49	105	344	400	1,163
100-5-60-1200	PAYROLL TAXES	5,779	7,482	11,634	9,000	4,201
100-5-60-1205	WORKERS COMP	5,348	2,617	2,501	1,668	834
100-5-60-1210	INSURANCE	6,281	10,802	14,745	10,853	7,886
100-5-60-1220	T.M.R.S.	2,143	3,070	3,895	3,000	1,983
<b>TOTAL PERSONNEL</b>		<b>95,117</b>	<b>125,156</b>	<b>184,854</b>	<b>133,000</b>	<b>69,813</b>
<b>SUPPLIES</b>						
100-5-60-1300	UNIFORMS & CLOTHING	500	28	250	250	250
100-5-60-2000	OFFICE SUPPLIES	-	-	500	500	500
100-5-60-2003	OPERATING SUPPLIES	934	4	800	200	800
100-5-60-2004	PARK MOVIES	2,051	158	1,600	-	1,600
100-5-60-2008	CEREMONIAL SUPPLIES	-	-	-	-	3,000
100-5-60-2100	GASOLINE & FUELS	676	114	1,500	1,200	1,500
100-5-60-2156	OTHER SMALL EQUIPMENT	-	-	1,000	1,000	2,000
<b>TOTAL SUPPLIES</b>		<b>4,161</b>	<b>303</b>	<b>5,650</b>	<b>3,150</b>	<b>9,650</b>
<b>CONTRACTED SERVICES</b>						
100-5-60-3013	OTHER PROFESSIONAL SERVICES	-	-	20,000	700	20,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>-</b>	<b>-</b>	<b>20,000</b>	<b>700</b>	<b>20,000</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-60-3202	R&M AUTO/TRUCK	126	81	500	4,375	-
100-5-60-3205	R&M SIGNS & MARKINGS	-	-	1,000	1,000	1,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>126</b>	<b>81</b>	<b>1,500</b>	<b>5,375</b>	<b>1,000</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**  
**Community Engagement**

<b>60-COMMUNITY ENGAGEMENT (continued)</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>OPERATING</b>						
100-5-60-3303	MARKETING	770	1,225	4,000	-	5,000
100-5-60-3412	HOLIDAY GIVING	765	1,151	1,800	2,400	2,500
100-5-60-3500	CONFERENCE, TRAINING, & TRAVEL	763	259	1,000	650	1,000
100-5-60-3503	PRINTING, COPY, & PHOTO	700	146	1,000	800	1,000
100-5-60-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	408	408	1,000	500	1,000
100-5-60-3610	CITIZEN LIBRARY PROGRAM	3,750	-	3,750	1,800	3,750
<b>TOTAL OPERATING</b>		<b>7,155</b>	<b>3,189</b>	<b>12,550</b>	<b>6,150</b>	<b>14,250</b>
<b>DEPARTMENTAL</b>						
100-5-60-3411	FAMILY FESTIVAL	111,032	2,000	-	-	98,000
100-5-60-3413	SPECIAL CELEBRATIONS	256	292	600	-	600
100-5-60-3414	STATE OF THE CITY	68	-	-	-	-
100-5-60-3416	CHRISTMAS CELEBRATION	8,304	9,711	5,000	-	10,000
100-5-60-3418	CITY 50TH ANNIVERSARY PLANNING	20,137	400	-	-	-
100-5-60-3419	VETERANS MEMORIAL 5K RACE	3,228	3,425	-	-	4,000
100-5-60-3420	VETERANS DAY EVENT	840	783	1,000	-	1,500
100-5-60-3422	BLACK HISTORY MONTH	1,554	652	1,200	-	1,800
100-5-60-3425	BACK TO SCHOOL EVENT	1,949	2,500	3,500	3,400	3,500
100-5-60-3512	CINCO DE MAYO	1,726	-	1,200	-	1,800
100-5-60-3517	PARK EVENTS	940	623	1,000	200	1,000
100-5-60-3510	COMMUNITY GARDEN	-	-	1,600	-	1,600
100-5-60-3616	GLENN HEIGHTS CONNECT	318	(11)	1,200	500	1,200
100-5-60-3600	COMMUNITY BEAUTIFICATION	-	-	2,000	1,000	4,000
100-5-60-3625	YOUTH OUTREACH	-	-	2,500	500	2,500
100-5-60-3620	NEWSLETTER	-	-	1,000	-	-
<b>TOTAL DEPARTMENTAL</b>		<b>150,352</b>	<b>20,376</b>	<b>21,800</b>	<b>5,600</b>	<b>131,500</b>
<b>CAPITAL OUTLAY</b>						
100-5-60-5000	CAPITAL ASSET PURCHASES	10,645	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>10,645</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COMMUNITY ENGAGEMENT</b>		<b>\$ 267,556</b>	<b>\$ 149,105</b>	<b>\$ 246,354</b>	<b>\$ 153,975</b>	<b>\$ 246,213</b>

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

### SENIOR CENTER

#### FY 2020-2021 ACCOMPLISHMENTS

Senior Center staff delivered more than 2,600 hot meals to local senior residents during the fiscal year as part of the Congregate Meals Program in partnership with Dallas County Health & Human Services.

Senior Center staff also made weekly wellness calls to registered program participants as part of the programmatic activities.

#### FY 2021-2022 WORKPLAN SUMMARY

To provide a place for older adult residents to meet, access services, enjoy activities of interest while enhancing their independence and involvement in the community.

Enhance virtual & socially distanced engagement activities

Monthly Newsletter

#### BUDGET HIGHLIGHTS

The FY 2021-2022 budget includes funding for (2) part-time program aids to support the Senior Congregate Meals Program, which includes the daily delivery of hot meals to program participants. Citing guidance from the CDC and county public health agencies in response to the COVID-19 pandemic, the Senior Center facility has remained closed to the public during the previous fiscal year. The potential re-opening of the facility will be evaluated on an ongoing basis.

#### Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$0	\$0	\$0	\$0
Supplies	\$0	\$249	\$10,905	\$5,750
Contracted Service	\$0	\$325	\$3,750	\$3,500
Repairs & Maintenance	\$0	\$0	\$5,250	\$6,500
Operating	\$0	\$740	\$2,950	\$10,900
Departmental	\$0	\$0	\$3,000	\$4,200
Capital Outlay	\$0	\$0	\$3,000	\$0
<b>Total</b>	<b>\$0</b>	<b>\$1,314</b>	<b>\$28,855</b>	<b>\$30,850</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Senior Center**

<b>61-SENIOR CENTER</b>		<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	SUPPLIES	\$ 249	\$ 10,905	\$ 1,950	\$ 5,750
	CONTRACTED SERVICES	325	3,750	500	3,500
	REPAIRS & MAINTENANCE	-	5,250	1,000	6,500
	OPERATING	740	2,950	2,918	10,900
	DEPARTMENTAL	-	3,000	-	4,200
<b>TOTAL SENIOR CENTER</b>		<b>\$ 1,314</b>	<b>\$ 25,855</b>	<b>\$ 6,368</b>	<b>\$ 30,850</b>
<b>SUPPLIES</b>					
100-5-61-1300	UNIFORMS & CLOTHING	-	250	100	250
100-5-61-2000	OFFICE SUPPLIES	-	700	-	700
100-5-61-2003	OPERATING SUPPLIES	-	7,905	1,000	1,200
100-5-61-2012	JANITORIAL SUPPLIES	-	1,200	-	1,250
100-5-61-2100	GASOLINE & FUELS	249	-	-	1,500
100-5-61-2156	OTHER SMALL EQUIPMENT	-	850	850	850
<b>TOTAL SUPPLIES</b>		<b>249</b>	<b>10,905</b>	<b>1,950</b>	<b>5,750</b>
<b>CONTRACTED SERVICES</b>					
100-5-61-3013	OTHER PROFESSIONAL SERVICES	325	3,500	500	3,250
100-5-61-3110	SAFETY EQUIPMENT	-	250	-	250
<b>TOTAL CONTRACTED SERVICES</b>		<b>325</b>	<b>3,750</b>	<b>500</b>	<b>3,500</b>
<b>REPAIRS &amp; MAINTENANCE</b>					
100-5-61-3200	R&M STRUCTURES	-	5,000	1,000	3,000
100-5-61-3202	R&M AUTO/TRUCK	-	-	-	3,000
100-5-61-3201	R&M SMALL EQUIPMENT	-	250	-	500
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>-</b>	<b>5,250</b>	<b>1,000</b>	<b>6,500</b>
<b>OPERATING</b>					
100-5-61-3302	ELECTRICITY	468	-	277	4,800
100-5-61-3303	NATURAL GAS	273	-	691	1,200
100-5-61-3430	SEASONAL CELEBRATIONS	-	1,000	750	2,500
100-5-61-3412	MEMBERSHIP SERVICES	-	-	-	300
100-5-61-3500	CONFERENCE, TRAINING, & TRAVEL	-	350	250	500
100-5-61-3503	PRINTING, COPY, & PHOTO	-	1,200	750	1,200
100-5-61-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	-	400	200	400
<b>TOTAL OPERATING</b>		<b>740</b>	<b>2,950</b>	<b>2,918</b>	<b>10,900</b>
<b>OPERATING</b>					
100-5-61-3628	SPECIAL EVENTS / FIELD TRIPS	-	3,000	-	3,000
100-5-61-3413	SPECIAL CELEBRATIONS	-	-	-	1,200
<b>TOTAL DEPARTMENTAL</b>		<b>-</b>	<b>3,000</b>	<b>-</b>	<b>4,200</b>
<b>CAPITAL OUTLAY</b>					
100-5-61-5000	CAPITAL ASSET PURCHASES	-	3,000	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>3,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL SENIOR CENTER</b>		<b>\$ 1,314</b>	<b>\$ 28,855</b>	<b>\$ 6,368</b>	<b>\$ 30,850</b>

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# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 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

## Fiscal Year 2021-2022 Annual Budget



# STREETS, SANITATION, & MAINTENANCE

## PURPOSE/MISSION STATEMENT

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

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Percent of potholes repaired within 72 hours of being reported	50%	80%	80%	N/A
Percent of street signs repaired within 2 weeks of being reported	50%	80%	80%	N/A

**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



**STREETS, SANITATION, & MAINTENANCE**

**PERSONNEL SUMMARY**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
<b>Full-Time</b>				
Utility Worker III	1	1	1.5	1.5
Utility Worker I	0	0	1	3
Director of Public Works	0	0.33	0	0
Groundskeeper	0	0	1	0
<b>Total Positions</b>	<b>1</b>	<b>1.33</b>	<b>3.5</b>	<b>4.5</b>

**Budget Summary**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
Personnel	\$50,730	\$69,639	\$188,966	\$227,280
Supplies	\$13,575	\$9,343	\$26,000	\$29,625
Contracted Service	\$822,946	\$829,158	\$759,000	\$1,129,262
Repairs & Maintenance	\$79,462	\$92,259	\$170,000	\$122,500
Operating	\$133,477	\$140,768	\$146,300	\$162,800
Departmental	\$15,573	\$1,999	\$6,500	\$6,500
Capital Outlay	\$0	\$14,199	\$35,000	\$257,000
<b>Total</b>	<b>\$1,115,753</b>	<b>\$1,157,366</b>	<b>\$1,331,766</b>	<b>\$1,934,967</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Streets and Main**

<b>40- STREETS</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 50,730	\$ 69,639	\$ 188,966	\$ 128,025	\$ 227,280
	SUPPLIES	13,575	9,343	26,000	18,000	29,625
	CONTRACTED SERVICES	822,946	829,158	759,000	857,706	1,129,262
	REPAIRS & MAINTENANCE	79,462	92,259	170,000	112,500	122,500
	OPERATING	133,477	140,768	146,300	146,300	162,800
	DEPARTMENTAL	15,573	1,999	6,500	4,500	6,500
	CAPITAL OUTLAY	-	14,199	35,000	-	257,000
<b>TOTAL STREETS</b>		<b>\$ 1,115,763</b>	<b>\$ 1,157,366</b>	<b>\$ 1,331,766</b>	<b>\$ 1,267,031</b>	<b>\$ 1,934,967</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Groundkeeper	0	0	1	1	0
	Utility Worker III	1	1	1.5	1.5	1.5
	Utility Worker I	0	0	1	1	3
	Director, Public Works	0.33	0	0	0	0
	Total Positions	1.33	1	3.5	3.5	4.5
<b>40- STREETS</b>						
		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-40-1000	EXEMPT SALARY	17,003	10,596	-	-	-
100-5-40-1010	REGULAR SALARIES- FULL TIME	23,880	46,618	123,147	90,916	162,978
100-5-40-1025	OVERTIME	2,653	2,755	7,926	4,300	6,115
100-5-40-1060	HAZARD PAY	-	-	15,360	6,720	-
100-5-40-1200	PAYROLL TAXES FICA	2,538	4,538	10,061	7,150	12,936
100-5-40-1205	WORKERS COMP	2,377	1,163	2,918	2,919	3,752
100-5-40-1210	INSURANCE	1,218	2,129	25,761	12,920	35,485
100-5-40-1220	T.M.R.S.	1,061	1,841	3,793	3,100	6,014
<b>TOTAL PERSONNEL</b>		<b>50,730</b>	<b>69,639</b>	<b>188,966</b>	<b>128,025</b>	<b>227,280</b>
<b>SUPPLIES</b>						
100-5-40-1300	UNIFORMS & CLOTHING	396	271	2,000	1,000	2,350
100-5-40-2012	JANITORIAL SUPPLIES	8,376	5,408	16,500	8,000	16,500
100-5-40-2100	GASOLINE & FUELS	4,347	3,314	4,000	3,000	5,175
100-5-40-2151	HAND TOOLS	-	153	500	500	500
100-5-40-3110	SAFETY EQUIPMENT	456	196	3,000	5,500	2,600
100-5-40-2156	OTHER SMALL EQUIPMENT	-	-	-	-	2,500
<b>TOTAL SUPPLIES</b>		<b>13,575</b>	<b>9,343</b>	<b>26,000</b>	<b>18,000</b>	<b>29,625</b>
<b>CONTRACTED SERVICES</b>						
100-5-40-3011	JANITORIAL SERVICES	22,435	11,155	-	-	-
100-5-40-3012	TRAFFIC SIGNAL MAINTENANCE	4,604	428	3,000	2,000	3,000
100-5-40-4303	INFRASTRUCTURE PLAN REVIEW & INSPECTIONS	-	-	-	25,171	50,000
100-5-40-3115	SANITATION SERVICES	795,207	817,575	755,000	830,535	1,076,262
<b>TOTAL CONTRACTED SERVICES</b>		<b>822,946</b>	<b>829,158</b>	<b>759,000</b>	<b>857,706</b>	<b>1,129,262</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Streets and Main**

<b>40- STREETS (Continued)</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-40-3200	R & M STRUCTURES	34,040	27,373	50,000	40,000	20,000
100-5-40-3201	R & M SMALL EQUIPMENT	860	667	1,500	1,500	1,500
100-5-40-3202	R & M AUTO/TRUCK	407	1,168	3,000	1,000	3,000
100-5-40-3207	R&M HIGHWAY BEAUTIFICATION	818	188	3,000	3,000	3,000
100-5-40-3205	R & M STREETS	31,215	58,276	100,000	60,000	80,000
100-5-40-3206	R & M HEAVY EQUIPMENT	7,024	2,513	7,500	4,500	7,500
100-5-40-3210	R & M SIGNS & MARKINGS	5,097	1,187	5,000	2,500	7,500
100-5-40-3212	R&M FUEL TANKS		887		-	-
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>79,462</b>	<b>92,259</b>	<b>170,000</b>	<b>112,500</b>	<b>122,500</b>
<b>OPERATING</b>						
100-5-40-3300	CELL PHONES & WIRELESS	-	-	-	-	-
100-5-40-3302	ELECTRICITY	133,272	140,768	145,000	145,000	160,000
100-5-40-3500	CONFERENCE, TRAINING, & TRAVEL	62	-	1,000	1,000	1,500
100-5-40-3505	OPERATING EXPENSES	143	-	300	300	300
100-5-40-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	-	-	-	-	1,000
<b>TOTAL OPERATING</b>		<b>133,477</b>	<b>140,768</b>	<b>146,300</b>	<b>146,300</b>	<b>162,800</b>
<b>DEPARTMENTAL</b>						
100-5-40-3531	RENTAL EQUIPMENT	14,873	1,999	4,000	2,000	4,000
100-5-40-3650	COMMUNITY CLEAN-UP EVENT	700	-	2,500	2,500	2,500
<b>TOTAL DEPARTMENTAL</b>		<b>15,573</b>	<b>1,999</b>	<b>6,500</b>	<b>4,500</b>	<b>6,500</b>
<b>CAPITAL OUTLAY</b>						
100-5-40-5000	CAPITAL EXPENDITURE	-	14,199	35,000	-	257,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>14,199</b>	<b>35,000</b>	<b>-</b>	<b>257,000</b>
<b>TOTAL STREETS</b>		<b>\$ 1,115,763</b>	<b>\$ 1,157,366</b>	<b>\$ 1,331,766</b>	<b>\$ 1,267,031</b>	<b>\$ 1,934,967</b>

**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



**PARKS MAINTENANCE**

**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.

**PERFORMANCE MEASURES**

<b>PRODUCTIVITY INDICATORS</b>				
<b>INDICATORS</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
Event attendance increased	15%	25%	25%	N/A
Number of updates to social media outlets for park events	2 each quarter	2 each quarter	2 each quarter	N/A
Increase in Facebook likes	44%	50%	50%	N/A
Increase in registered volunteers	40%	45%	45%	N/A

<b>WORKLOAD MEASURES</b>				
<b>INDICATORS</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
Number Increase of citizen participation at events	15%	20%	10%	N/A
Number of events held	9	10	5	N/A
Amount of money raised through sponsorship	15%	15%	15%	N/A

**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



**PARKS MAINTENANCE**

**PERSONNEL SUMMARY**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
<b>Full-Time</b>				
Administrator, Community Engagement	0	0	0	0
Utility Worker III	0	0	.05	1
Utility Worker I	0	0	1	2
Utility Worker II	0	0	0	2
Groundskeeper	0	0	1	0
Superintendent Park & Rec	0	0	0	0
<b>Total Positions</b>	<b>0</b>	<b>0</b>	<b>2.5</b>	<b>5</b>

**Budget Summary**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
Personnel	\$0	\$0	\$135,729	\$264,959
Supplies	\$0	\$0	\$14,250	\$18,305
Contracted Service	\$0	\$0	\$0	\$1,000
Repairs & Maintenance	\$0	\$0	\$20,500	\$23,500
Operating	\$0	\$0	\$0	\$0
Departmental	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$160,000	\$62,540
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$330,479</b>	<b>\$370,304</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Parks Maintenance**

<b>62-PARKS MAINTENANCE</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ -		\$ 135,729	\$ 88,104	\$ 264,959
	SUPPLIES	8,256	4,360	14,250	8,000	18,305
	CONTRACTED SERVICES	-	-	-	-	1,000
	REPAIRS & MAINTENANCE	6,716	4,529	20,500	13,100	23,500
	DEPARTMENTAL	706	-	-	-	-
	CAPITAL OUTLAY	-	-	160,000	107,345	62,540
<b>TOTAL PARKS MAINTENANCE</b>		<b>\$ 15,678</b>	<b>\$ 8,889</b>	<b>\$ 330,479</b>	<b>\$ 216,549</b>	<b>\$ 370,304</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Utility Worker III	0	0	0.5	0.5	1
	Utility Worker I	0	0	1	1	2
	Utility Worker II	0	0	0	0.25	2
	Groundskeeper	0	0	1	1	0
	Total Positions	0	0	2.5	2.75	5
<b>62-PARKS MAINTENANCE</b>						
		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-62-1010	REG. SALARIES FULL TIME	-	-	90,764	65,000	195,125
100-5-62-1025	OVERTIME	-	-	2,543	1,210	4,263
100-5-62-1035	CERTIFICATION PAY	-	-	450	-	-
100-5-62-1060	HAZARD PAY	-	-	11,520	4,800	
100-5-62-1200	PAYROLL TAXES	-	-	7,172	5,200	15,253
100-5-62-1205	WORKERS COMP	-	-	2,084	2,294	4,169
100-5-62-1210	INSURANCE	-	-	18,400	7,200	38,949
100-5-62-1218	PERFORMANCE INCREASES	-	-			
100-5-62-1220	T.M.R.S.	-	-	2,796	2,400	7,200
<b>TOTAL PERSONNEL</b>		<b>-</b>	<b>-</b>	<b>135,729</b>	<b>88,104</b>	<b>264,959</b>
<b>SUPPLIES</b>						
100-5-62-1300	UNIFORMS & CLOTHING	375	-	500	250	2,115
100-5-62-2003	OPERATING SUPPLIES	1,295	12	1,000	-	1,000
100-5-62-2012	JANITORIAL SUPPLIES	1,395	-	-	-	-
100-5-62-2100	GASOLINE & FUELS	1,773	1,748	3,000	3,000	6,000
100-5-62-2105	STRIPING	-	-	750	750	750
100-5-62-2110	KIDDIE CUSHION	3,102	334	5,000	2,500	3,000
100-5-62-2151	HAND TOOLS	316	268	1,000	500	1,000
100-5-62-2156	OTHER SMALL EQUIPMENT	-	1,998	3,000	1,000	3,000
100-5-62-3110	SAFETY EQUIPMENT	-	-	-	-	1,440
<b>TOTAL SUPPLIES</b>		<b>8,256</b>	<b>4,360</b>	<b>14,250</b>	<b>8,000</b>	<b>18,305</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Parks Maintenance**

<b>62-PARKS MAINTENANCE (continued)</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>CONTRACTED SERVICES</b>						
100-5-62-3010	TECHNOLOGY	-	-	-	-	1,000
<b>TOTAL CONTRACTED SERVICES</b>		-	-	-	-	1,000
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-62-3201	R&M SMALL EQUIPMENT	864	868	1,000	1,000	2,000
100-5-62-3202	R&M AUTO/TRUCK	146	172	1,500	1,000	3,500
100-5-62-3205	R&M SIGNS & MARKINGS	168	53	500	100	500
100-5-62-3210	HERITAGE PARK MAINTENANCE	5,143	2,963	10,000	5,000	10,000
100-5-62-3215	COURTNEY LANE PARK MAINTENANCE	155	237	2,500	1,000	2,500
100-5-62-3220	GATEWAY PARK MAINTENANCE	239	237	5,000	5,000	5,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		6,716	4,529	20,500	13,100	23,500
<b>DEPARTMENTAL</b>						
100-5-62-3600	COMMUNITY BEAUTIFICATION	706	-	-	-	-
<b>TOTAL DEPARTMENTAL</b>		706	-	-	-	-
<b>CAPITAL OUTLAY</b>						
100-5-62-5000	CAPITAL ASSET PURCHASES	-	-	160,000	107,345	62,540
<b>TOTAL CAPITAL OUTLAY</b>		-	-	160,000	107,345	62,540
<b>TOTAL PARKS MAINTENANCE</b>		\$ 15,678	\$ 8,889	\$ 330,479	\$ 216,549	\$ 370,304

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# PARKS & RECREATION

### PURPOSE/MISSION STATEMENT

To provide a variety of programs, and activities to create positive experiences that fulfill the needs of the community and create lasting memories.

### PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
Superintendent Park & Rec.	0	0	0	1
Recreation Aide	0	0	0	2
<b>Part-Time</b>				
Recreation Aide	0	0	0	5
<b>Total Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

### Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$0	\$0	\$0	\$277,181
Supplies	\$0	\$0	\$0	\$32,700
Contracted Service	\$0	\$0	\$0	\$2,000
Repairs & Maintenance	\$0	\$0	\$0	\$7,500
Operating	\$0	\$0	\$0	\$24,500
Departmental	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$343,881</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Parks & Recreation**

<b>63- PARKS &amp; RECREATION</b>		<b>2021-2022 APPROVED</b>
	PERSONNEL	\$ 277,181
	SUPPLIES	32,700
	CONTRACTED SERVICES	2,000
	REPAIRS & MAINTENANCE	7,500
	OPERATING	24,500
	CAPITAL OUTLAY	-
<b>TOTAL PARKS &amp; RECREATION</b>		<b>\$ 343,881</b>
<b>PERSONNEL SUMMARY</b>		
	FULL-TIME POSITIONS	
	Superintendent Park & Rec.	1
	Recreation Aide (FT)	2
	PART-TIME POSITIONS	
	Recreation Aide (PT)	5
	Total Positions	8
<b>63- PARKS &amp; RECREATION</b>		
		<b>2021-2022 APPROVED</b>
<b>PERSONNEL</b>		
100-5-63-1000	EXEMPT SALARIES	71,363
100-5-63-1010	REGULAR SALARIES- FULL TIME	78,915
100-5-63-1020	REGULAR SALARIES-PART TIME	72,592
100-5-63-1025	OVERTIME	2,276
100-5-63-1200	PAYROLL TAXES	17,224
100-5-63-1205	WORKERS COMP	4,585
100-5-63-1210	INSURANCE	24,680
100-5-63-1220	T.M.R.S.	5,545
<b>TOTAL PERSONNEL</b>		<b>277,181</b>
<b>SUPPLIES</b>		
100-5-63-1300	UNIFORMS & CLOTHING	1,200
100-5-63-2000	OFFICE SUPPLIES	500
100-5-63-2003	OPERATING SUPPLIES	30,000
100-5-63-2004	OTHER SMALL EQUIPMENT	1,000
<b>TOTAL SUPPLIES</b>		<b>32,700</b>
<b>CONTRACTED SERVICES</b>		
100-5-63-3010	TECHNOLOGY	
100-5-63-3013	OTHER PROFESSIONAL SERVICES	2,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>2,000</b>
<b>REPAIRS &amp; MAINTENANCE</b>		
100-5-63-3202	R&M STRUCTURES	7,500
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>7,500</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Parks & Recreation**

<b>63-PARKS &amp; RECREATION(continued)</b>		<b>2021-2022 APPROVED</b>
<b>OPERATING</b>		
100-5-63-3300	NATURAL GAS	4,800
100-5-63-3302	ELECTRICITY	12,000
100-5-63-3303	MARKETING & COMMUNICATIONS	3,500
100-5-63-3412	MEMBERSHIP SERVICES	1,000
100-5-63-3500	CONFERENCE, TRAINING, & TRAVEL	1,000
100-5-63-3503	PRINTING, COPY, & PHOTO	1,200
100-5-63-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	1,000
<b>TOTAL OPERATING</b>		<b>24,500</b>
<b>TOTAL PARKS &amp; RECREATION</b>		<b>\$ 343,881</b>

## City of Glenn Heights, Texas

### Fiscal Year 2021-2022 Annual Budget



## 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**  
**Fiscal Year 2021-2022 Annual Budget**



**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 2020-2021 ACCOMPLISHMENTS**

Implemented continuous City wide Covid 19 testing, Spec out Ladder Truck, Responded to Feb 2021 Winter Storm, continued cancer screening for fire personnel, implemented COVID protocols for city, opened and ran EOC for COVID, established Infection Control Officer for City. Monitored all city employees during COVID pandemic, established a tactical response plan for riot control with Police Department

**PERFORMANCE MEASURES**

**PRODUCTIVITY INDICATORS**

<b>INDICATORS</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
Call response time	5.5	5.44	5	5.50
Average number of inspections per month	5.4	3.6	5	4
Average Fire response time (minutes)	5.4	5.43	5.43	6.01
Percent of reports prepared	100	100	100	100
Average EMS response time (minutes)	5.5	5.34	5.34	5.35

**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



**FIRE DEPARTMENT**

<b>WORKLOAD MEASURES</b>				
<b>INDICATORS</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
Number of fire inspections	65	44	60	50
Number of Fire Calls	423	461	450	510
Number of EMS calls	1100	1006	1100	1351
Number of patient transports	600	496	600	623
Number of Fire Prevention Education contacts	1500	1000	500	0

<b>NFIRS DATA</b>				
<b>INDICATORS</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
100-Fire Calls	25	38	35	48
200-Over Pressure/Explosion (No Fire)	0	4	0	2
300-EMS / Rescue	855	1006	1100	1876
400-Hazardous Condition (No Fire)	29	27	30	55
500-Service Calls	127	149	150	140
600-Good Intent Calls	109	146	140	200
700-False Alarm / False Call	61	94	80	199
800-Severe Weather / Natural Disaster	1	0	0	0
900-Special Incident Type	1	2	0	1
EMS Non-Transports	269	510	500	1000
EMS Transports	478	496	600	624
Mutual Aid Given Fire/EMS	69	41	45	114
Mutual Aid Received Fire/EMS	52	52	50	116

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

# FIRE DEPARTMENT

### FY 2021-2022 WORKPLAN SUMMARY

Complete Policy Revision; Strategic Plan Development; Emergency Management Plan, CERT

### BUDGET HIGHLIGHTS

Scott Sight Thermal Masks, EZ IO Bone Drill, Ladder Truck, Deputy Chief Position, Live EMS CE, Youth Fire Academy, CERT activities and Fire Prevention activities are on hold due to COVID pandemic.

### PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
Director of Public Safety	1	0	0	1
Fire Chief	0	1	1	0
Deputy Fire Chief	1	0	0	1
Marshall	0	0	0	0
Captains	3	3	3	3
Drivers	3	3	3	3
Firefighter/Paramedic	7	7	7	8
Firefighter/EMT	2	2	2	1
Executive Assistant	1	0.25	1	0
Communication Officers	0	0	0	0
<b>Part Time</b>				
Firefighter/Paramedic	3	3	3	0
Firefighter/EMT	0	0	0	0
Communication Officers	0	0	0	0
<b>Total Positions</b>	<b>21</b>	<b>19.25</b>	<b>20</b>	<b>17</b>

### Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$1,380,443	\$1,312,397	\$1,476,678	\$1,531,241
Supplies	\$101,096	\$78,708	\$92,520	\$134,235
Contracted Service	\$32,598	\$38,341	\$35,292	\$29,270
Repairs & Maintenance	\$50,065	\$44,311	\$37,836	\$52,821
Operating	\$22,089	\$12,501	\$21,516	\$25,014
Departmental	\$22,683	\$14,194	\$16,424	\$17,084
Debt Payments	\$0	\$0	\$92,658	\$92,658
Capital Outlay	\$0	\$0	\$0	\$120,000
<b>Total</b>	<b>\$1,608,974</b>	<b>\$1,500,452</b>	<b>\$1,772,925</b>	<b>\$2,002,323</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Fire**

<b>30-FIRE DEPARTMENT</b>		<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
	PERSONNEL	\$ 1,380,443	\$ 1,312,397	\$ 1,476,678	\$ 1,393,727	\$ 1,531,241
	SUPPLIES	101,096	78,708	92,520	91,307	134,235
	CONTRACTED SERVICES	32,598	38,341	35,292	33,553	29,270
	REPAIRS & MAINTENANCE	50,065	44,311	37,836	73,000	52,821
	OPERATING	22,089	12,501	21,516	19,547	25,014
	DEPARTMENTAL	22,683	14,194	16,424	15,924	17,084
	DEBT PAYMENTS	\$0	\$0	92,658	92,658	92,658
	CAPITAL OUTLAY	-	-	-	-	120,000
<b>TOTAL FIRE DEPARTMENT</b>		<b>\$ 1,608,974</b>	<b>\$ 1,500,452</b>	<b>\$ 1,772,925</b>	<b>\$ 1,719,716</b>	<b>\$ 2,002,323</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Director of Public Safety	1	0	0	0	1
	Fire Chief	0	1	1	1	0
	Deputy Fire Chief	1	0	0	0	1
	Captains	3	3	3	3	3
	Drivers	3	3	3	3	3
	Firefighter/Paramedic	7	7	7	7	8
	Firefighter/EMT	2	2	2	2	1
	Executive Assistant	1	0.25	1	1	0
	PART-TIME POSITIONS					
	Firefighter/Paramedic	3	3	3	3	0
	Total Positions	21	19.25	20	20	17
<b>30-FIRE DEPARTMENT</b>						
		<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
<b>PERSONNEL</b>						
100-5-30-1000	EXEMPT SALARY	181,694	97,845	97,062	95,889	213,002
100-5-30-1010	REGULAR SALARIES- FULL TIME	765,974	818,716	908,286	865,000	891,234
100-5-30-1020	REGULAR SALARIES- PART TIME	38,118	7,150	16,434	-	-
100-5-30-1025	OVERTIME	111,787	110,190	73,853	110,100	89,000
100-5-30-1030	LONGEVITY PAY	4,695	5,508	6,000	6,326	6,288
100-5-30-1035	CERTIFICATION PAY	11,020	11,441	16,500	13,224	15,540
100-5-30-1040	ASSIGNMENT PAY	9,600	8,710	7,200	7,200	7,200
100-5-30-1060	HAZARD PAY	-	-	57,600	20,800	-
100-5-30-1070	HOLIDAY PAY	-	-	32,414	28,351	32,173
100-5-30-1200	PAYROLL TAXES FICA	82,506	78,937	88,568	84,000	87,787
100-5-30-1205	WORKERS COMP	37,427	18,320	16,674	15,429	14,173
100-5-30-1210	INSURANCE	101,828	122,822	125,123	107,000	134,282
100-5-30-1220	T.M.R.S.	35,793	32,760	30,965	40,408	40,562
<b>TOTAL PERSONNEL</b>		<b>1,380,443</b>	<b>1,312,397</b>	<b>1,476,678</b>	<b>1,393,727</b>	<b>1,531,241</b>
<b>SUPPLIES</b>						
100-5-30-1300	UNIFORMS & CLOTHING	16,403	13,441	14,500	15,000	9,958
100-5-30-2007	AMBULANCE SUPPLIES	23,374	27,718	42,000	42,000	56,440
100-5-30-2100	GAS & FUEL	13,219	9,813	19,760	19,760	19,761
100-5-30-2153	PERSONAL PROTECTIVE EQUIPMENT	27,489	24,508	13,590	13,590	20,708
100-5-30-2159	FIRE EQUIPMENT & TOOLS	19,207	3,228	2,670	957	27,368
<b>TOTAL SUPPLIES</b>		<b>101,096</b>	<b>78,708</b>	<b>92,520</b>	<b>91,307</b>	<b>134,235</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Fire**

<b>30-FIRE DEPARTMENT (Continued)</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>CONTRACTED SERVICES</b>						
100-5-30-3018	EMS BILLING SERVICE	27,528	25,149	24,200	22,276	24,200
100-5-30-3022	MEDICAL CONTROL	5,070	5,070	5,070	5,070	5,070
100-5-30-3025	LEXIPOL	-	8,122	6,022	6,207	-
<b>TOTAL CONTRACTED SERVICES</b>		<b>32,598</b>	<b>38,341</b>	<b>35,292</b>	<b>33,553</b>	<b>29,270</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-30-3201	R & M SMALL EQUIPMENT	9,439	18,807	13,336	4,000	13,321
100-5-30-3202	R & M AUTO/TRUCK	40,626	25,504	24,500	69,000	39,500
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>50,065</b>	<b>44,311</b>	<b>37,836</b>	<b>73,000</b>	<b>52,821</b>
<b>OPERATING</b>						
100-5-30-3500	CONFERENCE, TRAINING, & TRAVEL	2,855	3,139	6,000	6,000	9,490
100-5-30-3505	OTHER OPERATING EXPENSES	11,460	692	3,469	1,500	3,469
100-5-30-3506	DUES, SUBSCRIPTIONS & PUB	7,774	8,671	12,047	12,047	12,055
<b>TOTAL OPERATING</b>		<b>22,089</b>	<b>12,501</b>	<b>21,516</b>	<b>19,547</b>	<b>25,014</b>
<b>DEPARTMENTAL</b>						
100-5-30-3516	YOUTH PROGRAM	3,266	86	1,700	1,700	
100-5-30-3517	FIRE PREVENTION	2,423	619	1,350	1,350	3,150
100-5-30-3585	CERT INITIATIVE	1,451	70	500	500	500
100-5-30-3586	CPR INITIATIVE	-	-	-	-	2,800
100-5-30-3606	EMERGENCY MANAGEMENT	9,515	9,881	10,374	10,374	10,634
100-5-30-3603	EMPLOYEE RELATIONS	6,027	3,537	2,500	2,000	-
<b>TOTAL DEPARTMENTAL</b>		<b>22,683</b>	<b>14,194</b>	<b>16,424</b>	<b>15,924</b>	<b>17,084</b>
<b>DEBT PAYMENTS</b>						
100-5-30-4157	LEASE PRINCIPAL	-	-	69,263	69,263	69,263
100-5-30-4158	INTEREST	-	-	23,395	23,395	23,395
<b>TOTAL DEBT PAYMENTS</b>		<b>-</b>	<b>-</b>	<b>92,658</b>	<b>92,658</b>	<b>92,658</b>
<b>CAPITAL OUTLAY</b>						
100-5-30-5000	CAPITAL EXPENDITURES <sup>1</sup>	-	-	-	-	120,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120,000</b>
<b>TOTAL FIRE DEPARTMENT</b>		<b>\$ 1,608,974</b>	<b>\$ 1,500,452</b>	<b>\$ 1,772,925</b>	<b>\$ 1,719,716</b>	<b>\$ 2,002,323</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# 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 2020-2021 ACCOMPLISHMENTS

Increased public interaction with a reduction in Group A crime statistics.
Implemented updated standardized policies across department.
Developed Use of Force tracking and monitoring program to quickly identify issues.
Assisted with the development and implementation of COVID protocols.
Upgrade Patrol fleet to have vehicles no older than 3 years for frontline responding vehicles.
Successfully assisted the city in the 2021 Winter Storm.

## PERFORMANCE MEASURES

### PRODUCTIVITY INDICATORS

INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Group A Crime per 1,000 population	37	40.4	34	35
Number of Arrests	336	328	300	300
Number of Traffic Stops	2,552	3,123	4,250	4,250
Number of Citations	1,691	2,041	2,500	2,000
Accidents	208	200	175	175

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# POLICE DEPARTMENT

### WORKLOAD MEASURES

INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Number of Calls for Service	22,500	17,968	23,000	19,400
Number of Officer Initiated Calls for Service	15,250	12,309	17,000	12,800
Reports Prepared	3,447	3,237	3,200	4,000
Public Information Requests Processed	700	747	950	850
Cases Filed	168	133	125	225

### FY 2021-2022 WORKPLAN SUMMARY

The 2021-2022 workplan is to enhance investigative and proactive functions to the department included upgrading radio network to 700/800 bandwidth, upgrading in-car video system to integrate with the existing body camera system for enhanced capabilities, ensuring upgraded Radar and Lidar systems are available to each patrol officer, develop a network of stationary and mobile license plate readers across the City to better develop capabilities to enhance CID lead capabilities for suspects entering Glenn Heights to commit opportunity crimes.

### BUDGET HIGHLIGHTS

The items requested through the FY 2021-2022 budget will enhance service and investigative capabilities for the department.

The requests for items or services will fall in line with the department's mission, vision, and core values statements.

The service enhancements will be directly related to developing community relationships and reducing criminal opportunities.

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

# POLICE DEPARTMENT

### PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
Chief of Police	0	1	1	1
Deputy Chief	1	0	1	1
Police Sergeant	4	4	3	4
Police Corporal	0	0	0	0
Police Officers	16	16	16	18
Police Cadet	0	0	0	0
Animal Control	1	1	1	1
Executive Assistant	2	2	0	0
Communications Supervisor	0	0	1	1
Communication Officers	7	5	4	4
Records & Property Coordinator	1	1	1	1
Records & Property Clerk	1	1	1	1
Social Services Coordinator	0	0	0	1
<b>Total Positions</b>	<b>33</b>	<b>31</b>	<b>29</b>	<b>33</b>

### Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$1,854,094	\$1,893,376	\$2,131,110	\$2,280,844
Supplies	\$196,330	\$158,072	\$132,750	\$143,846
Contracted Service	\$16,428	\$15,303	\$14,903	\$9,852
Operating	\$31,075	\$54,845	\$17,000	\$22,000
Repairs & Maintenance	\$43,092	\$29,190	\$19,650	\$49,745
Departmental	\$17,861	\$13,574	\$14,500	\$16,500
Debt Payments	\$0	\$0	\$30,014	\$122,000
Capital Outlay	\$0	\$107,669	\$0	\$56,000
<b>Total</b>	<b>\$2,158,879</b>	<b>\$2,272,028</b>	<b>\$2,291,611</b>	<b>\$2,700,787</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Police**

<b>32-POLICE DEPARTMENT</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 1,854,094	\$ 1,893,376	\$ 2,131,110	\$ 1,867,017	\$ 2,280,844
	SUPPLIES	196,330	158,072	132,750	131,077	143,846
	CONTRACTED SERVICES	16,428	15,303	14,903	14,603	9,852
	REPAIRS & MAINTENANCE	31,075	54,845	17,000	19,476	22,000
	OPERATING	43,092	29,190	19,650	30,424	49,745
	DEPARTMENTAL	17,861	13,574	14,500	13,000	16,500
	DEBT PAYMENTS	-	-	30,014	30,014	122,000
	CAPITAL OUTLAY	-	107,669	-	30,079	56,000
<b>TOTAL POLICE DEPARTMENT</b>		<b>\$ 2,158,879</b>	<b>\$ 2,272,028</b>	<b>\$ 2,359,927</b>	<b>\$ 2,135,690</b>	<b>\$ 2,700,787</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Chief of Police	0	1	1	1	0
	Deputy Chief	1	0	1	0.25	1
	Police Sergeant	4	4	3	3.75	4
	Police Officers	16	16	16	16	18
	Animal Control	1	1	1	1	1
	Executive Assistant	2	1	0	0	0
	Communications Officer	7	5	4	4	4
	Communication Supervisor	0	1	1	1	1
	Records & Property Coordinator	1	1	1	1	1
	Records Clerk	1	1	1	1	1
	Social Services Coordinator	0	0	0	0.25	1
	Total Positions	33	31	29	29.25	32
<b>32-POLICE DEPARTMENT</b>						
		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-32-1000	EXEMPT SALARY	79,683	94,754	172,062	105,129	88,000
100-5-32-1010	REGULAR SALARIES- FULL TIME	1,207,006	1,273,866	1,353,526	1,183,000	1,580,334
100-5-32-1025	OVERTIME	109,108	109,776	45,655	124,631	89,203
100-5-32-1030	LONGEVITY PAY	6,506	5,764	5,952	5,235	5,620
100-5-32-1035	CERTIFICATION PAY	11,608	11,780	12,180	9,977	10,980
100-5-32-1040	ASSIGNMENT PAY	37,756	11,013	9,600	10,900	7,200
100-5-32-1060	HAZARD PAY	-	-	92,928	44,544	-
100-5-32-1070	HOLIDAY PAY	-	-	29,981	29,206	37,218
100-5-32-1200	PAYROLL TAXES FICA	106,373	111,626	124,615	110,000	124,211
100-5-32-1205	WORKERS COMP	58,813	28,788	24,177	24,395	26,678
100-5-32-1210	INSURANCE	188,984	199,754	213,445	160,000	252,336
100-5-32-1220	T.M.R.S.	48,256	46,256	46,988	60,000	59,064
<b>TOTAL PERSONNEL</b>		<b>1,854,094</b>	<b>1,893,376</b>	<b>2,131,110</b>	<b>1,867,017</b>	<b>2,280,844</b>
<b>SUPPLIES</b>						
100-5-32-1300	UNIFORMS & CLOTHING	25,429	15,280	15,000	15,000	16,846
100-5-32-2001	FORMS	784	-	-	-	-
100-5-32-2004	PATROL SUPPLIES	53,050	37,962	7,000	7,000	16,000
100-5-32-2010	PRISONER EXPENSES	64,500	64,500	60,000	60,000	60,000
100-5-32-2011	CRIME SCENE SEARCH	1,924	2,749	4,500	3,000	4,500
100-5-32-2100	GASOLINE & FUELS	49,479	37,141	45,000	45,000	45,000
100-5-32-2125	POSTAGE	-	92	250	277	500
100-5-32-2155	MINOR OFFICE EQUIPMENT	1,164	348	1,000	800	1,000
<b>TOTAL SUPPLIES</b>		<b>196,330</b>	<b>158,072</b>	<b>132,750</b>	<b>131,077</b>	<b>143,846</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Police**

<b>32-POLICE DEPARTMENT (Continued)</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>CONTRACTED SERVICES</b>						
100-5-32-3013	OTHER PROFESSIONAL SERVICES	1,024	-	1,000	700	2,500
100-5-32-3025	LEXIPOL	9,903	9,903	9,903	9,903	-
100-5-32-3102	BALLISTIC VESTS	5,501	5,400	4,000	4,000	7,352
<b>TOTAL CONTRACTED SERVICES</b>		<b>16,428</b>	<b>15,303</b>	<b>14,903</b>	<b>14,603</b>	<b>9,852</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-32-3201	R & M SMALL EQUIPMENT	1,339	70	2,000	1,560	2,000
100-5-32-3202	R & M AUTO/TRUCK	29,735	54,775	15,000	17,916	20,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>31,075</b>	<b>54,845</b>	<b>17,000</b>	<b>19,476</b>	<b>22,000</b>
<b>OPERATING</b>						
100-5-32-3303	NATURAL GAS	-	98	-	-	-
100-5-32-3500	CONFERENCE, TRAINING, & TRAVEL	23,660	12,388	12,450	12,000	31,745
100-5-32-3503	PRINTING, COPY, & PHOTO	3,624	1,052	1,500	1,000	1,500
100-5-32-3505	OPERATING EXPENSES	494	164	500	2,224	500
100-5-30-3410	E-911 SERVICES	10,544	10,575	-	10,000	10,000
100-5-32-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	4,770	4,912	5,200	5,200	6,000
<b>TOTAL OPERATING</b>		<b>43,092</b>	<b>29,190</b>	<b>19,650</b>	<b>30,424</b>	<b>49,745</b>
<b>DEPARTMENTAL</b>						
100-5-32-3519	CITY CLEAN UP	-			-	-
100-5-32-3520	ANIMAL POUND	4,060	3,207	5,000	3,500	5,000
100-5-32-3525	SRRG EXPENSES	7,500	5,862	7,500	7,500	7,500
100-5-32-3530	CRIME PREVENTION	6,301	4,505	2,000	2,000	4,000
<b>TOTAL DEPARTMENTAL</b>		<b>17,861</b>	<b>13,574</b>	<b>14,500</b>	<b>13,000</b>	<b>16,500</b>
<b>DEBT PAYMENTS</b>						
100-5-32-4013	LEASE PAYMENTS	-	-	30,014	30,014	122,000
<b>TOTAL DEBT PAYMENTS</b>		<b>-</b>	<b>-</b>	<b>30,014</b>	<b>30,014</b>	<b>122,000</b>
<b>CAPITAL OUTLAY</b>						
100-5-32-5000	CAPITAL EXPENDITURES <sup>1</sup>	-	107,669	-	30,079	56,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>107,669</b>	<b>-</b>	<b>30,079</b>	<b>56,000</b>
<b>TOTAL POLICE</b>		<b>\$ 2,158,879</b>	<b>\$ 2,272,028</b>	<b>\$ 2,359,927</b>	<b>\$ 2,135,690</b>	<b>\$ 2,700,787</b>

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## City of Glenn Heights, Texas

### Fiscal Year 2021-2022 Annual Budget



# 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.

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# 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 2020-2021 ACCOMPLISHMENTS

The department processed more than 500 miscellaneous and trade permits with an average process time of approximately 3 days.

The department processed and issued 365 new single-family home permits with a total valuation of \$107,840,278

The department has significantly decreased the average amount of time taken to process and review a new home permits by switching to a master plan review process.

## PERFORMANCE MEASURES

### PRODUCTIVITY INDICATORS

INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Average time required to process permit applications for New Single-Family Construction	4	4	4	3
Average days to process permit applications for New Commercial Construction	8	8	8	5

### WORKLOAD MEASURES

INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Number of New Plats	3	3	5	5
Number of Zoning Change Applications	3	3	3	8
Number of Trade & Misc. Permits	500	500	750	530
Valuation for NSF Building Permits	22,000,000	22,000,000	25,000,000	N/A
Number of Code Compliance Notices Issued	1006	1006	2411	N/A
Number of Citations	38	38	160	160
Number of Abatements	31	31	21	35
Number of Rental Unit Inspections	1345	1345	1345	250

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

# PLANNING & DEVELOPMENT SERVICES

### FY 2021-2022 WORKPLAN SUMMARY

Improve on the efficiency of processing and reviewing all planning and development applications

Foster voluntary compliance through citizen engagement, education and monitoring

### BUDGET HIGHLIGHTS

The FY 2021-2022 budget will allow the department to enhance and improve upon the services currently provided. The update to the City's zoning ordinance will supplement the comprehensive land use plan and future land use map to provide for greater alignment of targeted development in the City of Glenn Heights. The addition of a full-time building inspector will enhance the compliance activity for rental property registrations and conditions within the City

### PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
Director of Planning & Development	1	1	0	0
Code Compliance Officer	2	2	2	2
Planner	1	1	1	1
Building Official	0	1	1	0
Permit Coordinator	1	1	1	1
Animal Control	1	0	0	0
<b>Total Positions</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>4</b>

### Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$298,912	\$264,615	\$318,040	\$225,589
Supplies	\$6,744	\$8,300	\$6,800	\$7,000
Contracted Service	\$341,775	\$250,286	\$108,600	\$123,550
Repairs & Maintenance	\$920	\$2,000	\$2,000	\$2,000
Operating	\$8,370	\$10,925	\$11,525	\$10,525
Departmental	\$12,039	\$0	\$5,000	\$5,000
Capital Outlay	\$0	\$30,000	\$0	\$0
<b>Total</b>	<b>\$668,760</b>	<b>\$566,126</b>	<b>\$451,965</b>	<b>\$373,664</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Planning**

<b>53-PLANNING &amp; DEVELOPMENT</b>		<b>2017-2018 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
	PERSONNEL	\$ 298,912	\$ 318,040	\$ 225,589	\$ 270,812	\$ 352,635
	SUPPLIES	6,744	6,800	7,000	5,000	10,050
	CONTRACTED SERVICES	341,775	108,600	123,550	155,372	182,900
	REPAIRS & MAINTENANCE	920	2,000	2,000	700	2,000
	OPERATING	8,370	11,525	10,525	5,552	5,650
	DEPARTMENTAL	12,039	5,000	5,000	-	10,000
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>\$ 668,760</b>	<b>\$ 451,965</b>	<b>\$ 373,664</b>	<b>\$ 437,436</b>	<b>\$ 563,235</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Director, Planning & Development Services	1	0	0	1	1
	Code Compliance	2	2	2	1	1
	Building Inspector	0	0	0	1	1
	Planner	1	1	1	1	1
	Building Official	0	1	0	0	0
	Permit Coordinator	1	1	1	1	1
	Department Intern	1	0	0	0	0
	Total Positions	6	5	4	5	5
<b>53-PLANNING &amp; DEVELOPMENT</b>						
		<b>2017-2018 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
<b>PERSONNEL</b>						
100-5-53-1000	EXEMPT SALARY	75,483	112,562	54,232	142,751	149,110
100-5-53-1005	ACCRUED WAGES (AUDIT)	3,865	-	-		
100-5-53-1010	REGULAR SALARIES- FULL TIME	150,921	138,161	119,897	90,251	127,962
100-5-53-1025	OVERTIME	2,760	-	-	232	923
100-5-53-1200	PAYROLL TAXES FICA	16,425	19,180	13,321	16,914	21,060
100-5-53-1205	WORKERS COMP	7,607	4,379	3,335	4,169	4,169
100-5-53-1210	INSURANCE	33,561	36,035	29,441	9,413	39,188
100-5-53-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
100-5-53-1220	T.M.R.S.	8,290	7,722	5,363	7,082	10,224
<b>TOTAL PERSONNEL</b>		<b>298,912</b>	<b>318,040</b>	<b>225,589</b>	<b>270,812</b>	<b>352,635</b>
<b>SUPPLIES</b>						
100-5-53-1300	UNIFORMS AND CLOTHING	1,176	1,300	1,500	1,375	1,500
100-5-53-2001	FORMS	-	500	500		500
100-5-53-2009	CODE BOOKS	-	1,000	1,000	275	3,000
100-5-53-2100	GASOLINE & FUEL	5,568	4,000	4,000	3,000	4,000
100-5-53-2125	POSTAGE	-	-		350	350
100-5-53-2155	SMALL OFFICE EQUIPMENT	-	-		-	700
<b>TOTAL SUPPLIES</b>		<b>6,744</b>	<b>6,800</b>	<b>7,000</b>	<b>5,000</b>	<b>10,050</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Planning**

<b>53-PLANNING &amp; DEVELOPMENT (continued)</b>		<b>2017-2018</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>APPROVED</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>CONTRACTED SERVICES</b>						
100-5-53-3003	ENGINEERING SERVICES					
100-5-53-3004	HEALTH DEPARTMENT FEES	3,072	3,800	3,800	5,400	5,400
100-5-53-3006	CONSULTANT FEES	4,088	52,000	46,950	38,260	60,000
100-5-53-3010	TECHNOLOGY	-		-		
100-5-53-3015	MERCHANT (CC) FEES	2,720	2,800	2,800	5,590	5,500
100-5-53-3047	INSPECTIONS	331,895	50,000	70,000	106,122	112,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>341,775</b>	<b>108,600</b>	<b>123,550</b>	<b>155,372</b>	<b>182,900</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-53-3202	R & M AUTO/TRUCK	920	2,000	2,000	700	2,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>920</b>	<b>2,000</b>	<b>2,000</b>	<b>700</b>	<b>2,000</b>
<b>OPERATING</b>						
100-5-53-3300	CELL PHONES & WIRELESS	2,899	-	-	-	-
100-5-53-3500	CONFERENCE, TRAINING, & TRAVEL	1,360	4,000	3,000	479	1,000
100-5-53-3503	PRINTING, COPY, & PHOTO	3,596	4,000	4,000	2,632	3,000
100-5-53-3505	OPERATING EXPENSES	371	2,500	2,500	1,841	1,000
100-5-53-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	144	1,025	1,025	600	650
<b>TOTAL OPERATING</b>		<b>8,370</b>	<b>11,525</b>	<b>10,525</b>	<b>5,552</b>	<b>5,650</b>
<b>DEPARTMENTAL</b>						
100-5-53-3522	DEMOLITIONS	-	5,000	5,000	-	10,000
100-5-53-3520	ANIMAL POUND	12,039	-	-		
<b>TOTAL DEPARTMENTAL</b>		<b>12,039</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>10,000</b>
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>\$ 668,760</b>	<b>\$ 451,965</b>	<b>\$ 373,664</b>	<b>\$ 437,436</b>	<b>\$ 563,235</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# 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.

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Increase in number of retail businesses	Not Measured	2	4	5
Development site submissions to targeted industries	Not Measured	5	8	10
New Development or Small Business incentives agreements	Not Measured	1	3	3
New Chamber of Commerce Members	Not Measured	15	2	10

WORKLOAD MEASURES				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Number of Roundtable meetings	13	15	20	20
Number of Chamber of Commerce meetings	10	12	5	5
Number of small business incubator meetings	3	10	5	5
Number of Defined Development Incentive Programs	2	3	5	3
Number of businesses contacted	46	60	65	45

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# ECONOMIC DEVELOPMENT

## FY 2021-2022 WORKPLAN SUMMARY

The creation of Tax Increment Reinvestment Zones to support commercial & retail development along Hampton Road and Bear Creek Road.

Staff will continue to market and leverage Chapter 380 Economic Development Incentive Policy to attract commercial and mixed-use developments.

## BUDGET HIGHLIGHTS

Two commercial development projects received zoning & land-use approval from the Glenn Heights City Council during the fiscal year. Those developments are anticipated to create jobs, provide neighborhood retail services, and expand the local sales tax base.

## PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
Economic Development Administrator	1	1	1	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

## Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$83,270	\$83,816	\$95,183	\$0
Supplies	\$0	\$0	\$0	\$0
Contracted Service	\$443	\$0	\$6,000	\$23,500
Operating	\$7,604	\$2,900	\$14,600	\$16,450
<b>Total</b>	<b>\$91,317</b>	<b>\$85,715</b>	<b>\$115,783</b>	<b>\$39,950</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Economic Development**

<b>52-ECONOMIC DEVELOPMENT</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
PERSONNEL		\$ 83,270	\$ 83,816	\$ 95,183	\$ -	\$ -
SUPPLIES		-	-	-	-	-
CONTRACTED SERVICES		443	-	6,000	2,000	23,500
OPERATING		7,604	2,900	14,600	6,375	16,450
<b>TOTAL ECONOMIC DEVELOPMENT</b>		<b>\$ 91,317</b>	<b>\$ 86,715</b>	<b>\$ 115,783</b>	<b>\$ 8,375</b>	<b>\$ 39,950</b>
<b>PERSONNEL SUMMARY</b>						
FULL-TIME POSITIONS						
	Economic Development Administrator	1	1	1	0	0
	Total Positions	1	1	1	0	0
<b>52-ECONOMIC DEVELOPMENT</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-52-1000	EXEMPT SALARY	72,311	73,426	78,718	-	-
100-5-52-1005	ACCRUED WAGES (AUDIT)	-	-	-	-	-
100-5-52-1200	PAYROLL TAXES FICA	5,533	5,576	5,847	-	-
100-5-52-1205	WORKERS COMP	1,783	872	834	-	-
100-5-52-1210	INSURANCE	1,227	1,654	7,360	-	-
100-5-52-1220	T.M.R.S.	2,416	2,288	2,425	-	-
<b>TOTAL PERSONNEL</b>		<b>83,270</b>	<b>83,816</b>	<b>95,183</b>	<b>-</b>	<b>-</b>
<b>CONTRACTED SERVICES</b>						
100-5-52-3013	OTHER PROFESSIONAL SERVICES	-	-	3,500	2,000	3,500
100-5-52-3015	ADVERTISING CONTRACT	443	-	2,500	-	20,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>443</b>	<b>-</b>	<b>6,000</b>	<b>2,000</b>	<b>23,500</b>
<b>OPERATING</b>						
100-5-52-3500	CONFERENCE, TRAINING, & TRAVEL	2,254	780	500	-	500
100-5-52-3503	PRINTING, COPY, & PHOTO	775	22	250	-	250
100-5-52-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	500	514	500	375	1,200
100-5-52-3520	PUBLIC MEETINGS	1,800	920	850	500	2,000
100-5-52-3525	CHAMBER OF COMMERCE EXPENDITURES	2,276	664	2,500	500	2,500
100-5-52-3550	SMALL BUSINESS DEVELOPMENT GRANTS	-	-	10,000	5,000	10,000
<b>TOTAL OPERATING</b>		<b>7,604</b>	<b>2,900</b>	<b>14,600</b>	<b>6,375</b>	<b>16,450</b>
<b>TOTAL ECONOMIC DEVELOPMENT</b>		<b>\$ 91,317</b>	<b>\$ 86,715</b>	<b>\$ 115,783</b>	<b>\$ 8,375</b>	<b>\$ 39,950</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET  
COVID-19 Response**

<b>425-COVID-19 RESPONSE</b>		<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
	PERSONNEL	\$ 147,763	\$ -	\$ -	\$ -
	SUPPLIES	86,624	105,900	105,900	105,900
	CONTRACTED SERVICES	23,138	50,000	50,000	50,000
	REPAIRS & MAINTENANCE	2,202	-	-	-
	OPERATING	905	-	-	-
	DEPARTMENTAL	6,188	-	-	-
	CAPITAL OUTLAY	25,000	-	-	-
<b>TOTAL COVID-19 RESPONSE</b>		<b>\$ 291,820</b>	<b>\$ 155,900</b>	<b>\$ 155,900</b>	<b>\$ 155,900</b>
<b>425-COVID-19 RESPONSE</b>					
<b>425-COVID-19 RESPONSE</b>		<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
<b>PERSONNEL</b>					
425-5-XX-1010	REGULAR SALARIES- FULL TIME	11,780	-	-	-
425-5-XX-1060	COVID HAZARD PAY	110,032	-	-	-
425-5-XX-1065	COVID HAZARD OVERTIME	767	-	-	-
425-5-XX-1200	PAYROLL TAXES FICA	9,082	-	-	-
425-5-XX-1210	INSURANCE	12,326	-	-	-
425-5-XX-1220	T.M.R.S.	3,776	-	-	-
<b>TOTAL PERSONNEL</b>		<b>147,763</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SUPPLIES</b>					
425-5-XX-1300	UNIFORM & CLOTHING	536	500	500	500
425-5-XX-2004	PATROL SUPPLIES	22,326	20,000	20,000	20,000
425-5-XX-2000	OFFICE SUPPLIES	1,778	1,000	1,000	1,000
425-5-XX-2003	OTHER OPERATING SUPPLIES	718	500	500	500
425-5-XX-2007	AMBULANCE SUPPLIES	9,469	10,000	10,000	10,000
425-5-XX-2012	JANITORIAL SUPPLIES	2,392	10,000	10,000	10,000
425-5-XX-2425	GASOLINE & FUELS	-	3,000	3,000	3,000
425-5-XX-2100	GASOLINE & FUELS	3,719	-	-	-
425-5-XX-2125	POSTAGE	31	100	100	100
425-5-XX-2153	PERSONAL PROTECTIVE EQUIPMENT	28,395	50,000	50,000	50,000
425-5-XX-2155	SMALL OFFICE EQUIPMENT	879	500	500	500
425-5-XX-2156	OTHER SMALL EQUIPMENT	304	300	300	300
425-5-XX-2170	SAFETY EQUIPMENT	12,503	-	-	-
425-5-XX-3110	SAFETY EQUIPMENT	3,572	10,000	10,000	10,000
<b>TOTAL SUPPLIES</b>		<b>86,624</b>	<b>105,900</b>	<b>105,900</b>	<b>105,900</b>
<b>CONTRACTED SERVICES</b>					
425-5-XX-3002	LEGAL SERVICES	13,089	-	-	-
425-5-XX-3010	TECHNOLOGY	152	-	-	-
425-5-XX-3011	JANITORIAL SERVICES	1,118	-	-	-
425-5-XX-3013	OTHER PROFESSIONAL SERVICES	8,780	-	-	-
	COVID TESTING	-	50,000	50,000	50,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>23,138</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**  
**COVID-19 Response**

<b>425-COVID-19 RESPONSE</b>		<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
<b>REPAIRS &amp; MAINTENANCE</b>					
425-5-XX-3200	R&M STRUCTURE	-			
425-5-XX-3201	R&M SMALL EQUIPMENT	483	-	-	-
425-5-XX-3212	R&M FUEL TANKS	1,720	-	-	-
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>2,202</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING</b>					
425-5-XX-3300	CELL PHONES & WIRELESS	-			
425-5-XX-3302	ELECTRICITY	-			
425-5-XX-3410	E-911 SERVICES	-			
425-5-XX-3500	CONFERENCE, TRAVEL & TRAINING	199	-	-	-
425-5-XX-3503	PRINTING, COPY & PHOTO	-			
425-5-XX-3505	OTHER OPERATING EXPENSES	-			
425-5-XX-3506	DUES,SUBSCRIPTIONS & PUB	-			
425-5-XX-3510	HARDWARE	706	-	-	-
<b>TOTAL OPERATING</b>		<b>905</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL</b>					
425-5-XX-3516	STRATEGIC PLANNING	108	-	-	-
425-5-XX-3585	CERT INITIATIVE	-			
425-5-XX-3586	CPR INITIATIVE	-			
425-5-XX-3606	EMERGENCY MANAGEMENT	-			
425-5-XX-3603	EMPLOYEE RELATIONS	-	-	-	-
425-5-XX-3606	Emergency Management	6,080	-	-	-
<b>TOTAL DEPARTMENTAL</b>		<b>6,188</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>					
425-5-XX-5310	SMALL BUSINESS GRANTS	25,000	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COVID-19 RESPONSE</b>		<b>\$ 291,820</b>	<b>\$ 155,900</b>	<b>\$ 155,900</b>	<b>\$ 155,900</b>

## City of Glenn Heights, Texas

### Fiscal Year 2021-2022 Annual Budget



# 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**

**Fiscal Year 2021-2022 Annual Budget**

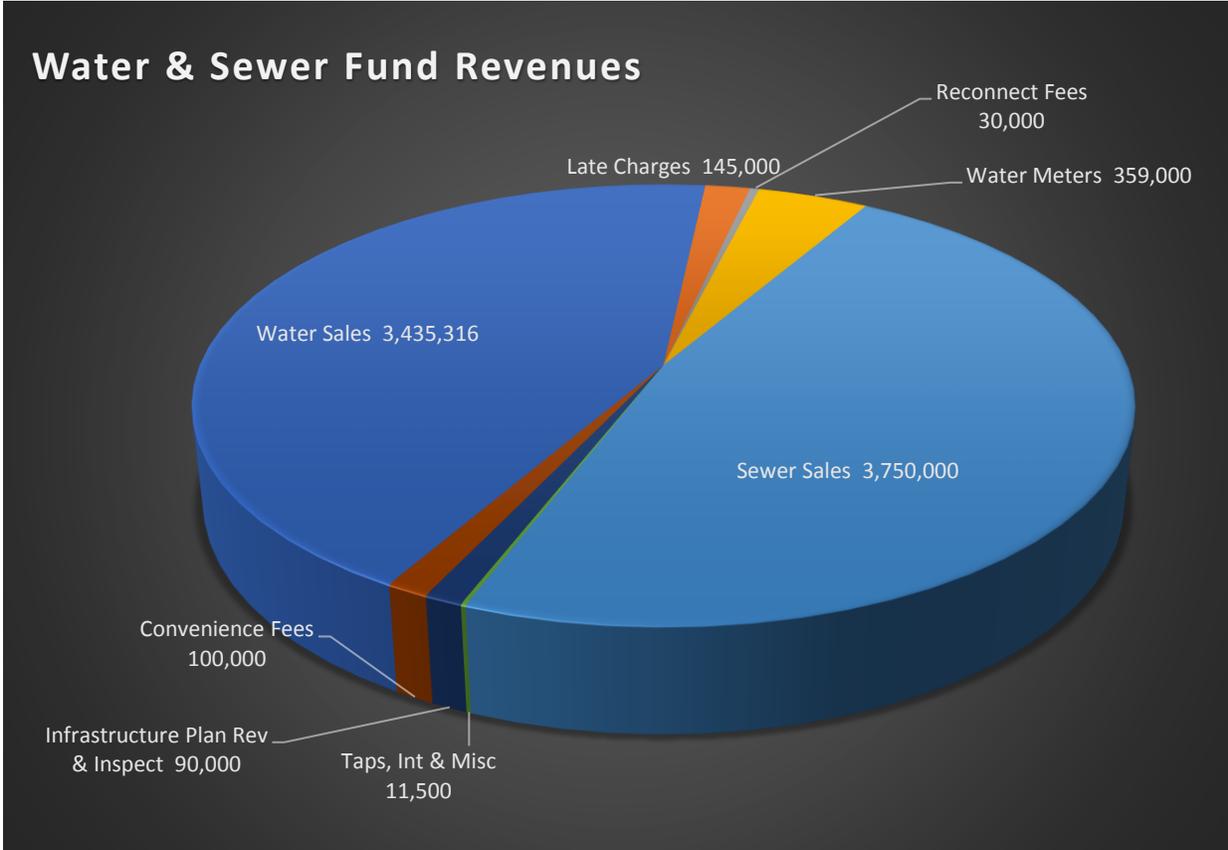


**WATER SEWER FUND  
REVENUE SUMMARY**

<b>REVENUES</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
Water Sales	2,541,573	2,980,018	2,850,000	2,300,000	3,435,316
Sewer Sales	2,879,680	3,157,309	3,250,000	2,925,616	3,750,000
Late Charges	277,664	144,393	50,000	25,000	145,000
Reconnect Fees	50,843	28,518	30,000	10,000	30,000
Water Meters	16,943	8,880	5,000	-	359,000
Tap Fees	19,928	11,975	7,000	7,000	7,000
Infrastructure Plan Rev & Inspect	-	-	-	159,425	90,000
Convenience Fees	70,399	90,766	73,000	113,000	100,000
Interest	23,536	10,244	4,000	2,300	2,300
Miscellaneous	49,549	19,704	4,000	1,400	2,200
<b>TOTAL REVENUES</b>	<b>5,930,114</b>	<b>6,451,807</b>	<b>6,273,000</b>	<b>5,543,741</b>	<b>7,920,816</b>



# WATER SEWER FUND REVENUE



**FY 2021-2022 Water Sewer Fund Revenue:  
\$7,920,816**

**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



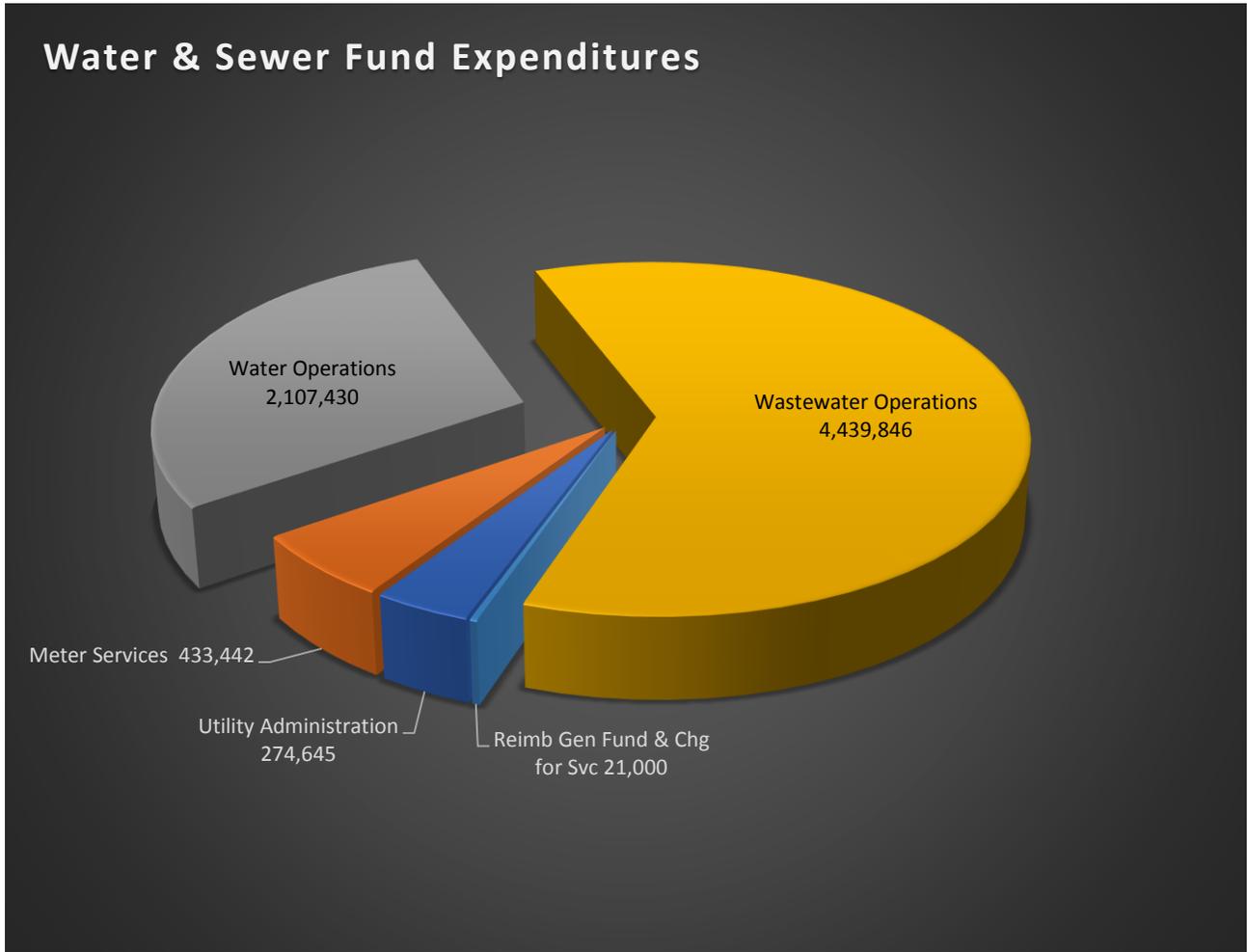
**WATER SEWER FUND  
EXPENDITURE SUMMARY**

<b>EXPENDITURES</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 PROPOSED</b>
22-Utility Administration	227,777	270,752	273,069	263,379	274,645
23-Meter Services	137,859	179,149	226,384	205,296	433,442
41-Water Operations	1,487,274	1,958,139	1,829,828	1,764,512	2,107,430
42-Wastewater Operations	3,392,082	3,886,305	3,116,965	3,911,914	4,439,846
99-Capital Project - Hwy 664 Utility Relocation	148,130	-	-	-	-
99-Receiveable Adjustment	55,017	45,163	-	-	-
500-5-00-6901 G&A Reimbursement to Utility	221,480	64,043	15,000	15,000	15,000
500-5-00-6902 Charge for Service (City Wide)	97,616	32,007	6,000	6,000	6,000
<b>TOTAL EXPENDITURES</b>	<b>5,767,235</b>	<b>6,435,558</b>	<b>5,467,246</b>	<b>6,166,101</b>	<b>7,276,363</b>



# WATER SEWER FUND EXPENDITURE

Water & Sewer Fund Expenditures



**FY 2021-2022 Water Sewer Fund Expenditures:  
\$7,276,363**

# City of Glenn Heights, Texas



## Fiscal Year 2021-2022 Annual Budget

### 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 2020-2021 ACCOMPLISHMENTS

Maintained remote operations in response to COVID 19.

#### PERFORMANCE MEASURES

##### PRODUCTIVITY INDICATORS

INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Percent increase in customers	2%	7%	10%	10%
Percent customer complaints down	2%	2%	2%	2%
Number of customer service compliments per month	10%	15%	20%	18%

##### WORKLOAD MEASURES

INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Average customers served/billing per month	5,302	5,902	5,957	6,000
Average late notices/cutoffs per month	1,064/128	1,090/135	1,147/150	1,400/100
Average applications per month	79	80	99	95
Average calls taken per day	80	100	120	150
Average daily service ticket orders	12	15	16	20
Number of participants in the Senior Billing Program	98	110	130	142
Number of onsite payment customers	2,500	3,000	3,500	4,000

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# UTILITY ADMINISTRATION

## FY 2021-2022 WORKPLAN SUMMARY

Continue to transition to Smart Meters.

## BUDGET HIGHLIGHTS

Continue to provide excellent customer service to all residents.

## PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
Utility Billing Supervisor	1	1	1	1
Utility Billing Representative	2	2	2	2
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$108,128	\$164,291	\$164,219	\$166,795
Supplies	\$1,743	\$139	\$1,050	\$800
Contracted Service	\$115,399	\$103,878	\$103,000	\$103,000
Operating	\$2,508	\$2,443	\$4,800	\$4,050
Use of Fund Balance	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$227,777</b>	<b>\$270,752</b>	<b>\$273,069</b>	<b>\$274,645</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Utility Admin**

<b>UTILITY ADMINISTRATION - 22</b>		<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
	PERSONNEL	\$ 108,128	\$ 164,291	\$ 164,219	\$ 160,834	\$ 166,795
	SUPPLIES	1,743	139	1,050	300	800
	CONTRACTED SERVICES	115,399	103,878	103,000	99,145	103,000
	OPERATING	2,508	2,443	4,800	3,100	4,050
<b>TOTAL UTILITY ADMIN</b>		<b>\$ 227,777</b>	<b>\$ 270,752</b>	<b>\$ 273,069</b>	<b>\$ 263,379</b>	<b>\$ 274,645</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Utilities Billing Supervisor	1	1	1	1	1
	Utilities Billing Representative	2	2	2	2	2
	Total Positions	3	3	3	3	3
<b>UTILITY ADMINISTRATION - 22</b>						
		<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
<b>PERSONNEL</b>						
500-5-22-1005	ACCRUED WAGES (AUDIT)	376	(5,578)	-	-	-
500-5-22-1010	REGULAR SALARIES- FULL TIME	93,888	103,608	122,666	117,000	122,886
500-5-22-1025	OVERTIME	3,594	1,703	3,538	7,000	3,545
500-5-22-1200	PAYROLL TAXES FICA	7,355	7,926	9,655	9,163	9,672
500-5-22-1205	WORKERS COMP	5,348	2,617	2,501	2,501	2,501
500-5-22-1210	INSURANCE	14,153	16,864	22,081	20,829	23,657
500-5-22-1215	UNEMPLOYMENT CLAIMS	2,028	-	-	-	-
500-5-22-1220	T.M.R.S.	(18,616)	3,015	3,778	4,341	4,535
500-5-22-1225	COMPENATED ABS ADJUSTMENT	-	34,135	-	-	-
<b>TOTAL PERSONNEL</b>		<b>108,128</b>	<b>164,291</b>	<b>164,219</b>	<b>160,834</b>	<b>166,795</b>
<b>SUPPLIES</b>						
500-5-22-2000	OFFICE SUPPLIES	1,743	139	750	-	500
500-5-22-2156	OTHER SMALL EQUIPMENT	-	-	300	300	300
<b>TOTAL SUPPLIES</b>		<b>1,743</b>	<b>139</b>	<b>1,050</b>	<b>300</b>	<b>800</b>
<b>CONTRACTED SERVICES</b>						
500-5-22-3015	MERCHANT (CC) FEES	49,836	59,077	58,000	61,145	58,000
500-5-22-3025	WATER BILL PROCESSING/POSTAGE	48,657	44,801	45,000	38,000	45,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>115,399</b>	<b>103,878</b>	<b>103,000</b>	<b>99,145</b>	<b>103,000</b>
<b>OPERATING</b>						
500-5-22-3302	ELECTRICITY	1,065	901	1,500	1,000	1,100
500-5-22-3303	NATURAL GAS	1,149	1,121	1,900	2,100	2,000
500-5-22-3400	TRAINING	234	413	500	-	500
500-5-22-3500	CASH (OVER) SHORT	60	8	-	-	-
500-5-22-3503	PRINTING, COPY, & PHOTO	-	-	900	-	450
<b>TOTAL OPERATING</b>		<b>2,508</b>	<b>2,443</b>	<b>4,800</b>	<b>3,100</b>	<b>4,050</b>
<b>TOTAL UTILITY ADMINISTRATION</b>		<b>\$ 227,777</b>	<b>\$ 270,752</b>	<b>\$ 273,069</b>	<b>\$ 263,379</b>	<b>\$ 274,645</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# METER SERVICES

## PURPOSE/MISSION STATEMENT

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

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Water disconnection within 4 hours of notice	98%	98%	100%	N/A
Water connections within 4 hours of notice	98%	98%	100%	N/A
Percent of water meters read within 5 days	98%	98%	75%	N/A

WORKLOAD MEASURES				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Average meters read per month	7,384	7,858	8,500	N/A
Water service connections per month	39	40	50	N/A
Water service disconnections per month	34	35	40	N/A
Meters replaced per month	13	13	15	N/A
New meters installed per month	18	22	30	N/A

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# METER SERVICES

## FY 2021-2022 WORKPLAN SUMMARY

Work on establishing contactless meters citywide.

## BUDGET HIGHLIGHTS

Ensure smooth transition to new meter program.

## PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
Meter Services Coordinator	1	1	1	1
Meter Reader	2	1	1	0
Utility Worker I/Meter Reader	1	2	2	0
<b>Total Positions</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>1</b>

## Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$116,577	\$149,791	\$192,662	\$57,417
Supplies	\$14,839	\$19,123	\$19,100	\$328,515
Contracted Service	\$1,570	\$1,500	\$9,900	\$45,310
Repairs & Maintenance	\$2,142	\$656	\$3,500	\$1,000
Operating	\$0	\$0	\$1,222	\$1,200
Use of Fund Balance	\$2,731	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$137,859</b>	<b>\$171,070</b>	<b>\$226,384</b>	<b>\$433,442</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Meter Services**

<b>METER SERVICES- 23</b>		<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
	PERSONNEL	\$ 116,577	\$ 149,791	\$ 192,662	\$ 179,335	\$ 57,417
	SUPPLIES	14,839	19,123	19,100	20,961	328,515
	CONTRACTED SERVICES	1,570	1,500	9,900	2,500	45,310
	REPAIRS & MAINTENANCE	2,142	656	3,500	2,500	1,000
	OPERATING	-	-	1,222	-	1,200
	USE OF FUND BALANCE	2,731	-	-	-	-
<b>TOTAL METER SERVICES</b>		<b>\$ 137,859</b>	<b>\$ 171,070</b>	<b>\$ 226,384</b>	<b>\$ 205,296</b>	<b>\$ 433,442</b>
<b>PERSONNEL SUMMARY</b>						
	<b>FULL-TIME POSITIONS</b>					
	Coordinator, Meter Services	1	1	1	1	1
	Meter Reader	1	1	1	1	0
	Utility Worker I / Meter Reader	2	2	2	2	0
	Total Positions	4	4	4	4	1
<b>METER SERVICES-23</b>						
		<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
<b>PERSONNEL</b>						
500-5-23-1005	ACCRUED WAGES (AUDIT)	4,464	(4,221)	-	-	-
500-5-23-1010	REGULAR SALARIES-FULL TIME	87,398	106,139	142,891	120,719	43,285
500-5-23-1025	OVERTIME	7,306	4,780	1,546	7,000	468
500-5-23-1060	HAZARD PAY	-	-	-	7,680	-
500-5-23-1200	PAYROLL TAXES FICA	6,414	7,594	11,049	11,000	3,347
500-5-23-1205	WORKERS COMP	7,128	3,489	3,335	3,336	834
500-5-23-1210	INSURANCE	21,379	28,831	29,441	25,000	7,886
500-5-23-1220	T.M.R.S.	(17,511)	3,179	4,401	4,600	1,597
<b>TOTAL PERSONNEL</b>		<b>116,577</b>	<b>149,791</b>	<b>192,662</b>	<b>179,335</b>	<b>57,417</b>
<b>SUPPLIES</b>						
500-5-23-1300	UNIFORMS & CLOTHING	711	891	1,500	1,000	470
500-5-23-2100	GASOLINE & FUEL	4,643	7,109	6,000	6,000	1,175
500-5-23-2125	REPLACEMENT METER PURCHASES	6,848	6,164	5,000	5,000	-
500-5-23-2126	NEW WATER METER PURCHASES	1,993	4,794	5,000	7,761	326,350
500-5-23-2151	HAND TOOLS	-	47	200	200	200
500-5-23-3110	SAFETY EQUIPMENT	643	119	1,400	1,000	320
<b>TOTAL SUPPLIES</b>		<b>14,839</b>	<b>19,123</b>	<b>19,100</b>	<b>20,961</b>	<b>328,515</b>
<b>CONTRACTED SERVICES</b>						
500-5-23-3020	ANNUAL SOFTWARE MAINT	1,500	1,500	1,500	1,500	44,310
500-5-23-3030	METER TESTING	70	-	8,400	1,000	1,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>1,570</b>	<b>1,500</b>	<b>9,900</b>	<b>2,500</b>	<b>45,310</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
500-5-23-3202	R & M AUTO	2,142	656	3,500	2,500	1,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>2,142</b>	<b>656</b>	<b>3,500</b>	<b>2,500</b>	<b>1,000</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Meter Services**

<b>METER SERVICES-23 (continued)</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>OPERATING</b>						
500-5-23-3300	CELL PHONES & WIRELESS	-	-	-		
500-5-23-3500	CONFERENCE TRAINING & TRAVEL	-	-	1,022	-	1,000
500-5-23-3506	DUE SUBSCRIPTIONS & PUBLICATIONS	-	-	200	-	200
500-5-23-3508	SOFTWARE	-	-	-	-	-
<b>TOTAL OPERATING</b>		-	-	1,222	-	1,200
<b>USE OF FUND BALANCE</b>						
500-5-23-7999	DEPRECIATION EXPENSE	2,731	8,080	-	-	-
<b>TOTAL USE OF FUND BALANCE</b>		2,731	8,080	-	-	-
<b>TOTAL METER SERVICES</b>		<b>\$ 137,859</b>	<b>\$ 179,149</b>	<b>\$ 226,384</b>	<b>\$ 205,296</b>	<b>\$ 433,442</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# 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.

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Percent of water lines repaired/replaced within 24 hours of reporting	80	80	80%	N/A
Percent of backflow devices tested within 24 hours requested	85	85	NA	N/A

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# WATER OPERATIONS

### PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
Director of Public Works & Infrastructure	0.33	0.33	0	0
Utilities Superintendent	1	1	1	1
Utilities Supervisor	1	1	1	1
Inspector	1	1	1	1
Executive Assistant	1	1	1	1
Utilities Worker III (Backflow)	3	1	1.5	1
Backflow Operator	1	0	0	0
<b>Total Positions</b>	<b>8.33</b>	<b>7.33</b>	<b>5.5</b>	<b>5</b>

### Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$234,731	\$326,867	\$384,451	\$375,362
Supplies	\$27,133	\$20,830	\$30,444	\$32,135
Contracted Service	\$932,290	\$1,186,886	\$1,220,000	\$1,470,000
Repairs & Maintenance	\$(100,200)	\$39,241	\$60,500	\$60,000
Operating	\$137,577	\$132,923	\$109,433	\$144,933
Departmental	\$19,790	\$21,176	\$25,000	\$25,000
Capital Outlay	\$0	\$0	\$0	\$0
Use of Fund Balance	\$235,953	\$0	\$0	\$0
<b>Total</b>	<b>\$1,487,274</b>	<b>\$1,727,913</b>	<b>\$1,829,828</b>	<b>\$2,107,430</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Water Operations**

<b>WATER OPERATIONS - 41</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 234,731	\$ 326,857	\$ 384,451	\$ 350,789	\$ 375,362
	SUPPLIES	27,133	20,830	30,444	28,500	32,135
	CONTRACTED SERVICES	932,290	1,186,886	1,220,000	1,160,290	1,470,000
	REPAIRS & MAINTENANCE	(100,200)	39,241	60,500	85,000	60,000
	OPERATING	137,577	132,923	109,433	110,433	144,933
	DEPARTMENTAL	19,790	21,176	25,000	29,500	25,000
	DEBT PAYMENTS	-	-	-	-	-
	CAPITAL OUTLAY	-	-	-	-	-
	USE OF FUND BALANCE	235,953			-	-
<b>TOTAL WATER OPERATIONS</b>		<b>\$ 1,487,274</b>	<b>\$ 1,727,913</b>	<b>\$ 1,829,828</b>	<b>\$ 1,764,512</b>	<b>\$ 2,107,430</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Director Public Works & Infrastructure	0.33	0.33	0	0	0
	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
	Utilities Worker III (Backflow)	3	3	1.5	1.5	1
	Backflow Operator	1	0	0	0	0
	Total Positions	8.33	7.33	5.5	5.5	5
<b>WATER OPERATIONS - 41</b>						
		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
500-5-41-1000	EXEMPT SALARY	54,034	90,134	77,177	98,500	84,267
500-5-41-1005	ACCRUED WAGES (AUDIT)	4,805	(14,083)			
500-5-41-1010	REGULAR SALARIES-FULL TIME	148,701	184,500	216,340	175,000	204,963
500-5-41-1025	OVERTIME	9,487	3,232	7,563	5,000	7,700
500-5-41-1035	CERTIFICATION PAY	1,408	1,533	1,950	922	1,500
500-5-41-1060	HAZARD PAY	-	-	3,840	7,680	-
500-5-41-1200	PAYROLL TAXES FICA	16,070	20,873	23,475	22,000	22,777
500-5-41-1205	WORKERS COMP	14,852	7,270	4,585	4587	4,169
500-5-41-1210	INSURANCE	23,391	25,350	40,481	27,000	39,313
500-5-41-1215	UNEMPLOYMENT CLAIMS	509	-	-	-	-
500-5-41-1220	T.M.R.S.	(38,525)	8,048	9,040	10,100	10,673
<b>TOTAL PERSONNEL</b>		<b>234,731</b>	<b>326,857</b>	<b>384,451</b>	<b>350,789</b>	<b>375,362</b>
<b>SUPPLIES</b>						
500-5-41-1300	UNIFORMS & CLOTHING	905	1,088	3,000	1,500	3,055
500-5-41-2001	FORMS	1,806	-	-	-	-
500-5-41-2006	CHEMICALS	1,173	3,849	3,500	3,500	3,500
500-5-41-2100	GASOLINE & FUEL	13,894	9,980	13,000	13,000	13,000
500-5-41-2127	WATER QUALITY MAILING	3,497	3,498	3,700	5,500	6,000
500-5-41-2151	HAND TOOLS	902	950	1,500	1,500	1,500
500-5-41-2156	OTHER SMALL EQUIPMENT	2,675	1,109	3,000	1,500	3,000
500-5-41-2170	SAFETY EQUIPMENT	2,281	356	2,744	2,000	2,080
<b>TOTAL SUPPLIES</b>		<b>27,133</b>	<b>20,830</b>	<b>30,444</b>	<b>28,500</b>	<b>32,135</b>
<b>CONTRACTED SERVICES</b>						
500-5-41-3003	ENGINEERING SERVICES	-	-	20,000	30,000	70,000
500-5-41-4303	INFRASTRUCTURE PLAN REVIEW & INSPECTIONS	-	-		25,171	50,000
500-5-41-3013	OTHER PROFESSIONAL SERVICES	(8,449)	-	-	-	-
500-5-41-3015	CITY WATER PURCHASES	940,739	1,186,886	1,200,000	1,105,119	1,350,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>932,290</b>	<b>1,186,886</b>	<b>1,220,000</b>	<b>1,160,290</b>	<b>1,470,000</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Water Operations**

<b>WATER OPERATIONS - 41(continued)</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>AMENDED</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
500-5-41-3200	R & M STRUCTURES	-	-	4,500	4,500	4,000
500-5-41-3201	R & M SMALL EQUIPMENT	1,079	418	2,500	500	2,500
500-5-41-3202	R & M AUTO/TRUCK	4,994	1,772	4,500	3,000	4,500
500-5-41-3204	R & M WATER SYSTEM	(110,035)	34,351	40,000	64,000	40,000
500-5-41-3206	R & M HEAVY EQUIPMENT	3,762	2,700	4,000	4,000	4,000
500-5-41-3215	R & M STORAGE TANK	-	-	5,000	9,000	5,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>(100,200)</b>	<b>39,241</b>	<b>60,500</b>	<b>85,000</b>	<b>60,000</b>
<b>OPERATING</b>						
500-5-41-3302	ELECTRICITY	48,900	66,641	70,000	70,000	73,000
500-5-41-3400	FRANCHISE FEES	82,424	60,000	30,000	30,000	60,000
500-5-41-3500	CONFERENCE, TRAINING, & TRAVEL	1,345	20	2,083	2,083	3,083
500-5-41-3503	PRINTING, COPY, & PHOTO	358	743	750	250	250
500-5-41-3505	OPERATING EXPENSES	554	98	1,000	500	1,000
500-5-41-3506	DUES, SUBSCRIPTIONS, & PUB	867	351	600	600	600
500-5-41-3507	TRA LAB EXPENSE	3,129	5,071	5,000	7,000	7,000
<b>TOTAL OPERATING</b>		<b>137,577</b>	<b>132,923</b>	<b>109,433</b>	<b>110,433</b>	<b>144,933</b>
<b>DEPARTMENTAL</b>						
500-5-41-3531	RENTAL EQUIPMENT	560	1,514	3,000	7,500	3,000
500-5-41-3550	TCEQ FEES	19,230	19,662	22,000	22,000	22,000
<b>TOTAL DEPARTMENTAL</b>		<b>19,790</b>	<b>21,176</b>	<b>25,000</b>	<b>29,500</b>	<b>25,000</b>
<b>USE OF FUND BALANCE</b>						
500-5-41-7999	DEPRECIATION EXPENSE	235,953	230,226	-	-	-
<b>TOTAL FUND BALANCE</b>		<b>235,953</b>	<b>230,226</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL WATER OPERATIONS</b>		<b>\$ 1,487,274</b>	<b>\$ 1,958,139</b>	<b>\$ 1,829,828</b>	<b>\$ 1,764,512</b>	<b>\$ 2,107,430</b>

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# 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.

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Percent of lateral stoppage cleared within 24 hours of reporting	TBD	TBD	100%	N/A
Percent of repairs completed within 48 hours of reporting	TBD	TBD	100%	N/A

WORKLOAD MEASURES				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Wastewater line replacement (in lin. Ft.)	TBD	TBD	TBD	N/A
Wastewater line repairs (in lin. Ft.)	TBD	TBD	TBD	N/A
Number of manholes repaired/replaced	TBD	TBD	TBD	N/A

**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



**WASTEWATER OPERATIONS**

**PERSONNEL SUMMARY**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
<b>Full-Time</b>				
Utility Worker I	3	3	1	1
Utility Worker III	0	0	.5	.5
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>1.5</b>	<b>1.5</b>

**Budget Summary**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2021-2022 APPROVED</b>
Personnel	\$88,202	\$146,372	\$75,636	\$69,861
Supplies	\$6,253	\$6,080	\$12,029	\$11,685
Contracted Service	\$1,164,797	\$1,189,122	\$1,200,000	\$1,250,000
Repairs & Maintenance	\$17,728	\$11,961	\$46,000	\$45,000
Operating	\$96,813	\$90,000	\$31,300	\$61,300
Departmental	\$0	\$750	\$2,000	\$2,000
Debt Payments	\$1,895,475	\$2,325,818	\$1,750,000	\$3,000,000
Use of Fund Balance	\$122,815	\$116,952	\$0	\$0
<b>Total</b>	<b>\$3,392,082</b>	<b>\$3,886,305</b>	<b>\$3,116,965</b>	<b>\$4,439,846</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Wastewater**

<b>42-WASTEWATER OPERATIONS</b>		<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
	PERSONNEL	\$ 88,202	\$ 146,372	\$ 75,636	\$ 73,371	\$ 69,861
	SUPPLIES	6,253	6,080	12,029	9,000	11,685
	CONTRACTED SERVICES	1,164,797	1,189,122	1,200,000	1,069,784	1,250,000
	REPAIRS & MAINTENANCE	17,728	11,961	46,000	13,500	45,000
	OPERATING	96,813	90,000	31,300	31,300	61,300
	DEPARTMENTAL	-	-	2,000	1,000	2,000
	DEBT PAYMENTS	1,895,475	2,325,818	1,750,000	2,713,959	3,000,000
	USE OF FUND BALANCE	122,815	116,952	-	-	-
	<b>TOTAL WASTEWATER OPERATIONS</b>	<b>\$ 3,392,082</b>	<b>\$ 3,886,305</b>	<b>\$ 3,116,965</b>	<b>\$ 3,911,914</b>	<b>\$ 4,439,846</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Utility Worker III	0	0	0.5	0.5	0.5
	Utility Worker I	3	3	1	1	1
	Total Positions	3	3	1.5	1.5	1.5
<b>42-WASTEWATER OPERATIONS</b>						
<b>PERSONNEL</b>		<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
500-5-42-1005	ACCRUED WAGES (AUDIT)	3,230	(2,779)	-	-	-
500-5-42-1010	REGULAR SALARIES- FULL TIME	70,959	110,141	54,551	47,000	48,017
500-5-42-1020	REGULAR SALARIES-PART TIME	-	-	-	-	-
500-5-42-1025	OVERTIME	3,451	3,056	2,282	3,310	2,682
500-5-42-1035	CERTIFICATION PAY	-	-	450	-	450
500-5-42-1060	HAZARD PAY	-	-	-	2,560	-
500-5-42-1200	PAYROLL TAXES FICA	5,635	8,613	4,382	4,000	3,861
500-5-42-1205	WORKERS COMP	5,348	2,617	1,251	1,251	1,251
500-5-42-1210	INSURANCE	13,142	21,480	11,040	13,500	11,828
500-5-42-1220	T.M.R.S.	(13,563)	3,243	1,680	1,750	1,772
	<b>TOTAL PERSONNEL</b>	<b>88,202</b>	<b>146,372</b>	<b>75,636</b>	<b>73,371</b>	<b>69,861</b>
<b>SUPPLIES</b>						
500-5-42-1300	UNIFORMS & CLOTHING	487	594	500	500	705
500-5-42-2006	CHEMICALS	-	-	5,000	2,500	5,000
500-5-42-2100	GASOLINE & FUEL	4,843	4,807	5,000	5,000	5,000
500-5-42-2151	HAND TOOLS	20	200	500	500	500
500-5-42-2170	SAFETY EQUIPMENT	902	479	1,029	500	480
	<b>TOTAL SUPPLIES</b>	<b>6,253</b>	<b>6,080</b>	<b>12,029</b>	<b>9,000</b>	<b>11,685</b>
<b>CONTRACTED SERVICES</b>						
500-5-42-3015	TRA SEWAGE SYSTEM	1,164,797	1,189,122	1,200,000	1,069,784	1,250,000
	<b>TOTAL CONTRACTED SERVICES</b>	<b>1,164,797</b>	<b>1,189,122</b>	<b>1,200,000</b>	<b>1,069,784</b>	<b>1,250,000</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Wastewater**

<b>42-WASTEWATER OPERATIONS (continued)</b>		<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
500-5-42-3200	R & M STRUCTURES	5,137	-	10,000	-	10,000
500-5-42-3201	R & M SMALL EQUIPMENT	89	234	500	-	500
500-5-42-3202	R & M AUTO/TRUCK	1,108	1,305	4,000	2,000	3,000
500-5-42-3205	R & M SEWER SYSTEM	10,769	8,927	30,000	10,000	30,000
500-5-42-3206	R & M HEAVY EQUIPMENT	625	1,495	1,500	1,500	1,500
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>17,728</b>	<b>11,961</b>	<b>46,000</b>	<b>13,500</b>	<b>45,000</b>
<b>OPERATING</b>						
500-5-42-3400	FRANCHISE FEES	96,518	90,000	30,000	30,000	60,000
500-5-42-3500	CONFERENCE, TRAINING, & TRAVEL	295	-	1,000	1,000	1,000
500-5-42-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	-	-	300	300	300
<b>TOTAL OPERATING</b>		<b>96,813</b>	<b>90,000</b>	<b>31,300</b>	<b>31,300</b>	<b>61,300</b>
<b>DEPARTMENTAL</b>						
500-5-42-3531	RENTAL EQUIPMENT	-	-	2,000	1,000	2,000
<b>TOTAL DEPARTMENTAL</b>		<b>-</b>	<b>-</b>	<b>2,000</b>	<b>1,000</b>	<b>2,000</b>
<b>DEBT PAYMENTS</b>						
500-5-42-4155	TRA DEBT SERVICE PAYMENTS	1,895,475	2,325,818	1,750,000	2,713,959	3,000,000
<b>TOTAL DEBT PAYMENTS</b>		<b>1,895,475</b>	<b>2,325,818</b>	<b>1,750,000</b>	<b>2,713,959</b>	<b>3,000,000</b>
<b>USE OF FUND BALANCE</b>						
500-5-42-7999	DEPRECIATION EXPENSE	122,815	116,952	-	-	-
<b>TOTAL USE OF FUND BALANCE</b>		<b>122,815</b>	<b>116,952</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL WASTEWATER OPERATIONS</b>		<b>\$ 3,392,082</b>	<b>\$ 3,886,305</b>	<b>\$ 3,116,965</b>	<b>\$ 3,911,914</b>	<b>\$ 4,439,846</b>

**City of Glenn Heights, Texas**  
**Fiscal Year 2021-2022 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 2021-2022 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.

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Percent of drains cleaned within 24 hours of detection	TBD	TBD	100%	N/A
Percent of R.O.W mowed within 14 days	TBD	TBD	85%	N/A
Percent of Storm water sample test contaminant free	TBD	TBD	NA	N/A

# City of Glenn Heights, Texas

## Fiscal Year 2021-2022 Annual Budget



# STORMWATER

## PERSONNEL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
<b>Full-Time</b>				
Director of Public Works	0.33	0.33	0	0
Field Supervisor	1	1	1	1
Utility Worker I	1	1	1	2
Utility Worker II	0	0	0	1
Groundskeeper	5	3	2	0
<b>Part-Time</b>				
Litter Crew	0	0	0	0
Groundskeeper	0	0	0	0
<b>Total Positions</b>	<b>7.33</b>	<b>5.33</b>	<b>4</b>	<b>4</b>

## Budget Summary

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2021-2022 APPROVED
Personnel	\$202,271	\$236,124	\$196,200	\$208,842
Supplies	\$8,049	\$7,246	\$15,558	\$14,160
Contracted Service	\$22,166	\$0	\$150	\$14,160
Repairs & Maintenance	\$3,374	\$7,082	\$51,400	\$91,900
Operating	\$1,135	\$0	\$2,450	\$2,450
Departmental	\$0	\$0	\$500	\$500
Use of Fund Balance	\$55,825	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$292,820</b>	<b>\$250,452</b>	<b>\$266,258</b>	<b>\$332,012</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Stormwater**

<b>STORM WATER-46</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 202,271	\$ 236,124	\$ 196,200	189,225	208,842
	SUPPLIES	\$ 8,049	\$ 7,246	\$ 15,558	10,200	14,160
	CONTRACTED SERVICES	22,166	-	150	25,321	14,160
	REPAIRS & MAINTENANCE	3,374	7,082	51,400	9,900	91,900
	OPERATING	1,135	-	2,450	-	2,450
	DEPARTMENTAL	-	-	500	-	500
	USE OF FUND BALANCE	55,825			-	-
<b>TOTAL STORM WATER</b>		<b>\$ 292,820</b>	<b>\$ 250,452</b>	<b>\$ 266,258</b>	<b>\$ 234,646</b>	<b>\$ 332,012</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Director, Pubic Works	0.33	0.33	0	0	0
	Field Supervisor	1	1	1	1	1
	Utility Worker I	1	1	1	1	2
	Utility Worker II	0	0	0	0.25	1
	Groundkeepers	5	3	2	2	0
	Total Positions	7.33	5.33	4	4.25	4
<b>STORM WATER-46</b>						
		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
550-5-46-1000	EXEMPT SALARY	38,310	22,626	-	-	-
550-5-46-1005	ACCRUED WAGES (AUDIT)	3,094	(4,013)	-	-	-
550-5-46-1010	REGULAR SALARIES- FULL TIME	135,007	172,592	145,040	133,000	154,877
550-5-46-1020	REGULAR SALARIES-PART TIME	-	-	-		-
550-5-46-1025	OVERTIME	4,757	3,411	2,622	4,500	1,417
550-5-46-1035	CERTIFICATION PAY	92	(25)	-	-	-
500-5-46-1060	HAZARD PAY	-	-	-	7,680	-
550-5-46-1200	PAYROLL TAXES FICA	13,575	14,750	11,296	10,500	11,956
550-5-46-1205	WORKERS COMP	13,070	6,397	3,335	3,545	3,335
550-5-46-1210	INSURANCE	26,779	40,267	29,441	25,000	31,542
550-5-46-1220	T.M.R.S.	(32,413)	(25,915)	4,467	5,000	5,715
550-5-46-1225	COMPENSATED ABS ADJUSTMENT	-	6,034	-	-	-
<b>TOTAL PERSONNEL</b>		<b>202,271</b>	<b>236,124</b>	<b>196,200</b>	<b>189,225</b>	<b>208,842</b>
<b>SUPPLIES</b>						
550-5-46-1300	UNIFORMS & CLOTHING	777	1,572	2,000	1,500	1,880
550-5-46-2008	COMMUNITY CLEAN-UP EVENT	484	-	2,500	1,500	2,000
550-5-46-2100	GASOLINE & FUEL	5,945	4,706	6,000	6,000	6,000
550-5-46-2125	POSTAGE	-	17	2,000	-	2,000
550-5-46-2151	HAND TOOLS	-	-	500	200	500
550-5-46-2170	SAFETY EQUIPMENT	843	951	2,058	1,000	1,280
550-5-46-2330	EDUCATIONAL MATERIALS	-	-	500	-	500
<b>TOTAL SUPPLIES</b>		<b>8,049</b>	<b>7,246</b>	<b>15,558</b>	<b>10,200</b>	<b>14,160</b>
<b>CONTRACTED SERVICES</b>						
550-5-46-3014	TEMP. CONTRACT LABOR	22,116	-	-	-	-
550-5-46-3051	HOUSEHOLD HAZARDOUS WASTE	50	-	150	150	150
500-5-41-4303	INFRASTRUCTURE PLAN REVIEW & INSPECTIONS	-	-	-	25,171	50,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>22,166</b>	<b>-</b>	<b>150</b>	<b>25,321</b>	<b>50,150</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Stormwater**

STORM WATER-46 (continued)		2018-2019	2019-2020	2020-2021	2020-2021	2021-2022
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
<b>REPAIRS &amp; MAINTENANCE</b>						
550-5-46-3201	R & M SMALL EQUIPMENT	461	829	1,000	1,000	1,000
550-5-46-3202	R & M AUTO/TRUCK	939	312	2,500	1,500	3,000
550-5-46-3206	R & M HEAVY EQUIPMENT	1,835	1,787	2,400	2,400	2,400
550-5-46-3210	R & M SIGNS & MARKINGS	39	-	500	-	500
550-5-46-3212	KINGSTON MEADOWS DRAINAGE	-	(0)	10,000	-	10,000
550-5-46-3213	GATEWAY DRAINAGE	-	3,626	5,000	-	5,000
550-5-46-3245	R & M STORM WATER SYSTEM	100	528	30,000	5,000	70,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>3,374</b>	<b>7,082</b>	<b>51,400</b>	<b>9,900</b>	<b>91,900</b>
<b>OPERATING</b>						
550-5-46-3300	CELL PHONES & WIRELESS	661	-	-		
550-5-46-3500	CONFERENCE, TRAINING, & TRAVEL	400	-	750	-	750
550-5-46-3503	PRINTING, COPY, & PHOTO	74	-	200	-	200
550-5-46-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	-	-	-	-	-
550-5-46-3508	CITY NEWSLETTER	-	-	1,500	-	1,500
<b>TOTAL OPERATING</b>		<b>1,135</b>	<b>-</b>	<b>2,450</b>	<b>-</b>	<b>2,450</b>
<b>DEPARTMENTAL</b>						
550-5-46-3580	TIRE BATTERY FLUID DISPOSAL	-	-	500	-	500
<b>TOTAL DEPARTMENTAL</b>		<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>500</b>
<b>USE OF FUND BALANCE</b>						
550-5-46-7999	DEPRECIATION EXPENSE	55,825	57,474	-	-	-
<b>TOTAL USE OF FUND BALANCE</b>		<b>55,825</b>	<b>57,474</b>	<b>-</b>	<b>-</b>	<b>-</b>

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**City of Glenn Heights, Texas**  
**Fiscal Year 2021-2022 Annual Budget**



## **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 2021-2022 APPROVED BUDGET  
FY 20-21 DEBT SCHEDULE**

<b>2021/2022 DEBT PAYMENT SCHEDULE</b>		
<b>DEBT SERVICE FUND</b>	<b>Interest</b>	<b>Principal</b>
2008 Bond	18,483.00	115,000.00
	16,160.00	
2015 CO Bond	5,273.25	105,000.00
	4,029.00	
2016 GO Bond	222,550.00	635,000.00
	209,850.00	
SIB Loan	13,602.63	144,182.88
	11,800.34	
<b>TOTALS FOR INTEREST/PRINCIPAL</b>	<b>501,748.22</b>	<b>999,182.88</b>
	<b>TOTAL PAYMENTS FROM DEBT SERVICE 2021-2022</b>	<b>1,500,931.10</b>

**City of Glenn Heights, Texas**  
**Fiscal Year 2021-2022 Annual Budget**



## **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 2021-2022 APPROVED BUDGET**

**Court Technology**

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2021-2022 APPROVED
<b>REVENUES</b>					
200-4-21-4400 COURT TECHNOLOGY FEES	3,639	4,625	3,000	5,200	3,000
<b>TOTAL REVENUES</b>	<b>\$ 3,639</b>	<b>\$ 4,625</b>	<b>\$ 3,000</b>	<b>\$ 5,200</b>	<b>\$ 3,000</b>
<b>FUND EXPENDITURES</b>					
200-5-21-3023 CONTRACTED SERVICES	2,615			3,500	
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 2,615</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ -</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 1,024</b>	<b>\$ 4,625</b>	<b>\$ 3,000</b>	<b>\$ 1,700</b>	<b>\$ 3,000</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 1,024</b>	<b>\$ 4,625</b>	<b>\$ 3,000</b>	<b>\$ 1,700</b>	<b>\$ 3,000</b>
RESTRICTED FUND BALANCE, OCT 1	\$ (509)	\$ 515	\$ 5,139	\$ 5,139	\$ 6,839
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 515</b>	<b>\$ 5,139</b>	<b>\$ 8,139</b>	<b>\$ 6,839</b>	<b>\$ 9,839</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Court Security**

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2021-2022 APPROVED
<b>REVENUES</b>					
201-4-21-4400 COURT SECURITY FEES	2,667	3,942	2,812	5,727	2,812
201-4-21-4700 INTEREST	508	196	-	200	150
<b>TOTAL REVENUES</b>	<b>\$ 3,175</b>	<b>\$ 4,138</b>	<b>\$ 2,812</b>	<b>\$ 5,927</b>	<b>\$ 2,962</b>
<b>FUND EXPENDITURES</b>					
201-5-21-3023 CONTRACTED SERVICES	-	-	-	3,500	-
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ -</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 3,175</b>	<b>\$ 4,138</b>	<b>\$ 2,812</b>	<b>\$ 2,427</b>	<b>\$ 2,962</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 3,175</b>	<b>\$ 4,138</b>	<b>\$ 2,812</b>	<b>\$ 2,427</b>	<b>\$ 2,962</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 36,629	\$ 39,804	\$ 43,942	\$ 43,942	\$ 46,369
RESTRICTED <sup>1</sup> FUND BALANCE, SEP 30	\$ 39,804	\$ 43,942	\$ 46,754	\$ 46,369	\$ 49,331

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**E 911**

911 Fund	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2021-2022 APPROVED
<b>REVENUES</b>					
205-4-00-4535 911 WIRELESS FEES	63,288	66,500	50,000	60,000	60,000
205-4-00-4540 911 LANDLINE FEES	10,947	26,030	20,000	15,000	13,000
205-4-00-4700 INTEREST	17	10	-	-	-
MISC GRANT ACCOUNT	(306)	(306)	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 73,946</b>	<b>\$ 92,234</b>	<b>\$ 70,000</b>	<b>\$ 75,000</b>	<b>\$ 73,000</b>
<b>FUND EXPENDITURES</b>					
205-5-32-2000 OPERATING	-	-	-	500	-
205-5-32-5000 CAPITAL OUTLAY	-	-	300,000	-	250,000
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 500</b>	<b>\$ 250,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 73,946</b>	<b>\$ 92,234</b>	<b>\$ (230,000)</b>	<b>\$ 74,500</b>	<b>\$ (177,000)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
205-5-32-6100 TRANSFERS IN (OUT) <sup>1</sup>	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(33,000)</b>	<b>(33,000)</b>	<b>(33,000)</b>	<b>(33,000)</b>	<b>(33,000)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 40,946</b>	<b>\$ 59,234</b>	<b>\$ (263,000)</b>	<b>\$ 41,500</b>	<b>\$ (210,000)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 134,432	\$ 175,378	\$ 234,612	\$ 234,612	\$ 276,112
<b>RESTRICTED<sup>2</sup> FUND BALANCE, SEP 30</b>	<b>\$ 175,378</b>	<b>\$ 234,612</b>	<b>\$ (28,388)</b>	<b>\$ 276,112</b>	<b>\$ 66,112</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Grant Funds**

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2021-2022 APPROVED
<b>REVENUES</b>					
250-4-30-4720 FIRE DEPARTMENT	-	701	-	-	-
250-4-32-4727 POLICE DEPARTMENT	-	2,132	1,367	1,625	1,625
250-4-46-4725 CDBG BI-ANNUAL GRANT ALLOC	-	-	-	-	190,000
250-4-00-4808 CARES ACT FUNDING	-	-	-	687,138	-
250-4-46-4725 CDBG/CARES ACT FUNDING	-	-	-	-	236,000
250-4-00-4808 AMERICAN RECOVERY ACT (ARA)	-	-	-	1,600,000	1,600,000
<b>TOTAL FUND REVENUES</b>	<b>\$ -</b>	<b>\$ 2,833</b>	<b>\$ 1,367</b>	<b>\$ 2,288,763</b>	<b>\$ 2,027,625</b>
<b>FUND EXPENDITURES</b>					
250-5-23-2006 CONTRACTED SERVICES	-	-	-	500,000	1,600,000
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 1,600,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 2,833</b>	<b>\$ 1,367</b>	<b>\$ 1,788,763</b>	<b>\$ 427,625</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 2,833</b>	<b>\$ 1,367</b>	<b>\$ 1,788,763</b>	<b>\$ 427,625</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 1,990	\$ 1,990	\$ 4,823	\$ 4,823	\$ 1,793,586
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 1,990</b>	<b>\$ 4,823</b>	<b>\$ 6,190</b>	<b>\$ 1,793,586</b>	<b>\$ 2,221,211</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Disaster Recovery**

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2021-2022 APPROVED
<b>REVENUES</b>					
407-4-00-4808 DISASTER DONATIONS	114	-	-	-	-
407-400-4818 TML INSURANCE REIMBURSEMENT				141,001	70,000
407-4-00-4914 FEMA REIMBURSE	79,322	-	-	-	-
407-4-00-4915 TRNS FROM W/S	-	-	-	-	-
407-4-00-4916 TRNS FROM GEN FU	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 79,436</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 141,001</b>	<b>\$ 70,000</b>
<b>FUND EXPENDITURES</b>					
407-5-41-3023 CONTRACTED SERVICES	-	-	-	-	30,000
407-5-41-3204 REPAIRS & MAINTENANCE	-	-	-	150,158	
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,158</b>	<b>\$ 30,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 79,436</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,157)</b>	<b>\$ 40,000</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
TRANSFERS IN (OUT)					
407-5-99-6005 Transfer To General Fund	(154,026)	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(154,026)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (74,590)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,157)</b>	<b>\$ 40,000</b>
RESTRICTED FUND BALANCE, OCT 1	154,026	79,436	79,436	79,436	70,279
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 79,436</b>	<b>\$ 79,436</b>	<b>\$ 79,436</b>	<b>\$ 70,279</b>	<b>\$ 110,279</b>

**City of Glenn Heights, Texas**  
**Fiscal Year 2021-2022 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.

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Park Fee**

	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>REVENUES</b>					
230-4-00-4600 CITY-WIDE PARK FEES	278,013	194,670	175,000	215,682	330,630
230-4-00-4700 INTEREST	1,938	1,073	750	1,000	850
<b>TOTAL REVENUES</b>	<b>\$ 279,951</b>	<b>\$ 195,743</b>	<b>\$ 175,750</b>	<b>\$ 216,682</b>	<b>\$ 331,480</b>
<b>FUND EXPENDITURES</b>					
230-5-60-5201 CAPITAL OUTLAY	779	238,014	470,000	2,000	580,000
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 779</b>	<b>\$ 238,014</b>	<b>\$ 470,000</b>	<b>\$ 2,000</b>	<b>\$ 580,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 279,172</b>	<b>\$ (42,271)</b>	<b>\$ (294,250)</b>	<b>\$ 214,682</b>	<b>\$ (248,520)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 279,172</b>	<b>\$ (42,271)</b>	<b>\$ (294,250)</b>	<b>\$ 214,682</b>	<b>\$ (248,520)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 657,260	\$ 936,432	\$ 894,161	\$ 894,161	\$ 1,108,843
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 936,432</b>	<b>\$ 894,161</b>	<b>\$ 599,911</b>	<b>\$ 1,108,843</b>	<b>\$ 860,323</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Street Impact Fees**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2021-2022 APPROVED</b>
<b>REVENUES</b>					
215-4-00-4592 ROAD IMPACT	574,560	402,705	386,000	447,593	686,138
215-4-00-4700 INTEREST	1,175	2,155	1,500	1,150	1,500
<b>TOTAL REVENUES</b>	<b>\$ 575,735</b>	<b>\$ 404,860</b>	<b>\$ 387,500</b>	<b>\$ 448,743</b>	<b>\$ 687,638</b>
<b>FUND EXPENDITURES</b>					
215-5-40-5300 CONTRACTED SERVICES	273,559	115,673	1,000,000	-	1,893,540
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 273,559</b>	<b>\$ 115,673</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 1,893,540</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 302,176</b>	<b>\$ 289,186</b>	<b>\$ (612,500)</b>	<b>\$ 448,743</b>	<b>\$ (1,205,902)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 302,176</b>	<b>\$ 289,186</b>	<b>\$ (612,500)</b>	<b>\$ 448,743</b>	<b>\$ (1,205,902)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 1,328,870	\$ 1,631,046	\$ 1,920,232	\$ 1,920,232	\$ 2,368,975
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 1,631,046</b>	<b>\$ 1,920,232</b>	<b>\$ 1,307,732</b>	<b>\$ 2,368,975</b>	<b>\$ 1,163,073</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Water Sewer Impact**

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2021-2022 APPROVED
<b>REVENUES</b>					
515-4-00-4590 WATER IMPACT FEES	237,853	171,636	150,000	196,519	283,410
515-4-00-4591 SEWER IMPACT FEES	907,835	636,747	600,000	708,801	1,086,558
515-4-00-4700 INTEREST	4,015	2,326	-	1,930	1,500
<b>TOTAL REVENUES</b>	<b>\$ 1,149,703</b>	<b>\$ 810,709</b>	<b>\$ 750,000</b>	<b>\$ 907,250</b>	<b>\$ 1,371,468</b>
<b>FUND EXPENDITURES</b>					
515-5-99-3006 CONTRACTED SERVICES	181,822	157,234	1,220,000	850,000	2,816,984
515-5-42-5200 DEBT PAYMENTS*	-	-	500,000	500,000	-
	-	212	-	-	-
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 181,822</b>	<b>\$ 157,446</b>	<b>\$ 1,720,000</b>	<b>\$ 1,350,000</b>	<b>\$ 2,816,984</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 967,881</b>	<b>\$ 653,263</b>	<b>\$ (970,000)</b>	<b>\$ (442,750)</b>	<b>\$ (1,445,516)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 967,881</b>	<b>\$ 653,263</b>	<b>\$ (970,000)</b>	<b>\$ (442,750)</b>	<b>\$ (1,445,516)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 1,493,140	\$ 2,461,021	\$ 3,114,284	\$ 3,114,284	\$ 2,671,534
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 2,461,021</b>	<b>\$ 3,114,284</b>	<b>\$ 2,144,284</b>	<b>\$ 2,671,534</b>	<b>\$ 1,226,018</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**2006 Bond**

	2018-2019	2019-2020	2020-2021	2020-2021	2021-2022
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
<b>REVENUES</b>					
400-4-00-4700 INTEREST INCOME	523	14	-	45	30
<b>TOTAL REVENUES</b>	\$ 523	\$ 14	\$ -	\$ 45	\$ 30
<b>FUND EXPENDITURES</b>					
400-5-10-5000 CAPITAL OUTLAY	-	-	6	-	18,747
<b>TOTAL FUND EXPENDITURES</b>	\$ -	\$ -	\$ 6	\$ -	\$ 18,747
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	\$ 523	\$ 14	\$ (6)	\$ 45	\$ (18,717)
<b>NET CHANGE IN FUND BALANCE</b>	\$ 523	\$ 14	\$ (6)	\$ 45	\$ (18,717)
RESTRICTED FUND BALANCE, OCT 1	\$ 18,210	\$ 18,733	\$ 18,747	\$ 18,747	\$ 18,792
<b>RESTRICTED FUND BALANCE, SEP 30</b>	\$ 18,733	\$ 18,747	\$ 18,741	\$ 18,792	\$ 75
<b>*Maturity Date for 2006 Bond-September 30, 2021</b>					

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**2015 Bond**

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2021-2022 APPROVED
<b>REVENUES</b>					
BOND REVENUES					
402-4-00-4700 INTEREST	4,492	1,919	-	1,400	1,200
<b>TOTAL REVENUES</b>	\$ 4,492	\$ 1,919	\$ -	\$ 1,400	\$ 1,200
<b>FUND EXPENDITURES</b>					
402-5-10-5503	35,000	725,861	345,820	345,820	304,976
<b>TOTAL FUND EXPENDITURES</b>	\$ 35,000	\$ 725,861	\$ 345,820	\$ 345,820	\$ 325,398
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	\$ (30,508)	\$ (723,942)	\$ (345,820)	\$ (344,420)	\$ (324,198)
<b>NET CHANGE IN FUND BALANCE</b>	\$ (30,508)	\$ (723,942)	\$ (345,820)	\$ (344,420)	\$ (324,198)
RESTRICTED FUND BALANCE, OCT 1	\$ 1,425,668	1,395,160	671,218	671,218	326,798
<b>RESTRICTED FUND BALANCE, SEP 30</b>	\$ 1,395,160	\$ 671,218	\$ 325,398	\$ 326,798	\$ 2,600
<b>*Maturity Date for 2015 Bond-September 30, 2025</b>					

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**2016 Bond**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 APPROVED</b>	<b>2020-2021 AMENDED</b>	<b>2020-2021 APPROVED</b>
<b>REVENUES</b>					
403-4-00-4000 INTEREST	351,467	124,192	-	4,835	4,300
<b>TOTAL REVENUES</b>	\$ 351,467	\$ 124,192	\$ -	\$ 4,835	\$ 4,300
<b>PUBLIC SAFETY EXPENDITURES</b>					
403-5-99-5131 CONTRACTED SERVICES	-	38,300	3,000,000	1,629,290	1,832,410
<b>TOTAL PUBLIC SAFETY EXPENDITURES</b>	-	<b>38,300</b>	<b>3,000,000</b>	<b>1,629,290</b>	<b>1,832,410</b>
<b>ROAD IMPROVEMENT EXPENDITURES</b>					
403-5-99-5133 CONTRACTED SERVICES	1,228,292	820	2,500,000	900,000	4,000,000
<b>TOTAL ROAD IMPROVEMENT EXPENDITURES</b>	<b>1,228,292</b>	<b>820</b>	<b>2,500,000</b>	<b>900,000</b>	<b>4,000,000</b>
<b>COMMUNITY/RECREATION CENTER EXPENDITURES</b>					
403-5-99-5135 CONTRACTED SERVICES	8,000	471,286	1,500,000	1,179,209	1,873,080
403-5-99-5135 CAPITAL OUTLAY	19,810	-	-	-	-
<b>TOTAL RECREATION CENTER EXPENDITURES</b>	<b>27,810</b>	<b>471,286</b>	<b>1,500,000</b>	<b>1,179,209</b>	<b>1,873,080</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>\$1,256,102</b>	<b>\$510,406</b>	<b>\$7,000,000</b>	<b>\$3,708,499</b>	<b>\$7,705,490</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(\$904,635)</b>	<b>(386,214)</b>	<b>(7,000,000)</b>	<b>(3,703,664)</b>	<b>(7,701,190)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(904,635)</b>	<b>(386,214)</b>	<b>(7,000,000)</b>	<b>(3,703,664)</b>	<b>(7,701,190)</b>
RESTRICTED FUND BALANCE, OCT 1	15,131,032	14,226,397	13,840,183	13,840,183	10,136,519
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 14,226,397</b>	<b>\$ 13,840,183</b>	<b>\$ 6,840,183</b>	<b>\$ 10,136,519</b>	<b>\$ 2,435,329</b>

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

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

**FISCAL YEAR 2021-2022 APPROVED BUDGET**  
**2016 Bond - Public Safety**

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2020-2021 APPROVED
<b>REVENUES</b>					
403-4-00-4700 INTEREST	82,009	28,978	-	1,128	1,003
<b>TOTAL REVENUES</b>	<b>\$ 82,009</b>	<b>\$ 28,978</b>	<b>\$ -</b>	<b>\$ 1,128</b>	<b>\$ 1,003</b>
<b>PUBLIC SAFETY EXPENDITURES</b>					
403-5-99-5131 CONTRACTED SERVICES	-	38,300	3,000,000	1,629,290	1,832,410
<b>TOTAL PUBLIC SAFETY EXPENDITURES</b>	<b>-</b>	<b>38,300</b>	<b>3,000,000</b>	<b>1,629,290</b>	<b>1,832,410</b>
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$38,300</b>	<b>\$3,000,000</b>	<b>\$1,629,290</b>	<b>\$1,832,410</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$82,009</b>	<b>(9,322)</b>	<b>(3,000,000)</b>	<b>(1,628,162)</b>	<b>(1,831,407)</b>
<b>NET CHANGE IN PROJECT BALANCE</b>	<b>82,009</b>	<b>(9,322)</b>	<b>(3,000,000)</b>	<b>(1,628,162)</b>	<b>(1,831,407)</b>
PROJECT BALANCE, OCT 1	\$ 3,578,639	3,660,648	3,651,326	3,651,326	2,023,164
<b>PROJECT BALANCE, SEP 30</b>	<b>\$ 3,660,648</b>	<b>\$ 3,651,326</b>	<b>\$ 651,326</b>	<b>\$ 2,023,164</b>	<b>\$ 191,758</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET  
2016 Bond - Road Improvement**

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2020-2021 APPROVED
<b>REVENUES</b>					
403-4-00-4700 INTEREST	187,449	66,236	-	2,579	2,293
<b>TOTAL REVENUES</b>	\$ 187,449	\$ 66,236	\$ -	\$ 2,579	\$ 2,293
<b>ROAD IMPROVEMENT EXPENDITURES</b>					
403-5-99-5133 CONTRACTED SERVICES	1,228,292	820	2,500,000	900,000	4,000,000
<b>TOTAL ROAD IMPROVEMENT EXPENDITURES</b>	<b>1,228,292</b>	<b>820</b>	<b>2,500,000</b>	<b>900,000</b>	<b>4,000,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,228,292</b>	<b>\$820</b>	<b>\$2,500,000</b>	<b>\$900,000</b>	<b>\$4,000,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(\$1,040,843)</b>	<b>\$65,416</b>	<b>(\$2,500,000)</b>	<b>(\$897,421)</b>	<b>(3,997,707)</b>
<b>NET CHANGE IN PROJECT BALANCE</b>	<b>\$ (1,040,843)</b>	<b>\$ 65,416</b>	<b>\$ (2,500,000)</b>	<b>\$ (897,421)</b>	<b>(3,997,707)</b>
PROJECT BALANCE, OCT 1	\$ 8,112,544	\$ 7,071,701	\$ 7,137,116	\$ 7,137,116	6,239,695
<b>PROJECT BALANCE, SEP 30</b>	<b>\$ 7,071,701</b>	<b>\$ 7,137,116</b>	<b>\$ 4,637,116</b>	<b>\$ 6,239,695</b>	<b>\$ 2,241,988</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET  
2016 Bond - Community Center**

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2020-2021 APPROVED
<b>REVENUES</b>					
403-4-00-4700 INTEREST	82,009	28,978	-	1,128	1,003
<b>TOTAL REVENUES</b>	\$ 82,009	\$ 28,978	\$ -	\$ 1,128	\$ 1,003
<b>COMMUNITY/RECREATION CENTER EXPENDITURES</b>					
403-5-99-5135 CONTRACTED SERVICES	8,000	471,286	1,500,000	1,179,209	1,873,080
403-5-99-5135 CAPITAL OUTLAY	19,810	-	-	-	-
<b>TOTAL RECREATION CENTER EXPENDITURES</b>	<b>27,810</b>	<b>471,286</b>	<b>1,500,000</b>	<b>1,179,209</b>	<b>1,873,080</b>
<b>TOTAL EXPENDITURES</b>	<b>\$27,810</b>	<b>\$471,286</b>	<b>\$1,500,000</b>	<b>\$1,179,209</b>	<b>\$1,873,080</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$54,199</b>	<b>(442,308)</b>	<b>(1,500,000)</b>	<b>(1,178,081)</b>	<b>(1,872,077)</b>
<b>NET CHANGE IN PROJECT BALANCE</b>	<b>54,199</b>	<b>(442,308)</b>	<b>(1,500,000)</b>	<b>(1,178,081)</b>	<b>(1,872,077)</b>
PROJECT BALANCE, OCT 1	3,438,267	3,492,466	3,050,158	3,050,158	1,872,077
<b>PROJECT BALANCE, SEP 30</b>	<b>\$ 3,492,466</b>	<b>\$ 3,050,158</b>	<b>\$ 1,550,158</b>	<b>\$ 1,872,077</b>	<b>\$ 0</b>

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Vehicle Fund**

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2021-2022 APPROVED
<b>REVENUES</b>		-	-	-	-
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND EXPENDITURES</b>					
406-5-32-5000 CAPITAL OUTLAY	99,984	28,639	100,000	150,420	140,000
<b>TOTAL FUND EXPENDITURES</b>	\$ 99,984	\$ 28,639	\$ 100,000	\$ 150,420	\$ 140,000
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	\$ (99,984)	\$ (28,639)	\$ (100,000)	\$ (150,420)	\$ (140,000)
<b>OTHER FINANCING SOURCES (USES)</b>					
TRANSFERS IN (OUT)					
406-4-00-4925 Transfer from General Fund	200,000	350,000	250,000	250,000	-
406-5-23-6050 Transfer to W&S Fund	(26,748)	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	173,252	350,000	250,000	250,000	-
<b>NET CHANGE IN FUND BALANCE</b>	\$ 73,268	\$ 321,361	\$ 150,000	\$ 99,580	\$ (140,000)
RESTRICTED FUND BALANCE, OCT 1	\$ 2,505	\$ 75,773	\$ 397,134	\$ 397,134	\$ 496,714
<b>RESTRICTED FUND BALANCE, SEP 30</b>	\$ 75,773	\$ 397,134	\$ 547,134	\$ 496,714	\$ 356,714

**FISCAL YEAR 2021-2022 APPROVED BUDGET**

**Capital Projects Fund**

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 APPROVED	2020-2021 AMENDED	2021-2022 APPROVED
<b>REVENUES</b>					
410-4-00-4840 T.R.I.P PROJECT REIMBURSEMENT	-	751,017	181,000	-	-
<b>TOTAL REVENUES</b>	\$ -	\$ 751,017	\$ 181,000	\$ -	\$ -
<b>FUND EXPENDITURES</b>					
410-5-00-3023 CONTRACTED SERVICES	5,700	74,205	3,000,000	417,341	4,892,066
OPERATING	-				
CAPITAL OUTLAY	-				
<b>TOTAL FUND EXPENDITURES</b>	\$ 5,700	\$ 74,205	\$ 3,000,000	\$ 417,341	\$ 4,892,066
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	\$ (5,700)	\$ 676,812	\$ (2,819,000)	\$ (417,341)	\$ (4,892,066)
<b>OTHER FINANCING SOURCES (USES)</b>					
TRANSFERS IN (OUT)					
410-4-00-4915 Transfer From General Fund	-	-	-		5,500,000
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	-	-	-	-	5,500,000
<b>NET CHANGE IN FUND BALANCE</b>	\$ (5,700)	\$ 676,812	\$ (2,819,000)	\$ (417,341)	\$ 607,934
RESTRICTED FUND BALANCE, OCT 1	\$ 5,556,809	\$ 5,551,109	\$ 6,227,921	\$ 6,227,921	\$ 5,810,580
<b>RESTRICTED FUND BALANCE, SEP 30</b>	\$ 5,551,109	\$ 6,227,921	\$ 3,408,921	\$ 5,810,580	\$ 6,418,514

**City of Glenn Heights, Texas**  
**Fiscal Year 2021-2022 Annual Budget**



**APPENDIX**



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**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



# **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:**

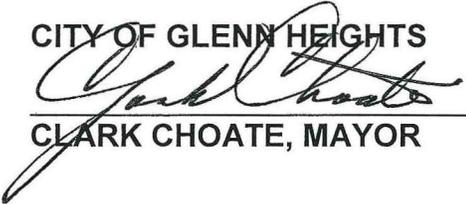
**SECTION 1.** The above recitals are hereby found to be true and correct and incorporated herein for all purposes.

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

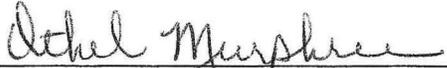
**SECTION 3.** This Resolution shall be in full force and effect from and after its passage.

**PASSED AND APPROVED ON THE 20<sup>th</sup> 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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**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



# **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 6<sup>th</sup> day of September 2016, at which a quorum was present, and for which due notice was given.

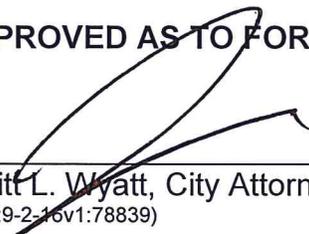
APPROVED:

  
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: \_\_\_\_\_

**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



# **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

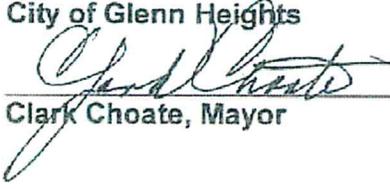
**WHEREAS**, the proposed City of Glenn Heights City Purchasing Policy is incorporated in the Purchasing Manual that is attached as Exhibit 'A',

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

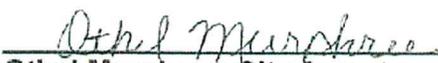
1. Adopts the City of Glenn Heights City Purchasing Policy attached hereto as Exhibit "A" "Purchasing Manual" and incorporated herein for all purposes; and
2. Repeals the previously adopted City Purchasing Policy, and
3. Acknowledges and provides that in the event the Legislature amends the laws regarding 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				
<b>Requisition Total</b>			\$0.00	
INSTRUCTIONS / NOTES				
RECOMMENDED VENDOR INFORMATION				
Name and Address				
State, Zip and Contact Name and Number				
<b>CAPITAL ASSET – \$5,000 AND ABOVE WITH A SERVICE LIFE EXCEEDING ONE YEAR</b>				
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**  
**For vendor or other person doing business with local governmental entity**

**FORM CIQ**

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.

Adopted 06/29/2007

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**

**City of Glenn Heights, Texas**

**Fiscal Year 2021-2022 Annual Budget**



# **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 **3<sup>rd</sup>** day of January, 2012.

  
Victor Pereira, Mayor

ATTEST:

  
Othel Murphree, City Secretary

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**City of Glenn Heights, Texas**  
**Fiscal Year 2021-2022 Annual Budget**



**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.

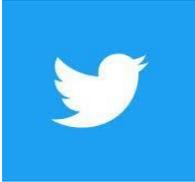
**United States Agency Securities.** Debt instruments issued by an executive department, an independent federal establishment, or a corporation or other entity established by Congress which is owned in whole or in part by the United States of America.

**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 2021-2022 Annual Budget**



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