

# CITY OF HALTOM CITY TEXAS



## ANNUAL BUDGET FISCAL YEAR 2021



# **Adopted Annual Budget Fiscal Year 2020-2021**

AS APPROVED BY THE MAYOR AND CITY COUNCIL

In accordance with Texas Local Government Code 102.007

**This budget will raise more total property taxes than last year's budget by \$719,435 which is a 4.5% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$170,175.**

**The members of the governing body voted in the adoption of the budget as follows:**

For: Mayor Pro Tem Walter Grow  
Councilmember Marian Hilliard  
Councilmember Lin Thompson  
Councilmember Brent Weast  
Councilmember Suzan Soule  
Councilmember Gaye Vanzant

Against: None

Present and not Voting: Mayor An Truong

Absent: Councilmember Ricky Brown

## **Property Tax Rate Comparison**

	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2019-2020</u>
Property Tax Rate	\$0.665760 / \$100	\$0.665760 / \$100
No New Revenue Rate (Effective)	\$0.659514 / \$100	\$0.616560 / \$100
Voter Approval Rate (Rollback)	\$0.687781 / \$100	\$0.665760 / \$100
Debt Tax Rate	\$0.262010 / \$100	\$0.252033 / \$100
Maintenance & Operations Tax Rate	\$0.403750 / \$100	\$0.413730 / \$100

**Municipal Debt Obligation supported by property tax: \$6,501,040.**





**This document was prepared by the**

**FINANCE DEPARTMENT**

**The Finance Department expresses its  
Appreciation to all City Departments for  
Their assistance and cooperation**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Haltom City  
Texas**

For the Fiscal Year Beginning

**October 1, 2019**

*Christopher P. Morill*

Executive Director

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# Introduction

An introduction to the annual budget is presented in a series of narrative documents designed to give the reader relevant information regarding the City's budget process and fiscal environment.

- City Manager's Transmittal Letter
- Strategic Goals
- Organizational Chart
- Councilmembers and Management Staff
- Budget Calendar
- Budget Ordinance
- Tax Ordinance





November 10, 2020

To the Honorable Mayor An Truong and Members of the City Council

**Re: The Approved Annual Budget for Fiscal Year 2020-2021**

First, let me start by expressing my appreciation to the Citizens, the Staff and to each of you for allowing me the honor and privilege to serve as your City Manager. I know that together we will continue to accomplish many great things.

It is now my privilege to present to you the FY 2020-2021 Approved Budget. This budget represents months of meticulous work from your Staff. This budget embodies conservative fiscal management and commitment to the Council's Value Statements of dependable, ethical, responsive, respectful, and accountable.

As you well know this has been a challenging time with unprecedented circumstances. I am extremely proud of our Staff for their willingness to pull together taking on extra responsibilities and duties during the recent hiring freeze. Our COVID-19 action plan was successful because of their dedication to the Citizens and because of your support and leadership.

This budget was prepared in accordance with the City Council's 2020-2021 Strategic Goals:

- Economic Development: Continue to Cultivate the Commercial and Retail Development Plan for a Successful Economic Development Environment—concentrating efforts on the 820, Belknap, and 121 Corridors and continue efforts on Railroad Quiet Zones.
- Focus on Competitive Employee Compensation to Retain and Attract High Quality Staff while Maintaining a Relationships-Driven Culture.
- Promote and Support Safety and Security within our Community while providing Quality Services - Stay compliant with State and County Executive Orders regarding pandemic response.
- Promote Fiscal Responsibility while Utilizing Performance Measures—along with Staff Execution and Planning—to accomplish the City Council's mission to provide quality services to all members of the community.

- Build and Maintain Partnerships with Non-Profit sector to Advance the Revitalization and Beautification of the City.
- Address Critical Facility & Infrastructure Needs – Take Action on Water & Sewer Rate Study, Complete Construction of Fire Station #3, Complete Plan for North Park Improvements, Continue Street Repairs, Discuss Replacement of New Law Enforcement Center, City Hall, and Senior Center.

During our Budget Workshops/Meetings we discussed:

- Tax Rate and Senate Bill 2 Information
- Fiscal Sustainability
- Employee Compensation
- Debt Schedule and Capacity
- Replacement of Aging Municipal Infrastructure
- Economic Development and Revitalization
- Storm Water/Drainage
- Capital Projects Water and Sewer and Roads

The enclosed budget documents include a summary and detailed line items for all funds of the City.

Each major fund begins with a Budget Summary of revenues and expenditures. This summary provides an overview of the approved budget. The summary sheets provide information on the Prior Year Actual, Current Adopted Budget, Projected Year End Budget, and the Approved Budget for FY 2020-2021. The ending fund balance is also included and is a key element in the decision-making process for each of the larger funds.

The Approved FY 2020-2021 property tax revenue is based on the Certified Values provided by the Tarrant County Appraisal District. The FY 2020-2021 budget was prepared using the current tax rate of \$.665760 per \$100 of net taxable value and the certified value of \$2,544,427,121—which is a 4.5% increase over last year's taxable value. The rates for maintenance and operations (\$.403750 per \$100 of net taxable value) and debt service (\$.262010 per \$100 of net taxable value) add up to the \$.665760 total tax rate. The No-New-Revenue Rate (Effective Tax Rate) for the 2020 Tax Year is \$.659514 per \$100 of net taxable value, and the Voter Approval Rate (Rollback Rate) is \$.687781 per \$100 of net taxable value. Therefore, the approved tax rate is greater than the No New Revenue Rate, but lower than the Voter Approval Rate and creates a total revenue of \$16,518,959 assuming a 97.5% collection rate. We have also budgeted an additional \$216,719 in property tax revenue for delinquent tax collection.

With the signing of Senate Bill 2 (Texas Property Tax Reform and Transparency Act of 2019) into law, the bill makes various changes to the appraisal process and how property taxes are set. The biggest change to note with the bill is that it lowers the Voter Approval Tax Rate (was termed Rollback Rate before Senate Bill 2) from 8 (eight) percent to 3.5 (three and a half) percent. The bill went into effect on January 1, 2020 and applies to the tax rate adoption for the 2020-2021 tax rate year.

I have provided what I believe to be an overarching vision for next year's operations as well as operations in succeeding years. In recent years, the City experienced a significant increase in total assessed property value and continued increases in total sales tax. However, due to the COVID Pandemic we are conservatively projecting a 4% decrease in sales tax revenue and with the Tarrant County Appraisal District's 4.5% increase in property values, it is the lowest increase we have seen since 2015/2016.

## **BUDGET COMPONENTS**

The total FY 2020-2021 budget revenues are \$83,810,470 while the total expenditures are \$91,213,389. The total expenditures include capital projects in which debt service revenues may have been received in the prior year.

The FY 2020-2021 budget consists of two major components. The first component is the base budget. The base budget provides each department and division with the same funding as the prior fiscal year, less any one-time costs. The base budget also includes all capital projects, equipment replacements, and non-discretionary items such as necessary price adjustments and commitments.

The second component consists of decision package requests. Decision package requests are submitted for any proposal that will result in a change in the current level of service, including the addition of new programs and/or personnel. There was only one decision package approved for \$85,000 for an Impact Fee Study in the Water Fund. The Council also approved an employee compensation increase of 3%, which will be delayed until January 2021.

## **MAJOR ISSUES AND PRIORITIES**

In the spring of FY2020, the budget priorities had a shift in focus on maintaining the City's financial position, economic development, and service levels through the COVID pandemic. Priorities for the approved FY 2020-2021 budget focuses on preserving fund reserve levels, continuing a delayed compensation plan for City employees, economic development, constructing the voter approved Fire Substation 3 replacement, road projects, and develop plans to make improvements to North Park.

**Reserves** - In FY 2001-2002, the City Council adopted a Fund Balance Policy like many other cities, calling for Haltom City to achieve and maintain a 20% minimum fund balance.

The FY 2020-2021, the fund balance reserves for General Fund is projected to be 29%, Water and Sewer Fund 27%, and Drainage Fund is projected to be 18%. Capital Projects are directly tied to fund balances since money is transferred from the core funds to cover the costs of maintaining and updating the City's infrastructure.

**Compensation** - The City's investment in attracting, recruiting, and retaining personnel is critical to achieving the Council's Mission and Vision. Beyond the cost of salaries and benefits are the value of experience and the knowledge of institutional history inherent in a tenured workforce. For the FY 2020-2021 budget, there is a proposed salary adjustment for all employees as follows:

- All compensation increases will be delayed until January 2021
- For sworn employees, in addition to a 3% increase, the scheduled step increases will be funded.
- For non-sworn (general) employees, there will be a 3% increase

**Property Tax** – One of the largest revenue sources for the City is the collection of property tax. The estimated net taxable values are over \$2.5 billion. Total property tax revenue is expected to be approximately \$16.5 million—with \$10 million for General Fund and \$6.5 million for Debt Service Fund. The proposed total property tax rate is the current tax rate of \$0.6657—with \$0.403750 for General Fund (Maintenance & Operations) and \$0.262010 for Debt Service Fund (Interest & Sinking).

**Sales Tax** - Sales tax is another large revenue source for the City, with over \$14.6 million in collections predicted for FY 2020-2021. The City receives 2% sales tax and the allocation is 1.375% for General Fund, 0.375% for Streets, and 0.25% for the Crime Control Prevention District.

**Infrastructure Maintenance** – One long-term concern has been providing enough funding each year to maintain the City's existing infrastructure – primarily streets. Our community continues to face challenges with aging infrastructure and will be forced to absorb large reconstruction costs in the future if annual maintenance is not sufficiently funded. The City Council currently allocates 3/8 of a cent of sales tax for street maintenance and repairs and approved a \$6m Certificate of Obligation debt issue to utilize \$4.5m for additional street projects in the 2020-2021 budget year to help with the street infrastructure projects.

**Overview of Capital Improvement Program** - The long-term Capital Improvement Program reflects prioritization regarding the scheduling and related cost of the projects. The funding of projects for FY 2020-2021 is as follows:

Fund	Streets	Parks/FS3	Water & Sewer	Drainage	Total
31 Street Reconstruction	7,460,000				7,460,000
32 Capital Improvements		6,702,000			6,702,000
35 Capital Replacements					850,000
42 Water & Sewer Projects			4,027,932		4,027,932
46 Drainage Capital Projects				1,983,000	1,983,000
<b>Total</b>	<b>\$7,460,000</b>	<b>\$6,702,000</b>	<b>\$4,027,932</b>	<b>\$1,983,000</b>	<b>\$21,022,932</b>

**Water and Sewer Rates** – We are currently conducting a Water and Wastewater Rate Study in which the results will be presented to City Council. The study will also help give us a 5-year outlook and plan on rates and rate structures. We will look at a 3-year plan to implement necessary changes in rates or rate structures.

**Economic Development** – Three major economic development focuses for the City are the North East Loop 820 Corridor, the Belknap Corridor and Overall Community revitalization / redevelopment. In FY 2020-2021, staff is looking forward to the continued implementation of a Strategic Economic Plan that was designed specifically for our community.

North East Loop 820. This area is currently experiencing—and will continue to experience—significant economic growth. Since FY 2017-2018, we have seen developments that will bring 600+ single family homes—over half with an average value of \$350,000—as well as 1800+ multi-family (“luxury”) units to this area of the city. Since actively marketing the EDC-owned land in FY 2018-2019, we have also experienced a great deal of interest from numerous and diverse developers. The Haltom City Economic Development Corporation (HCEDC) has been very productive in their efforts to bring quality development to Haltom City. The EDC Board was dissolved in July 2020 but the City Council will continue those efforts.

- The 36-acre Class “A” Industrial Park on Midway is about to commence
- The 72-acre business Park “820 Exchange” has already started construction of approx. One million square feet of mixed-use development
- High-Pointe residential subdivision out-performed construction projections
- Heritage Village residential subdivision has started construction
- And many more economic development projects are underway

We are experiencing significant growth that will widen the Ad Valorem Tax base and increase sales tax revenue. In addition, these large developments bring jobs and prosperity to Haltom City and the surrounding region. In fact, our new growth revenue projections were realized by April of this year. This new growth will also assist in creating revitalization opportunities throughout the community.



**Performance Measurement/Management** - Enhanced measurement and reporting are critical to gauge progress, effectiveness, determine accountability, and guide future planning and operations. Communicating these findings and measurements on an ongoing basis is critical to ensuring the Council and public remain invested in the initiatives formulated to address current and future community needs.

**Personnel Expenditures/Expenses** - As approved, the FY 2020-2021 budget reflects changes to personnel expenditures and benefits. The fiscal impact of the above referenced salary changes will be felt across all funds, as well as increases of 5% to healthcare expenses. However, with our conservative approach to spending and limited decision packages, we are confident we will end the budget year with a favorable fund balance.

**Cares Act Relief Funds** – Congress approved payments to State, Local, and Tribal governments faced with the impact of the Covid-19 Pandemic in the Spring of 2020. The City received \$2,350,150 from Tarrant County for their portion of funds which were funneled from the state level. The funds can only be spent on approved items that help mitigate the disease or aid in the public health emergency. The details of the budgeted spends are submitted to the County in a monthly report from March-December 2020. Budget line items were added to track the spends of related items which will be offset by the one-time revenue received.

**Capital Improvements** - The FY 2020-2021 Capital Improvement Budget totals \$21,022,932 which is \$1,684,729 more than last year's budget. Major increases are the New Fire Station #3, and Water & Sewer projects. Water and Sewer projects will include: Vicki, Meacham, Parker Rd, Rio Vista, Denton Hwy, Diamond Oaks, Big Fossil, Kings water main, Impact Fee Study, Ray Dr. & Ray Ct., McCullar, Broadway, Eastridge, Selma, Hahn, Murray, Field, Voncille, and Parker. Street projects will include: Union Pacific Railroad upgrades, Vicki, Meacham, Little Fossil, Ray, McCullar, Broadway, Eastridge, Hahn, Murray, Field, Voncille, Parker Rd, and Quiet Zones. Drainage Capital Projects will include: Ray Dr, McCullar, Broadway, Eastridge, Hahn, Murray, Field, Voncille, Parker Rd., Vicki, and Meachum. Both the McComas and Denise project had to be pushed to next year due to lack of funds in the Drainage Fund. A summary of the capital project funds is referenced in the chart:

	<b>Adopted Budget 2020</b>	<b>Proposed Budget 2021</b>	<b>Increase/ (Decrease)</b>	<b>Change Percent</b>
<b>Capital Project Funds</b>				
Street Reconstruction Fund	\$8,515,961	7,460,000	(\$1,055,961)	-12%
Capital Improvement Fund	910,000	6,702,000	5,792,000	636%
Capital Replacement Fund	719,000	850,000	131,000	18%
Street Assessments Fund	0	0	0	0%
Water & Sewer Utility Projects Fund	7,397,633	3,610,000	(3,787,633)	-51%
Water and Sewer Impact Fees Fund	0	417,932	417,932	0%
Drainage Capital Projects Fund	1,795,609	1,983,000	187,391	10%
Total Capital Project Funds	\$19,338,203	\$21,022,932	\$1,684,729	9%

## BUDGET SUMMARY

Operating expenditures approved for FY 2020-2021 total \$70,190,457. This total is \$3,585,311 or 5% less than the previous fiscal year's adopted budget.

<b>Fund</b>	<b>Adopted Budget 2020</b>	<b>Proposed Budget FY2021</b>	<b>Increase/ (Decrease)</b>	<b>Change Percent</b>
<b>Operating Funds</b>				
General Fund	\$32,229,984	\$30,488,673	(\$1,741,311)	-5%
Debt Service Fund	6,192,254	6,739,676	547,423	9%
<b>Special Revenue Funds</b>				
Economic Development Fund	879,590	0	(879,590)	-100%
Crime Control District Fund	1,743,282	1,775,592	32,310	2%
Oil and Gas Fund	156,239	306,775	150,536	0%
Hotel/Motel Tax Fund	56,167	41,571	(14,596)	-26%
Court Security Fund	15,000	15,000	0	0%
Court Technology Fund	38,350	35,000	(3,350)	-9%
Juvenile Case Manager Fund	49,000	49,000	0	0%
Red Light Camera Fund	239,870	198,570	(41,300)	-17%
Grant Fund	116,125	118,201	2,076	2%
PEG Fund	0	5,000	5,000	100%
Fire Donation Fund	5,500	6,548	1,048	19%
Library Donation Fund	57,138	22,500	(34,638)	-61%
Police Forfeiture Fund	18,000	16,000	(2,000)	-11%
Park Donation Fund	52,650	70,341	17,691	34%
Park Dedication Fund	121,750	151,394	29,644	0%
Safe Pathways Fund	0	0	0	0%
Animal Shelter Fund	55,000	5,000	(50,000)	0%
Police Donation Fund	47,500	47,500	0	0%
Police CART Fund	5,000	1,000	(4,000)	-80%
Water & Sewer Fund	28,980,968	28,118,189	(862,779)	-3%
Drainage Utility Fund	2,716,402	1,978,927	(737,475)	-27%
Total Operating Funds	\$73,775,769	\$70,190,457	(\$3,585,311)	-5%

## CONCLUSION

Your approved budget is a balanced budget that increases our reserves in an uncertain world, so that we remain financially secure and adaptable. This budget places a priority on our employees while remaining fiscally responsible to our citizenry. This budget ensures that we are moving forward and working toward the Council's long-term strategic goals.

It is critical the FY 2020-2021 budget continues to provide for a sound financial plan, reflects the priorities and policies of the City Council, and provides the citizens of Haltom City with quality municipal services.

On behalf of the staff, I would like to thank the Mayor and City Council for providing the leadership and direction in developing and approving this budget. I also extend special thanks and appreciation to all the employees who worked extremely hard to prepare this budget.

I look forward to successfully implementing the Approved Budget beginning October 1, 2020.

Together, we will continually create a community environment where families flourish and businesses prosper.

Respectfully and Sincerely,

A handwritten signature in black ink, appearing to read 'Rex Phelps', with a stylized flourish extending to the right.

Rex Phelps  
City Manager

# STRATEGIC GOALS

## Goal 1: Continue to Cultivate the Commercial and Retail Development Plan for a successful Economic Development Environment

Priorities:	Outcome:
820 Exchange at Northern Cross	72 acre business park under construction.
4101 Old Denton Road	Sold to the McRae Group for 20+ acre class "A" Industrial site
Collins Aerospace 4630 North Beach	Now open providing High-tech jobs.
High Pointe Subdivision	The 225 homes by the high school is building out much faster than all projections and will reach full build in 2021.
The Stream Luxury Apartments	A 3-Phase project underway for approximately 850 units across the street from High Pointe Subdivision on Haltom Road.
Our Country Homes	412 homes across the street from the library-grading and infrastructure is close to completion.
Hoffbrau Steakhouse	Will be located at the corner of Northern Cross and Old Denton Rd should complete construction within the next 20 to 30 months.
Ollies Bargain Outlet	Will occupy the old K-Mart building which has remained vacant for many years.
Alexis Event Center	Located at 4211 Glenview plan to proceed once the economy recovers from the financial affects of COVID-19.
Stream Realty Industrial Park	Grading has begun at 6101 Midway for the industrial park.
Binh Than Plaza	The Plaza on Belknap will be going through a major remodel and expansion for revitalization.
Convenient Store & Taco Restaurant	The development at Denton Highway and Diamond Oaks South will be starting construction in 2021.
Holiday Inn Hotel	The hotel project on the 820 Corridor is on hold due to project financing affected by Covid-19 but will hopefully continue in 2021.
Two Marriott Hotels	The two hotels in the 820 Corridor will include retail/restaurant pads but is also delayed until 2021 due to affects of Covid pandemic.
Coffee Shop	Revitalization project at Webster and Denton Highway will bring new coffee shop - driveway concrete is poured.
3425 Denton Highway	Demolition is underway for new commercial development.
New Chicken Express	Construction is complete and opened in November 2020.
Lupito's Taqueria & Pump & Munch Convenient Store	The new convenient store, gas station and restaurant across from city hall is now open for business on Broadway.
3800 N Beach	A new heavy equipment business has moved to 3800 N Beach.
Barbrook Industrial Development	6200 Belknap is currently under construction which is the same group developing the 72 acre business park at Northern Cross.
Multi-Family Development	Approval process is underway for 4600 Fossil Ridge Circle a new quality new development.
Railroad Quiet Zones	A median will be added to Glenview Crossing and TXDOT will be replacing existing gate arms at Haltom Rd in 2020-21.

## Goal 2: Focus on Competitive Employee Compensation to Retain and Attract High Quality Staff while maintaining a Relationships-Driven Culture

Priorities:	Outcome:
Salary Increases	Budgeted a 3% salary increase for all employees in January 2021.
Maintain insurance coverage	Increased deductible and out of pocket costs to employees to maintain the same insurance coverage.

## Goal 3: Promote and Support Safety and Security within Our Community while providing Quality Services

Priorities:	Outcome:
Response Time	Compliant to NFPA 1710 for Fire Response time
Provide Proactive Enforcement Activities & Programs	
Implement Enhanced Network & User Security Policy	
Covid-19 Response	Will carry-out approved spending of Cares Act Funds for appropriate personnel protective equipment

## Goal 4: Practice Fiscal Responsibility while Utilizing Performance Measures

Priorities:	Outcome:
Shared Services	Continue to partner with surrounding communities for savings on shared services.
Automate City Newsletter & Calendar	Automated City Newsletter in Spring of 2020 and the 2021 Calendar for savings.

## Goal 5: Build and Maintain Partnerships with Non-Profit Sector to Advance the Revitalization and Beautification of the City

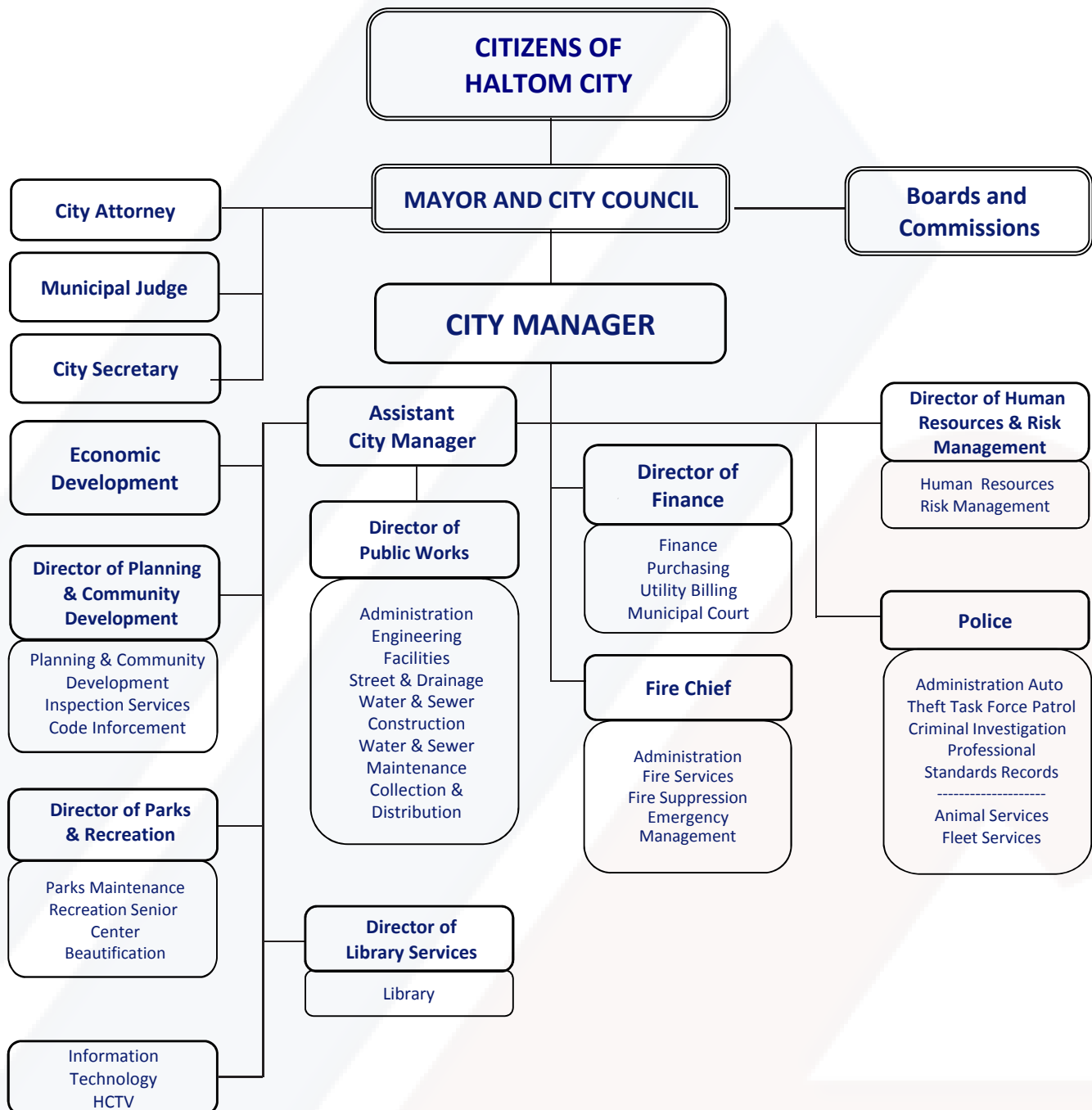
Priorities:	Outcome:
The Mended Network	In late 2020 will pair volunteers with homeowners unable to complete necessary repairs to their homes due to circumstances beyond their control

## Goal 6: Address Critical Facility & Infrastructure Needs

Priorities:	Outcome:
Law Enforcement Center	The City will go to the voters in May 2021 for the approval of a new Law Enforcement Center to be built in the current location as Police Station
Northeast Center	The Senior Center remodel at the North East Center has been placed on hold due budget constraints caused by Covid during the 2019-20 Budget
City Hall	The City will go to the voters with a bond proposition in the near future for a new City Hall
North Park	The City Council, Parks Board, & MHS Design has met to review concept drawings and direction in October 2020 & will submit grant application to TDPW
Street Repairs	Certificate of Obligation issued in 2020 for additional funds, and a replacement schedule was created
Fire Station #3	Ground Breaking and Construction starts in November 2020
Water & Sewer Rate Study	3-year contract with NewGen Strategies will address financial capacity/rate needs for CIP projects

# ORGANIZATION CHART

## FISCAL YEAR 2021



# CITY COUNCIL



**An Truong**  
Mayor



**Brent Weast**  
Place 4



**Marian Hilliard**  
Place 1



**Susan Soule**  
Place 5



**Walter Grow**  
Place 2



**Ricky Brown**  
Place 6



**Lin Thompson**  
Place 3



**Gaye Vanzant**  
Place 7



# MANAGEMENT STAFF

<b>City Manager</b>	<b>Rex Phelps</b>
<b>Assistant City Manager/Director of Finance</b>	<b>Sidonna Foust</b>
<b>City Secretary</b>	<b>Art Camacho</b>
<b>Fire Chief</b>	<b>Brian Jacobs</b>
<b>Director of Human Resources &amp; Risk Management</b>	<b>Toni Beckett</b>
<b>Municipal Judge</b>	<b>Lorraine Irby</b>
<b>Director of Library Services</b>	<b>Lesly Smith</b>
<b>Director of Parks &amp; Recreation</b>	<b>Christi Pruitt</b>
<b>Director of Planning &amp; Community Development</b>	<b>Glenna Batchelor</b>
<b>Police Chief</b>	<b>Cody Phillips</b>
<b>Director of Public Works</b>	<b>Gregory Van Nieuwenhuize</b>

## BUDGET CALENDAR

DATE	DONE BY	TYPE	TASK/ACTION
<b>DEPARTMENT'S BUDGET (March - May)</b>			
March 6	All Dept's	Meeting	<b>Budget Planning Meeting</b> - City Manager meets with departments for individual departments budget
April 1	All Dept's	Deadline	Capital requests due to Finance Department Fleet requests due to Fleet Division IT requests due to IT Department Division budgets, Decision Packages, Rate Change Recommendations and Revenue Estimates due to Finance
May 14	Finance	Deadline	<b>City Manager's Working Copy</b> due. A working draft of the line item budget with Fund Summaries and Decision Packages are provided to the City Manager.
<b>CITY MANAGER'S BUDGET (June &amp; July)</b>			
May	Finance	Meetings	Budget reviews with City Manager (Strategic Planning w/ Mayor & City Council 5/18 5-8pm Civic center - blue room) Strategic Goal are set by City Councilmembers
June, July	All Dept's	Meetings	Budget reviews with departments (Directors 6/10 9-4pm) and updates on departmental goals and strategic goals
July 6	Finance	Publish	Publish Notice of Public Hearing for CCPD Budget. This hearing will be held by the CCPD Board (7/23/20 Meeting ). The proposed CCPD Budget is filed with the City Secretary for review and inspection by the general public.
<b>CITY COUNCIL'S BUDGET (July to September)</b>			
July 20	Council	Deadline	<b>Budget Proposal</b> - Proposed budget is formally presented by the City Manager to the City Council for review prior to the first budget workshop.
July 23	CCPD	Meeting	<b>CCPD Public Hearing</b> - The CCPD conducts a public hearing on the proposed budget. The Board will adopt the budget after the hearing and forward it to the City Council for consideration.
July 25	TAD	Tax	Receive certified tax roll from TAD.
July 27	Council	Work Session	<b>Budget Workshop</b> - The Proposed Budget is reviewed by the City Council. City Council will schedule additional Budget Workshops as needed.

### Continue: CITY COUNCIL'S BUDGET (July to September)

August 10	Council	Meeting	<p>At Regular Council Meeting, the City Council will <b>discuss the tax rate needed to support the Proposed Budget</b>. If the Proposed tax rate will raise more revenue than the preceding year, the Council must <b>vote on the proposed tax rate and schedule a Public Hearing</b>. Council must also <b>schedule the public hearings</b> for the Proposed Budget</p> <hr/> <p><b>CCPD Public Hearing</b> - City Council conducts a public hearing to approve or reject the CCPD Proposed Budget. If rejected, the Council and CCPD Board must meet together to amend and approve the budget before the beginning of the fiscal year.</p>
August 24	Council	Meeting	<p>A <b>Public Hearing</b> will be held on the Proposed Budget and a <b>Public Hearing</b> on the proposed Property Tax Rate. <b>First reading</b> of the Budget Appropriations, Tax Rate, and other Rate Ordinances. The tax rate can be adopted the same night as the public hearing, but the tax increase vote cannot be held later than 7 days from the public hearing. The Council must "ratify" the property tax increase reflected in the budget when revenues raised are greater than the previous year. A vote on the adoption of the budget must be a record vote.</p>
August 31	Council	Meeting	<p><b>Second reading</b> of the Budget Appropriations, Tax Rate, and other Rate Ordinances. This must occur no sooner than three and no more than fourteen days from the August 24 meeting.</p> <hr/> <p>Other documents to be approved include:</p> <ul style="list-style-type: none"> <li>• Authorized signatures designated.</li> <li>• Investment policy approved.</li> <li>• Fee Schedule approved.</li> </ul>

**ORDINANCE NO. O-2020-028-03****APPROPRIATION ORDINANCE**

**AN ORDINANCE ADOPTING A BUDGET FOR THE ENSUING FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF HALTOM CITY, TEXAS; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; PROVIDING FOR PUBLIC HEARINGS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Haltom City is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City Manager of the City of Haltom City has submitted to the City Council a proposed budget of the revenues and the expenses of conducting the affairs thereof and providing a complete financial plan for fiscal year 2020-2021 and which said proposed budget has been compiled from detailed information obtain from the several departments, divisions, and offices of the city; and

**WHEREAS**, the City Council finds that all provisions pertaining to the adoption of a budget contained in the City Charter have been in all things complied with; and

**WHEREAS**, the Public Hearing was held by the City Council of the City of Haltom City, Texas on the 24<sup>th</sup> day of August 2020;

**WHEREAS**, after a full and final consideration, the City Council is of the opinion that the budget should be approved and adopted;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HALTOM CITY, TEXAS, THAT:**

**SECTION 1.**

The budget of the Revenues of the City of Haltom City and the Expenses of conducting the affairs thereof for the ensuing Fiscal Year beginning October 1, 2020 and ending September 30, 2021, as modified by the City Council, be, and the same is, in all things, adopted and approved as the said City of Haltom City budget for the Fiscal Year beginning the first day of October, 2020, and ending the thirtieth day of September, 2021.

**SECTION 2.**

The sums below are hereby appropriated from the respective funds for the payment of expenditures on behalf of the City government as established in the approved budget document, including the revised budgetary data for the fiscal year ending September 30, 2020.

<b>Fund</b>	<b>Revised Fiscal Year 2020</b>	<b>Adopted Fiscal Year 2021</b>
General Fund	\$32,229,984	\$30,488,673
Debt Service Fund	6,192,254	6,739,676
Economic Development Fund	879,590	0
Crime Control & Prevention District Fund	1,743,282	1,775,592
Oil and Gas Fund	156,239	306,775
Hotel/Motel Tax Fund	56,167	41,571
Court Security Fund	15,000	15,000
Court Technology Fund	38,350	35,000
Juvenile Case Manager Fund	49,000	49,000
Red Light Camera Fund	239,870	198,570
Grant Fund	116,125	118,201
PEG Fund	7,000	5,000
Fire Donation Fund	5,500	6,548
Library Donation Fund	57,138	22,500
Police Forfeiture Fund	18,000	16,000
Park Donation Fund	52,650	70,341
Park Dedication Fund	121,750	151,394
Safe Pathways Fund	0	0
Animal Shelter Fund	55,000	5,000
Police Donation Fund	47,500	47,500
Police CART Fund	5,000	1,000
Street Reconstruction Fund	8,515,961	7,460,000
Capital Improvement Fund	910,000	6,702,000
Capital Replacement Fund	719,000	850,000
Street Assessments Fund	0	0
Water & Sewer Fund	28,980,968	28,118,189
Water & Sewer Utility Projects Fund	7,397,633	3,610,000
Water and Sewer Impact Fees Fund	75,000	417,932
Drainage Utility Fund	2,716,402	1,978,927
Drainage Capital Projects Fund	1,795,609	1,983,000
<b>Total All Funds</b>	<b>\$93,195,972</b>	<b>\$91,213,389</b>

### SECTION 3.

A true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, shall be filed with the City Secretary. A copy of the budget, including the cover page, shall be posted on the City's website, along with the record vote of each member of the City Council as required by law. In addition, the City Manager is hereby directed to file or cause to be filed a true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, in the office of the County Clerk of Tarrant County, Texas, as required by law.



**SECTION 4.**

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Haltom City, Texas (1998), as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

**SECTION 5.**


It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

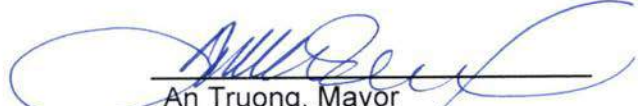
**SECTION 6.**

This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

**PASSED AND APPROVED ON FIRST READING THIS 24<sup>th</sup> DAY OF AUGUST 2020.**

ATTEST:

  
\_\_\_\_\_  
Art Camacho, City Secretary

  
\_\_\_\_\_  
An Truong, Mayor

**PASSED AND APPROVED ON SECOND READING THIS 31<sup>st</sup> DAY OF AUGUST 2020.**

ATTEST:

  
\_\_\_\_\_  
Art Camacho, City Secretary

  
\_\_\_\_\_  
An Truong, Mayor

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
Wayne Olson, City Attorney

**ORDINANCE NO. O-2020-029-03**

**AN ORDINANCE APPROVING THE APPRAISAL ROLL; SETTING THE TAX RATE; LEVYING AND ASSESSING GENERAL AND SPECIAL AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF HALTOM CITY, TEXAS; APPORTIONING THE LEVIES FOR SPECIFIC PURPOSES; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Manager of the City of Haltom City submitted a tax rate proposal to the City Council prior to the beginning of the fiscal year, and in said tax rate proposal set forth the estimated necessary tax rate required to provide adequate revenues for the general use and support of the Municipal Government of the City of Haltom City, Texas; and

**WHEREAS**, the City Council finds that all provisions pertaining to the adoption of an ad valorem tax rate have been complied with; and

**WHEREAS**, A Public Hearing on the tax rate were held by the City Council of the City of Haltom City on the 24th day of August 2020;

**WHEREAS**, after a full and final consideration, the City Council is of the opinion that the tax rate and ad valorem tax appraisal roll should be approved and adopted; and

**WHEREAS**, the taxes have been levied in accordance with the adopted fiscal year 2020-21 Budget as required by state law.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HALTOM CITY, TEXAS, THAT:**

**SECTION 1.**

The ad valorem tax appraisal roll and No-New-Revenue tax rate information as presented by the tax assessor for the tax year 2020, be and is hereby in all things approved and adopted.

**SECTION 2.**

There is hereby levied and assessed and there shall be collected for the tax year 2020 for the general use and support of the Municipal Government of the City of Haltom City, Texas, a total ad valorem tax of sixty-six point five seven six cents (\$0.66576) on each One Hundred Dollars (\$100.00) of valuation of property - real and personal - within the corporate limits of the City of Haltom City, Texas, subject to taxation. The assessment ratio shall be One Hundred percent (100%).

**SECTION 3.**

The taxes collected shall be apportioned for the use as follows:

- (a) To the Interest and Sinking Fund the sum of twenty-six point two zero one zero cents (\$0.262010) or an adequate amount necessary to fund all General Fund debt service for fiscal year 2020-21.
- (b) To the General Fund for general municipal purposes the sum of forty point three



seven five zero cents (\$0.403750) for fiscal year 2020-21.

All monies collected are hereby apportioned and set apart for the specific purposes indicated and the funds where deposited shall be accounted for in such a manner as to readily show balances at any time.

#### **SECTION 4.**

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

#### **SECTION 5.**

THE TAX RATE WILL BE THE SAME TAX RATE AS LAST YEAR BUT WILL LOWER TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$9.98.

#### **SECTION 6.**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

#### **SECTION 7.**

Ad valorem taxes for the year are due and payable on October 1, 2020 and shall become delinquent after January 31, 2021. A delinquent tax shall incur all penalty and interest authorized by state law, Section 33.01 of the Property Tax Code. Personal Property Taxes that remain delinquent on the 60<sup>th</sup> day after February 1, 2021, incur an additional penalty of 20% of the amount of the taxes, penalty and interest due, such additional penalty to defray the additional cost of collection as authorized in Section 33.11 of the Property Tax Code. All other taxes that remain delinquent on and after July 1, 2021, incur an additional penalty of 20% of the amount of the taxes, penalty and interest due, such additional penalty to defray the cost of collection as authorized in Section 6.30 of the Property Tax Code. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

#### **SECTION 8.**

Taxes are payable at the office of the Tarrant County Tax Collector.

## SECTION 9.

This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

PASSED AND APPROVED ON FIRST READING THIS 24<sup>th</sup> DAY OF AUGUST 2020.

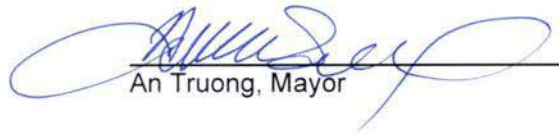
PASSED AND APPROVED ON SECOND READING THIS 31<sup>ST</sup> DAY OF AUGUST 2020.

ATTEST:

  
\_\_\_\_\_  
Art Camacho, City Secretary

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
Wayne Olson, City Attorney

  
\_\_\_\_\_  
An Truong, Mayor







# BUDGET OVERVIEW

An overview of the annual budget presented in a series of tables, charts and graphs designed to give readers an overall general understanding of the budget.

- Fund Structure
- Combined Budget Summary
- Summary of Revenues , Expenditure and Fund Balance
- Where the Money Comes From
- Where the Money Goes
- Property Values and Tax Rates
- Major Revenues



## FUND STRUCTURE

An overview of the annual budget presented in a series of tables, charts and graphs designed to give readers an overall general understanding of the budget.

### Governmental Funds

#### General Fund

#### Debt Service Fund

#### Special Revenue Funds

- Crime Control & Prevention Fund
- Oil and Gas Fund
- Hotel/Motel Tax Fund
- Court Security Fund
- Court Technology Fund
- Juvenile Case Manager Fund
- Red Light Camera Fund
- Grant Fund
- PEG Fund
- Fire Donation Fund
- Library Donation Fund
- Police Forfeiture Fund
- Park Donation Fund
- Park Dedication Fund
- Safe Pathway Fund
- Animal Shelter Fund
- Police Donation Fund
- Police CART Fund

#### Capital Projects Funds

- Street Reconstruction Fund
- Capital Improvement Fund
- Capital Replacement Fund
- Street Assessments Fund

### Proprietary Funds

#### Enterprise Funds

- Water and Sewer Fund
- Drainage Fund

#### Capital Projects Funds

- Water & Sewer Utility Projects Fund
- Water and Sewer Impact Fees Fund
- Drainage Capital Projects Fund

## CONSOLIDATED SUMMARY OF ALL FUNDS (PART 1)

<u>Fund No.</u>	<u>Fund Title</u>	<u>Estimated Fund Balance 10/1/2020</u>	<u>Interest &amp; Operating Revenues</u>	<u>Inter-Fund Transfers In</u>	<u>Total Revenues [Sources]</u>
01	General Fund	\$9,286,493	\$28,942,673	\$1,546,000	\$30,488,673
05	Debt Service Fund	1,212,433	6,291,130	306,775	6,597,905
11	Economic Development Fund	2,154,638	0	-	-
12	Crime Control & Prevention District Fund	1,880,035	1,775,206	-	1,775,206
13	Oil and Gas Fund	\$1,699,729	\$311,000	\$0	\$311,000
14	Hotel/Motel Tax Fund	129,767	47,800	-	47,800
15	Court Security Fund	82,346	21,100	-	21,100
16	Court Technology Fund	17,816	23,500	-	23,500
17	Juvenile Case Manager Fund	\$93,223	\$25,200	\$0	\$25,200
18	Red Light Camera Fund	323,804	4,000	-	4,000
19	Grant Fund	142,819	95,000	-	95,000
20	PEG Fund	393,650	56,000	-	56,000
21	Fire Donation Fund	\$2,367	\$6,550	\$0	\$6,550
22	Library Donation Fund	244,411	27,900	-	27,900
23	Police Forfeiture Fund	63,651	19,500	-	19,500
24	Park Donation Fund	76,386	48,650	-	48,650
25	Park Dedication Fund	\$147,894	\$3,500	\$0	\$3,500
26	Safe Pathways Fund	67,766	2,250	-	2,250
27	Animal Shelter Fund	28,363	7,000	-	7,000
28	Police Donation Fund	41,530	24,200	-	24,200
29	Police CART Fund	\$5,680	\$150	\$0	\$150
31	Street Reconstruction Fund	11,826,231	8,245,057	-	8,245,057
32	Capital Improvement Fund	8,043,928	1,250,000	-	1,250,000
35	Capital Replacement Fund	771,709	874,000	-	874,000
39	Street Assessments Fund	\$24,558	\$500	\$0	\$500
41	Water & Sewer Fund	10,211,363	23,952,200	-	23,952,200
42	Water & Sewer Utility Projects Fund	11,892,120	98,000	7,397,628	7,495,628
44	Water and Sewer Impact Fees Fund	2,087,876	435,000	-	435,000
45	Drainage Utility Fund	\$346,905	\$1,700,000	\$0	\$1,700,000
46	Drainage Capital Projects Fund	1,710,911	23,000	250,000	273,000
<b>Total</b>		<b>\$ 65,010,402</b>	<b>\$ 74,310,066</b>	<b>\$ 9,500,403</b>	<b>\$83,810,470</b>

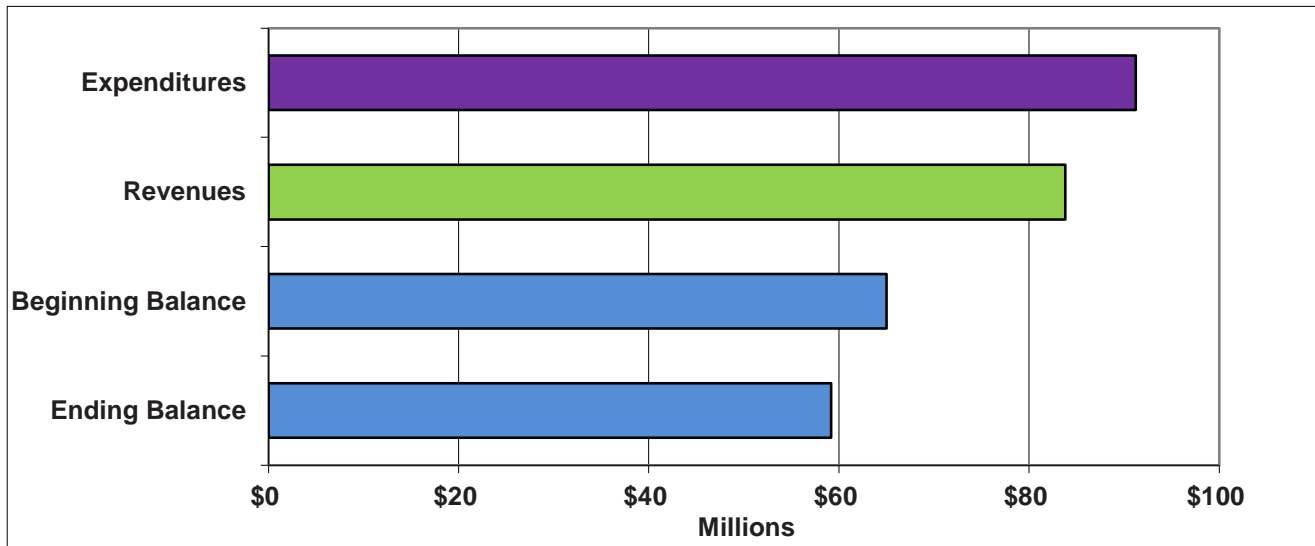
This schedule provides an overall view of the fiscal status for all of the funds utilized by City of Haltom City. One can see at a glance the fund balance estimated for both the beginning and end of the fiscal year in addition to the total amounts of fund sources and uses. More detailed information for each fund is provided in a separate section of this document. See the table of contents for the corresponding page.

Revenues are from a variety of sources such as taxes, fees, fines, utility sales and internal transfers. Operating expenditures are generally represented as payments for consumable supplies, services, salaries and other items related to the ongoing operations of each fund. Capital Outlay is composed of equipment purchases, facility and infrastructure construction or major renovations. Infrastructure generally refers to streets, water utilities, sewer utilities, and drainage utilities. Non-cash items, such as depreciation, are included in the expenses, listed in adjustment column, and added back in the fund balance.



## CONSOLIDATED SUMMARY OF ALL FUNDS (PART 2)

Debt Service & Operating Expenditures	Capital Outlay	Inter-Fund Transfers Out	Total Expenditures [Uses]	Depreciation/ Adjustments	Estimated Surplus/Deficit FY2021	Estimated Fund Balance 9/30/2021
\$28,642,673	\$40,000	\$1,806,000	\$30,488,673	(210,000)	(\$210,000)	\$9,076,493
6,739,676	-	-	6,739,676	-	(141,771)	1,070,662
0	-	-	-	-	0	2,154,638
1,775,592	-	-	1,775,592	-	(386)	1,879,649
\$0	\$0	\$306,775	\$306,775	-	\$4,225	\$1,703,954
41,571	-	-	41,571	-	6,229	135,996
0	-	15,000	15,000	-	6,100	88,446
32,000	-	3,000	35,000	-	(11,500)	6,316
\$1,000	\$0	\$48,000	\$49,000	-	(\$23,800)	\$69,423
138,570	60,000	-	198,570	-	(194,570)	129,234
118,201	-	-	118,201	-	(23,201)	119,618
5,000	-	-	5,000	-	51,000	444,650
\$6,548	\$0	\$0	\$6,548	-	\$2	\$2,369
22,500	-	-	22,500	-	5,400	249,811
16,000	-	-	16,000	-	3,500	67,151
70,341	-	-	70,341	-	(21,691)	54,695
\$151,394	\$0	\$0	\$151,394	-	(\$147,894)	\$0
0	-	-	-	-	2,250	70,016
5,000	-	-	5,000	-	2,000	30,363
47,500	-	-	47,500	-	(23,300)	18,230
\$1,000	\$0	\$0	\$1,000	-	(\$850)	\$4,830
495,000	6,065,000	900,000	7,460,000	-	785,057	12,611,288
0	6,702,000	-	6,702,000	-	(5,452,000)	2,591,928
0	850,000	-	850,000	-	24,000	795,709
\$0	\$0	\$0	\$0	-	\$500	\$25,058
20,260,561	-	7,857,628	28,118,189	1,500,000	(2,665,989)	7,545,374
0	3,610,000	-	3,610,000	-	3,885,628	15,777,748
417,932	-	-	417,932	-	17,068	2,104,944
\$1,608,927	\$0	\$370,000	\$1,978,927	280,000	\$1,073	\$347,978
0	1,983,000	-	1,983,000	-	(1,710,000)	911
<b>\$ 60,596,986</b>	<b>\$ 19,310,000</b>	<b>\$ 11,306,403</b>	<b>\$91,213,389</b>	<b>\$ 1,570,000</b>	<b>(\$5,832,920)</b>	<b>\$ 59,177,482</b>



**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ALL FUNDS BY FUND TYPE  
FISCAL YEAR 2021 WITH COMPARISONS TO FISCAL YEARS 2020 AND 2019**



	GOVERNMENTAL FUNDS			
	General Fund	Debt Service Fund	Special Revenue Funds	Governmental Capital Projects Funds
<b>Beginning Balance</b>	<b>\$9,286,493</b>	<b>\$1,212,433</b>	<b>\$7,595,875</b>	<b>\$20,666,426</b>
<b>BUDGETED REVENUES</b>				
Property Taxes	10,263,788	6,271,130	-	-
Sales & Other Taxes	10,156,136	-	1,799,206	2,720,057
Franchise Fees	3,648,000	-	50,000	-
Licenses/Permits/Fees	1,596,414	-	275,000	-
Intergovernmental Revenues	288,990	-	113,000	-
Charges For Service	1,658,046	-	58,100	-
Fines & Fees	916,720	-	64,000	-
Bond Proceeds	-	-	-	5,980,000
Miscellaneous Revenues	414,579	20,000	139,200	419,500
Interfund Transfers	1,546,000	306,775	-	1,250,000
<b>TOTAL REVENUES</b>	<b>30,488,673</b>	<b>6,597,905</b>	<b>2,498,506</b>	<b>10,369,557</b>
<b>BUDGETED EXPENDITURES</b>				
Personnel	24,441,257	-	560,479	-
Operations	4,201,416	-	1,070,153	405,000
Capital Outlay	40,000	-	861,585	13,617,000
Debt Service	-	6,739,676	-	90,000
Interfund Transfers	1,806,000	-	372,775	900,000
<b>TOTAL EXPENDITURES</b>	<b>30,488,673</b>	<b>6,739,676</b>	<b>2,864,992</b>	<b>15,012,000</b>
<b>Depreciation Adjustments</b>	<b>(210,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Balance</b>	<b>\$9,076,493</b>	<b>\$1,070,662</b>	<b>\$7,229,389</b>	<b>\$16,023,983</b>



## GOVERNMENTAL FUNDS

General Fund is the operating fund of the City. This fund is used to account for all financial resources not accounted for in other funds.

Debt Service Fund is used to account for the accumulation of financial resources for the payment of principal, interest and related costs on general long-term debts.

Special Revenue Funds are used to account for revenues sources that are legally restricted to spend for specific purposes.

Governmental Capital Project Funds are used to account for the financing and construction of major capital facilities or acquisition of major equipment. Financing is primarily through the issuance of general obligation debts and transfers from other funds.

PROPRIETARY FUNDS			TOTAL ALL FUNDS		
Water & Sewer Fund	Drainage Utility Fund	Proprietary Capital Projects Funds	FY2021 Proposed Total	FY2020 Estimate Total	FY2019 Actual Total
<b>\$10,211,363</b>	<b>\$346,905</b>	<b>\$15,690,907</b>	<b>\$65,010,402</b>	<b>\$56,111,324</b>	<b>\$46,884,118</b>
-	-	-	16,534,918	17,149,000	<b>14,605,833</b>
-	-	-	14,675,399	14,469,759	<b>15,459,775</b>
-	-	-	3,698,000	3,374,865	<b>3,984,933</b>
-	-	400,000	2,271,414	1,721,150	<b>1,155,715</b>
-	-	-	401,990	1,343,903	<b>34,160</b>
23,540,200	1,680,000	-	26,936,346	26,509,810	<b>25,948,524</b>
-	-	-	980,720	796,425	<b>1,345,910</b>
-	-	-	5,980,000	-	<b>8,586,994</b>
412,000	20,000	156,000	1,581,279	2,291,251	<b>2,646,624</b>
-	-	7,647,628	10,750,403	10,666,130	<b>5,928,688</b>
<b>23,952,200</b>	<b>1,700,000</b>	<b>8,203,628</b>	<b>83,810,470</b>	<b>78,322,293</b>	<b>79,697,156</b>
\$3,552,421	\$462,395	-	29,016,552	27,051,469	<b>\$24,473,484</b>
14,800,950	867,737	567,932	21,913,188	22,651,743	<b>\$24,132,420</b>
5,000	-	5,443,000	19,966,585	9,682,756	<b>\$4,765,267</b>
1,902,190	278,796	-	9,010,662	8,538,860	<b>\$6,427,468</b>
7,857,628	370,000	-	11,306,403	11,032,072	<b>\$4,948,688</b>
<b>28,118,189</b>	<b>1,978,928</b>	<b>6,010,932</b>	<b>91,213,390</b>	<b>78,956,901</b>	<b>64,747,328</b>
1,500,000	280,000	-	1,570,000	1,780,000	<b>2,138,872</b>
<b>\$7,545,374</b>	<b>\$347,977</b>	<b>\$17,883,603</b>	<b>\$59,177,482</b>	<b>\$57,256,716</b>	<b>\$63,972,819</b>

## PROPRIETARY FUNDS

Water and Sewer Fund is used to account for the operations of the water and sewer system. Drainage Utility Fund is used to track revenues and expenses related to watershed and storm drainage improvements. Proprietary Capital Project Funds are used to account for the financing and construction of major capital facilities or acquisition of major equipment for water and sewer system and drainage related projects that are not funded by governmental funds.

# SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE SPECIAL REVENUE FUNDS (Part1) FISCAL YEAR 2021



	Economic Development Fund	Crime Prevention District Fund	Oil and Gas Fund	Hotel Motel Tax Fund	Court Security Fund	Court Technology Fund	Juvenile Case Manager Fund	Red Light Camera Fund	Grant Fund
<b>Beginning Balance</b>	<b>\$2,154,638</b>	<b>\$1,880,035</b>	<b>\$1,699,729</b>	<b>\$129,767</b>	<b>\$82,346</b>	<b>\$17,816</b>	<b>\$93,223</b>	<b>\$323,804</b>	<b>\$142,819</b>
<b>BUDGETED REVENUES</b>									
Property Taxes	-	-	-	-	-	-	-	-	-
Sales & Other Taxes	-	1,754,206	-	45,000	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-	-	-
Licenses/Permits/Fees	-	-	275,000	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-	-	-	95,000
Charges For Service	-	-	-	-	-	-	-	-	-
Fines & Fees	-	-	-	-	19,000	23,000	22,000	-	-
Bond Proceeds	-	-	-	-	-	-	-	-	-
Miscellaneous Revenues	-	21,000	36,000	2,800	2,100	500	3,200	4,000	-
Interfund Transfers	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>-</b>	<b>1,775,206</b>	<b>311,000</b>	<b>47,800</b>	<b>21,100</b>	<b>23,500</b>	<b>25,200</b>	<b>4,000</b>	<b>95,000</b>
<b>BUDGETED EXPENDITURES</b>									
Personnel	-	510,082	-	24,196	-	-	-	-	26,201
Operations	-	690,660	-	17,375	-	32,000	1,000	138,570	92,000
Capital Outlay	-	574,850	-	-	-	-	-	60,000	-
Debt Service	-	-	-	-	-	-	-	-	-
Interfund Transfers	-	-	306,775	-	15,000	3,000	48,000	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>1,775,592</b>	<b>306,775</b>	<b>41,571</b>	<b>15,000</b>	<b>35,000</b>	<b>49,000</b>	<b>198,570</b>	<b>118,201</b>
<b>Ending Balance</b>	<b>\$2,154,638</b>	<b>\$1,879,649</b>	<b>\$1,703,954</b>	<b>\$135,996</b>	<b>\$88,446</b>	<b>\$6,316</b>	<b>\$69,423</b>	<b>\$129,234</b>	<b>\$119,618</b>



**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
SPECIAL REVENUE FUNDS (Part 2)  
FISCAL YEAR 2021**

PEG Fund	Fire Donation Fund	Library Donation Fund	Police Forfeiture Fund	Park Donation Fund	Park Dedication Fund	Safe Pathways Fund	Animal Shelter Fund	Police Donation Fund	Police CART Fund	Total
\$393,650	\$2,367	244,411	\$63,651	\$76,386	\$147,894	\$67,766	\$28,363	\$41,530	\$5,680	\$7,595,875
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	1,799,206
50,000	-	-	-	-	-	-	-	-	-	50,000
-	-	-	-	-	-	-	-	-	-	275,000
-	-	-	18,000	-	-	-	-	-	-	113,000
-	-	19,600	-	38,500	-	-	-	-	-	58,100
-	-	-	-	-	-	-	-	-	-	64,000
-	-	-	-	-	-	-	-	-	-	-
6,000	6,550	8,300	1,500	10,150	3,500	2,250	7,000	24,200	150	139,200
-	-	-	-	-	-	-	-	-	-	-
56,000	6,550	27,900	19,500	48,650	3,500	2,250	7,000	24,200	150	2,498,506
-	-	-	-	-	-	-	-	-	-	560,479
-	6,548	22,500	16,000	-	-	-	5,000	47,500	1,000	1,070,153
5,000	-	-	-	70,341	151,394	-	-	-	-	861,585
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	372,775
5,000	6,548	22,500	16,000	70,341	151,394	-	5,000	47,500	1,000	2,864,992
\$444,650	\$2,369	249,810	67,151	54,699	\$0	\$70,016	\$30,363	\$18,230	\$4,830	\$7,229,389

**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE ALL  
CAPITAL PROJECT FUNDS (CITY-WIDE)  
FISCAL YEAR 2021**

	Street Reconstruction Fund	Capital Improvement Fund	Capital Replacement Fund	Street Assessments Fund	Water and Sewer Capital Projects Fund	Impact Fees Fund	Drainage Capital Projects Fund	Total
<b>Beginning Balance</b>	<b>\$11,826,231</b>	<b>\$8,043,928</b>	<b>\$771,709</b>	<b>\$24,558</b>	<b>\$11,892,120</b>	<b>\$2,087,876</b>	<b>\$1,710,911</b>	<b>\$36,357,333</b>
<b>BUDGETED REVENUES</b>								
Property Taxes	-	-	-	-	-	-	-	-
Sales & Other Taxes	2,720,057	-	-	-	-	-	-	2,720,057
Franchise Fees	-	-	-	-	-	-	-	-
Licenses/Permits/Fees	-	-	-	-	-	400,000	-	400,000
Intergovernmental Revenues	-	-	-	-	-	-	-	-
Charges For Service	-	-	-	-	-	-	-	-
Fines & Fees	-	-	-	-	-	-	-	-
Bond Proceeds	5,250,000	730,000	-	-	-	-	-	5,980,000
Miscellaneous Revenues	275,000	120,000	24,000	500	98,000	35,000	23,000	575,500
Interfund Transfers	-	400,000	850,000	-	7,397,628	-	250,000	8,897,628
<b>TOTAL REVENUES</b>	<b>8,245,057</b>	<b>1,250,000</b>	<b>874,000</b>	<b>500</b>	<b>7,495,628</b>	<b>435,000</b>	<b>273,000</b>	<b>18,573,185</b>
<b>BUDGETED EXPENDITURES</b>								
Personnel	-	-	-	-	-	-	-	-
Operations	405,000	-	-	-	-	417,932	150,000	972,932
Capital Outlay	6,065,000	6,702,000	850,000	-	3,610,000	-	1,833,000	19,060,000
Debt Service	90,000	-	-	-	-	-	-	90,000
Interfund Transfers	900,000	-	-	-	-	-	-	900,000
<b>TOTAL EXPENDITURES</b>	<b>7,460,000</b>	<b>6,702,000</b>	<b>850,000</b>	<b>-</b>	<b>3,610,000</b>	<b>417,932</b>	<b>1,983,000</b>	<b>21,022,932</b>
<b>Ending Balance</b>	<b>\$12,611,288</b>	<b>\$2,591,928</b>	<b>\$795,709</b>	<b>\$25,058</b>	<b>\$15,777,748</b>	<b>\$2,104,944</b>	<b>\$911</b>	<b>\$33,907,586</b>

## WHERE THE MONEY COMES FROM - BY REVENUE TYPE

Revenue	Actual FY2019	EOY Estimated FY2020	Budget FY2021	Change from FY2020 to FY2021	
				Amount	Percent
Property Taxes	\$14,605,833	17,149,000	16,534,918	(\$614,082)	-4%
Sales & Other Taxes	15,459,775	14,469,759	14,675,399	205,640	1%
Franchise	3,984,933	3,374,865	3,698,000	323,135	10%
Licenses & Permits	1,155,715	1,721,150	2,271,414	550,264	32%
Intergovernmental	34,160	1,343,903	401,990	(941,913)	-70%
Charges For Service	25,948,524	26,509,810	26,936,346	426,536	2%
Fines & Fees	1,345,910	796,425	980,720	184,295	23%
Bond Proceeds	8,586,994	-	5,980,000	5,980,000	N/A
Other	2,646,624	2,291,251	1,581,280	(709,971)	-31%
Transfers	5,928,688	10,666,130	10,750,403	84,273	1%
<b>Total</b>	<b>\$79,697,156</b>	<b>\$78,322,293</b>	<b>\$83,810,470</b>	<b>\$5,488,177</b>	<b>7%</b>

## MAJOR SOURCE OF REVENUES

Major sources of revenue are taxes, licenses and charges for operating funds, and bond proceeds for capital improvement funds.

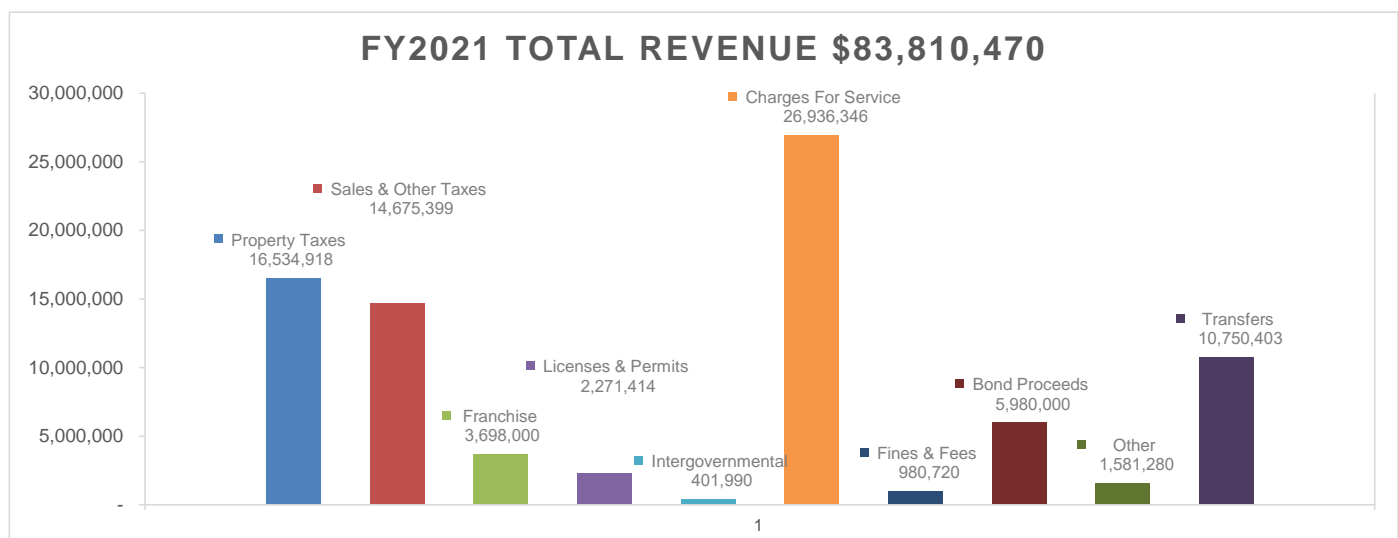
**Taxes and Franchise** include property tax, sales and use taxes, and franchise fees. Property tax estimates are based on current property values, new construction, tax rate and recent collection rates. Estimates for taxes were budgeted conservatively due to the Covid-19 Pandemic and the uncertainty of long-term effects and next year's economic outlook. Historic growth is used to forecast franchise fees, but the changes in telecommunication fees will lower the amount of franchise fees that can be charged in the future.

**Licenses & Permits, Charges for Services and Fine & Fees** include licenses, permits, charges for services, and fines. Trend analysis is used to project all charges for services.

**Intergovernmental revenues** are grants from other governmental entities. The City receives grants for Streets, Police, Fire, Drainage, Parks and Library.

**Other revenues** are donations, interest income and other miscellaneous revenues.

**Transfers** are transactions between funds. Transfers include administrative fees, fleet service fees, debt service payments and billing fees.



## WHERE THE MONEY COMES FROM - BY FUND TYPE

Revenue	Actual FY2019	EOY Estimated FY2020	Budget FY2021	Change from FY2020 to FY2021	
				Amount	Percent
General Fund	\$29,817,776	\$29,893,826	\$30,488,673	\$594,847	2%
Debt Service Fund	\$5,976,165	\$6,855,500	\$6,597,905	(\$257,595)	-4%
Special Revenue Funds	\$4,068,846	3,465,776	\$2,498,506	(\$967,270)	-28%
Capital Project Funds	\$14,970,773	\$12,512,346	\$18,573,185	\$6,060,839	48%
Water and Sewer Fund	\$23,123,163	\$23,895,118	\$23,952,200	\$57,082	0%
Drainage Fund	\$1,740,433	\$1,699,727	\$1,700,000	\$273	0%
<b>Total</b>	<b>\$79,697,156</b>	<b>\$78,322,293</b>	<b>\$83,810,470</b>	<b>\$5,488,177</b>	<b>7%</b>

**General Fund** is the general operating fund of the City. It provides a broad spectrum of programs and services such as police, fire, parks and recreation, public works and administrative services. Most of the revenue comes from property tax, sales taxes and franchise fees, and Permits & Inspections. Total revenue decreased 1% mainly due to timing of capital projects, and debt Service funds.

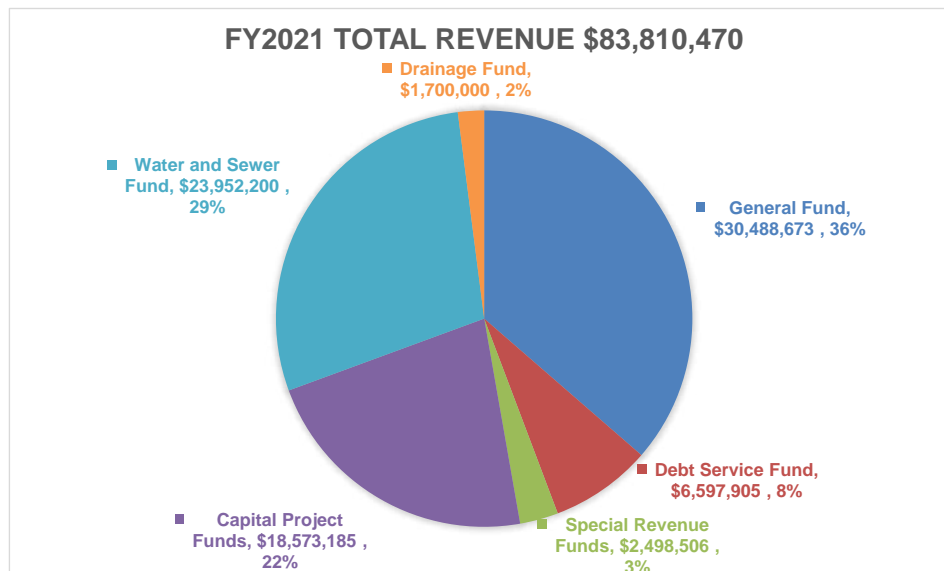
**Debt Service Fund** is used for the accumulation of resources for the payment of principal and interest on long-term debts for general government debts. Financing is provided primarily by property tax and transfers from other resources. Significant change is due to bond issue in FY2019 that was received in FY2020.

**Special Revenue Funds** are used to account for revenue sources that are legally restricted to be spent for specified purposes. Revenues include sales tax, special fees and donations.

**Capital Project Funds** are used to account for all major capital improvements that are financed by rate revenues, certificates of obligation, general obligation bonds, intergovernmental grants, developer contributions and other designated resources.

**Water and Sewer Fund** provides water and sewer services to the City. Major revenue comes from charges for services. Increases in revenues are mainly due to water and sewer rates increase to meet the rising cost of services.

**Drainage Fund** is for recording revenues and expenses related to watershed and storm water drainage improvements





## WHERE THE MONEY GOES - BY EXPENDITURE TYPE

Expenditure	Actual FY2019	EOY Estimated FY2020	Budget FY2021	Change from FY2020 to FY2021	
				Amount	Percent
Personnel	\$24,473,484	\$27,051,469	\$29,016,551	\$1,965,082	7%
Operations	\$24,132,420	\$22,651,743	\$21,913,188	(\$738,556)	-3%
Capital Outlay	\$4,765,267	\$9,682,755	\$19,966,585	\$10,283,830	106%
Debt Service	\$6,427,468	\$8,538,860	\$9,010,662	\$471,802	6%
Transfers	\$4,948,688	\$11,032,072	\$11,306,403	\$274,331	2%
<b>Total</b>	<b>\$64,747,328</b>	<b>\$78,956,900</b>	<b>\$91,213,389</b>	<b>\$12,256,489</b>	<b>16%</b>

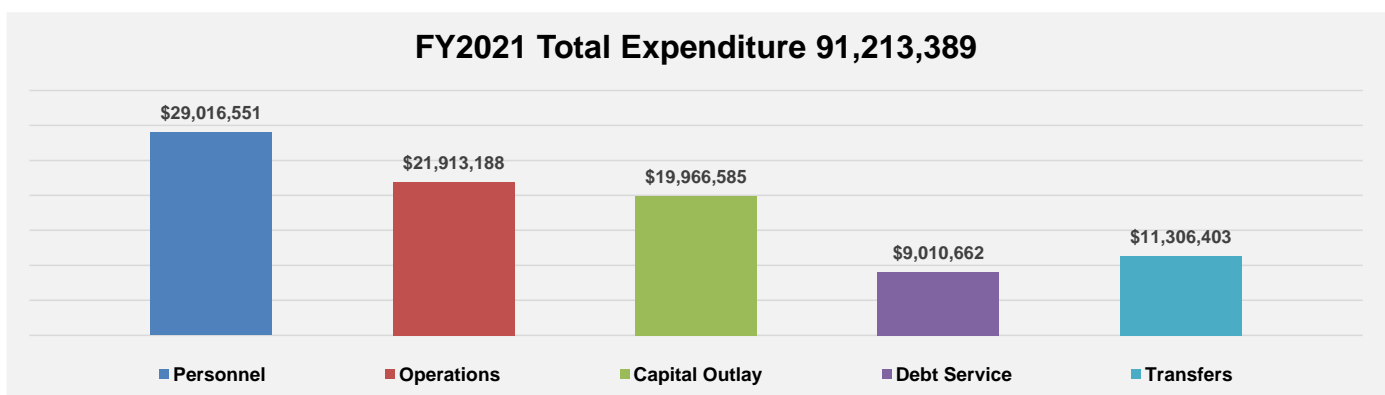
**Personnel** – This includes salaries and benefits for all full time and part time employees. The increase is due to a general 3% increase in salaries which will not be implemented until after the first quarter. No new positions were added and 40+ positions were frozen during the 2020 budget year due to the unknown economic effects of Covid-19.

**Operations** – Each department made special efforts to lower operational expenses from the previous year's budget. Operational expenses include supplies, maintenance, and contracts for the operations of the City.

**Capital Outlay** – Expenditures in capital project funds and capital purchases are capital outlays. The increase is due to new capital projects in parks, streets, water and sewer, and the construction of new Haltom City Fire Station #3.

**Debt Service** – This includes both general government debt service and proprietary debt service. The increase is due to new debt issues for Fire Station #3, streets, and parks.

**Transfers** - The increase is due to the amounts transferred to cover debt service payments, Capital Project operations and related debt.



## WHERE THE MONEY GOES - BY FUND TYPE

Expenditure	Actual FY2019	EOY Estimated FY2020	Budget FY2021	Change from FY2020 to FY2021	
				Amount	Percent
General Fund	\$29,708,388	\$29,381,889	\$30,488,673	\$1,106,784	4%
Debt Service Fund	\$5,805,330	\$6,165,118	\$6,739,676	\$574,559	9%
Special Revenue Fund	\$2,915,227	\$2,919,814	\$2,864,992	(\$54,822)	-2%
Capital Project Fund	\$5,564,499	\$10,802,466	\$21,022,932	\$10,220,466	95%
Water and Sewer Fund	\$19,189,961	\$27,114,313	\$28,118,189	\$1,003,876	4%
Drainage Fund	\$1,563,923	\$2,573,301	\$1,978,927	(\$594,374)	-23%
<b>Total</b>	<b>\$64,747,328</b>	<b>\$78,956,901</b>	<b>\$91,213,389</b>	<b>\$12,256,489</b>	<b>16%</b>

**General Fund** is the general operating fund of the City. It provides a broad spectrum of programs and services such as police, fire, parks and recreation, public works and administrative services.

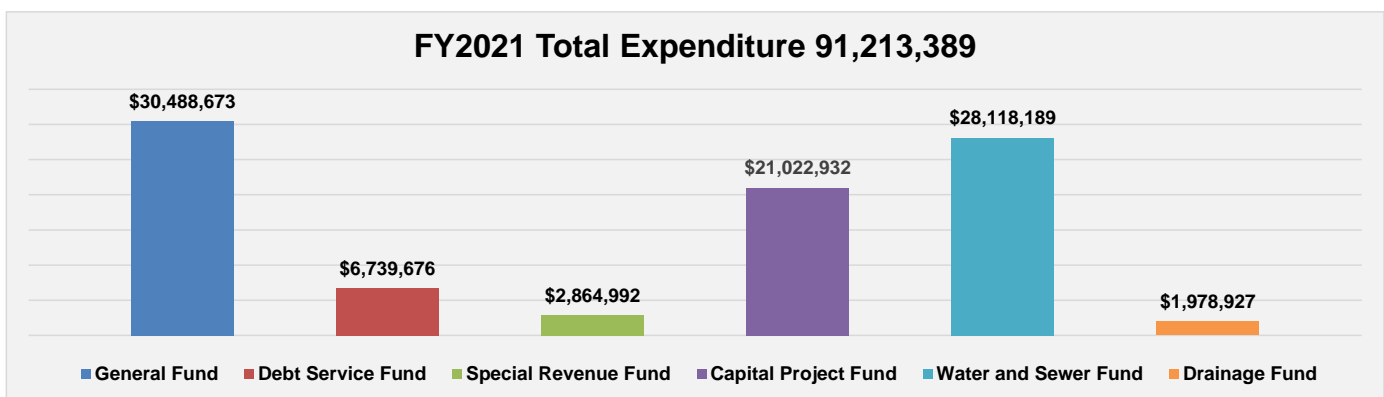
**Debt Service Fund** expenditures represent payments of principal, interest and debt service-related expenditures of general government debts.

**Special Revenue Funds** are used to account for revenue sources that are legally restricted to be spent for specified purposes.

**Capital Project Funds** are used to account for all capital projects and major capital purchases. The significant changes from year to year are due to various capital construction projects and purchase of capital assets budgeted for each individual year.

**Water and Sewer Fund** provides water and sewer services to the City. Only one decision packet item in the amount of \$85,000 was added for additional contract services to complete an Impact Fee Study.

**Drainage Fund** is for recording revenues and expenses related to watershed and storm drainage improvements. Some drainage capital projects were delayed due to the lack of funds and fund balance within the Drainage Fund.



## WHERE THE MONEY GOES - BY FUNCTIONS

Expenditure	Actual FY2019	EOY Estimated FY2020	Budget FY2021	Change from FY2020 to FY2021	
				Amount	Percent
General Government	\$14,569,135	\$14,578,979	\$14,331,364	(\$247,614)	-2%
Police	\$11,387,579	\$11,900,089	\$13,019,809	\$1,119,720	9%
Fire	\$8,484,980	\$7,434,019	\$13,535,277	\$6,101,258	82%
Parks	\$2,226,675	\$2,449,738	\$2,897,658	\$447,920	18%
Library	\$1,164,415	\$1,155,048	1,205,052	\$50,004	4%
Public Works	\$26,914,544	\$41,439,027	46,224,228	\$4,785,201	12%
<b>Total</b>	<b>\$64,747,328</b>	<b>\$78,956,900</b>	<b>\$91,213,388</b>	<b>\$12,256,489</b>	<b>16%</b>

**General Government** – Expenditures decreased due to not funding new decision package requests.

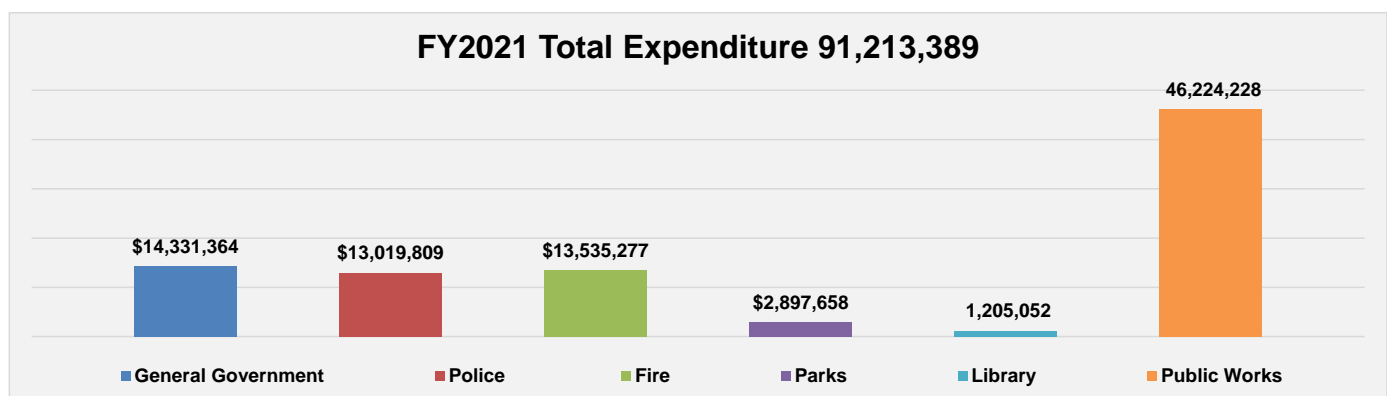
**Police** – the increase is due to a grant, spending down of red-light-camera fund and forfeiture spends. Police step program will also be funded after the first quarter of the fiscal year. Actual operational expenses are lower than previous years' budget.

**Fire** – The increase in the Fire Department includes the Capital Project of the new Fire Station #3.

**Parks** – the increase is caused by park improvements totalling \$602,000, otherwise operational expenses are less than last year's budget.

**Library** – operational expenditures are lower this budget year than last budget year. The conservative spending during the Covid-19 pandemic caused the FY2020 year-end estimates to be considerably lower than usual.

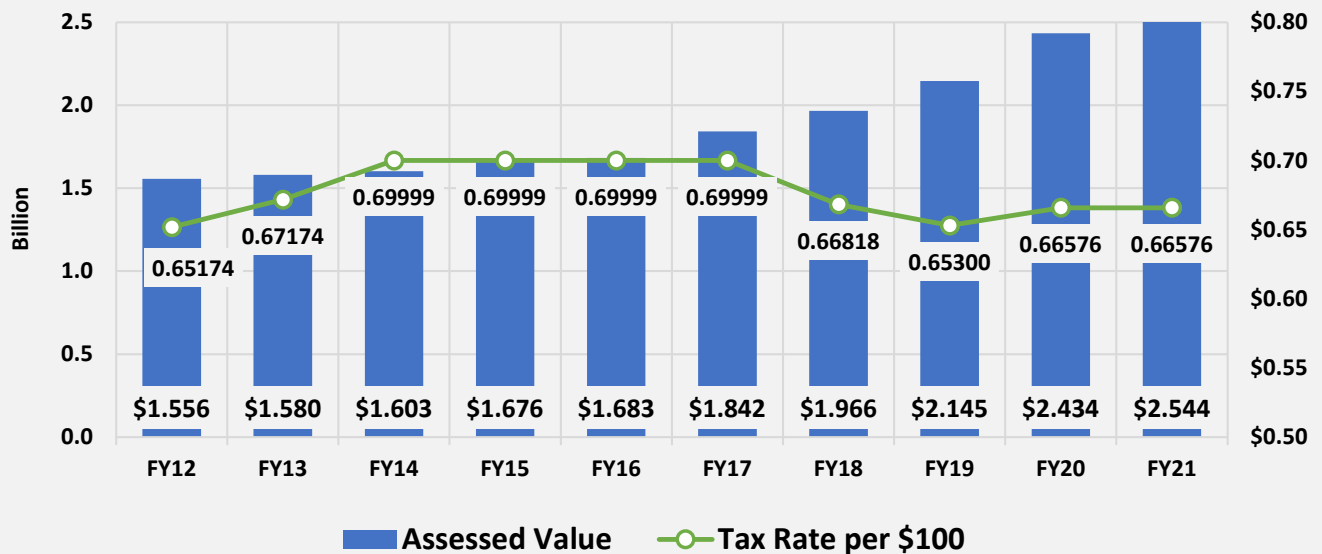
**Public Works** – this includes streets, facilities, water and sewer, storm water drainage. The increase is due to capital projects.



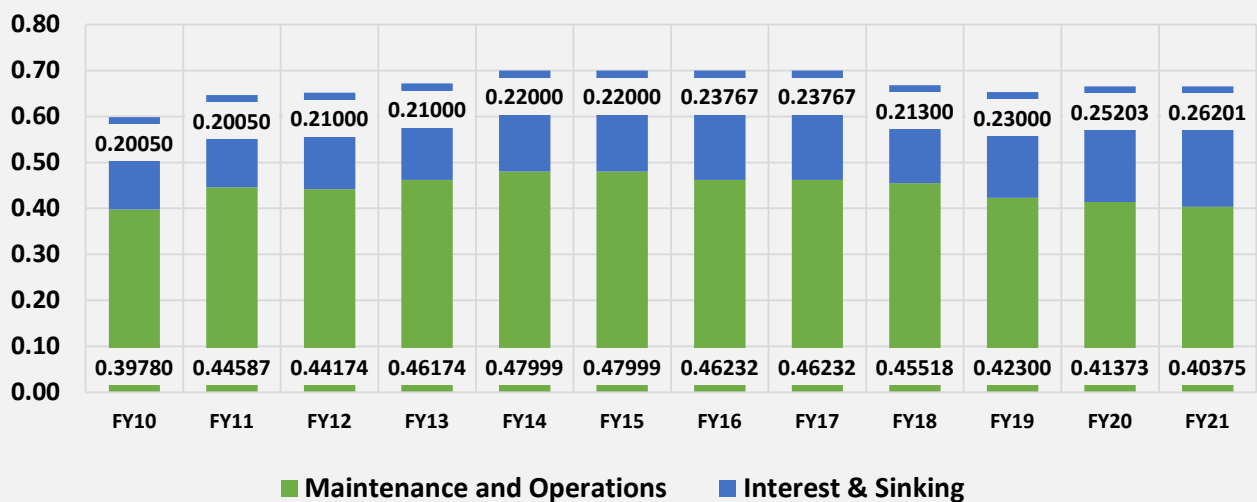
## PROPERTY VALUES, TAX RATES REVENUES

Fiscal Year	Assessed Valuation	Percent Change	Average Taxable Value	M&O Rate Per \$100	I&S Rate Per \$100	Tax Rate Per \$100	Average Tax
2012	\$1,556,006,123	1%	\$63,742	0.44174	0.21000	0.65174	\$415
2013	\$1,579,547,177	2%	\$64,139	0.46174	0.21000	0.67174	\$431
2014	\$1,602,758,757	1%	\$64,622	0.47999	0.22000	0.69999	\$452
2015	\$1,676,480,896	5%	\$67,052	0.47999	0.22000	0.69999	\$469
2016	\$1,682,741,323	0%	\$67,310	0.46232	0.23767	0.69999	\$471
2017	\$1,842,343,558	9%	\$77,187	0.46232	0.23767	0.69999	\$540
2018	\$1,965,607,988	7%	\$86,551	0.45518	0.21300	0.66818	\$578
2019	\$2,145,251,779	16%	\$96,055	0.42300	0.23000	0.65300	\$627
2020	\$2,434,006,207	24%	\$109,685	0.41373	0.25203	0.66576	\$730
2021	\$2,544,427,121	4.5%	\$116,748	0.40375	0.26201	0.66576	\$777

### Property Value and Tax Rate



### Property Tax Rates



## MAJOR REVENUES

### PROPERTY TAX

The City's property tax is levied based on appraised value of property as determined by the Tarrant County Appraisal District. The Tarrant County Tax Office bills and collects the property tax for the City.

The combined tax rate is \$0.66576 per \$100 assessed valuation, which consists of \$0.40375 for maintenance and operations cost (recorded in the General Fund) and \$0.26201 for principal and interest payments on bond indebtedness (recorded in the Debt Service Fund).

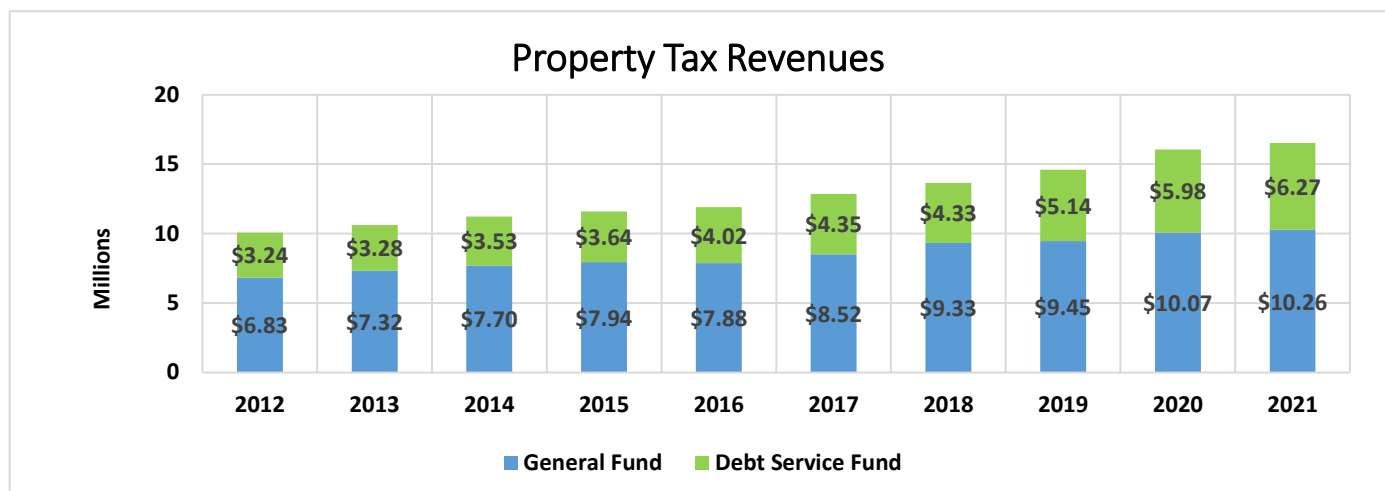
#### Outlook

Property tax revenues for FY2021 has increased by 4.5% due to the increase in property values. Property value is based on the certified tax roll from the Tarrant County Appraisal District. For future years, the growth should continue as more of the developments are completed and newer properties are included on the tax rolls.

#### Major Influence

Factors affecting property tax revenues include population, development, property value, tax rate and tax assessor appraisal and collection rate.

Fiscal Year	General Fund	Debt Service Fund	Total	Percent of Change
2012	6,834,749	3,240,804	10,075,553	0.0%
2013	7,322,009	3,281,196	10,603,205	5.2%
2014	7,702,997	3,526,990	11,229,987	5.9%
2015	7,941,285	3,636,079	11,577,364	3.1%
2016	7,876,104	4,022,127	11,898,231	2.8%
2017	8,515,314	4,352,034	12,867,348	8.1%
2018	9,326,617	4,331,228	13,657,845	6.1%
2019	9,451,150	5,138,500	14,589,650	6.8%
2020	10,074,387	5,981,136	16,055,523	10.0%
2021	10,263,788	6,271,130	16,534,918	3.0%



## SALES TAX

The City imposes a local option sales tax of 2% on all retail sales, leases and rentals of most goods, as well as taxable services. The sales tax allocations are: 1.375% for general purposes and is recorded in the General Fund, 0.25% is for crime control and prevention and is recorded in the Crime Control and Prevention District Fund, and the rest of the 0.375% is for street improvements and is recorded in the Street Reconstruction Fund.

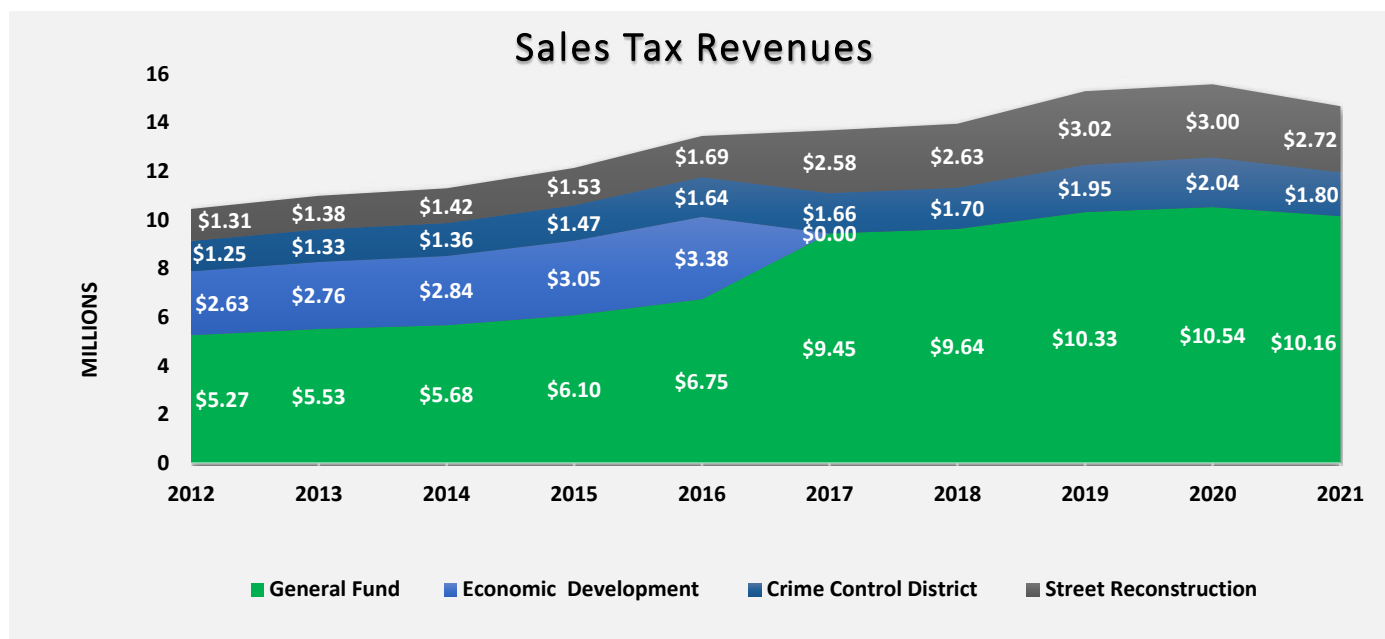
### Outlook

Sales tax revenues for FY2021 was budgeted at a 4% decrease in General Fund due to the possible long-term effects of the business's shutdowns related to Covid-19. Although our City has only seen about a 1% decrease year over year, we felt a conservative approach to sales tax revenues were the best option for an unknown future of our economy.

### Major Influence

Factors affecting sales tax revenues include population, retail sales, economy and consumer price index.

Fiscal Year	General Fund	Economic Development	Crime Control District	Street Reconstruction	Total	Percent of Change
2012	5,265,627	2,625,573	1,251,127	1,312,787	10,455,114	10.8%
2013	5,528,226	2,755,820	1,327,971	1,377,910	10,989,927	5.1%
2014	5,681,874	2,843,834	1,355,192	1,421,917	11,302,817	2.8%
2015	6,095,550	3,053,111	1,465,227	1,526,546	12,140,434	7.4%
2016	6,747,264	3,379,538	1,643,414	1,689,760	13,459,977	10.9%
2017	9,447,444	-	1,662,631	2,577,863	13,687,938	1.7%
2018	9,636,393	-	1,695,883	2,629,420	13,961,696	2.0%
2019	10,330,000	-	1,945,787	3,015,803	15,291,590	9.5%
2020	10,536,600	-	2,043,076	3,000,000	15,579,676	1.9%
2021	10,156,136	-	1,799,206	2,720,206	14,675,548	-5.8%





## FRANCHISE FEES

The City imposes a 4% to 8% franchise fee on utility companies for the use of rights-of-way. These include gas, electricity, telephone, fiber optics, cable television, solid waste collection, water and sewer, and drainage. Due to legislative changes, some franchise fee will be reduced.

Franchise revenues are recorded in the General Fund and PEG (Public, Education and Government) Fund.

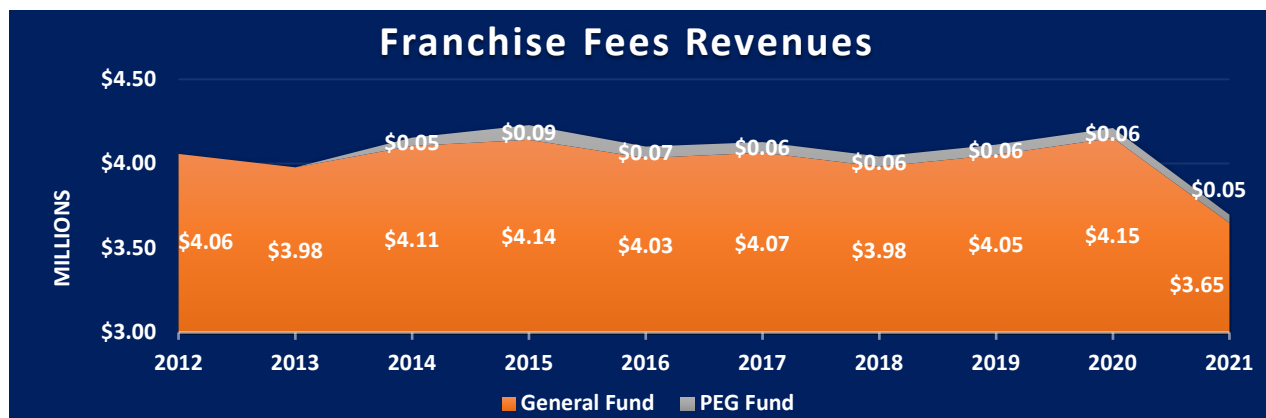
### Outlook

Franchise fee revenue is projected to decrease slightly (13%) due to decrease in telecommunications franchise fee.

### Major Influence

Factors affecting franchises include population, utility gross sales, rate of charges and fluctuation in weather, which affects electricity, gas, and water revenues.

Fiscal Year	General Fund	PEG Fund	Total	Percent of Change
2012	4,057,555	-	4,057,555	6.5%
2013	3,977,397	-	3,977,397	-2.0%
2014	4,105,002	48,652	4,153,654	3.2%
2015	4,141,783	86,590	4,228,373	0.9%
2016	4,033,636	66,681	4,100,317	-2.6%
2017	4,065,408	63,053	4,128,461	0.8%
2018	3,982,000	60,000	4,042,000	-2.1%
2019	4,052,000	60,000	4,112,000	1.8%
2020	4,152,000	60,000	4,212,000	2.5%
2021	3,648,000	50,000	3,698,000	-12.1%



## CHARGES FOR SERVICES

Charges for services include all fees and charges for services provided by the City such as inspection, facility rentals, reports, parks and recreation, garage sales, water and sewer, and drainage.

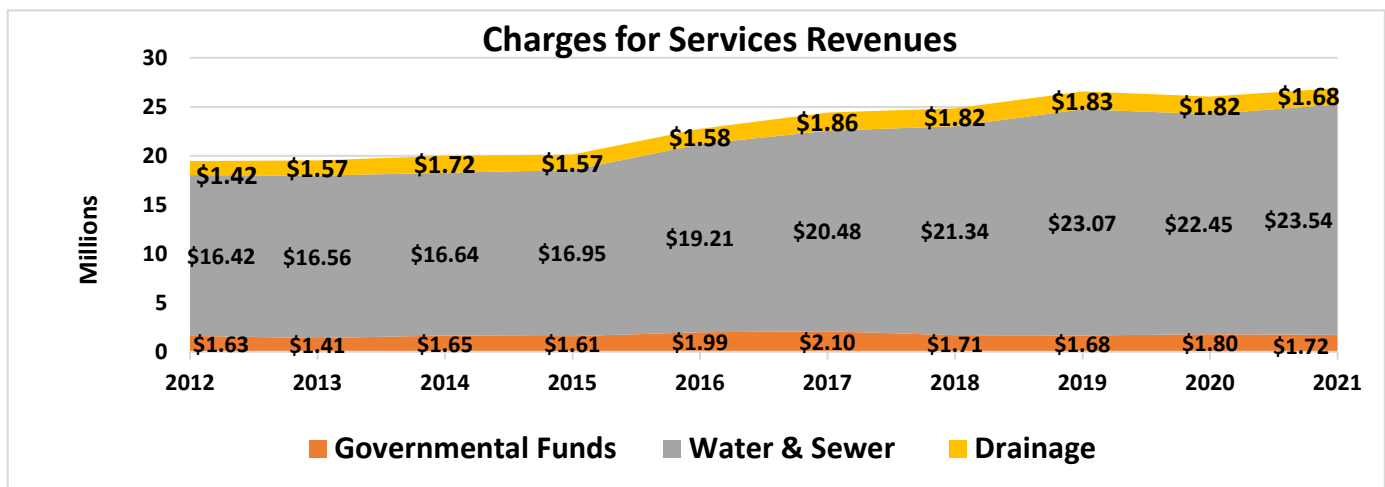
### Outlook

Total revenue from Charges for Services for FY2021 is estimated to decrease by about 8% due to adjustments to permitting fees. No rate changes were made in water and sewer rates, however, there will be additional accounts with new neighborhoods.

### Major Influence

Factors affecting charges for services revenues include population, activities, and usage.

Fiscal Year	Governmental Funds	Water & Sewer	Drainage	Total	Percent of Change
2012	1,633,208	16,416,189	1,424,513	18,579,999	-0.7%
2013	1,411,324	16,561,402	1,566,018	18,452,360	-0.7%
2014	1,652,174	16,641,704	1,720,635	20,068,961	8.8%
2015	1,606,930	16,951,383	1,570,380	19,473,910	-3.0%
2016	1,991,635	19,210,650	1,581,418	19,538,744	0.3%
2017	2,104,278	20,479,201	1,861,389	20,014,513	2.4%
2018	1,705,927	21,336,400	1,815,000	20,128,693	0.6%
2019	1,677,610	23,073,290	1,830,000	26,580,900	32.1%
2020	1,796,500	22,454,410	1,820,000	26,070,910	-1.9%
2021	1,716,146	23,540,200	1,680,000	26,936,346	3.3%



## FINE AND FEES

Fines and fees are imposed on any person or business who violate laws, codes or regulations within the City. Major fines and fees are related to traffic violation and code compliance. Fines and fees are recorded in the General Fund, Court Technology Fund, Court Security Fund, Juvenile Case Manager Fund.

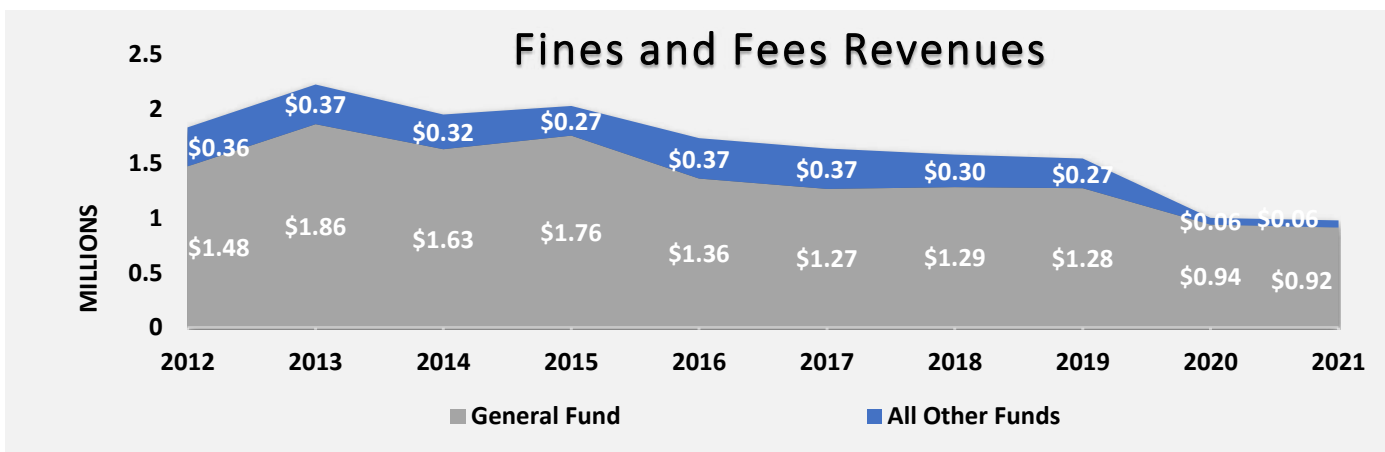
### Outlook

Total revenue from fines and fees for FY2021 is estimated to reduce by about 2.4%. The decrease is mainly due to the exceptional low activities in citations and state law ban the use of red-light cameras.

### Major Influence

Factors affecting fines and fees revenues include population, activities and rate of charges.

Fiscal Year	General Fund	All Other Funds	Total	Percent of Change
2012	1,475,638	357,441	1,833,079	-2.8%
2013	1,861,489	365,021	2,226,510	21.5%
2014	1,632,964	316,995	1,949,959	-12.4%
2015	1,758,284	271,189	2,029,473	4.1%
2016	1,363,978	369,687	1,733,665	-14.6%
2017	1,271,595	368,868	1,640,463	-5.4%
2018	1,287,439	296,000	1,583,439	-3.5%
2019	1,275,400	272,000	1,547,400	-2.3%
2020	942,525	62,000	1,004,525	-35.1%
2021	916,720	64,000	980,720	-2.4%



## BOND PROCEEDS

Bond proceeds are amounts received from bond issuance. Bond proceeds may be different from bond issuance due to bond premiums, bond discounts and issuance costs. The City may issue General Obligation (GO) Bonds, Certificates of Obligation (CO), Revenue Bonds (RB) and Tax Notes (TN) to fund capital improvement projects.

### Outlook

The City has developed a five-year plan for capital improvement projects. All bond proceeds are for capital improvement projects. Details of capital improvement projects are listed at the Capital Projects Funds section.

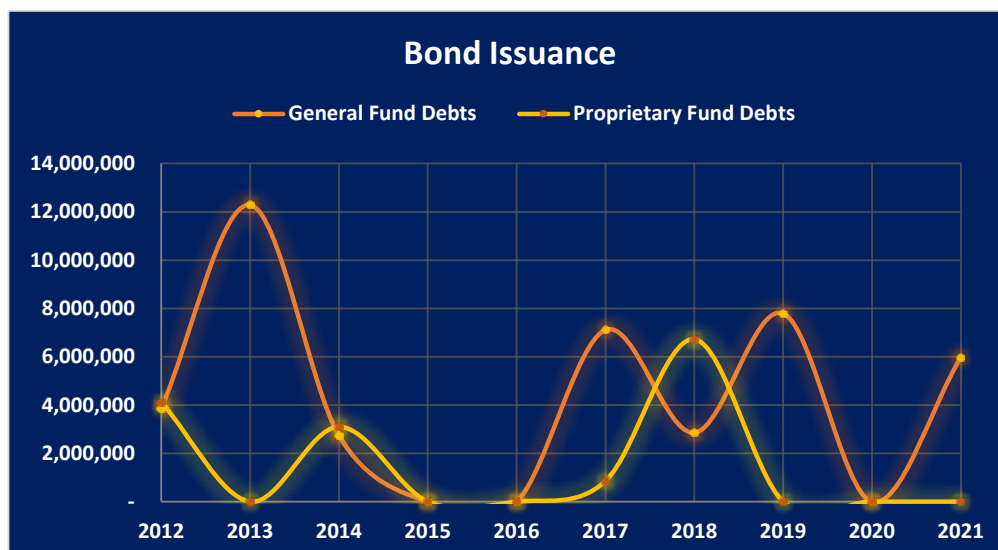
Total bond proceeds for fiscal year 2020 were about \$6 million for street and park improvement projects. The bond proceeds received in 2019 for Fire Station #3 will also be used to fund the construction that will occur in the FY 2021 budget year.

### Major Influence

Major factors affecting bond proceeds are the amounts required for funding capital improvement projects, interest rates and bond capacity.

Fiscal Year	General Fund Debts	Proprietary Fund Debts	Total
2012	3,880,000	4,115,000	7,995,000
2013	12,285,000	-	12,285,000
2014	2,740,000	3,100,000	5,840,000
2015	-	-	-
2016	-	-	-
2017	7,115,000	855,000	7,970,000
2018	2,860,000	6,720,000	9,580,000
2019	7,800,000	-	7,800,000
2020	-	-	-
2021*	5,980,000	-	5,980,000

\*Bond proceed budgeted for fiscal 2021 were received on the last month of FY2020



# GENERAL FUND

The General Fund is the general operation of the city. It provides a broad spectrum of programs and services such as police, fire, parks and recreation, streets, fleet, building maintenance and administration

- General Fund Description
- General Fund Budget Summary
- Overview Of Revenues And Expenditures
- General Fund Departments
- Performance Measures





## GENERAL FUND DESCRIPTION

### FUND SUMMARY

The General Fund is used to account for all revenues and expenditures not designated in other funds. It receives a greater variety and amount of revenues as well as finances a wide range of governmental activities than any other fund. The General Fund is supported by property taxes, sales & use taxes, franchise fees, license and permit fees, charges and Municipal Court fines. General Fund expenditures support the city's police, fire, streets, building maintenance, fleet, parks and recreation, library and administration.

### CONCLUDING FISCAL YEAR 2020 FINANCIAL PERFORMANCE

**Revenues in the General Fund** are estimated to total \$29.9 million, which is \$76,050 more than FY2019. The City collected more property tax due to higher taxable property value and delinquent taxes. Sales Tax slightly decreased while Licenses & Permits was almost double what was budgeted due to the rapid growth of new construction.

**Expenditures** in the General Fund are estimated to be \$29.4 million, which is about \$326,500 higher than FY2019. This amount included a total of over \$1.4 million transferred to the Capital Replacement Fund for replacement of vehicles and equipment, debt services fund for Economic Development debt and operating cost for Economic Development. The Economic Development Fund has been eliminated and the expenses are now being reported within the General Fund since the dissolution of the Economic Development Board in July of 2020.

**Fund Balance** - the difference in revenues and expenditures, combined with a beginning fund balance, contribute to an estimated ending fund balance for FY2020 of \$9.3 million, which is \$511,936 more than the beginning fund balance. The estimated fund balance reserve at the end of FY2020 is about 31% of the expenditures.

### FISCAL YEAR 2021 BUDGET

**General Fund Revenues** for fiscal year 2021 are expected to total \$30.5 million, which represents a decrease of \$907,973 (3%) under FY2020. Revenues for FY2021 are budgeted conservatively. Revenue increases are expected from property tax and licenses & permits. Decreases in revenue are anticipated from sales tax, charges for services, fines and fees, and transfers. The estimated taxable value increased to \$2.5 billion. The total tax rate for FY2021 stayed the same at \$0.66576 for every \$100 taxable value.

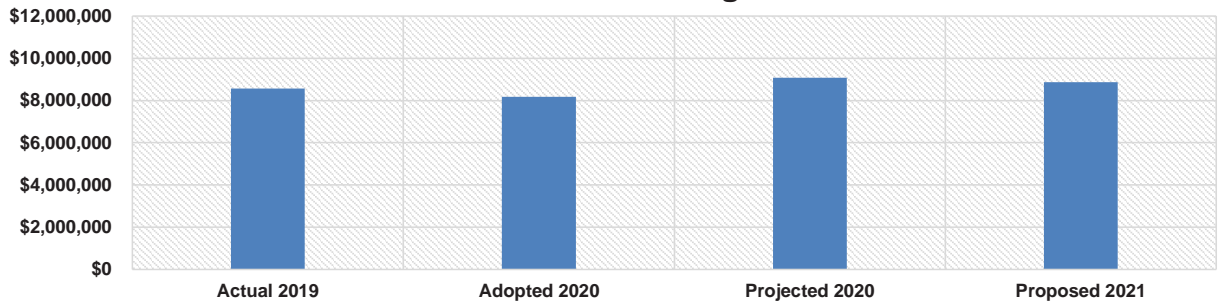
**Expenditures** for fiscal year 2021 are projected to be \$30.5 million, a decrease of \$741,311 or 3% under the FY2020 budgeted numbers. The decrease is due to conservative operational budgets in each department without any added decision packets. A salary increase of 3% was added for employees but will not be implemented until the second quarter of the fiscal year. EDC expenses were also moved to the General Fund

**Fund Balance** - After expenditures and transfers to other funds, the projected ending fund balance at year-end 2021 is \$9 million, which is \$700,444 more than what was budgeted in 2020. The ending fund balance represents about 29% of expenditures and is over the 20% reserve requirement governed by the City's financial policies.

### GENERAL FUND BUDGET SUMMARY

FUND 01	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$8,665,169	\$8,209,386	\$8,774,557	9,076,493
<b>Revenues</b>				
Property Taxes	9,474,234	10,074,387	10,781,000	10,263,788
Sales & Other Taxes	10,652,886	10,548,600	9,887,000	10,156,136
Franchise Fees	3,917,319	4,152,000	3,330,865	3,648,000
Licenses & Permits	884,957	723,900	1,511,150	1,596,414
Charges For Services	1,418,056	1,796,500	1,358,540	1,658,046
Fines and Fees	1,065,517	942,525	726,425	916,720
Other Revenues	836,606	608,534	901,849	703,569
Transfers	1,568,200	2,550,200	1,396,997	1,546,000
<b>Total Revenues</b>	<b>29,817,776</b>	<b>31,396,646</b>	<b>29,893,826</b>	<b>30,488,673</b>
<b>Funds Available</b>	<b>38,482,945</b>	<b>39,606,032</b>	<b>38,668,383</b>	<b>39,565,166</b>
<b>Expenditures</b>				
City Manager's Office	539,219	576,045	585,707	546,301
City Secretary	251,066	229,005	222,881	244,385
City Council	24,062	19,680	24,214	24,280
Finance	672,529	647,894	598,962	560,349
Human Resources	514,216	642,619	498,962	578,461
Planning & Community Development	612,269	656,752	625,667	1,080,616
Information Technology	760,526	878,833	843,193	866,655
Fleet Services	771,187	1,083,853	643,603	763,211
Building Maintenance	673,207	1,228,572	535,300	600,380
Police	9,788,255	10,342,599	9,923,190	9,977,946
Fire	7,243,761	7,446,905	7,226,399	7,428,729
Municipal Court	564,037	623,464	510,499	562,207
Street & Drainage	1,099,359	1,375,722	1,146,725	1,292,599
Parks & Recreation	1,845,342	2,163,857	1,738,491	2,073,923
Library	1,132,778	1,246,718	1,131,559	1,182,552
Non-Departmental	2,343,576	1,417,466	2,103,538	900,079
Transfers	873,000	650,000	1,022,999	1,806,000
<b>Total Expenditures</b>	<b>29,708,388</b>	<b>31,229,984</b>	<b>29,381,889</b>	<b>30,488,673</b>
<b>ANNUAL SURPLUS / (DEFICIT)</b>	<b>109,388</b>	<b>166,662</b>	<b>511,937</b>	<b>0</b>
<b>Fund Balance, Ending</b>	<b>\$8,774,557</b>	<b>\$8,376,049</b>	<b>\$9,286,493</b>	<b>9,076,493</b>
<b>FUND BALANCE BREAKDOWN</b>				
Ending Fund Balance	\$8,774,557	\$8,376,049	\$9,286,493	9,076,493
Reserved for Encumbrances/Inventory	(210,000)	(210,000)	(210,000)	(210,000)
Unreserved Fund Balance	\$8,564,557	\$8,166,049	\$9,076,493	8,866,493
Reserve Policy is 20% of Expenditures	\$5,941,678	\$6,245,997	\$5,876,378	6,097,735
Amount over (under) Reserve Policy	\$2,622,879	\$1,920,052	\$3,200,115	2,768,759
% of Total Expenditures	29%	26%	31%	29%

### General Fund - Unreserved Ending Fund Balance



## OVERVIEW OF GENERAL FUND REVENUES

**Total General fund Revenues for FY2021** are projected to decrease about \$900,000 or 3%. The decrease is due to lower sales tax and franchise taxes.

**Property Tax** is assessed on real and personal property and provides 34% or \$10.3 million of the FY2021 revenues. General Fund Property is higher for FY2020 due to; Increase in total assessed property values even though the rate remained unchanged.

**Sales & Use Tax** consists of Sales Tax and Mixed Beverage Tax. Taxes are collected by the State and allocated to the City. For Sales Tax, the General Fund received 1.375% of taxable sales within the City. Sales and Use Taxes represents \$10.1 million or 33% of FY2021 General Fund revenues and are projected to decrease by 4% over the prior fiscal year.

**Franchise Fees** are collected from utility companies for right-of-way usage. The (non-city) franchise payments are from Oncor Electric, Atmos Gas, AT&T Cable, Waste Management. For FY2021, Franchise Fees provide about \$3.6 million or 12% of General Fund Revenues.

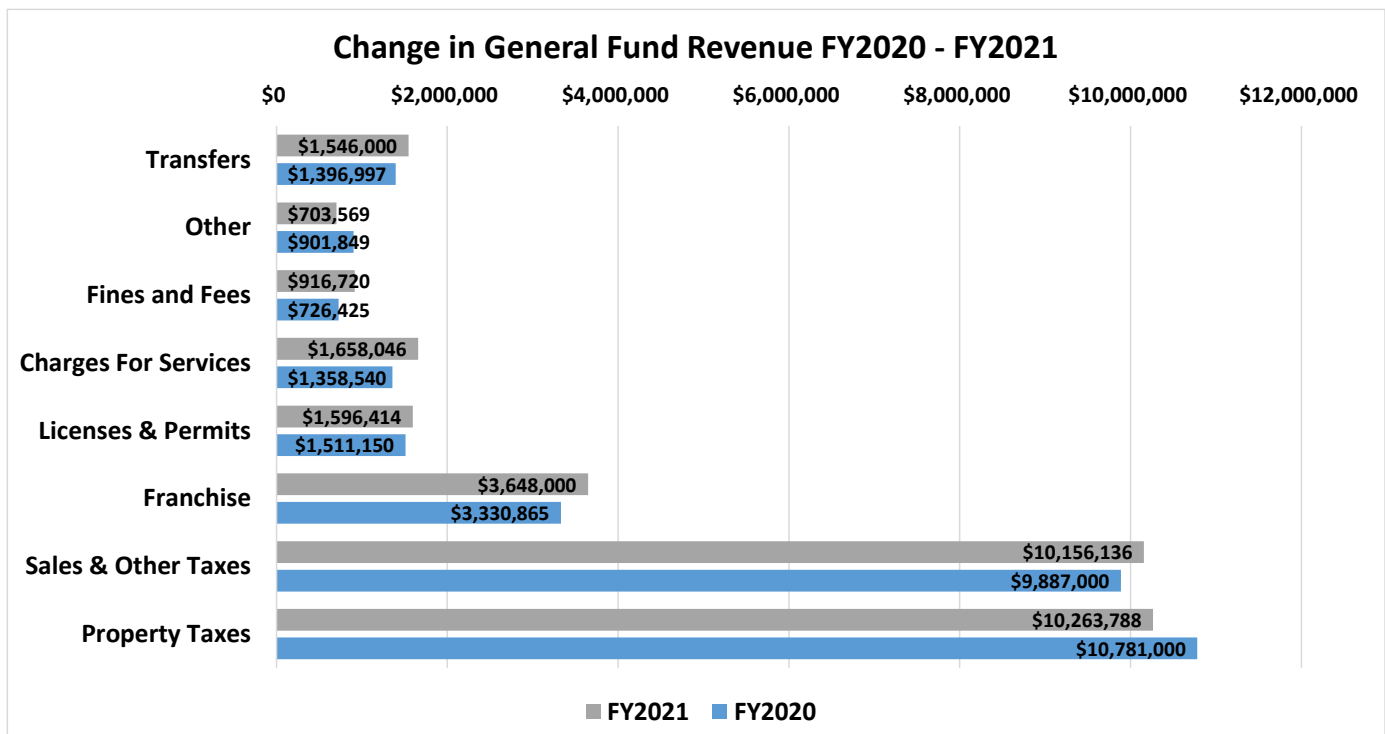
**Licenses & Permits** include building permits, licenses, and permits for engineering, electrical, plumbing and mechanical installations. Revenues for FY2021 are projected to increase to \$1.6 million which is a 121% increase over prior year.

**Charges for Services** include recreation fees, inspection fees, alarm fees and charges for services provided from General Fund to other funds. A slight decrease to \$1.7 million is projected.

**Fines & Fees** include municipal court fines. FY2021 estimates a significant decrease to \$916,720 due to lower revenue in court fine and fees.

**Other Revenues** include Intergovernmental Revenues, Interest Income and Miscellaneous Revenues. Total Other Revenues for FY2021 projected to be \$703,569 due to increase in interest income.

**Transfers for FY2021** are projected to be lower due to eliminating the Economic Development Fund and adding expenses in with the General Fund.



## OVERVIEW OF GENERAL FUND EXPENDITURE

**Total General Fund Expenditures decreased slightly by 3% as compared to FY2020.**

**General Government** expenses estimated to decrease by \$741,311 mainly due to no transfers from General Fund to EDC Fund and to Debt Service Fund.

**Police** expenditures represent 33% of the general fund. Expenses for this year are about \$10 million with a minor decrease of 4% under last year.

**Fire** expenditures represent 24% of the general fund. Expenses for this year are about \$7.4 million with a minor decrease of 1% lower than last year.

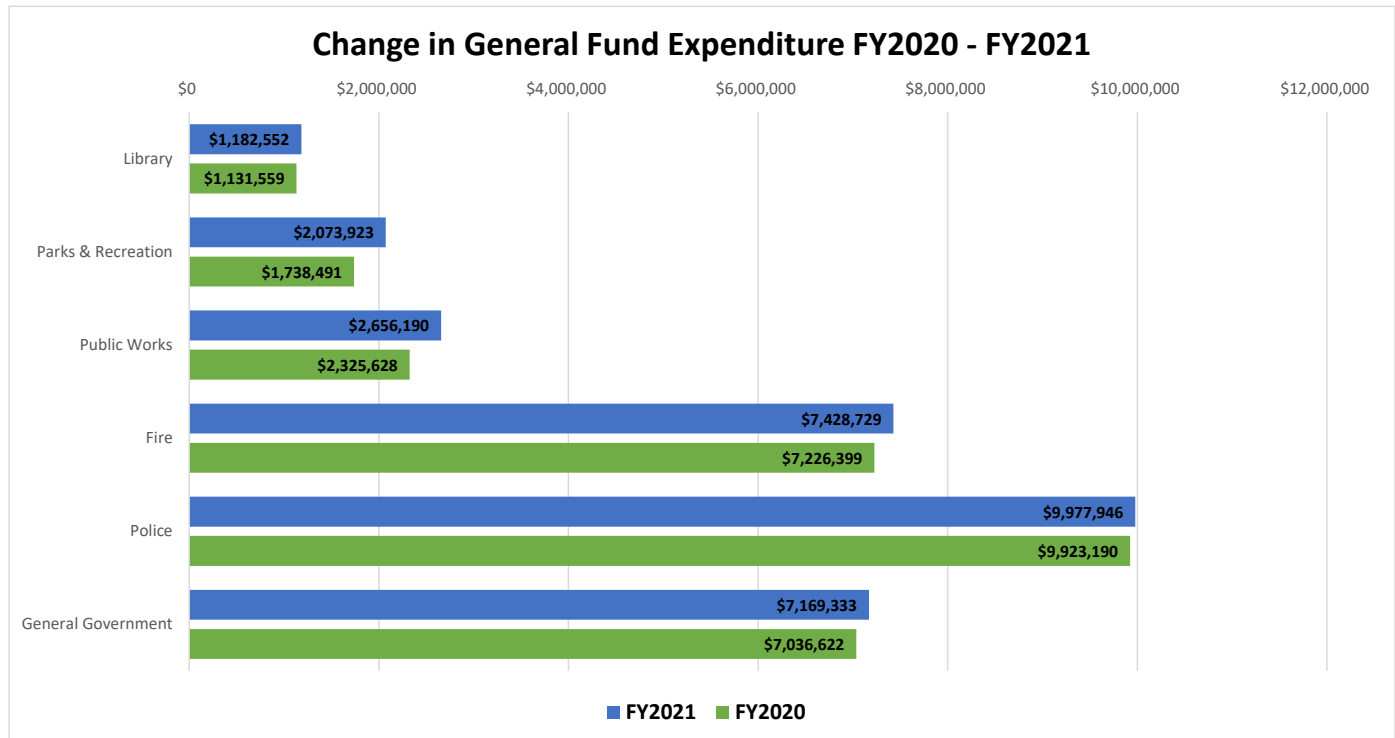
**Public works (Streets, Buildings, & Fleet)** expenditures for this year are expected to total \$2.7 million, 28% less than FY2020.

Main reason for the decrease is removing the remodel expense of the senior center and police renovations from the prior year's budget.

Parks and Recreation expenditure projected with a slight decrease by 5% less than last year's budget.

Library expenditure estimated to be about \$1.2 million, a 6% decrease under last year's budget.

The Economic Development expenses which were once reported in Fund 11 are now part of the General Fund.



## CITY MANAGER'S OFFICE

### Mission Statement

The mission of City Manager's Office is to effectively execute City Council policies, programs, and directives; and to conduct City operations in an efficient, responsible and highly accountable manner.

### Accomplishments of FY2020

- ◇ Carried out policies and direction set forth by the Mayor and City Council.
- ◇ Managed the strategic planning and budget process for Fiscal Year 2021.
- ◇ Continued to proactively pursue economic development in accordance with the city's Residential and commercial and Retail development plan.
- ◇ Continued to build and maintain a relationships-driven employee culture.
- ◇ Presented the Parks Master Plan for North Park.

### Objectives of FY2021

- Continue to proactively pursue economic development in accordance with the city's residential and commercial and retail development plan.
- Implement a plan for improved road replacement, maintenance and rehabilitation.
- Continue to promote fiscal transparency and cost savings throughout the organization.
- Continue to re-balance and "right-size" staffing.
- Continue to carry out policies and direction set forth by the Mayor and City Council.
- Continue to build and maintain a relationships-driven employee culture of empowerment and accountability.
- Fill position of Executive Assistant for the City Manager's office

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$533,659	\$568,380	\$581,429	\$538,636
Operations	5,560	7,665	4,278	7,665
<b>Total</b>	<b>\$539,219</b>	<b>\$576,045</b>	<b>\$585,707</b>	<b>\$546,301</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
City Manager	1001	100	1	1	1	1
Assistant City Manager	1002	94	1	1	1	1
Executive Assistant	2001	47	1	1	1	1
<b>TOTAL</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## CITY SECRETARY

### Mission Statement

The mission of the City Secretary's Office is to record all actions of City Council, guarantee the authenticity of all official documents and provide for their safekeeping and retrieval, administer City Elections and the City's Records Management Program, provide public information by personal contact and through media sources.

### Accomplishments of FY2020

- ◇ Because of the COVID-19 Virus situation, the General and Special Election was rescheduled to a different date, which was successfully done.
- ◇ Produced 34 Council agendas and 10 EDC agendas within the allocated deadline.
- ◇ Produced all Council and EDC meeting minutes – total of 44 - on time.
- ◇ Produced several new proclamations and formatted several letters of Council correspondence – several on late notice.
- ◇ Produced several Council Agenda Memo Cover sheets, and assisted legal with information regarding resolutions, memos, and ordinances.
- ◇ Used personal cell phone to contact Council, and EDC members via phone or text for immediate response rather than using email.
- ◇ Coordinated Council/Board & Commission joint meetings for group interaction.
- ◇ Processed 907 Open Records Requests – 21 more than 2019 (886).

### Objectives of FY2021

- Continued the quality efficiency of the department in regard to agendas, minutes and information requests.
- Complete the transferring of records from the water tower and city hall to the new storage facility.
- Conduct Special Bond Proposition Election without error.
- Conduct General and Special Election without error.
- Provide better quality service for citizens, staff and Council members
- Continue record destruction regarding record storage at Water Tower.
- Assist CM and ACM with administrative duties.
- Continue certification requirements for TMCA Certification.
- Coordinate Board/Commission banquet for November 2021.

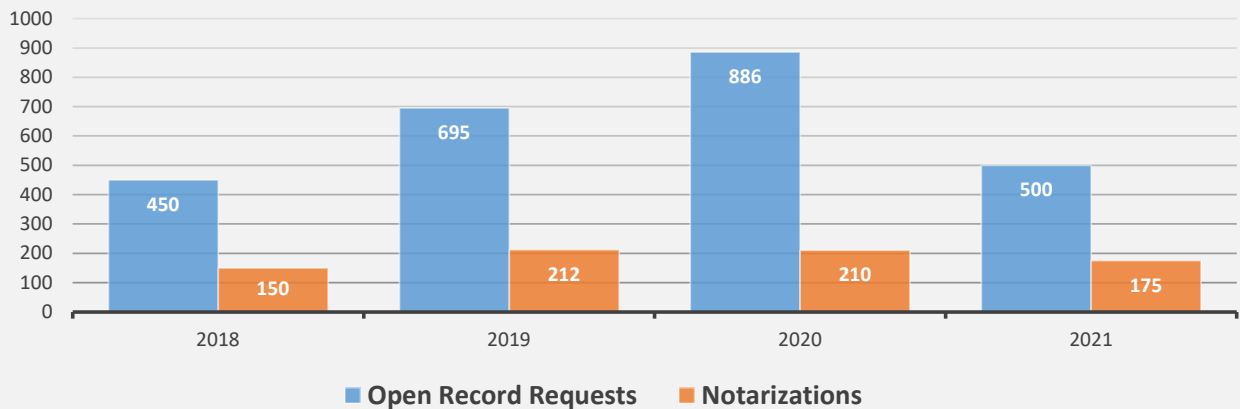


EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$201,180	\$199,385	\$204,894	\$211,765
Operations	49,886	29,620	17,987	32,620
<b>Total</b>	<b>\$251,066</b>	<b>\$229,005</b>	<b>\$222,881</b>	<b>\$244,385</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
City Secretary	1110	74	1	1	1	1
Assistant City Secretary	1120	50	1	1	1	1
<b>Total</b>			<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

	PERFORMANCE MEASURES	Actual FY2018	Actual FY2019	Actual FY2020	Target FY2021
Goal 4: Practice Fiscal Responsibility by utilizing Performance Measures	Number of open records requests processed	450	695	886	900
	% of citizen inquiries responded to within 24 hours	98%	98%	98%	98%
	% of documents completed, signed, and scanned within 48 hours of council approval	99%	99%	99%	99%
	% of council meeting minutes transcribed within 72 hours following council meeting	99%	99%	99%	99%
	% of Council agendas posted to the website as legally required	100%	100%	100%	100%
	% of agendas available to citizens within legally required timeframe	100%	100%	100%	100%
	% of agendas available to citizens within legally required timeframe	100%	100%	100%	100%
	Number of notarizations performed for citizens and staff	150	212	210	175
	No of boxed records destroyed according to retention schedule	165	155	145	150

### Open Record Requests and Notarizations



## CITY COUNCIL

### Mission Statement

The City Council shall faithfully discharge all duties imposed by the City Charter, the Constitution and the laws of the State of Texas, independently and impartially, deciding all matters brought before them in a responsive, capable and efficient manner to all citizens and to each other.

### Accomplishments of FY2020

- ◇ Provided policy direction for major development projects.
- ◇ Conducted joint meetings with Boards/Commissions to enhance board efficiency and utilization, including creation of Ethics Commission.
- ◇ Selected and appointed board members.

### Objectives of FY2021

- Continue to provide policy direction for major developments and projects.
- Provide guidance for City Management.
- Affirm and reinforce City's commitment to financial sustainability.
- Continue to acquire municipal knowledge through TML association and attendance at the TML Conference.

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$6,125	\$5,200	\$5,200	\$5,200
Operations	17,937	14,480	19,014	19,080
<b>Total</b>	<b>\$24,062</b>	<b>\$19,680</b>	<b>\$24,214</b>	<b>\$24,280</b>

No employees in this division



# HALTOM CITY



## FINANCE

### Mission Statement

The Finance Department is responsible for optimally managing the City's resources through budgeting, purchasing, management analysis and financial reporting. The Director serves as the Chief Financial Officer of the City and acts as the primary contact with the City's outside auditors, bond council, rating agencies and underwriters. The Finance Department also provides general supervision and oversight of accounting, financial reporting, treasury and purchasing.

### Accomplishments of FY2020

- ◇ Awarded the Government Finance Officers Association (GFOA) "Distinguished Budget Presentation Award" for the high standard and level of the annual budget document.
- ◇ Awarded the Government Finance Officers Association (GFOA) "Certificate of Achievement for Excellence in Financial Reporting" for the high standard and level of financial reporting.
- ◇ Maintained the city's AA- and Aa3 bond rating on the General Obligation Bonds.
- ◇ Presented periodic financial reports to City Council and Boards on a timely basis.
- ◇ Received an unmodified (clean) opinion on the Comprehensive Annual Financial Report (CAFR).
- ◇ Refinanced one bond at lower interest rate.
- ◇ Sourced new software company for Finance, Utility Billing, Human Resources and Payroll

### Objectives of FY2021

- Receive an unmodified (clean) opinion on the Comprehensive Annual Financial Report (CAFR).
- Maintain the high standard and level of financial reporting for obtaining GFOA "Certificate of Achievement for Excellence in Financial Reporting".
- Maintain the high standard and level of the annual budget document for obtaining the GFOA "Distinguished Budget Presentation Award".
- Monitoring cash management practices to ensure timely billing and collections.
- Produce timely financial reports.
- Refinance Refunding bonds at lower interest.
- Work with Financial Advisor on future debt capacity for new City buildings.
- Work with software company to be ready to "Go-live" with General Finance portion of software by October 2021

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$622,510	\$583,017	\$541,012	\$507,749
Operations	50,018	64,877	57,950	52,600
<b>Total</b>	<b>\$672,529</b>	<b>\$647,894</b>	<b>\$598,962</b>	<b>\$560,349</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Director of Finance	2101	86	1	1	1	1
Assistant Director of Finance/Controller	2102	70	1	1	1	1
Purchasing Agent	2401	61	1	1	1	1
Budget Analyst/Accountant	2201	59	1	1	1	1
Account Technician	2202	43	2	2	1	1
<b>Total</b>			<b>6</b>	<b>6</b>	<b>5</b>	<b>5</b>

# HUMAN RESOURCES AND RISK MANAGEMENT

## Mission Statement

Human Resources will develop, implement and administer programs and services that enable the City to recruit and retain a highly qualified workforce.

## Accomplishments of FY2020

- ◇ Obtained renewals for FY21 reflecting cost-effective and comprehensive group insurance coverage for employees, dependents, and retirees
- ◇ Implemented changes to employee compensation approved in the budget
- ◇ Processed 57 payrolls (26 bi-weekly, 30 fire and 1 sick buy-back)
- ◇ Cybersecurity training for all employees and elected officials conducted and reported to the State
- ◇ Two additional policies added to the Personnel Policies and Procedures
- ◇ Changed applicant tracking system to a more robust and cost-effective solution designed to increase quality of applications received
- ◇ Developed processes and procedures for handling employee time related to COVID-19 in accordance with the FFCRA
- ◇ Managed 32 non-COVID-19 workers' compensation claims; processed in excess of 50 COVID-19 exposures
- ◇ Filed and managed large building and vehicle claim due to hail event in April 2020

## Objectives of FY2021

- Overhaul the Performance Evaluation process for all employees.
- Conduct job audits on a minimum of four employee classifications within the City.
- Recruit and retain qualified individuals to support operations within the City.
- Develop and maintain a compensation strategy that reflects the City's goals ensuring that employees are classified and compensated in an appropriate manner.
- Manage liability claims in a timely and efficient manner to limit exposure and reduce cost.
- Bid medical, dental and vision coverage cost-effective benefit package for employees, dependents, and retirees

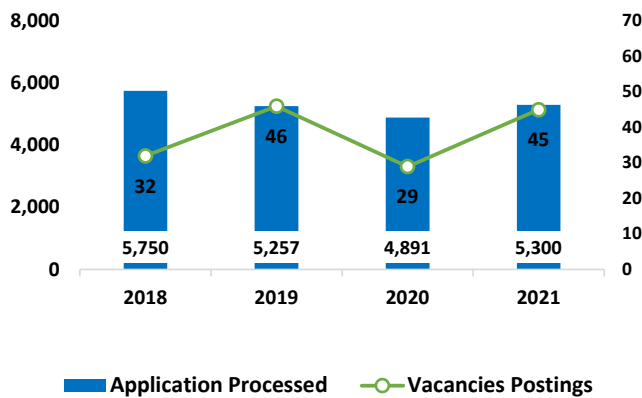


EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$402,512	\$450,670	\$431,734	\$442,311
Operations	111,704	191,949	67,228	136,150
<b>Total</b>	<b>\$514,216</b>	<b>\$642,619</b>	<b>\$498,962</b>	<b>\$578,461</b>

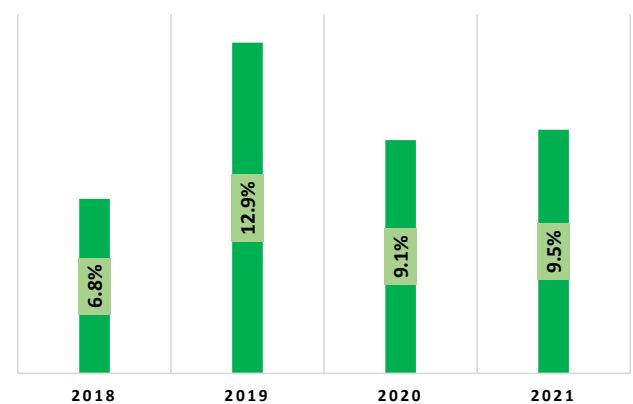
STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Director of Human Resources & Risk Mgmt	1401	85	1	1	1	1
Human Resources Specialist	1404	60	1	1	1	1
Human Resources Generalist	1402	59	1	1	1	1
Human Resources Coordinator	1403	55	1	1	1	1
<b>Total</b>			<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

Goal 2: Focus on Competitive Employee Compensation & Benefits to Retain and Attract High Quality Staff while maintaining a Relationships-Driven Culture	PERFORMANCE MEASURES	Actual FY2018	Actual FY2019	Actual FY2020	Target FY2021
	Number of position vacancies/postings	32	46	29	45
	Number of applications processed	5,750	5,257	4,891	5,300
	HR processes evaluated for efficiency/effectiveness	2	3	2	3
	Number of HR policy/program updates	3	3	2	6
	Percentage of employees receiving internal training	50%	50%	100%	100%
	Organizational turnover (Full time)	6.8%	12.9%	9.1%	9.5%

Applications and Vacancies Postings



ORGANIZATIONAL TURNOVER



# PLANNING AND COMMUNITY DEVELOPMENT

## Mission Statement

Promote the health, safety, welfare, and the orderly growth and development of the City while encouraging neighborhood vitality and livability, and striving to bring growth that contributes to the tax base, expands job opportunities, and increases economic development opportunities. Provide quality services to all members of the community by providing permitting, inspections, transportation planning, and land use planning assistance. The mission of the Department is to promote a positive City image through preservation/enhancement of property values within the City.

## Accomplishments of FY2020

- » Mitigated and facilitated following significant development process through platting, permitting and/or zoning:
  - ◇ 1900 Thomas - new 29,500sf 2<sup>nd</sup> phase of charter school - IDEA
  - ◇ 3001 Dreeben - new 100,010sf school – Chaney Hills Elementary
  - ◇ 3316 Denton Hwy - remodel 32,437sf existing tenant space – Ollie’s Bargain Outlet
  - ◇ 3501 Denton Hwy - remodel 1,500sf existing structure into coffee shop
  - ◇ 3534 Denton Hwy - remodel 3,600sf tenant space into WaveMax laundry
  - ◇ 3908 Broadway (10,000sf) – 3908-C Broadway (1,300sf) – remodel existing commercial buildings – S & K Plumbing
  - ◇ 4000 Denton Hwy – Plat and new 4,400sf gas station/convenience store with two (2) tenant spaces (demolished existing gas station/convenience store, appliance store and beauty shop/nail salon) – Mohammed Habib
  - ◇ 4035 East Belknap – remodel existing building into offices and development upgrades – Do Nguyen Investments LLC
  - ◇ 4211 Glenview - new 22,661sf commercial building – Alexis Event Center
  - ◇ 4225 Bernice Street - Plat - new 21 unit apartment complex – David Duong
  - ◇ 4250 Northern Cross (227,858sf) – 4251 Northern Cross (426,460sf) - 5020 Anderson (158,400sf) – 5030 Anderson (138,600sf) - new office/warehouse buildings – LGE Business Park
  - ◇ 4600 Fossil Ridge Circle and 5400 Fossil Creek Blvd - Planned Development – multi-family apartments and senior living - JPI
  - ◇ 4925 Denton Hwy - Planned Development – self-storage facility and retail storefronts – 365 Storage
  - ◇ 5100 Old Denton Road - Plat – new 12,312sf fire station #3 relocation – City of Haltom City
  - ◇ 5001 Hadley - new 181,858sf school replacement – Haltom Middle School
  - ◇ 5230-40 Denton Hwy - remodel 5,527sf tenant space – Tarrant Events Center
  - ◇ 5301 East Belknap - Plat – demolition of substandard self-service car wash – new commercial construction
  - ◇ 5302 East Belknap – Plat - commercial addition to existing shopping center – David Dang
  - ◇ 5410 North Beach - new 4,908sf express tunnel car wash – Q Car Wash
  - ◇ 5901 Eden - remodel 40,000sf existing substandard building to bring up to code – office/warehouse
  - ◇ 5951 Huddleston - new 10,900sf office warehouse – Trailers 2 Trash
  - ◇ 6001 Denton Hwy - Planned Development – rental yard (commercial and heavy equipment with outside storage) and sheet metal shop – Mike French
  - ◇ 6801 Midway Road - Plat – new business park development with three (3) office/warehouse buildings – Midway Logistics Park

## Objectives of FY2021

- Continue to facilitate CLUP amendments as necessary until a funding source is identified for a new comprehensive plan.
- Ensure that the minimum standards of each adopted code and ordinance are met for new and renovated structures, while conducting complete initial plan reviews of all submittals in a timely manner.
- Exceptional customer service responding to inspection requests within 24 hours.
- Maximize the economic benefits of projects throughout the City by capitalizing on the City's strategic location in the DFW metropolitan area.
- Work with non-profit charitable organizations (example, Mended Network and Mid-Cities Care Corp) who provide property enhancement and rehabilitate projects for citizens, especially senior citizens and veterans.

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$599,697	\$633,842	\$617,335	\$1,047,935
Operations	12,572	22,910	8,332	32,681
<b>Total</b>	<b>\$612,269</b>	<b>\$656,752</b>	<b>\$625,667</b>	<b>\$1,080,616</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Director of Planning & Community Development	1801	85	1	1	1	1
Assistant Director/Planning/Project Manager	1803	70	1	1	1	1
Building Official	1802	70	1	1	1	1
Building Inspect	1804	57	1	1	1	1
Code Enforcement Officer	1805	50	0	0	0	5
Fire Inspector	3409	50	1	1	1	1
Planning and Permit Coordinator	1807	41	1	1	1	1
Permit Technician	1806	39	1	1	1	2
<b>Total</b>			<b>7</b>	<b>7</b>	<b>7</b>	<b>13</b>

	PERFORMANCE MEASURES	Actual FY2018	Actual FY2019	Actual FY2020	Target FY2021
Goal 1: Continue to Cultivate the Commercial and Retail Development Plan for a successful Economic Development Environment	Number of requests before the Planning and Zoning Commission	35	43	36	24
	Number of requests before the Zoning Board of Adjustment	42	36	24	24
	Number of requests before the Sign Board of Appeals	4	12	7	6
	Number of requests before the Hearings Board	2	0	0	2
	New residential construction permits	10	33	116	150
	New residential construction value	\$ 1,068,007	\$ 6,705,831	\$ 33,139,498	\$ 35,000,000
	New commercial construction permits	18	13	17	20
	New commercial construction value	\$29,163,000	\$29,961,182	\$125,736,696	\$100,000,000
Goal 3: Promote and Support Safety and Security within Our Community while providing Quality Services	Certificate of occupancy applications	246	298	269	250
	Percent of inspections completed within 24 hours	100%	100%	100%	100%
	Percent of plans reviewed within 20 working days	95%	95%	95%	95%

# INFORMATION TECHNOLOGY SERVICES

## Mission Statement

IT Services is dedicated to providing secure, consistent, and reliable technological resources for the staff and community of Haltom City, Texas.

## Accomplishments of FY2020

- ◇ Replaced antiquated city phone system with updated Voice over IP phone system that is scalable to meet the city needs
- ◇ Updated Windows 7 computers and laptops to Windows 10 at all city locations
- ◇ Replaced primary data line at City Hall to 500 MB from 150 MB at same cost
- ◇ Added 10 GIG connection from City Hall to PD for better transfer of video to state and county agencies
- ◇ Replaced redundant City Hall data line from 40 MB to 100 MB at lower cost.
- ◇ Finished migration of production servers running Server 2008 to Server 2016 and Server 2019
- ◇ Migrated 3 production hypervisors to 2019 Datacenter to decrease licensing cost for production virtual servers
- ◇ Migrated INCODE to 2016 production server
- ◇ Replaced end of life network switches and implemented more secure network switches that are designed to be in the environment the city has established
- ◇ Continued data backup separations in datacenter locations
- ◇ Added full video surveillance coverage at PD inside and outside
- ◇ Replaced out of support camera surveillance server with new server and increased the storage capabilities.
- ◇ Moved all public safety vehicles to new VPN NetMotion platform that is more secure and designed for public safety vehicles
- ◇ Retired old Cisco VPN platform to new platform that is part of the updated network infrastructure
- ◇ Added redundant data circuits to Public Works, FD2, FD3, and Animal Shelter
- ◇ Added SolarWinds Network Monitoring System for early detection of outages throughout the city network
- ◇ Replaced IT ticketing system with more robust system so end users can get updates on ticket status
- ◇ Finished desktop PC refresh to establish a best practice in PC lifecycle
- ◇ Started redesign of website, to be completed late 2020 or early 2021
- ◇ Implemented NIXLE notification system
- ◇ Moved streaming of City Council meetings to Vimeo platform for easy public access
- ◇ Launched COVID-19 specific web pages for the public to use as a resource

## Objectives of FY2021

- ☐ Renegotiate leased network copy/print solution that is designed for the current city needs
- ☐ Refresh the existing security cameras that are no longer functioning properly with updated devices
- ☐ Swap SDWAN platform with solution that is tied in with current network infrastructure and is more manageable
- ☐ Upgrade city systems to be more remote user friendly
- ☐ Continue to explore options for building security systems and access control
- ☐ Add redundancy to production servers for better performance and availability
- ☐ Refresh network closets and server rooms for easier troubleshooting
- ☐ Continue to improve internal network infrastructure to meet growing needs of city staff and maintain best practices
- ☐ Continue updating website with new features and resources, utilizing the new template design
- ☐ Provide visual documentation series on construction of Fire Station 3
- ☐ Training opportunities for IT staff on video/web basics

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$510,396	\$557,558	\$534,545	\$570,380
Operations	250,130	321,275	308,648	296,275
<b>Total</b>	<b>\$760,526</b>	<b>\$878,833</b>	<b>\$843,193</b>	<b>\$866,655</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Director of Information Technology	1301	85	1	1	1	1
System Administrator	1304	69	1	1	1	1
GIS Analyst	1303	60	0	1	1	1
Web Administrator/Media Technician	1203	60	1	1	1	1
Computer Services Technician	1302	53	2	2	2	2
<b>Total</b>			<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>

Goal 3: Promote and Support Safety and Security within Our Community while providing Quality Services	PERFORMANCE MEASURES	Actual FY2018	Actual FY2019	Actual FY2020	Target FY2021
	Number of resolved service tickets	2,016	2,000	2,570	2,600
	Total technician hours spent resolving service tickets	2,363	1,500	5,140	5,200
	Number of City Council meetings recorded/cablecast	24	24	22	25
	Number of programs produced	35	40	45	40
	Number of hours per day of programming cablecasted	10	10	8	8
	Website Sessions	264,000	263,000	328,000	300,000
	Website Pageviews	656,000	593,000	766,000	700,000
	Number of web pages published for year		210	461	400

## FLEET SERVICES

### Mission Statement

The mission of the Fleet Services Department is to ensure City fleet vehicles and motorized equipment are utilized and maintained in a manner that provides the best possible support to City operations through economical and environmentally responsible fleet management.

### Accomplishments of FY2020

- ◇ Provided higher Trained Technicians, Fleet Passed Emergency Vehicle Training, and one technician to become EVT Trained, Basic Level.
- ◇ Parts Inventory minimized to increase efficiency in the auditing process and parts location and reduce costs associated with purchasing parts for inventory.
- ◇ PM Services for equipment increased, allowing for a longer duration of use for the equipment and safer operation.
- ◇ Vehicles damaged by hail were repaired, helping maintain their resale value after they are retired from service.
- ◇ Received recognition from city departments on the increased customer service and quality of service fleet provides.

### Objectives of FY2021

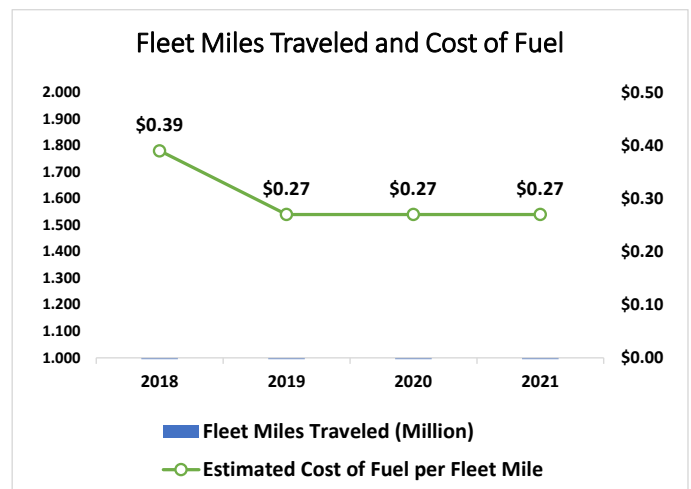
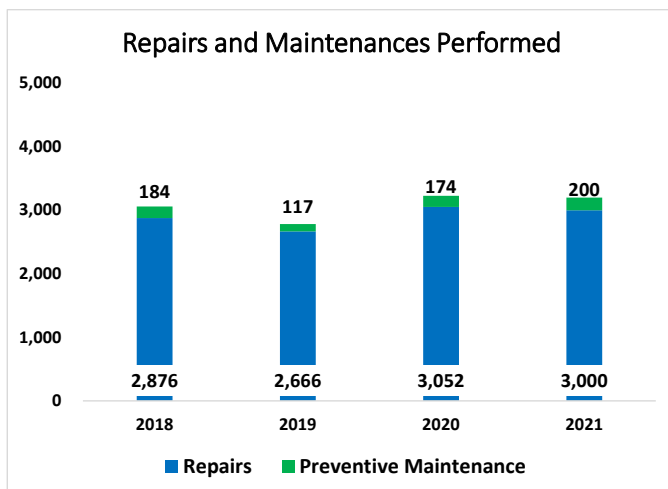
- Provide for scheduled and non-scheduled repairs to City-owned vehicles and equipment.
- Provide Emergency Vehicle Tech Certification for all technicians and Automotive Service Excellence Certifications for all personnel.
- Evaluate overall fleet operations and customer service, improving any deficiencies identified.
- To continue with the private-public partnership with Enterprise to help facilitate a more efficient maintenance program and vehicle replacement model.



EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$226,473	\$267,698	\$248,300	\$277,661
Operations	544,714	816,155	395,303	485,550
<b>Total</b>	<b>\$771,187</b>	<b>\$1,083,853</b>	<b>\$643,603</b>	<b>\$763,211</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Fleet Services Coordinator	1903	52	1	0	1	0
Senior Auto Mechanic	1902	50	1	1	0	1
Auto Mechanic	1904	44	2	2	3	2
Fleet Service Worker	1905	34	1	1	0	1
<b>Total</b>			<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>

	PERFORMANCE MEASURES	Actual FY2018	Actual FY2019	Actual FY2020	Target FY2021
Goal 4: Practice Fiscal Responsibility by utilizing Performance Measures	Total number of repairs completed	2,876	2,666	3,052	3,000
	Number of preventive maintenance completed	184	117	174	200
	Total number of vehicles/equipment maintained	336	336	335	323
	Total number of fleet miles traveled	800,629	674,620	615,753	677,328
	Estimated cost of fuel per fleet mile	\$0.39	\$0.44	\$0.42	\$0.40
Goal 2: Focus on Competitive Employee Compensation & Benefits to Retain and Attract High Quality Staff while maintaining a Relationships-Driven Culture	Number of training classes attended	0	8	10	12



# BUILDING MAINTENANCE

## Mission Statement

Building Maintenance Division ensures a safe and comfortable working environment for all employees in City facilities as well as to provide prompt response, quality service and the efficient resolution of maintenance problems.

## Accomplishments of FY2020

- ◇ Installed a French Drain system under the Veterans Memorial to remove standing water, with the assistance of the Drainage Dept.
- ◇ Installed new French Drain to detour water from the new sidewalks installed around the Veterans Memorial.
- ◇ Installed new lighting bollards at Midway EST for new security lights.
- ◇ Installed new ceiling at City hall utility billing. The new wall will be used to secure the new windows for the billing department making it more sanitary and secure for city personnel.
- ◇ Installed the new incinerator at animal shelter. Hooking up the smokestack and all electrical and gas connections.
- ◇ Purchased and installed new HVAC software for city facilities.
- ◇ Installed the plumbing for new bathroom at Pecan Park. Installed the foundation and assisted in setting the new building.
- ◇ Installed the plumbing for new bathroom at Buffalo Ridge Park. Installed the foundation and assisted in setting the new building.
- ◇ Ran new communication cables in PD for new security locks on the exterior doors and for cameras.
- ◇ Installed new cleanouts for FD#3 for cleaning the sewer lines.
- ◇ Completed roof repairs for spring storms, except FD#2 and Senior Center. Finished those in fiscal 2021.

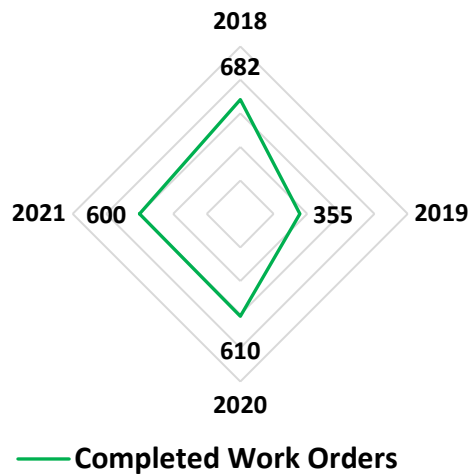
## Objectives of FY2021

- Provide a better and more efficient building maintenance program through prompt response in performing and supervising repair activities
- Continue comprehensive preventative maintenance program to ensure the efficiency and availability of building systems
- Ensure a suitable working environment for City employees through proper maintenance, thereby providing better service to citizens.
- Get itemized list of all HVAC units and a maintenance schedule set up.
- Help set up new inventory specialist location.

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$85,023	\$136,772	\$137,718	\$156,580
Operations	575,733	443,800	397,582	443,800
Capital	12,450	648,000	0	0
<b>Total</b>	<b>\$673,207</b>	<b>\$1,228,572</b>	<b>\$535,300</b>	<b>\$600,380</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Public Works Crewleader	2905	48	1	1	1	1
Building Maintenance Mechanic	2908	41	1	1	1	1
<b>Total</b>			<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Building Maintenance Work Orders



# POLICE

## Mission Statement

The Haltom City Police Department is a professional organization committed to excellence, integrity, compassion and vigilance. We will partner with the community and selflessly commit ourselves to making Haltom City a better place to live, work and visit.

## Accomplishments of FY2020

- ◇ Police responded to over 38,000 calls for service.
- ◇ Navigated through 2020 and the COVID-19 Pandemic with minimal impact on service level to the citizens.
- ◇ Provided free microchipping to animals adopted out of the animal shelter to assist on reuniting animals with their owner if they are ever lost.
- ◇ Funded a new more efficient incinerator for animal services.
- ◇ Partnered with Tarrant County MHMR to provide follow up and additional resources to Haltom City citizens suffering from a mental crisis.

## Objectives of FY2021

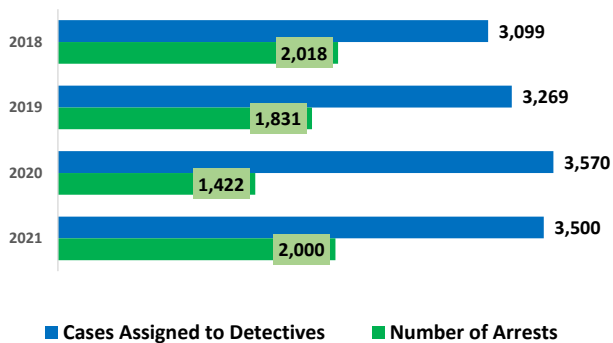
- Continue to promote Haltom City in terms of safety, security and environment by supporting current proactive enforcement activities and programs, as well as initiating additional activities and programs as needed.
- Continue to provide proactive enforcement activities utilizing the Patrol Operations and Investigative Services Divisions. These activities include, but are not limited to, DWI Enforcement Unit, Bicycle Unit, K-9 Unit, and regional efforts through participation in the Tarrant County Auto Theft Task Force. Current proactive enforcement programs include the Crime Free Multi-Housing Program and the School Resource Officer Program.
- Manage our Shared Services Agreement for Dispatch and Detention services.
- Continue to improve service to the city via the Shared Services.
- Continue to be proactive in Animal Service enforcement, community involvement, and community awareness.
- Increase availability and access to microchipping for animals within Haltom City to assist on returning them to their owner.

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$8,694,247	\$9,069,030	\$8,857,059	\$8,879,567
Operations	1,094,008	1,273,569	1,066,131	1,098,379
<b>Total</b>	<b>\$9,788,255</b>	<b>\$10,342,599</b>	<b>\$9,923,190</b>	<b>\$9,977,946</b>

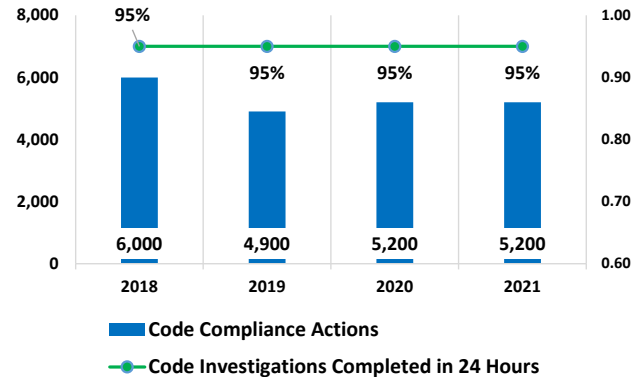
STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Police Chief	3001	87	1	1	1	1
Police Captain	3003	GS77	4	4	4	4
Police Sergeant	3004	GS73	10	12	12	12
Police Corporal	3005	GS66	5	5	5	5
Police Officer	3007	GS62	51	49	49	51
Public Safety Project Manager	3101	73	1	1	1	1
Property & Crime Scene Technician	3105	50	1	1	1	1
Code Enforcement Officer	1805	50	5	5	5	0
Administrative Assistant	2002	43	1	1	1	1
Community Services Asst./Admin Secretary	3104	43	1	1	1	1
Police Records Clerk	3202	37	2	2	2	2
Animal Services Supervisor	3301	55	1	1	1	1
Animal Services Officer	3303	43	3	3	3	3
Kennel Attendant	3304	37	1	1	1	1
<b>Total</b>			<b>87</b>	<b>87</b>	<b>87</b>	<b>84</b>

	PERFORMANCE MEASURES	Actual FY2018	Actual FY2019	Actual FY2020	Target FY2021
Goal 3: Promote and Support Safety and Security within Our Community while providing Quality Services	Number of calls for service	41,599	38,729	38,117	41,000
	Number of cases assigned to detectives	3,099	3,269	3,570	3,500
	Number of arrests	2,018	1,831	1,422	2,000
	Animal Control total calls for service	1,545	1,730	1,394	1,500
	Animal Control number of animals sheltered	689	594	540	575
	Animal Control number of pet adoptions/rescues/returned	432	363	330	400

Detective cases and arrest



Code Compliance and Investigation



# FIRE

## Mission Statement

To protect lives and property in our community from the adverse effect of fire, medical, environmental and other emergencies through programs and services delivered with integrity, compassion, and respect without prejudice.

## Accomplishments of FY2020

- ◇ Compliant to NFPA 1710 with average response time of 5:39 minutes to all emergencies.
- ◇ Completed 14,944 total training hours and averaged 299 hours per member.
- ◇ Completed the design and completed budget acceptance and approval to build Fire Station #3.
- ◇ Assisted Texas Task Force 1, 2 and TIMAS, with responses to several statewide natural disasters.
- ◇ Hired an Emergency Management Coordinator
- ◇ Implemented new health and safety policies and deployment models in response to the COVID-19 Pandemic.
- ◇ Utilized 2.3M in Grants for community response and preparedness to the COVID-19 Pandemic.
- ◇ Conducted an annual review of the Advanced Emergency Management Plan.

## Objectives of FY2021

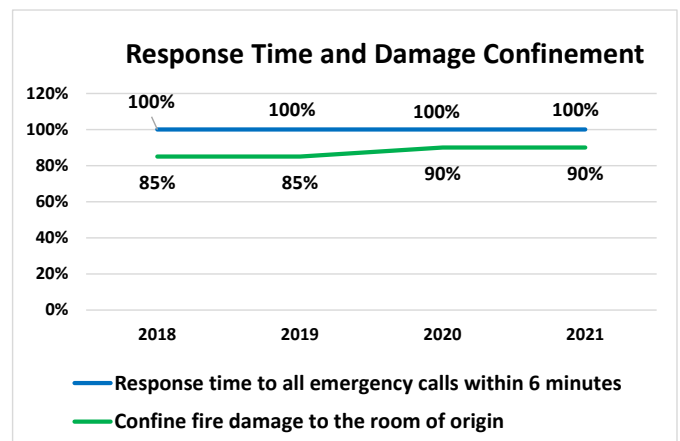
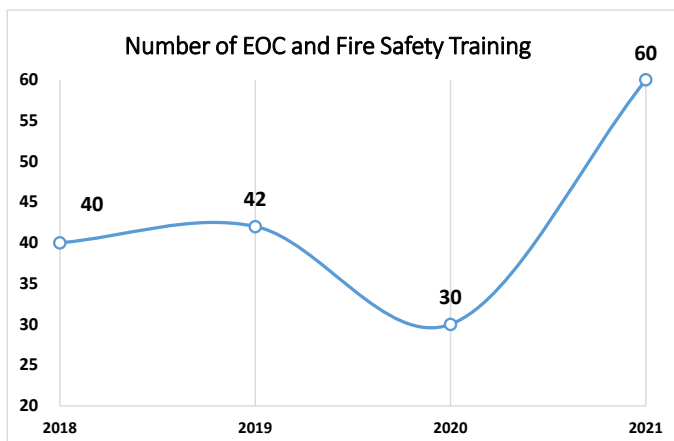
- Compliant to NFPA 1710 with an average response time of 6 minutes or less to all emergencies.
- Ultimately, achieve a working smoke detector in every home, but a reasonable goal of 100 smoke detectors per year is practical.
- Continue professional development for all ranks utilizing the TCFP certification program. Average 240 hours per member of documented training annually to help maintain our ISO #1 rating.
- Complete all business occupancies, hotels, schools, multi-family and target hazard inspections annually.
- Continue to educate the public about common hazards and health risks, utilizing risk reduction programs.
- Complete annual review of Emergency Management Plan.
- Construct the new Fire Station #3 and prepare to open it in Late 2021/Early 2022.



EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$6,356,400	\$6,933,175	\$6,758,281	\$7,020,850
Operations	459,361	447,730	428,118	387,879
Capital	428,000	66,000	40,000	20,000
<b>Total</b>	<b>\$7,243,761</b>	<b>\$7,446,905</b>	<b>\$7,226,399</b>	<b>\$7,428,729</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Fire Chief	3401	87	1	1	1	1
Deputy Fire Chief - Operations	3402	79	1	1	1	1
Fire Marshal	3403	79	0	1	1	1
Emergency Management Coordinator	3406	73	1	1	1	1
Fire Battalion Chief	3404	GS77	4	4	4	4
Fire Lieutenant	3405	GS73	13	13	13	13
Firefighter/Driver	3407	GS66	12	12	12	12
Firefighter	3408	GS62	23	24	24	24
Administrative Assistant	2002	43	1	1	1	1
Customer Service Representative	2304	37	0	0	1	1
<b>Total</b>			<b>56</b>	<b>58</b>	<b>59</b>	<b>59</b>

	PERFORMANCE MEASURES	Actual FY2018	Actual FY2019	Actual FY2020	Target FY2021
Goal 3: Promote and Support Safety and Security within Our Community while providing Quality Services	Response time to all emergency calls within 6 minutes	100%	100%	100%	100%
	Confine fire damage to the room of origin	85%	85%	90%	90%
	Fire inspection for all multi-family and commercial units	100%	100%	*34% COVID	*80% COVID
	Investigate and determine fire cause for all fire incidents	100%	100%	100%	100%
Goal 2: Focus on Competitive Employee Compensation & Benefits to Retain and Attract High Quality Staff while maintaining a Relationships-Driven Culture	Compliant of 240 hours of documented training per member	100%	100%	100%	100%
	Community Risk Reduction: fire safety and public education training	40	42	*16 COVID	*30 COVID



## MUNICIPAL COURT

### Mission Statement

The Municipal Court is the Judicial Branch of City government. The court is organized into the Judiciary and Court Administration. The mission of the Judiciary is to provide fair and impartial justice to the citizens of Haltom City. The mission of the Court Administration is to support the Judiciary by assisting the public with competence and patience and by managing court operations with skill and economy. The Marshal's Office is under Court Administration and is charged with the execution and clearance of arrest warrants as well as serving court documents. The Marshal's Office also provides security for the court and court staff.

### Accomplishments of FY2020

- ◇ Cross trained one of the clerks for the warrant clerk duties
- ◇ Implemented Virtual Court due to COVID-19.
- ◇ Created a system to still be able to function if the city happens to close due to COVID-19.
- ◇ Improved and reduced the time for citation processing and revenue collection by sending out attorney dockets with prosecutor's offers.

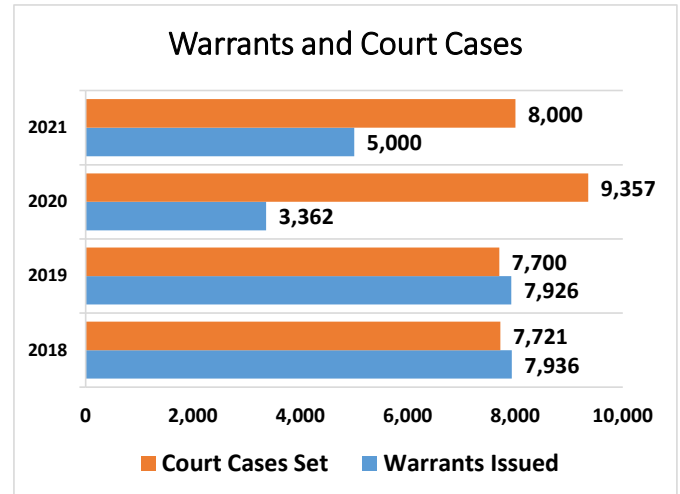
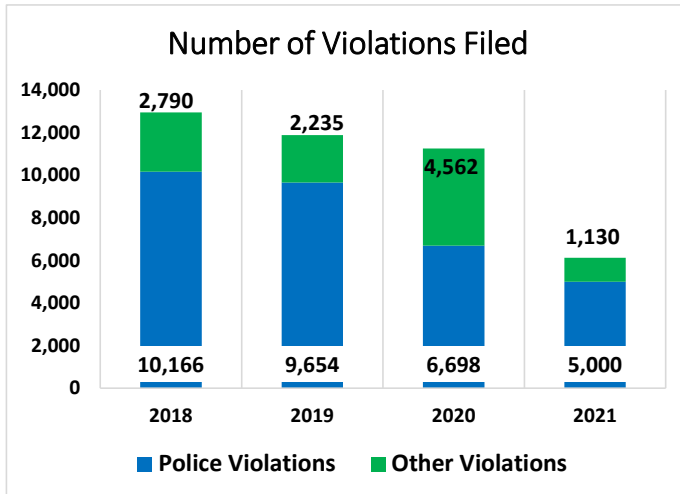
### Objectives of FY2021

- Set up individual register and login for each clerk.
- Verify that all the legislative updates have been implemented. And prepare for the new legislative updates to come out in 2021
- Continue to reduce the number of outstanding warrants.

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$522,338	\$553,213	\$474,564	\$505,537
Operations	41,698	70,251	35,935	56,670
<b>Total</b>	<b>\$564,037</b>	<b>\$623,464</b>	<b>\$510,499</b>	<b>\$562,207</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Management Analyst	1204	61	1	0	0	0
Court Clerk/Court Supervisor	2503	51	1	1	1	1
Deputy Court Clerk/Court Collections Specialist	2504	41	1	0	0	0
Deputy Court Clerk/Warrant Clerk	2505	41	1	1	1	1
Deputy Court Clerk	2506	37	2	3	2	2
Deputy Court Clerk/Juvenile Case Manager	2507	37	1	1	1	1
Marshal	2508	57	1	1	1	1
<b>Total</b>			<b>8</b>	<b>7</b>	<b>6</b>	<b>6</b>

Goal 4: Practice Fiscal Responsibility by utilizing Performance Measures	PERFORMANCE MEASURES	Actual 2018	Actual 2019	Actual FY2020	Target FY2021
	Number of Police Department violations filed	10,166	9,654	6,698	5,000
	Number of Municipal Court violations filed	2,253	1,986	981	950
	Number of Animal Control ordinance violations filed	306	50	38	25
	Number of Code Enforcement violations filed	208	194	159	150
	Number of Fire Department violations filed	23	5	1	5
	<b>Total Number of violations filed</b>	<b>12,956</b>	<b>11,889</b>	<b>7,877</b>	<b>6,130</b>
	Number of warrants issued	7,936	7,926	3,362	5,000
	Number of court cases set	7,721	7,700	9,357	8,000
	Clearance rate for warrants	94%	94%	118%	95%
	Cases closed within 90 days	8%	11%	12%	10%
	Clearance rate for cases	90%	96%	84%	85%



## STREET AND DRAINAGE

### Mission Statement

To perform maintenance of streets, drainage and traffic control systems in a manner that will provide for the safe and efficient movement of traffic and to ensure flow of storm water through the enclosed drainage collection system.

The Street Maintenance Department general duties and responsibilities include: maintain and repair streets, sweep streets and curbs, maintain and install traffic control devices (signs, signals and pavement markings), maintain and mow city owned properties.

### Accomplishments of FY2020

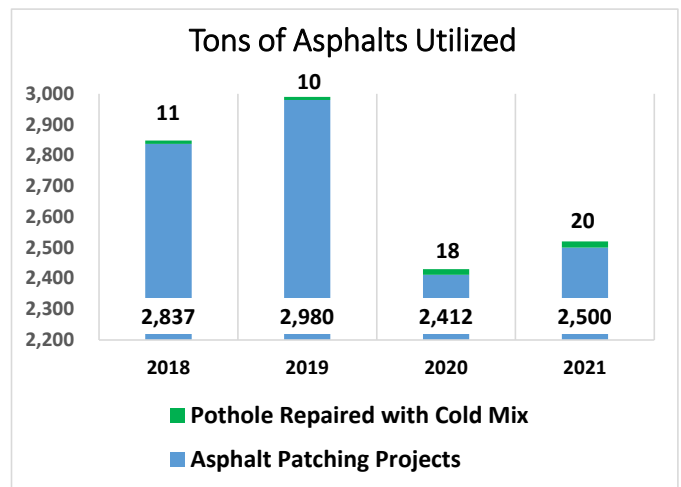
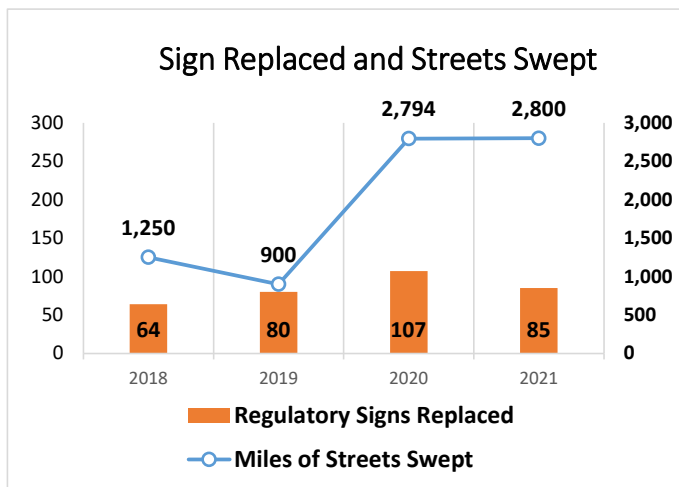
- ◇ Removed and Replaced 900 linear feet of curb and gutter with 11 Drive Approaches. Then overlayed the street with 286 tons of Type D surface mix
- ◇ Removed and Replaced 581 linear feet of curb and gutter with 10 Drive Approaches. Removed existing asphalt and subgrade then replaced with 95 tons of recycled concrete for subgrade, and 245 tons of Type D surface mix.
- ◇ Removed existing asphalt, and widened the road then replaced subgrade with 40 tons of recycled concrete for subgrade and 77 tons of Type D surface mix on Rogers St.
- ◇ Removed existing asphalt, and widened the road then replaced subgrade with 50 tons of recycled concrete for subgrade and 75 tons of Type D surface mix on Edwards St.
- ◇ Removed asphalt and concrete in the 5700 Block of Lower Birdville so that Reliable Paving could replace 1500 linear foot of curb and gutter, 6 drive approaches, 600 tons of Type B asphalt(Binder), and 305 tons of Type D surface mix.
- ◇ Replaced Traffic Signal and installed a battery back-up system at Western Center and Haltom Rd.
- ◇ Replaced 107 regulatory Signs
- ◇ Made repairs to 277 traffic signals
- ◇ Swept 2,794 curb miles of streets

### Objectives of FY2021

- Install Battery Back-up Systems on Traffic Signal Lights
- Decrease the amount of time for water/sewer street cut repairs
- Replace subgrade curb, gutter, 3 drive approaches and asphalt in the 5000 block of Melissa.
- Replace and upgrade traffic signal boxes at Haltom High School and Fire Station 1
- Crack Seal 5 lane miles of city streets

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$562,290	\$774,779	\$648,975	\$783,499
Operations	537,069	555,943	452,750	489,100
Capital	0	45,000	45,000	20,000
<b>Total</b>	<b>\$1,099,359</b>	<b>\$1,375,722</b>	<b>\$1,146,725</b>	<b>\$1,292,599</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Street Maintenance Supervisor	2901	62	0.5	0.5	0.5	0.5
Public Works Crewleader	2905	48	2	2	2	2
Senior Equipment Operator	2906	43	2	2	2	2
Sign Specialist	2909	43	1	1	1	1
Equipment Operator	2910	40	3	3	3	3
Public Works Maintenance Worker	2911	36	3	3	3	3
Sign Technician	2913	40	0	0	1	1
<b>Total</b>			<b>11.5</b>	<b>11.5</b>	<b>12.5</b>	<b>12.5</b>



# PARKS AND RECREATION

## Mission Statement

The Parks Maintenance Division provides Haltom City residents with safe, attractive parks and open space. The Recreation Division is dedicated to provide facilities and programs that will encourage family fitness, entertainment, cultural awareness and positive learning experiences. The Senior Center helps senior adults build a brighter future for themselves and their community.

## Accomplishments of FY2020

### Parks Maintenance

- ◇ Installed first all-access playground at Haltom Road Park
- ◇ Received the Texas Parks & Wildlife grant for Broadway Park improvements (repair and expand sprayground, repair and upgrade the sport courts to include basketball and tennis, playground, pavilion, restroom, and additional parking)
- ◇ Removed unsafe 20+ year-old playground from Buffalo Ridge and installed a half-court basketball court
- ◇ Continued to maintain and improve all parks, landscape, and irrigation systems throughout the City, despite global pandemic

### Recreation Division

- ◇ Successfully partnered with and sponsored the Refresh BISD Back to School Health Fair in a COVID-safe drive-through event
- ◇ Safely managed to host a successful girls volleyball summer during the pandemic
- ◇ Brought back 4 classes to the Rec Center once it was safe to gather again; patrons are continuing to safely attend classes

### Senior Center

- ◇ Continued the Friends Helping Friends Transportation Program and provided rides to and from the Senior Center (until COVID hit)
- ◇ Holiday Arts & Crafts Sale in October
- ◇ Thanksgiving Holiday meal – over 200 served by City staff and community sponsors
- ◇ Christmas Holiday meal & Bingo – over 200 served; turkeys given to Center members (funded by HCPD & HCFD)
- ◇ Jumped into action to deliver meals to seniors when pandemic hit – delivering to-date over 28,000 meals to 138 seniors weekly. Senior staff and volunteers created 13 routes and found volunteer delivery drivers to take meals weekly to seniors.
- ◇ Newsletters, bingo, goody bags from community partners, entertainment and more was provided to senior friends along with meals to ensure they were not isolated and all needs were met. Weekly calls were made to all registered members to check in as well.
- ◇ Partnership with Sixty and Better ended Sept. 28, as they no longer provide meal services. Meals on Wheels will take over.



## Objectives of FY2021

### PARKS

- ☐ Complete Walk of Freedom and finish grading and landscaping work at Veterans Memorial
- ☐ Complete the Broadway Park grant project
- ☐ Lighting project, trail marking, & complete restroom at Buffalo Ridge
- ☐ Begin work on redevelopment of North Park/NEO (applied for grant with TPWD)
- ☐ Replace playground at Sandy Oaks
- ☐ Continue implementing park improvements as outlined in Master Plan

### RECREATION

- ☐ Continue to offer classes and sports leagues and work to get more participants as the pandemic gets under control
- ☐ Implement strategic re-opening plan to safely allow more patrons into the facility
- ☐ Work to provide safe events – both virtual and in-person
- ☐ Identify best plan for operating with reduced staff

### SENIORS

- ☐ Develop great relationship with new meal partner, Meals on Wheels
- ☐ Continue to provide over 26,000 meals to Senior friends (via delivery and pickup) and work to get back to congregate meal program
- ☐ Continue to provide “drive-through” programs to keep Seniors engaged and prevent isolation

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$1,424,414	\$1,690,678	\$1,411,623	\$1,691,813
Operations	408,007	455,679	326,868	382,110
Capital	12,921	17,500	0	0
<b>Total</b>	<b>\$1,845,342</b>	<b>\$2,163,857</b>	<b>\$1,738,491</b>	<b>\$2,073,923</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Director of Parks & Recreation	1601	77	1	1	1	1
Senior Center Supervisor	1603	58	1	1	1	1
Park Supervisor*	1708	58	0	1	1	1
Recreation Supervisor	1602	54	1	1	1	1
Community Relations Coordinator	1202	48	1	1	1	1
Athletic Coordinator	1606	47	1	1	1	1
Parks Crewleader	1701	47	1	1	2	2
Senior Recreation Assistant	1604	41	1	1	1	1
Irrigation Specialist	1703	40	1	1	1	1
Senior Landscaper	1704	40	0	1	1	1
Field Operations Technician	1705	40	0	0	1	1
Recreation Assistant	1605	36	1	1	2	2
Park Maintenance Worker*	1706	36	6	7	7	9
Irrigation Technician	1707	36	0	1	1	1
<b>Total</b>			<b>15</b>	<b>19</b>	<b>22</b>	<b>24</b>

# LIBRARY

## Mission Statement

The mission of the Haltom City Public Library is to serve as a vital community resource providing free access to information for all people.

## Accomplishments of FY2020

- ☐ Created a separate teen area.
- ☐ Streamlined DVD collection for easier, more efficient check-out.
- ☐ Reorganized large storage room.
- ☐ Partnered with University of Texas at Dallas to offer more science programming, e.g., *Super Science Saturdays* (interactive science programs) and science exhibits.
- ☐ Continued partnership with the Birdville Museum, Fire Services Board, Recreation Center & Senior Citizen Center to assist in fundraising efforts (i.e., selling tickets, selling paraphernalia, other items, distribute literature, at library).
- ☐ Converted collection from the Dewey Decimal Classification system to the bookstore model (i.e., Book Industry Standards and Communications subject codes).
- ☐ Moved shelving to accommodate new classification system and converted signage.
- ☐ Relabeled materials with new subject codes.
- ☐ New programming and activities, e.g., *DIY Wednesdays*; participated with Half Price Books to bring in author Dav Pilkey; adult & teen craft programs, author Dave Lieber book talk; Nautilus Walk story times; *Teen Adulting 101*; *Halloween Costume Swap*; etc., until pandemic, programming was up more than 30%.
- ☐ Passive programming expanded: e.g., *Stick the Library* game; *Guess Book in Jar*; more puzzles; chess and checkers' tables; *Imagination Station*; *Tinker Tuesdays*, etc.
- ☐ Partnering with Goodwill Industries to offer computer classes in English & Spanish, mini job fairs & résumé writing evaluation.
- ☐ Celebrated 20 + years sponsoring the *Summer Reading Club*
- ☐ Awarded, for 12th year, the *Achievement of Library Excellence Award* from the Texas Municipal Library Directors Association (an affiliate of the Texas Municipal League).
- ☐ Created a new Middle Grade section in Children's Department.
- ☐ Weeded the entire adult & teen non-fiction book sections; music audio section; teen fiction materials; children's easy, picture books and fiction sections.
- ☐ Distributed thousands of free books during quarantine (outside building when shut down), delivered books to Inside Book Project in Austin for distribution to prison system.
- ☐ Introduced virtual programming during quarantine.
- ☐ Secured grant from the Texas Book Festival for \$2500 for materials.
- ☐ Introduced the very popular hot spot mobile units for check out.

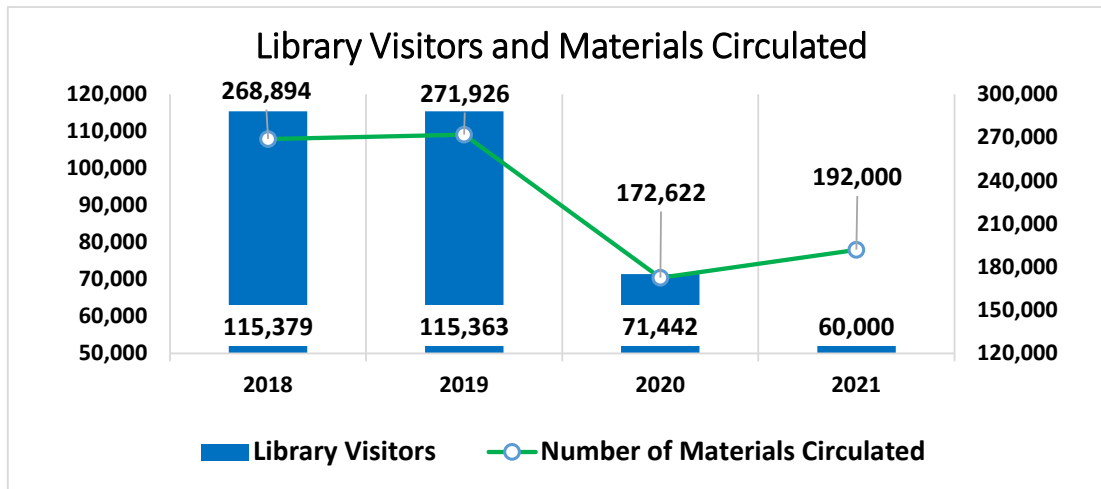
## Objectives of FY2021

- ☐ Secure funding to purchase furniture for the new Teen area.
- ☐ Secure funding for a new, small (approximately 20 person) conference/study room for programming and patron use.
- ☐ Investigate possible alternatives to MetrOPAC consortia.
- ☐ Begin revision of Policy Manual and establish revision schedule.
- ☐ Finish reclassification of children's nonfiction materials.

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$934,236	\$1,046,381	\$968,433	\$1,001,683
Operations	198,543	200,337	163,126	180,869
<b>Total</b>	<b>\$1,132,778</b>	<b>\$1,246,718</b>	<b>\$1,131,559</b>	<b>\$1,182,552</b>

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Director of Library Services	1501	77	1	1	1	1
Assistant Library Services Director	1502	67	1	1	1	1
Senior Librarian*	1503	58	1	1	3	3
Librarian*	1504	54	4	4	2	2
Administrative Secretary	2003	41	1	1	1	1
Library Acquisitions Specialist	1505	46	1	1	0	0
Library Clerk	1506	34	3	3	3	3
Senior Library Clerk	1507	38	1	1	1	1
<b>Total</b>			<b>13</b>	<b>13</b>	<b>12</b>	<b>12</b>

Goal 4: Practice Fiscal Responsibility by utilizing Performance Measures	PERFORMANCE MEASURES	Actual FY2018	Actual FY2019	Actual FY2020	Target FY2021
	Library visitors	115,379	115,363	71,442	60,000
	Number of materials circulated	268,894	271,926	172,622	192,000
	Total program attendance	30,767	43,543	22,524	11,000
	Total number of reference/research contacts	17,164	19,285	9,717	8,000
	Total number of computer/technical assistance	17,094	15,629	7,852	5,500
	Online usage	271,338	92541*	20,627	21,000
	Total number of homebound visits	140	141	132	180
	Examinations proctored	316	223	67	50



## NON DEPARTMENTAL

### Purpose

The purpose of the non-department is to manage and provide prudent oversight of the City's various charges that are not directly related to any specific department or activity of the City. Expenditures include insurance, utilities, auditing fees, studies, consultant contracts or other non-routine one-time operational charges and transfers to other funds.

EXPENDITURES	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Personnel	\$102,533	\$791,956	\$828,898	\$800,091
Operations	\$2,241,043	\$625,510	\$1,274,640	\$99,988
Transfers Out	\$873,000	\$650,000	\$1,023,000	\$1,806,000
<b>Total</b>	<b>\$3,216,576</b>	<b>\$2,067,466</b>	<b>\$3,126,538</b>	<b>\$2,706,079</b>

# DEBTSERVICEFUND

The Debt Service Fund is used for the accumulation of resources for the payment of principal and interest on long-term debts.

Financing is provided primarily by a specific annual property tax levy and transfers from other resources for general obligation debts.

Debt Service for Water & Sewer and Drainage are paid from the respective individual fund directly.

- Debt Service Fund Description
- Debt Service Fund Budget Summary
- FY2021 Debt Model
- FY2021 Debt Service Schedulet
- Total Debt - Principal And Interest
- Total Debt - All Funds



## DEBT SERVICE FUND DESCRIPTION

The Debt Service Fund is established by ordinances authorizing the issuance of general obligation bonds, certificates of obligation and tax notes. The purpose of the fund is to provide for the payment of bond principal and interest as they become due and payable. The debt service tax rate and levy are required to be computed and collected to provide sufficient funds to pay principal and interest as they become due.

The issuance of debt finances the City's purchase of land, buildings, building improvements, street reconstruction, sewer system rehabilitation, capital equipment, and drainage facilities. Current projects are described in the Capital Projects Funds section of the budget.

Retirement of the notes, bonds, certificates of obligation and contractual obligations in General Long-Term Debt is provided from taxes allocated for debt service together with transfers from other resources and interest earned within the Debt Service Fund. Certificates of obligation issued for water and sewer improvements are retired from net revenues of the Water and Sewer Fund. Certificates of obligation issued for drainage improvements are retired with net revenues of the Drainage Utility.

### Debt Management

The City issues debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow the City to fulfill its various missions as a local government unit. Capital assets must have a value of at least \$5,000 and a useful life of at least two years by policy. In practice, assets financed with debt needs to have a useful life of more than three years. Debt may be issued for land acquisition, right-of-way purchase, improvements to land, construction projects, and purchase of capital equipment.

The ordinances authorizing the issuance of the Combination Tax and Revenue Refunding Bonds and the Public Property Finance Contractual Obligations require that the City's ad valorem tax revenues and charges for services be enough to generate net revenues sufficient to provide for the payment of the debt service requirements of the bonds issued. The City is in compliance with all requirements of the ordinances for the year ended September 30, 2020.

While City policy does not prohibit the issuance of variable rate debt the City has no variable rate debt and no plans to issue variable rate debt in the near future.



## Legal Debt Limit for General Obligation Debt

All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax sufficient to provide for the payment of principal and interest on City issued General Obligation Bonds. Article XI, Section 5, of the Texas Constitution is applicable to the City, and limits the maximum ad valorem tax rate to \$2.50 per \$100 of assessed valuation (for all City purposes). Self-supporting debt that will be repaid by revenues generated through the ongoing activities of enterprise funds or other non-governmental funds are not subject to a legal debt limit. Limits for self-supporting debt are instead set by the ability of the issuing entity to pay, charter limitations, profit and loss considerations or other governing body limitations.

The City limits the total annual tax-supported debt service to no more than 25% of total spending. The adopted debt service budget of \$8,915,663 includes \$6,734,676 of debt supported by property taxes, \$1,902,190 is supported by the Water & Sewer revenues, and \$278,796 is supported by Drainage Fund revenues. The property tax supported debt is the equivalent to 10% of total expenditures. For FY2021, the debt services portion of the tax rate is at \$0.26201.

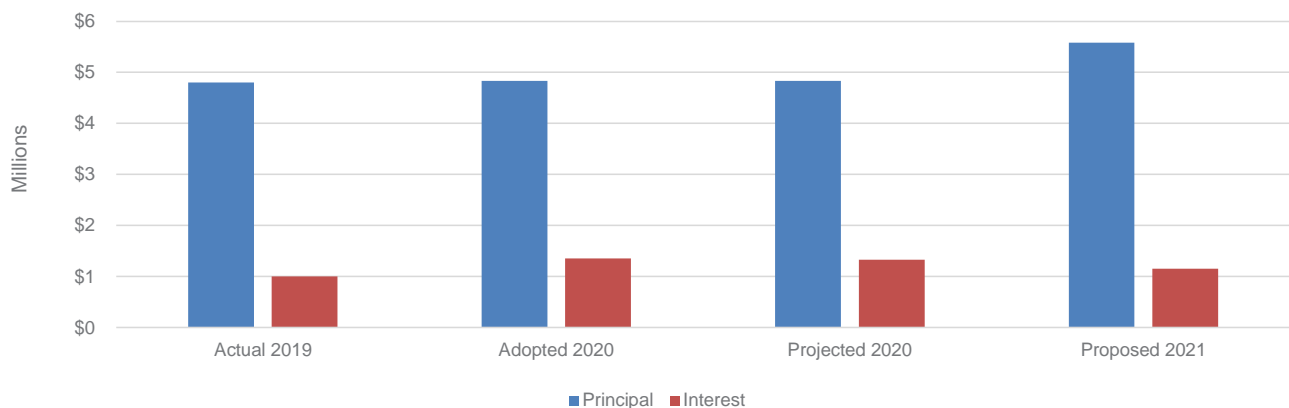
The chart below displays the relationship of the City's adopted total tax rate of \$0.66576 in relation to the legal limit of \$2.50. The City's current tax rate is 26.7% of the legal limit.



### DEBT SERVICE FUND BUDGET SUMMARY

FUND 05	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$351,216	327,533	522,051	1,212,434
<b>Revenues</b>				
Property Tax Revenue	5,131,599	5,981,136	6,368,000	6,271,130
Interest Income	14,078	10,000	21,000	20,000
Miscellaneous Revenue		44,879		0
Transfer from General Fund	373,000	-	-	0
Transfer from Economic Dev. Fund	-	-	-	0
Transfer from Oil and Gas	457,488	156,239	466,500	306,775
Proceeds from Bond Issuance	-	-	-	0
Premiums on Bond Issuance	-	-	-	0
<b>Total Revenues</b>	<b>5,976,165</b>	<b>6,192,254</b>	<b>6,855,500</b>	<b>6,597,905</b>
<b>Funds Available</b>	<b>6,327,381</b>	<b>6,519,787</b>	<b>7,377,551</b>	<b>7,810,339</b>
<b>Expenditures</b>				
Principal	4,800,000	4,835,000	4,835,000	5,580,000
Interest	1,000,930	1,352,254	1,325,118	1,154,676
Paying Agent Fees	4,400	5,000	5,000	5,000
Bond Issuance Cost	-	-	-	0
Refunded Escrow Bond Payments	-	-	-	0
<b>Total Expenditures</b>	<b>5,805,330</b>	<b>6,192,254</b>	<b>6,165,118</b>	<b>6,739,676</b>
<b>Fund Balance, Ending</b>	<b>\$522,051</b>	<b>\$327,533</b>	<b>1,212,434</b>	<b>1,070,662</b>

#### Debt Service Fund Expenditures





## Fiscal Year 2021 Debt Service Model

General Fund						
Fiscal Year	GO 2006	CO 2007	GO Ref 2010	GO 2011	CO 2011	GO 2013
2021	123,000	302,958	206,300	446,886	29,500	184,369
2022	143,500	303,598	188,700	694,699	28,750	185,431
2023	138,500	303,848		697,261	27,938	186,319
2024	143,300	303,708		699,074	27,063	226,331
2025	142,800	303,178		699,493	26,219	225,469
2026		302,258		699,027	25,405	229,794
2027		305,850		698,040		229,203
2028				700,618		228,344
2029				701,615		232,125
2030				696,088		230,544
2031				698,880		228,669
2032				699,898		231,412
2033						223,850
2034						
2035						
2036						
2037						
2038						
2039						
2040						
<b>Total</b>	<b>691,100</b>	<b>2,125,395</b>	<b>395,000</b>	<b>8,131,579</b>	<b>164,875</b>	<b>2,841,860</b>



Water & Sewer Utility Fund								
Fiscal Year	CO 2006	CO 2007	CO 2010	GO Ref 2010	GO Ref 2012	CO 2012	GO Ref 2014	GO Ref 2017
2021	181,300	63,845		188,700	120,175	196,800	214,796	97,950
2022	185,300	61,895			116,725	192,450	210,476	100,700
2023	184,000	59,945				193,588	201,210	103,300
2024	182,500	62,897				195,156	192,052	100,750
2025	185,700	60,753				196,413		103,200
2026	183,600	63,510				192,413		99,600
2027		61,170				193,185		101,000
2028						193,663		108,150
2029						193,874		
2030						193,815		
2031						193,475		
2032						192,850		
2033								
2034								
<b>Total</b>	<b>\$1,102,400</b>	<b>\$434,015</b>	<b>\$0</b>	<b>\$188,700</b>	<b>\$236,900</b>	<b>\$2,327,682</b>	<b>\$818,534</b>	<b>\$814,650</b>

GO Ref 2014	GO 2014	GO Ref 2017	GO 2018	GO 2019	CO 2020	Total
64,558	126,331	1,042,500	259,548	2,179,725	550,547	6,059,826
63,370	123,821	670,800	258,855	379,600	346,500	3,910,008
62,182	121,312	659,450	262,990	377,850	347,700	3,686,742
60,994	118,802	657,950		375,600	345,900	3,439,351
54,860	116,293	661,000		377,725	346,250	3,408,440
53,780	113,783	662,600		379,100	344,100	2,809,847
52,700	111,274	493,200		379,725	344,300	2,614,292
51,620	108,764	489,250		374,725	344,100	2,297,421
50,540	106,255			377,300	343,500	1,811,335
				377,550	345,300	1,649,482
				377,500	344,650	1,649,699
				377,150	343,900	1,652,360
				376,500	343,050	943,400
				375,550	347,050	722,600
					345,900	345,900
					344,650	344,650
					343,300	343,300
					346,800	346,800
					345,150	345,150
					343,400	343,400
<b>514,604</b>	<b>1,046,635</b>	<b>5,336,750</b>	<b>781,393</b>	<b>7,085,600</b>	<b>7,106,047</b>	<b>38,724,001</b>

CO 2018	GO Ref 2020	Total
596,450	242,174	1,902,190
594,000	248,115	1,709,661
596,175	248,908	1,587,126
597,900	244,651	1,575,906
596,850	245,344	1,388,260
597,850	245,939	1,382,912
598,050	246,434	1,199,839
595,150	246,831	1,143,794
594,325	247,128	1,035,327
597,975	242,376	1,034,166
596,100		789,575
593,775		786,625
		-
		-
<b>\$7,154,600</b>	<b>2,457,900</b>	<b>15,535,381</b>

Storm Drainage Utility Fund			
Fiscal Year	CO 2006	GO Ref 2014	Total
2021	81,300	197,496	278,796
2022	83,600	193,608	277,208
2023	80,800	194,666	275,466
2024	82,900	185,724	268,624
2025	84,800	176,890	261,690
2026	81,600		81,600
2027			
2028			
2029			
2030			
2031			
2032			
2033			
2034			
<b>Total</b>	<b>\$495,000</b>	<b>\$948,384</b>	<b>\$1,443,384</b>

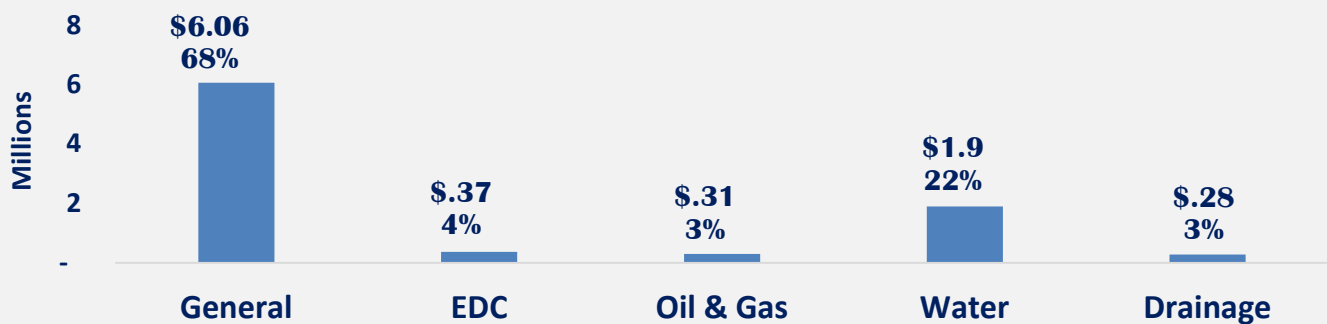
Oil and Gas Fund				
Fiscal Year	CO 2011	CO 2012	CO 2013	Total
2021	118,000	47,025	141,750	306,775
2022	115,000	45,675	138,250	298,925
2023	111,750		134,750	246,500
2024	108,250		131,250	239,500
2025	104,875		127,750	232,625
2026	101,625		124,500	226,125
2027			121,437	121,437
2028			118,313	118,313
2029			115,125	115,125
2030			111,875	111,875
2031			108,562	108,562
2032			105,188	105,188
2033			101,750	101,750
Total	\$659,500	\$92,700	\$1,580,500	\$2,332,700

Economic Development Fund				
Fiscal Year	CO 2006	GO Ref 2010	GO Ref 2012	Total
2021	74,600	86,700	206,775	368,075
2022	72,200		206,750	278,950
2023	74,700		206,575	281,275
2024	72,100		206,250	278,350
2025	74,400		210,700	285,100
2026	76,500		209,925	286,425
2027			209,000	209,000
2028			203,000	203,000
2029				
2030				
2031				
2032				
2033				
2034				
Total	\$444,500	\$86,700	\$1,658,975	\$2,190,175

## Fiscal Year 2021 Debt Service

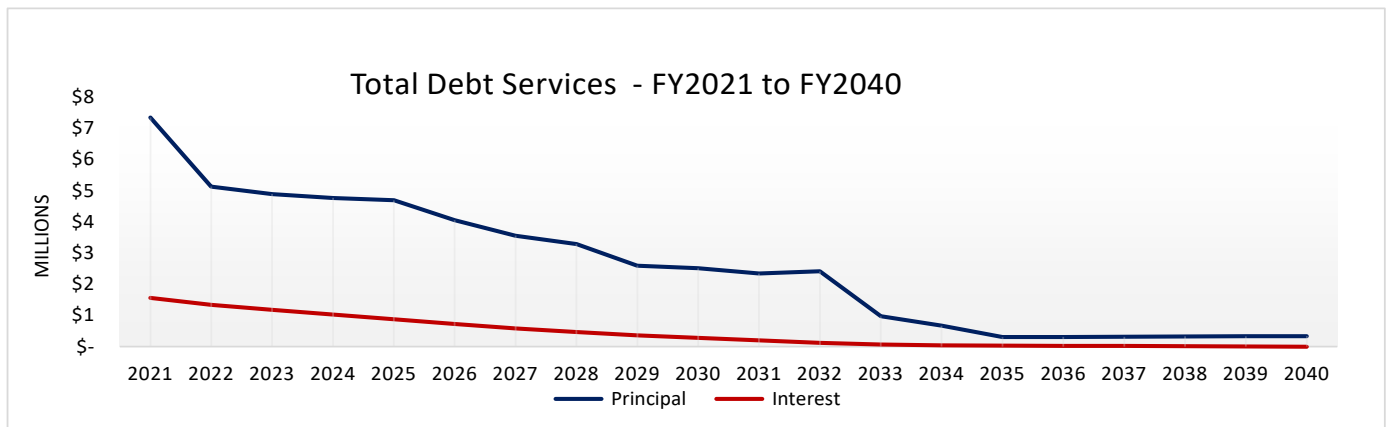
Series	Principal	Interest	Total	General	EDC	Oil & Gas	Water	Drainage	Total
CO2006	\$270,000	\$67,200	\$337,200		\$74,600		\$181,300	\$81,300	\$337,200
GO2006	100,000	23,000	123,000	123,000					123,000
CO2007	285,000	81,803	366,803	302,958			63,845		366,803
GR2010	465,000	16,700	481,700	206,300	86,700		188,700		481,700
GO2011	195,000	251,886	446,886	446,886					446,886
CO2011	125,000	22,500	147,500	29,500		118,000			147,500
CO2012	190,000	53,825	243,825			47,025	196,800		243,825
GR2012	280,000	46,950	326,950		206,775		120,175		326,950
GO2013	110,000	74,369	184,369	184,369					184,369
CO2013	100,000	41,750	141,750			141,750			141,750
GR2013	495,000	48,605	543,605	543,605					543,605
TN2013	105,000	21,331	126,331	126,331					126,331
GR2014	435,000	41,850	476,850	64,558			214,796	197,496	476,850
GR2017	965,000	175,450	1,140,450	1,042,500			97,950		1,140,450
CO2018	410,000	186,450	596,450				596,450		596,450
GO2018	245,000	14,548	259,548	259,548					259,548
GO2019	1,975,000	204,725	2,179,725	2,179,725					2,179,725
GO2020	200,000	42,174	242,174				242,174		242,174
CO2020	400,000	150,547	550,547	550,547					550,547
	\$7,350,000	\$1,565,662	\$8,915,663	\$6,059,827	\$368,075	\$306,775	\$1,902,190	\$278,796	\$8,915,663

## FY Total Debt \$8,915,663



### Debt Service - All Funds - Principal and Interest As of 10/1/2020

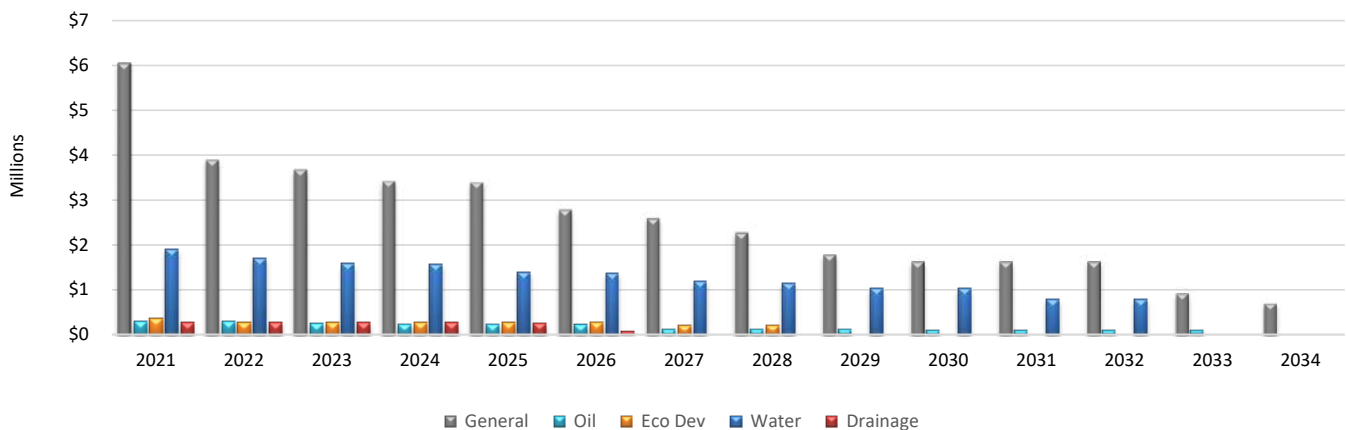
Fiscal Year	Principal	Interest	Total
2021	7,350,000	1,565,663	8,915,663
2022	5,135,000	1,339,752	6,474,752
2023	4,895,000	1,182,108	6,077,108
2024	4,770,000	1,031,732	5,801,732
2025	4,695,000	881,114	5,576,114
2026	4,060,000	726,911	4,786,911
2027	3,560,000	584,568	4,144,568
2028	3,295,000	467,527	3,762,527
2029	2,600,000	361,787	2,961,787
2030	2,515,000	280,522	2,795,522
2031	2,345,000	202,836	2,547,836
2032	2,420,000	124,174	2,544,174
2033	975,000	70,150	1,045,150
2034	675,000	47,600	722,600
2035	310,000	35,900	345,900
2036	315,000	29,650	344,650
2037	320,000	23,300	343,300
2038	330,000	16,800	346,800
2039	335,000	10,150	345,150
2040	340,000	3,400	343,400
<b>Total</b>	<b>\$51,240,000</b>	<b>\$8,985,642</b>	<b>\$60,225,642</b>



### Total Debt Service - Funding Source As of 10/1/2020

Fiscal Year	General	Oil	Eco Dev	Water	Drainage	Total
2021	6,059,826	306,775	368,075	1,902,190	278,796	8,915,663
2022	3,910,008	298,925	278,950	1,709,661	277,208	6,474,752
2023	3,686,742	246,500	281,275	1,587,126	275,466	6,077,108
2024	3,439,351	239,500	278,350	1,575,906	268,624	5,801,732
2025	3,408,440	232,625	285,100	1,388,260	261,690	5,576,114
2026	2,809,847	226,125	286,425	1,382,912	81,600	4,786,911
2027	2,614,292	121,437	209,000	1,199,839		4,144,568
2028	2,297,421	118,313	203,000	1,143,794		3,762,527
2029	1,811,335	115,125		1,035,327		2,961,787
2030	1,649,482	111,875		1,034,166		2,795,522
2031	1,649,699	108,562		789,575		2,547,836
2032	1,652,360	105,188		786,625		2,544,174
2033	943,400	101,750				1,045,150
2034	722,600					722,600
2035	345,900					345,900
2036	344,650					344,650
2037	343,300					343,300
2038	346,800					346,800
2039	345,150					345,150
2040	343,400					343,400
<b>Total</b>	<b>\$38,724,001</b>	<b>\$2,332,700</b>	<b>\$2,190,175</b>	<b>\$15,535,381</b>	<b>\$1,443,384</b>	<b>\$60,225,642</b>

#### Debt Service - FY2021 to FY2040





# SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenue sources that are legally restricted to be spent for specific purposes. The City currently has the following Special Revenue Funds. The funds are listed in the order in which they appear in the following pages. The Economic Development Fund has been eliminated and the expenses are now being reported within the General Fund since the dissolution of the Economic Development Board in July of 2020.

SPECIAL REVENUE FUNDS	FUNDING SOURCE
<ul style="list-style-type: none"><li>• Crime Control &amp; Preventive District Fund</li><li>• Oil &amp; Gas Fund</li><li>• Hotel/Motel Tax Fund</li><li>• Court Security Fund</li><li>• Court Technology Fund</li><li>• Juvenile Case Manager Fund</li><li>• Red Light Camera Fund</li><li>• Grant Fund</li><li>• PEG Fund</li><li>• Fire Donation Fund</li><li>• Library Donation Fund</li><li>• Police Forfeiture Fund</li><li>• Park Donation Fund</li><li>• Park Dedication Fund</li><li>• Safe Pathway Fund</li><li>• Animal Shelter Fund</li><li>• Police Donation Fund</li><li>• Police Cart Fund</li></ul>	<ul style="list-style-type: none"><li>1/4 Cent Sales Tax</li><li>Permits, Lease Fees And Royalties</li><li>7% Hotel/Motel Occupancy Tax</li><li>Court Fines</li><li>Court Fines</li><li>Court Fines</li><li>No New Revenue Due To Legislative Changes</li><li>Grants</li><li>Franchise Fees</li><li>Citizens Contribution</li><li>Citizens Contribution</li><li>Sales Of Seized Assets</li><li>Citizens Contribution</li><li>Developer Contribution</li><li>Developer Contribution</li><li>Citizens Contribution</li><li>Citizens Contribution</li><li>Participating Agency Contribution</li></ul>



## CRIME CONTROL AND PREVENTIVE DISTRICT FUND

The Haltom City Crime Control and Prevention District is funded by a ¼ cent sales tax. The revenue provides the necessary resources to effectively implement crime reduction strategies pertaining to enhanced enforcement, neighborhood crime prevention, partner programs, recruitment and training, and department equipment, technology, and any crime prevention activities.

### Mission Statement

The Crime Control and Prevention District Fund under the direction of the Police Chief, develops and implements programs to deter crime and enforce laws to protect life and property within the City.

### Accomplishments of FY2020

- ◇ Continued DWI Enforcement Unit, Commercial Vehicle Enforcement Unit, Bicycle Unit, and K-9 unit.
- ◇ Continued proactive programs such as Crime Free Multi-Housing Program and School Resource Officer Program.
- ◇ Continued with community outreach/victim assistance program utilizing the Shared Services Crime Victim Liaison.
- ◇ Managed the Shared Services Agreement for Dispatch, Detention Services, and the CAD/RMS systems.

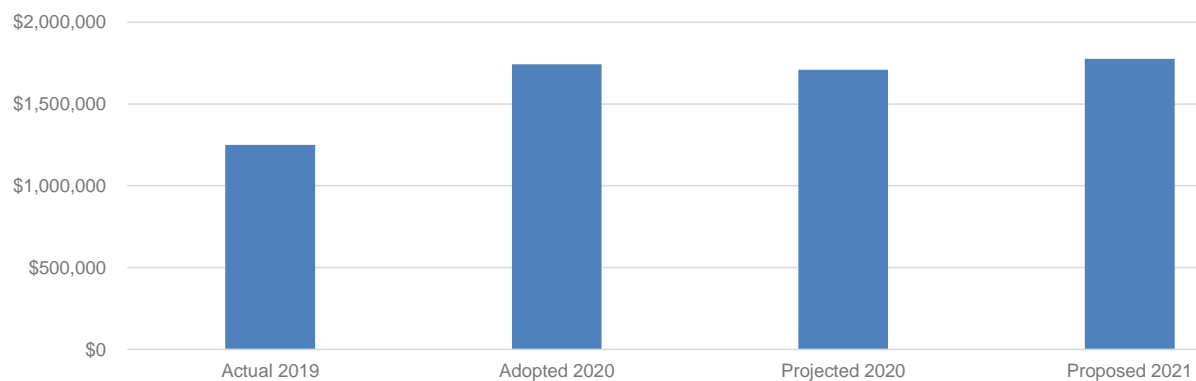
### Objectives of FY2021

- Continue to accumulate resources for a new law enforcement complex and build a fund balance.
- Increase efficiency by employing technological improvements throughout the department.
- Continue to partner with the community to make Haltom City a better place to live, work, and visit.
- Partner with Birdville Independent School District to further improve our response to any threats to the school district's staff, students, or structures.
- To begin the process of becoming recognized by the Texas Police Chiefs Association as a department that meets the requirements outlined in their model of best practices.

### CRIME CONTROL AND PREVENTION DISTRICT FUND BUDGET SUMMARY

FUND 12	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$1,132,627	\$1,434,131	\$1,782,051	1,880,037
<b>Revenues</b>				
Sales Tax	1,865,818	2,043,076	1,778,459	1,754,206
Interest income	33,244	25,000	28,000	21,000
<b>Total Revenues</b>	<b>1,899,062</b>	<b>2,068,076</b>	<b>1,806,459</b>	<b>1,775,206</b>
<b>Funds Available</b>	<b>3,031,689</b>	<b>3,502,208</b>	<b>3,588,510</b>	<b>3,655,243</b>
<b>Expenditures</b>				
Police Administration	622,539	1,018,855	1,005,790	1,053,847
Non-Departmental	627,099	724,427	702,683	721,745
<b>Total Expenditures</b>	<b>1,249,637</b>	<b>1,743,282</b>	<b>1,708,473</b>	<b>1,775,592</b>
<b>Fund Balance, Ending</b>	<b>\$1,782,051</b>	<b>\$1,758,926</b>	<b>\$1,880,037</b>	<b>1,879,649</b>

Crime Control and Prevention District Fund Expenditures

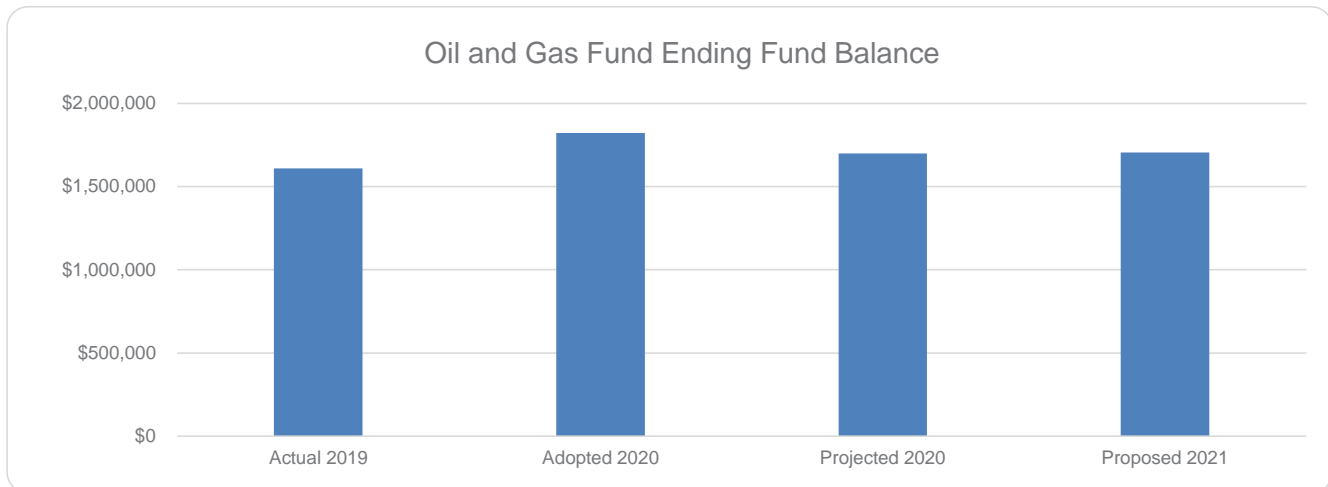


STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Police Sergeant	3004	GS73	2	0	0	0
Police Officer	3007	GS62	3	5	5	5
<b>Total</b>			<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

## OIL AND GAS FUND

The Oil and Gas Fund is to account for proceeds from oil and gas activities within the City. This fund provides additional revenues to support the operations of the government.

OIL AND GAS FUND BUDGET SUMMARY				
FUND 13	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$1,754,132	\$1,663,644	\$1,609,968	1,699,729
<b>Revenues</b>				
Oil & Gas Revenue	122,757	80,000	60,000	125,000
Oil & Gas Permits	148,000	200,000	150,000	150,000
Interest Income	42,567	35,000	36,000	36,000
<b>Total Revenues</b>	<b>313,324</b>	<b>315,000</b>	<b>246,000</b>	<b>311,000</b>
<b>Funds Available</b>	<b>2,067,456</b>	<b>1,978,644</b>	<b>1,855,968</b>	<b>2,010,729</b>
<b>Expenditures</b>				
Transfer to General Fund	0	0	0	0
Transfer to Debt Service Fund	457,488	156,239	156,239	306,775
<b>Total Expenditures</b>	<b>457,488</b>	<b>156,239</b>	<b>156,239</b>	<b>306,775</b>
<b>Fund Balance, Ending</b>	<b>\$1,609,968</b>	<b>\$1,822,405</b>	<b>\$1,699,729</b>	<b>1,703,954</b>

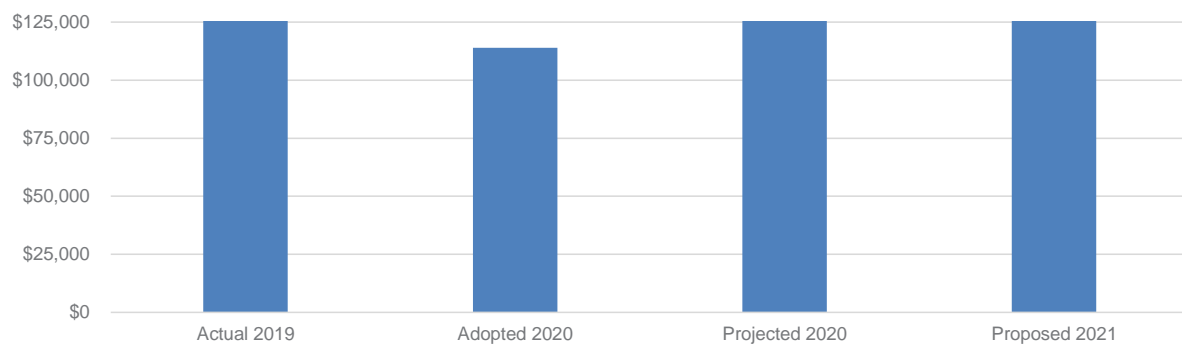


## HOTEL/MOTEL TAX FUND

Revenues for this fund come from the 7% Hotel/Motel Occupancy Tax levied on all hotels and motels in the City. Funds are used for advertising and general promotion of the City and historical preservation. The City also uses these funds to support the beautification program.

HOTEL/MOTEL TAX FUND BUDGET SUMMARY				
FUND 14	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$119,264	\$122,162	\$126,973	129,776
<b>Revenues</b>				
Hotel/Motel Tax Revenue	45,781	45,000	35,000	45,000
Interest Income	3,174	3,000	2,800	2,800
<b>Total Revenues</b>	<b>48,955</b>	<b>48,000</b>	<b>37,800</b>	<b>47,800</b>
<b>Funds Available</b>	<b>168,219</b>	<b>170,162</b>	<b>164,773</b>	<b>177,576</b>
<b>Expenditures</b>				
Beautification Expenditures	17,278	19,580	9,700	16,384
Special Events - Overtime	23,081	24,127	24,237	24,136
Non-Departmental	887	12,460	1,060	1,060
<b>Total Expenditures</b>	<b>41,246</b>	<b>56,167</b>	<b>34,997</b>	<b>41,580</b>
<b>Fund Balance, Ending</b>	<b>\$126,973</b>	<b>\$113,995</b>	<b>\$129,776</b>	<b>135,996</b>

Hotel/Motel Tax Fund Ending Fund Balance

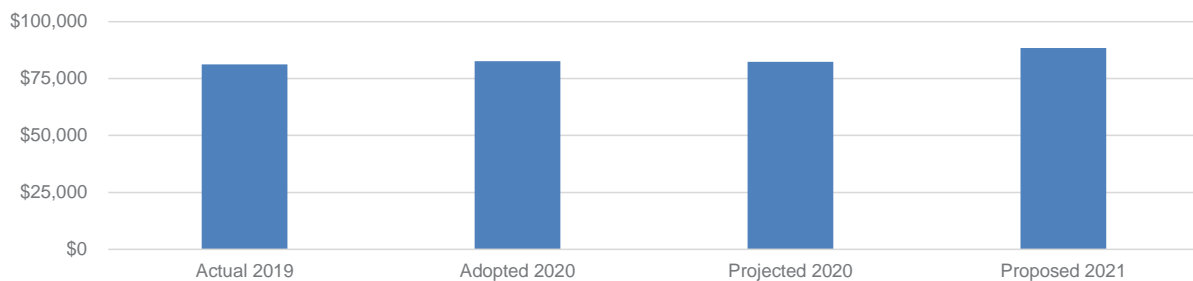


## COURT SECURITY FUND

This fund received fees collected from defendants convicted of misdemeanor offenses in Municipal Court. The fees are \$3 per conviction and are used for Court Security enhancements.

COURT SECURITY FUND BUDGET SUMMARY				
FUND 15	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$92,941	\$80,141	\$81,246	82,346
<b>Revenues</b>				
Court Security Fee	19,118	15,000	10,000	15,000
Local Mun Court Bldg Security			4,000	4,000
Interest Income	2,187	2,500	2,100	2,100
<b>Total Revenues</b>	<b>21,305</b>	<b>17,500</b>	<b>16,100</b>	<b>21,100</b>
<b>Funds Available</b>	114,246	97,641	97,346	103,446
<b>Expenditures</b>				
Operations Expenditures	0	0	0	0
Transfer to General Fund	33,000	15,000	15,000	15,000
<b>Total Expenditures</b>	<b>33,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Fund Balance, Ending</b>	\$81,246	\$82,641	\$82,346	88,446

Court Security Fund Ending Fund Balance

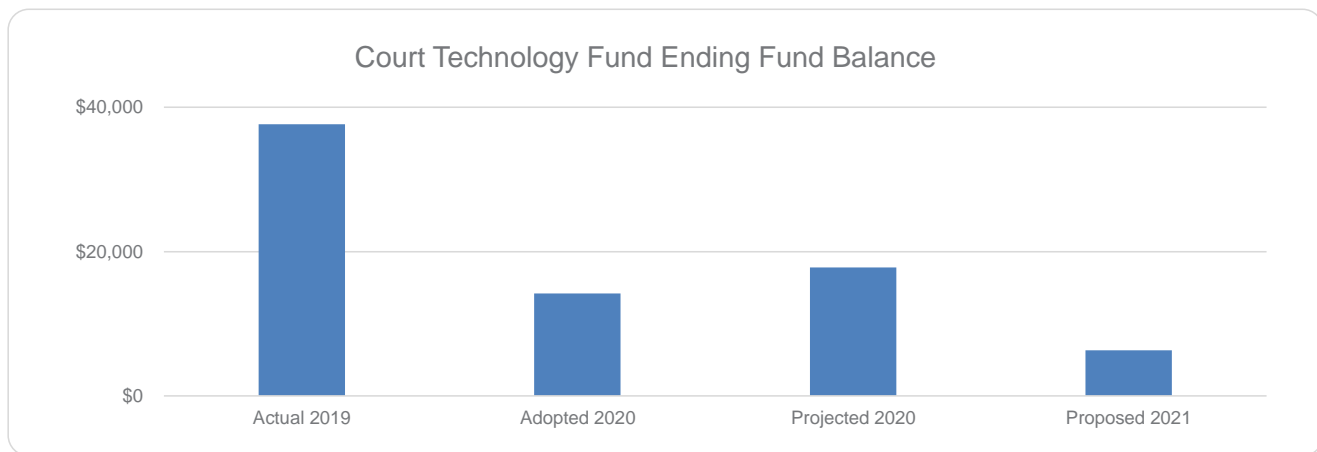




## COURT TECHNOLOGY FUND

This fund received fees collected from defendants convicted of misdemeanor offenses in Municipal Court. The fees are \$4 per conviction and are used for court technology enhancements.

COURT TECHNOLOGY FUND BUDGET SUMMARY				
FUND 16	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$50,649	\$31,550	\$37,666	17,816
<b><u>Revenues</u></b>				
Court Technology Fee	25,491	20,000	15,000	20,000
Local Mun Court Technology	0	0	3,000	3,000
Interest Income	1,099	1,000	500	500
<b>Total Revenues</b>	<b>26,590</b>	<b>21,000</b>	<b>18,500</b>	<b>23,500</b>
<b>Funds Available</b>	77,239	52,550	56,166	41,316
<b><u>Expenditures</u></b>				
Technology Expenditures	32,373	31,150	31,150	32,000
Computer Equipment	0	0	0	0
Transfer to General Fund	7,200	7,200	7,200	3,000
<b>Total Expenditures</b>	<b>39,573</b>	<b>38,350</b>	<b>38,350</b>	<b>35,000</b>
<b>Fund Balance, Ending</b>	\$37,666	\$14,200	\$17,816	6,316

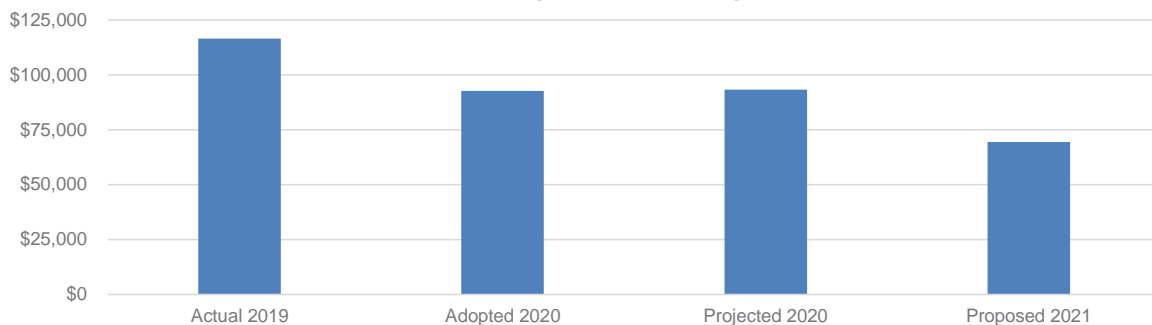


## JUVENILE CASE MANAGER FUND

This fund received fees collected from defendants convicted of misdemeanor offenses. Juvenile Case Manager fees are \$5 per conviction and are used to fund salary and benefits for a juvenile case manager for the Teen Court.

JUVENILE CASE MANAGER FUND BUDGET SUMMARY				
FUND 17	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$129,571	\$112,235	\$116,523	93,223
<b><u>Revenues</u></b>				
Juvenile Case Manager Fee	31,807	27,000	22,000	22,000
Interest Income	3,150	2,500	3,200	3,200
<b>Total Revenues</b>	<b>34,957</b>	<b>29,500</b>	<b>25,200</b>	<b>25,200</b>
<b>Funds Available</b>	<b>164,528</b>	<b>141,735</b>	<b>141,723</b>	<b>118,423</b>
<b><u>Expenditures</u></b>				
Operations Expenditures	5	1,000	500	1,000
Transfer to General Fund	48,000	48,000	48,000	48,000
<b>Total Expenditures</b>	<b>48,005</b>	<b>49,000</b>	<b>48,500</b>	<b>49,000</b>
<b>Fund Balance, Ending</b>	<b>\$116,523</b>	<b>\$92,735</b>	<b>\$93,223</b>	<b>69,423</b>

Juvenile Case Manager Fund Ending Fund Balance



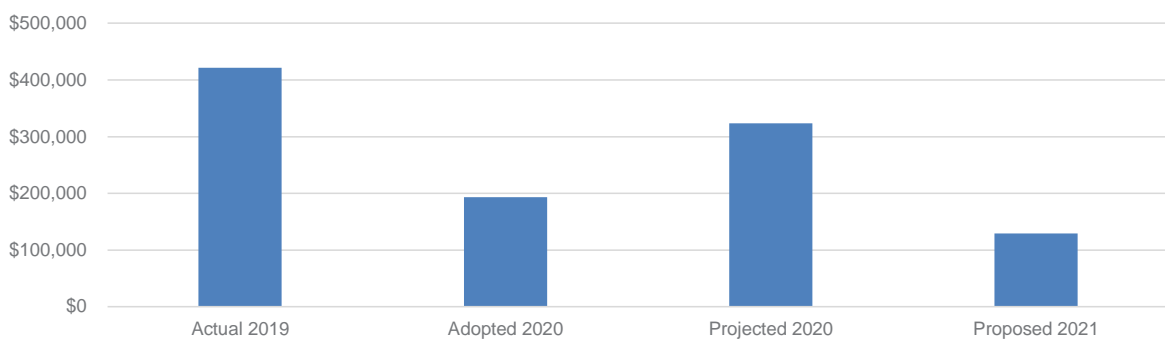
## RED LIGHT CAMERA FUND

This fund accounts for fees collected from defendant convicted of running red lights at intersections that have red light cameras. **Due to legislative changes we will no longer receive red light camera revenue from new issued fines (other than late funds received). However, we will continue to use fund balance for expenses.**

### RED LIGHT CAMERA FUND BUDGET SUMMARY

FUND 18	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$362,359	\$430,348	\$421,383	323,808
<b><u>Revenues</u></b>				
Red Light Camera Fees	203,977	0	20,000	0
Interest Income	14,722	3,000	7,500	4,000
<b>Total Revenues</b>	<b>218,700</b>	<b>3,000</b>	<b>27,500</b>	<b>4,000</b>
<b>Funds Available</b>	581,059	433,348	448,883	327,808
<b><u>Expenditures</u></b>				
Operations Expenditures	122,368	159,870	75,075	138,570
Capital Expenditures	37,308	80,000	50,000	60,000
<b>Total Expenditures</b>	<b>159,675</b>	<b>239,870</b>	<b>125,075</b>	<b>198,570</b>
<b>Fund Balance, Ending</b>	\$421,383	\$193,478	\$323,808	129,234

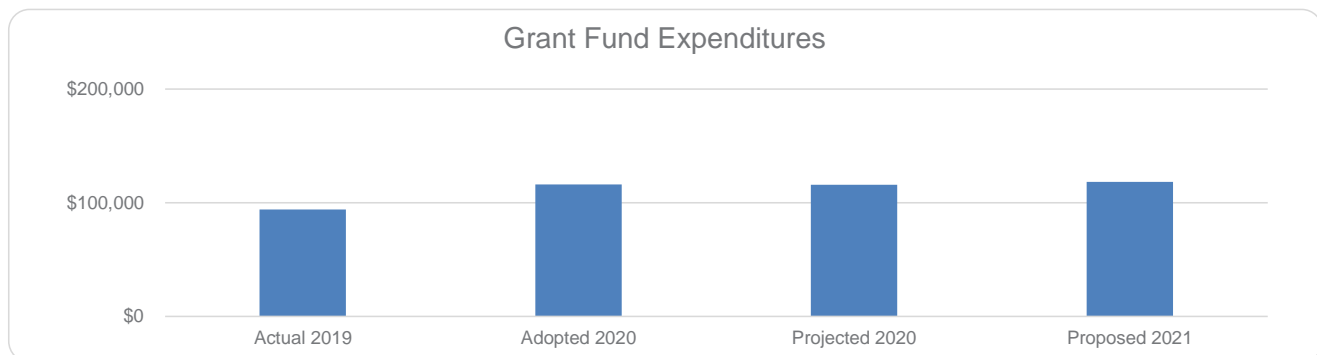
Red Light Camera Fund Ending Fund Balance



## GRANT FUND

This fund accounts for federal, state and local grants received for a variety of departments and uses. The grant proceeds are typically used for salary reimbursement and the purchase of various types of tools and equipment.

GRANT FUND BUDGET SUMMARY				
FUND 19	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$227,685	\$228,021	\$161,020	142,819
<b>Revenues</b>				
Federal Intergovernmental Revenues	25,049	87,000	90,000	90,000
State Intergovernmental Revenues	0	5,000	5,000	5,000
Local Intergovernmental Revenues	0	0	0	0
Interest income	2,399	2,500	2,500	0
Transfer from General Fund	0	0	0	0
<b>Total Revenues</b>	<b>27,448</b>	<b>94,500</b>	<b>97,500</b>	<b>95,000</b>
<b>Funds Available</b>	<b>255,133</b>	<b>322,521</b>	<b>258,520</b>	<b>237,819</b>
<b>Expenditures</b>				
<b>Police</b>				
Step Speed Grant	13,989	24,125	26,201	26,201
Bullet Proof Vest Grant	4,238	7,000	7,000	7,000
JAG Grant	73,586	80,000	80,000	80,000
LEOSE Training Grant	2,300	5,000	2,500	5,000
<b>Emergency Management</b>				
Urban Area Security Initiative	0	0	0	0
<b>Total Expenditures</b>	<b>94,113</b>	<b>116,125</b>	<b>115,701</b>	<b>118,201</b>
<b>Fund Balance, Ending</b>	<b>\$161,020</b>	<b>\$206,396</b>	<b>\$142,819</b>	<b>119,618</b>

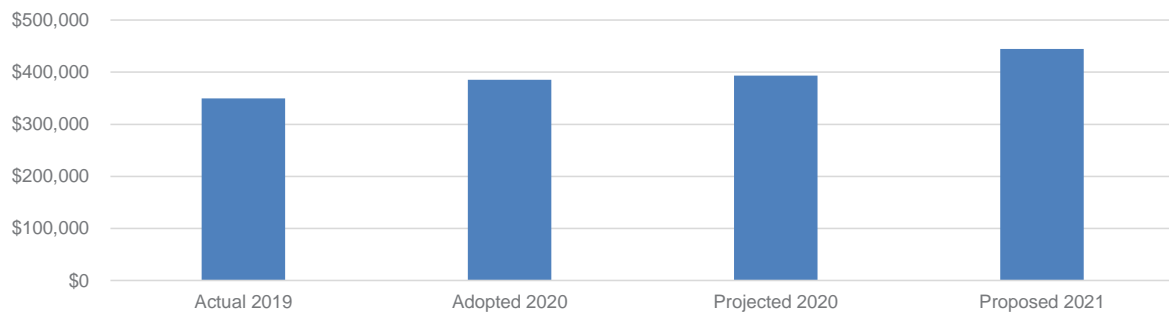


## PEG FUND

PEG stands for Public, Education and Government. This fund was established in Fiscal Year 2014 to segregate the portion of the cable franchise fee that must be used to support the City's government access channel.

PEG FUND BUDGET SUMMARY				
FUND 20	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$301,818	\$319,176	\$349,350	393,650
<b><u>Revenues</u></b>				
Public Education and Government Fee	67,614	60,000	44,000	50,000
Interest Income	8,055	6,000	7,300	6,000
<b>Total Revenues</b>	<b>75,669</b>	<b>66,000</b>	<b>51,300</b>	<b>56,000</b>
<b>Funds Available</b>	<b>377,487</b>	<b>385,176</b>	<b>400,650</b>	<b>449,650</b>
<b><u>Expenditures</u></b>				
Operations Expenditures	28,137	0	7,000	5,000
<b>Total Expenditures</b>	<b>28,137</b>	<b>0</b>	<b>7,000</b>	<b>5,000</b>
<b>Fund Balance, Ending</b>	<b>\$349,350</b>	<b>\$385,176</b>	<b>\$393,650</b>	<b>444,650</b>

PEG Fund Ending Fund Balance

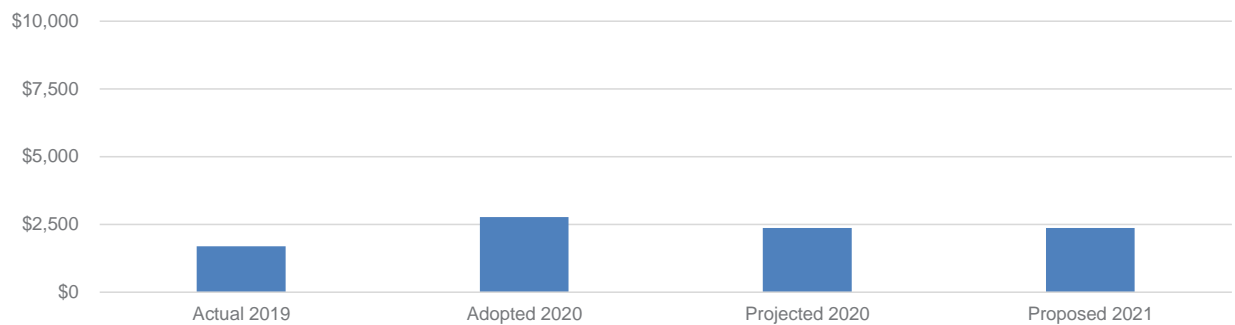


## FIRE DONATION FUND

This fund was established in Fiscal Year 2000 to fund the Fire Services Board. The Board sponsors the free Smoke Detector Program, Fire Safety Clowns, a Fire Safety House and other public fire safety education programs.

FIRE DONATION FUND BUDGET SUMMARY				
FUND 21	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$1,852	\$1,714	\$1,690	2,368
<b><u>Revenues</u></b>				
Donations	6,122	6,500	6,128	6,500
Interest Income	33	50	50	50
<b>Total Revenues</b>	<b>6,155</b>	<b>6,550</b>	<b>6,178</b>	<b>6,550</b>
<b>Funds Available</b>	8,007	8,264	7,868	8,918
<b><u>Expenditures</u></b>				
Operations Expenditures	6,317	5,500	5,500	6,548
<b>Total Expenditures</b>	<b>6,317</b>	<b>5,500</b>	<b>5,500</b>	<b>6,548</b>
<b>Fund Balance, Ending</b>	\$1,690	\$2,764	\$2,368	2,369

Fire Donation Fund Ending Fund Balance



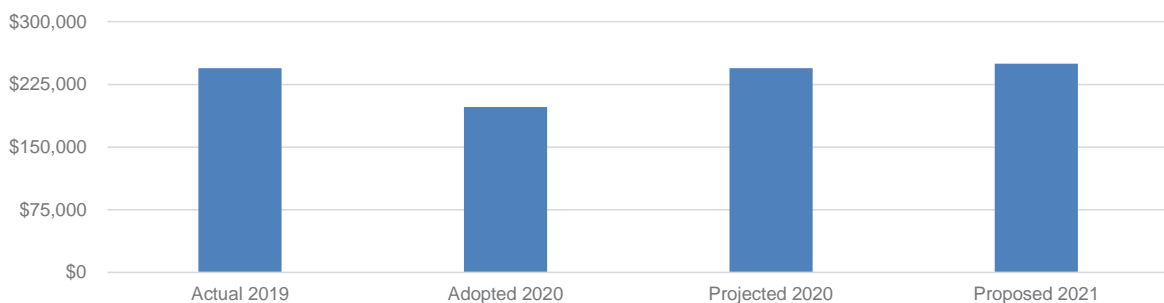
## LIBRARY DONATION FUND

This fund supplements resources available through the Library Department in the General Fund. It is funded through voluntary contributions by citizens of the City. A Library Board, appointed by the City Council, makes budgetary recommendations for approval by the City Council.

Some of the accomplishments made possible by this fund include purchase of the Library van, furniture and computer equipment, sponsorship of the Summer Reading Program and other programming, the library app and library shelving.

LIBRARY DONATION FUND BUDGET SUMMARY				
FUND 22	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$229,547	\$221,655	\$244,350	244,411
<b><u>Revenues</u></b>				
Donations	20,692	11,300	6,650	6,300
Interest income	6,004	2,000	5,400	2,000
Copy Sales	18,970	19,000	11,000	19,000
Coffee Sales	773	1,000	500	600
<b>Total Revenues</b>	<b>46,439</b>	<b>33,300</b>	<b>23,550</b>	<b>27,900</b>
<b>Funds Available</b>	<b>275,986</b>	<b>254,955</b>	<b>267,900</b>	<b>272,311</b>
<b><u>Expenditures</u></b>				
Operations Expenditures	31,636	57,138	23,489	22,500
<b>Total Expenditures</b>	<b>31,636</b>	<b>57,138</b>	<b>23,489</b>	<b>22,500</b>
<b>Fund Balance, Ending</b>	<b>\$244,350</b>	<b>\$197,817</b>	<b>\$244,411</b>	<b>249,811</b>

Library Donation Fund Ending Fund Balance





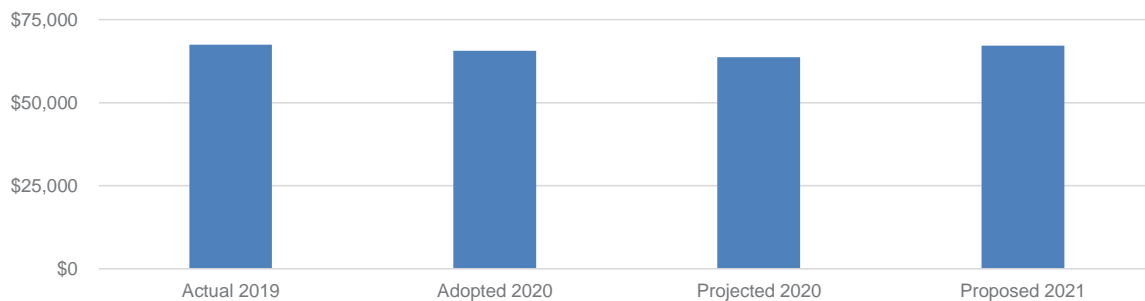
## POLICE FORFEITURE FUND

Resources for this fund are provided through the sale of property confiscated from illegal drug activities. The money is used by the Police Department to further reduce criminal activities in the City. Some of the purchases made possible with these funds have been tactical uniforms and equipment, raid jackets (for detectives), a mobile data terminal and a negotiator's telephone.

### POLICE FORFEITURE FUND BUDGET SUMMARY

FUND 23	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$72,448	\$64,148	\$67,451	63,651
<b>Revenues</b>				
Awarded Property Revenue	9,111	18,000	11,000	18,000
Interest Income	1,828	1,500	1,700	1,500
<b>Total Revenues</b>	<b>10,939</b>	<b>19,500</b>	<b>12,700</b>	<b>19,500</b>
<b>Funds Available</b>	<b>83,387</b>	<b>83,648</b>	<b>80,151</b>	<b>83,151</b>
<b>Expenditures</b>				
Operations Expenditures	15,936	18,000	16,500	16,000
<b>Total Expenditures</b>	<b>15,936</b>	<b>18,000</b>	<b>16,500</b>	<b>16,000</b>
<b>Fund Balance, Ending</b>	<b>\$67,451</b>	<b>\$65,648</b>	<b>\$63,651</b>	<b>67,151</b>

Police Forfeiture Fund Ending Fund Balance

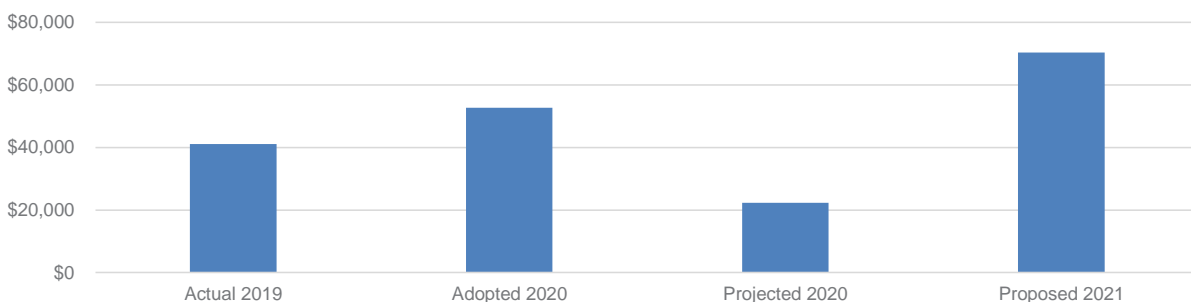


## PARK DONATION FUND

This fund is supported through voluntary contributions by the Citizens of Haltom City. The Park Board, appointed by the City Council makes budgetary recommendations for approval by the City Council. Annual activities include the Spring Fest, the Haltom City Stampede, Back to School Health Fair and the Halloween Carnival.

PARK DONATION FUND BUDGET SUMMARY				
FUND 24	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$56,676	\$58,293	\$74,614	76,386
<b>Revenues</b>				
Monthly Donations	9,371	6,000	3,500	6,000
Special Events Donations	0	0	0	0
Back to School Health Fair Donations	34,796	35,000	15,000	35,000
Parks Beautification Donations	152	150	113	150
Interest income	1,718	1,000	1,500	1,000
Sports Fees	4,830	3,500	2,000	3,500
Veteran's Memorial	8,178	3,000	2,000	3,000
<b>Total Revenues</b>	<b>59,044</b>	<b>48,650</b>	<b>24,113</b>	<b>48,650</b>
<b>Funds Available</b>	<b>115,720</b>	<b>106,943</b>	<b>98,727</b>	<b>125,036</b>
<b>Expenditures</b>				
Operation Expenditures	6,898	10,150	10,341	27,841
Special Events Expenditures	4,120	7,500	2,000	7,500
Back to School Healthfair Expenditures	30,089	35,000	10,000	35,000
Arts Festival Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>41,107</b>	<b>52,650</b>	<b>22,341</b>	<b>70,341</b>
<b>Fund Balance, Ending</b>	<b>\$74,614</b>	<b>\$54,293</b>	<b>\$76,386</b>	<b>54,695</b>

Park Donation Fund Expenditures

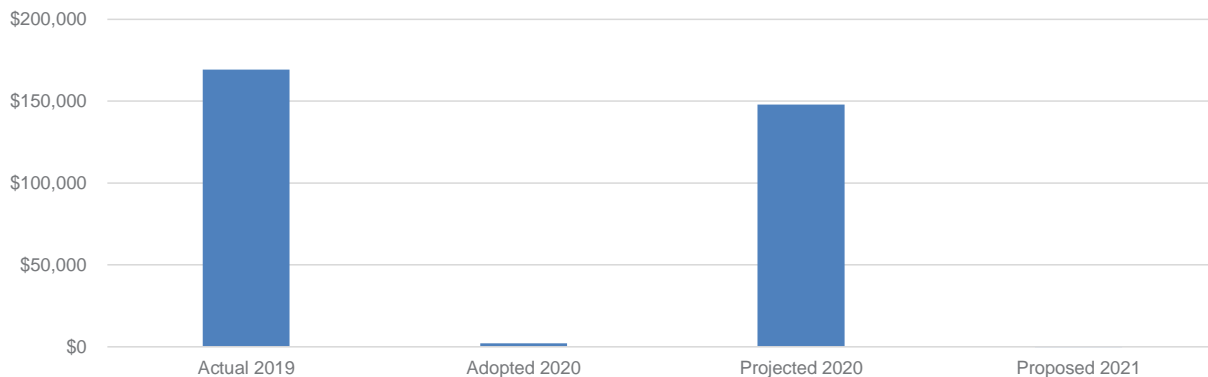


## PARK DEDICATION FUND

This City has a Park Dedication Ordinance which requires developers of any residential property in the City to either dedicate park land or pay cash in lieu of land dedication. Money received must be used for park development and park improvements.

PARK DEDICATION FUND BUDGET SUMMARY				
FUND 25	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$182,598	\$120,273	\$169,321	147,895
<b>Revenues</b>				
Developer Contributions	250	0	43,150	0
Interest Income	4,484	3,500	4,500	3,500
<b>Total Revenues</b>	<b>4,734</b>	<b>3,500</b>	<b>47,650</b>	<b>3,500</b>
<b>Funds Available</b>	<b>187,332</b>	<b>123,773</b>	<b>216,971</b>	<b>151,395</b>
<b>Expenditures</b>				
Operations Expenditures	18,012	121,750	69,076	151,394
<b>Total Expenditures</b>	<b>18,012</b>	<b>121,750</b>	<b>69,076</b>	<b>151,394</b>
<b>Fund Balance, Ending</b>	<b>\$169,321</b>	<b>\$2,023</b>	<b>\$147,895</b>	<b>(0)</b>

Park Dedication Fund Ending Fund Balance

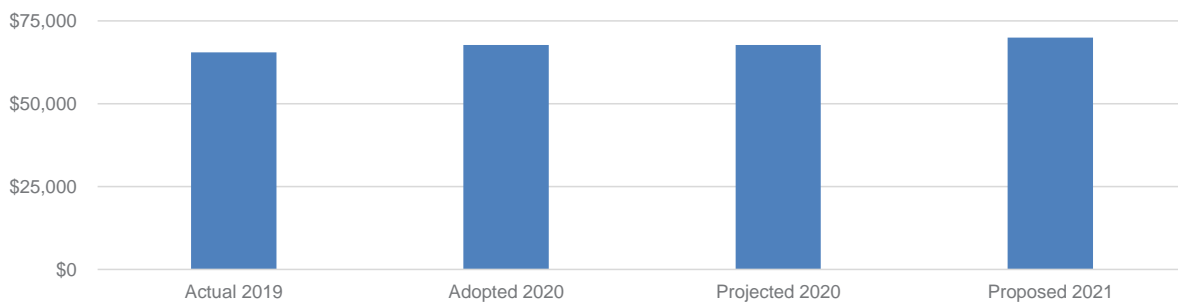


## SAFE PATHWAY FUND

In July 2003, the City adopted Ordinance 0-2003-011-15 which created the "Safe Pathways Program" to build sidewalks. This fund tracks donations made to the City in accordance with this program. Funds must be used in the sub-division from which they were received unless special approval is granted by the City Council to use the funds within two miles of the sub-division. Funds must be used within ten years of collection. There is no planned expenditure for this fund for FY2021.

SAFE PATHWAYS FUND BUDGET SUMMARY				
FUND 26	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$63,873	\$65,494	\$65,516	67,766
<b><u>Revenues</u></b>				
Developer Contributions	0	1,250	1,250	1,250
Interest Income	1,643	1,000	1,000	1,000
<b>Total Revenues</b>	<b>1,643</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>
<b>Funds Available</b>	<b>65,516</b>	<b>67,744</b>	<b>67,766</b>	<b>70,016</b>
<b><u>Expenditures</u></b>				
Streets and Sidewalks	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance, Ending</b>	<b>\$65,516</b>	<b>\$67,744</b>	<b>\$67,766</b>	<b>70,016</b>

Safe Pathways Fund Ending Fund Balance

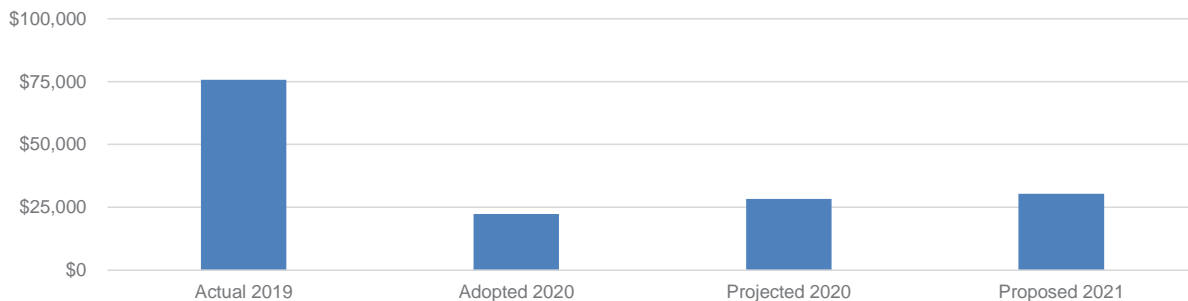


## ANIMAL SHELTER FUND

This fund was established in Fiscal Year 2000 in recognition of growing community concern to replace the existing animal shelter with a more modern and larger facility. With completion of constructing the facility, this fund will track the donations from the community and the expenditures of the funds.

ANIMAL SHELTER FUND BUDGET SUMMARY				
FUND 27	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$62,268	\$70,286	\$75,663	28,363
<b><u>Revenues</u></b>				
Donations	12,384	6,000	6,500	6,000
Interest Income	1,728	1,000	1,200	1,000
<b>Total Revenues</b>	<b>14,111</b>	<b>7,000</b>	<b>7,700</b>	<b>7,000</b>
<b>Funds Available</b>	76,379	77,286	83,363	35,363
<b><u>Expenditures</u></b>				
Animal Shelter Supplies	716	5,000	5,000	5,000
Transfer to Capital Replacement Fund		50,000	50,000	0
<b>Total Expenditures</b>	<b>716</b>	<b>55,000</b>	<b>55,000</b>	<b>5,000</b>
<b>Fund Balance, Ending</b>	\$75,663	\$22,286	\$28,363	30,363

Animal Shelter Fund Ending Fund Balance

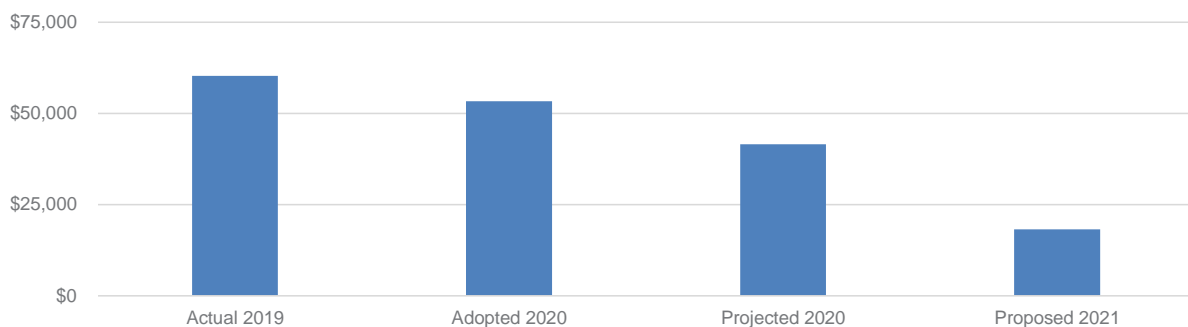


## POLICE DONATION FUND

This special revenue fund is used to provide a safer working environment and help facilitate crime scene investigations. Body armor, tactical safety equipment and crime scene equipment are purchased from this fund. Revenues consist mainly of donations from citizens contributing fifty cents in addition to their regular monthly water bill.

POLICE DONATION FUND BUDGET SUMMARY				
FUND 28	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$66,348	\$60,111	\$60,330	41,530
<b><u>Revenues</u></b>				
Donations	7,973	20,000	8,000	8,000
DARE Contributions	0	0	0	0
Interest income	1,733	1,200	1,200	1,200
Miscellaneous Revenues	16,571	19,500	19,500	15,000
<b>Total Revenues</b>	<b>26,277</b>	<b>40,700</b>	<b>28,700</b>	<b>24,200</b>
<b>Funds Available</b>	92,625	100,811	89,030	65,730
<b><u>Expenditures</u></b>				
Operations Expenditures	32,295	47,500	47,500	47,500
<b>Total Expenditures</b>	<b>32,295</b>	<b>47,500</b>	<b>47,500</b>	<b>47,500</b>
<b>Fund Balance, Ending</b>	\$60,330	\$53,311	\$41,530	18,230

Police Donation Fund Ending Fund Balance

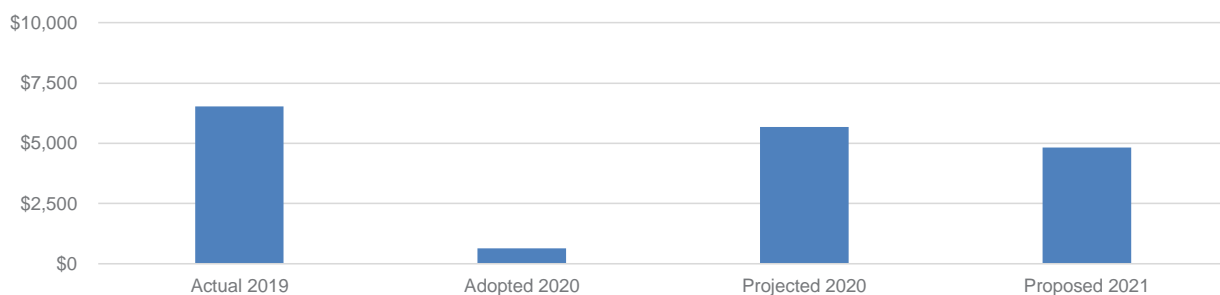


## POLICE CART FUND

The Police Child Abduction Response Team (CART) Fund is a special revenue fund used for the multi-jurisdictional effort to properly allocate resources to missing/endangered children cases. Revenues consist mainly of donations from participating agencies of \$1,000 each. The primary goal of CART is to provide a pool of specialized trained investigators that are available to focus dedicated and intensive investigative efforts shortly after the confirmed incident of an abducted child or children.

POLICE CART FUND BUDGET SUMMARY				
FUND 29	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$6,361	\$5,519	\$6,530	5,680
<b><u>Revenues</u></b>				
Contributions from Agencies	0	0	0	0
Interest Income	169	120	150	150
<b>Total Revenues</b>	<b>169</b>	<b>120</b>	<b>150</b>	<b>150</b>
<b>Funds Available</b>	<b>6,530</b>	<b>5,639</b>	<b>6,680</b>	<b>5,830</b>
<b><u>Expenditures</u></b>				
Operations Expenditures	0	5,000	1,000	1,000
<b>Total Expenditures</b>	<b>0</b>	<b>5,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Fund Balance, Ending</b>	<b>\$6,530</b>	<b>\$631</b>	<b>\$5,680</b>	<b>4,830</b>

Police CART Fund Ending Fund Balance







# CAPITAL PROJECTS FUNDS

Capital Projects Funds are used to account for the financing and construction of major capital facilities or the acquisition of major equipment. Financing is provided primarily through the issuance of tax notes, general obligation bonds or certificates of obligation and 3/8 cents of sales tax and transfers from other funds. The City's Capital Project Funds are currently set up to monitor street reconstruction, storm drainage improvements, water distribution utilities, sewer main collection projects, capital equipment acquisition and other projects and acquisitions

- CAPITAL PROJECTS FUNDS DESCRIPTION
- MAJOR CAPITAL PROJECTS
- FUND SUMMARIES:
  - » Street Reconstruction Fund
  - » Capital Improvement Fund
  - » Capital Replacement Fund
  - » Street Assessment Fund
  - » Water & Sewer Capital Projects Fund
  - » Water & Sewer Impact Fees Fund
  - » Drainage Capital Projects Fund



## CAPITAL PROJECTS FUNDS DESCRIPTION

The City of Haltom City develops a multi-year financial plan for all capital projects in conjunction with the development of a multi-year operational plan. These capital improvement plans (CIP) are developed during the budget process and are adopted by the City Council along with the proposed operating budget.

**Criterion for Selection and Budgetary Impact:** Improvements to be included in the CIP are selected and prioritized according to the critical nature of the project and the timeliness of available financing for the project. The following operation impacts are considered:

- Demolition and salvage costs
- Changes in city-wide utility costs, maintenance costs and personnel costs
- Impact of regulatory compliance upon operations
- Impact of avoided costs
- Impact of deferred maintenance

All improvements completed in the CIP budget have a useful life that exceeds the life of the financing. Capital equipment considered for inclusion in the CIP must have an initial acquisition cost of at least \$5,000 and a useful life of at least 2 years.

**Sources of funding** for the capital projects include:

- Reserve funds or carryover balances from prior years
- Current resources from operations
- 3/8 cents of sales tax for streets
- Grants and contributions
- Transfers from other funds
- Bond proceeds from tax and revenue supported debts

Funding for the FY2021 capital projects are from fund balances, transfers, sales tax, and Certificates of Obligation issued for streets and parks.

Fund	Capital Project Funds	Sales Tax	Interest	Transfers	Bond Proceeds	Developers' Contributions	Total
31	Street Reconstruction	\$2,720,057	275,000		\$5,250,000		\$8,245,057
32	Capital Improvements		120,000	400,000	730,000		1,250,000
35	Equipment Replacement		24,000	850,000			874,000
42	Water & Sewer Projects		98,000	7,397,628			7,495,628
44	Water & Sewer Impact Fees		35,000			400,000	435,000
46	Drainage Capital Projects		23,000	250,000			273,000
<b>Total Revenues</b>		<b>\$2,720,057</b>	<b>\$575,000</b>	<b>\$8,897,628</b>	<b>\$5,980,000</b>	<b>\$400,000</b>	<b>\$18,572,685</b>
Use of Fund Balance							\$2,450,247
<b>Total Funding</b>							<b>\$21,022,932</b>

## Fiscal Year 2021 Capital Plan

The total of the capital projects planned in the Capital Projects Funds for FY2021 is \$21,022,932. The Budget Summary of the Capital Projects Funds is listed below:

Fund	Capital Project Funds	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
31	Street Reconstruction	\$2,201,010	\$8,515,961	\$5,734,470	\$7,460,000
32	Capital Improvements	464,795	910,000	878,561	6,702,000
35	Equipment Replacement	1,573,897	29,000	498,120	850,000
42	Water & Sewer Projects	1,212,546	7,397,633	2,833,611	3,610,000
44	Water & Sewer Impact Fees	19,344	-	75,000	417,932
46	Drainage Capital Projects	92,906	1,795,609	817,705	1,983,000
<b>Total Revenues</b>		<b>\$5,564,498</b>	<b>\$18,648,203</b>	<b>\$10,837,467</b>	<b>\$21,022,932</b>

A matrix of the FY2021 expenditures is listed below:

Fund	Fund	Vehicles / Equipment	Streets	Fire Station	Parks	Water & Sewer	Drainage	Total
31	Street Reconstruction	\$0	\$7,460,000	\$0	\$0	\$0	\$0	\$7,460,000
32	Capital Improvements	-	-	6,100,000	602,000	-	-	6,702,000
35	Equipment Replacement	850,000	-	-	-	-	-	850,000
42	Water & Sewer Projects	-	-	-	-	3,610,000	-	3,610,000
44	Water & Sewer Impact Fees	-	-	-	-	417,932	-	417,932
46	Drainage Capital Projects	-	-	-	-	-	1,983,000	1,983,000
<b>Total</b>		<b>\$850,000</b>	<b>\$7,460,000</b>	<b>\$6,100,000</b>	<b>\$602,000</b>	<b>\$4,027,932</b>	<b>\$1,983,000</b>	<b>\$21,022,932</b>

### Capital Expenditures and Impact on Operating Costs

Most of the capital improvement projects are recurring (reconstruction/replacement) expenditures since the City is a matured city with aged streets, water and sewer systems. The City rarely adds new roads and or new infrastructure for expansion. Most of the reconstruction expenditures on capital project do not have significant impact on operating cost.

For non-recurring (expansion) capital outlays, the impact upon operations of these improvements is reflected in the additional cost of maintaining parks, streets and drainage systems.

Replacement of storm sewers, curb and gutters does not reduce the annual budget for maintenance. It does allow these scarce dollars to be allocated to other projects for up to 15 years. Every mile of road in which the City rebuilds the storm sewers, curb and gutter allows the City to shift nearly \$40,000 in maintenance materials and labor to other needed projects. Replacing worn and damaged water lines reduces lost water and increases customer billing. Each 1% of lost water that is captured through capital outlay is worth about \$90,000 at current commodity rates.



## Major Capital Projects

### Street Reconstruction Fund (31)

Street improvements are funded by sales tax revenues; bond proceeds, and transfers from the Water and Sewer Fund to cover specific costs for utility replacements. Most projects include the replacement of the sanitary sewer, water main, drainage, sidewalks and replacement of the existing asphalt pavement with a concrete pavement. The FY2021 budget for Street Reconstruction fund is \$7,460,000. Major street projects for FY2021 are listed below:

Little Fossil (Carson Bridge)	\$	1,220,000
Meachum	\$	1,500,000
Quiet Zones	\$	700,000
Ray Drive and Ray Court	\$	450,000
Vicki (Field to Denton Hwy)	\$	350,000
McCullar (Carson to Weaver)	\$	200,000
Broadway (Denton Hwy to SH26)	\$	50,000
East Ridge	\$	100,000
Selma	\$	75,000
Hahn	\$	100,000
Murray	\$	105,000
Field Street (Haltom to Stanley Keller)	\$	70,000
Voncille Street (Glenda to Earle)	\$	90,000
Parker Road E/W (Webster to Vicki)	\$	155,000

Major projects for Street Reconstruction Fund are described in more detail below:

- **Meacham Boulevard.** Engineering was completed in 2020 and the construction bid was approved in November of 2020. Actual construction will begin in January 2021.
- **Quiet Zones.** Glenview and Haltom Road are combined into one project. Glenview is currently in the design phase and a review is being conducted by Union Pacific Railroad. The road will be widened to four lanes and new medians added. Haltom Road crossing is currently under construction to install new gates. A new median and pedestrian gates will be installed by year-end FY2021.
- **Vicki Street (Field Street to Denton Hwy).** This project includes the replacement of the existing asphalt street with a concrete pavement section, along with the replacement of the existing sanitary sewer, water and drainage facilities. Construction should be completed in FY2020 and final payment made.
- **Little Fossil Improvements (Carson Bridge).** This project consists of removing Carson Street which acts as a bridge over Little Fossil Creek and sits below a state highway (SH 121). While the construction of the project is being administered by the Texas Department of Transportation, the City is responsible for all construction costs. To date, the City has expended approximately \$5,300,000 and anticipates spending up to \$1,220,000 in FY2021. TxDOT will begin their audit process to determine the final amount due from the City. Construction is complete. In FY2021 the city will contract with engineering firm to work through FEMA to reduce the size of the floodplain.

**Capital Improvement Fund (32)**

The Capital Projects Fund accounts for projects financed with resources from governmental funds and tax-supported debt. For FY2021 projects, expenditures and transfers totaling \$6,702,000 were approved. Major projects for FY2021 are listed below:

Fire Station #3	\$	6,100,000
Broadway Park	\$	550,000
Buffalo Ridge Park	\$	52,000

**Capital Replacement Fund (35)**

This fund is used for accumulating resources for replacement of vehicles and equipment.

Funding is from transfers from other funds. For FY2021, a transfer of \$850,000 from General Fund will cover payments on existing vehicles. No new vehicles were added to the FY2021 budget due to the conservative spending and not adding new decision packages for the General Fund. The City will fall slightly behind the vehicle replacement schedule but will add slowly as the budget allows.

**Water & Sewer Utility Projects Fund (42) and Impact Fees Fund (44)**

This fund is to account for water and sewer capital projects. The source of funds is the Water and Sewer Fund and the proceeds of debt backed by the net revenues of the Water and Sewer Fund. Total budget of \$3,610,000 is approved for FY2021. Major projects approved for FY2021 include:

Big Fossil Multi-Sanitary Sewer	\$	810,000
Denise	\$	300,000
McCullar (Carson to Weaver)	\$	590,000
Meachum	\$	400,000
Ray Drive and Ray Court	\$	570,000
Hahn Blvd.	\$	120,000
Murray Avenue	\$	130,000
Broadway Ave.	\$	50,000

**Drainage Capital Fund (46)**

During FY 2003-04, the City engaged consultants to perform a drainage study. The result of the study was a plan that assesses a monthly fee to each residential customer in the City. Commercial interests are billed a per square foot charge based upon the square footage of their property multiplied by a runoff factor.

During FY2004-05, the City engaged another consulting firm to assist in the preparation of a Drainage Master Plan. As a part of the analysis, floodplain maps were studied, and the existing drainage system was studied. The results of the study determined that the value of needed drainage projects amounted to approximately \$102 million.

The FY2021 budget includes \$1,983,000 for replacement of curb and gutter in conjunction with street reconstruction and targeted areas in the City. Major projects approved for FY2021 include:

Meachum	\$	550,000
McCullar	\$	700,000
Ray Drive and Ray Court	\$	193,000
East Ridge Dr	\$	45,000
Hahn	\$	90,000
Murray	\$	100,000
Field	\$	35,000
Voncille	\$	35,000
Parker Rd.	\$	40,000
Vicki	\$	25,000

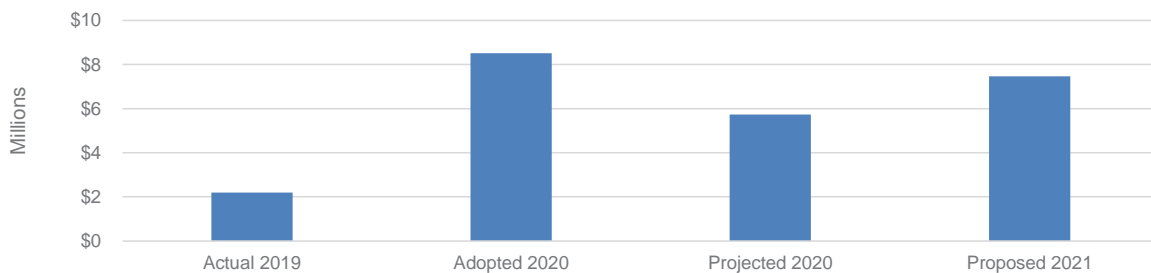


## STREET RECONSTRUCTION FUND

The Street Reconstruction fund is to track revenues and expenditures devoted to street construction, repair, mill and overlay and reconstruction projects. The Street Reconstruction Fund receives 3/8 cents allocation of the City's Sales Tax.

STREET RECONSTRUCTION FUND BUDGET SUMMARY				
FUND 31	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$12,112,500	\$14,452,131	\$14,541,400	11,826,230
<b>Revenues</b>				
Sales Tax	2,895,291	3,000,000	2,769,300	2,720,057
Interest Income	322,686	250,000	250,000	275,000
Bond Proceeds	1,411,933	0	0	5,250,000
Other Revenues	0	0	0	0
<b>Total Revenues</b>	<b>4,629,910</b>	<b>3,250,000</b>	<b>3,019,300</b>	<b>8,245,057</b>
<b>Funds Available</b>	<b>16,742,410</b>	<b>17,702,131</b>	<b>17,560,700</b>	<b>20,071,287</b>
<b>Expenditures</b>				
Engineering	303,507	0	50,477	0
Street Reconstruction Projects	366,606	7,585,961	4,350,059	6,065,000
Utility Portion of Capital Projects	0	0	0	0
Mill & Overlay	597,165	30,000	400,000	400,000
Other Operating Cost	33,733	0	33,934	95,000
Transfer to General Fund - Streets	900,000	900,000	900,000	900,000
<b>Total Expenditures</b>	<b>2,201,010</b>	<b>8,515,961</b>	<b>5,734,470</b>	<b>7,460,000</b>
<b>Fund Balance, Ending</b>	<b>\$14,541,400</b>	<b>\$9,186,170</b>	<b>\$11,826,230</b>	<b>12,611,287</b>

Street Reconstruction Fund Expenditures

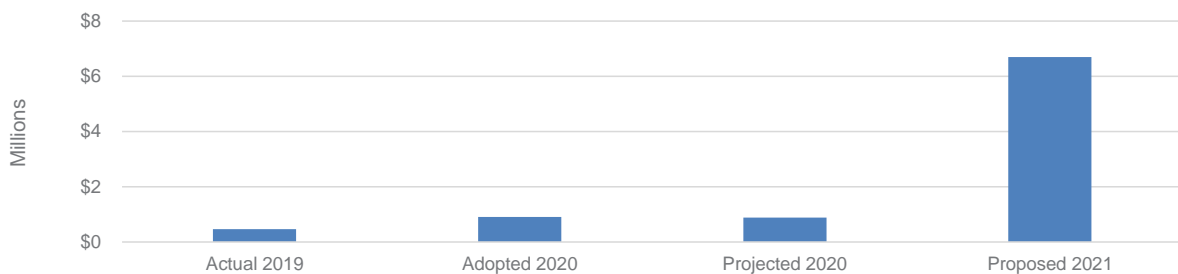


## CAPITAL IMPROVEMENT FUND

The Capital Project fund is used to track monies received from the issuance of bonds or transfers from other funds for the construction of parks, buildings and infrastructure and the purchase of various machinery and equipment.

CAPITAL IMPROVEMENT FUND BUDGET SUMMARY				
FUND 32	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$2,528,686	\$2,660,343	\$8,786,489	8,043,928
<b>Revenues</b>				
Bond Proceeds	6,574,732	0	0	730,000
Interest Income	147,866	70,000	136,000	120,000
Miscellaneous	0	0	0	0
Transfer from General Fund	0	0	0	400,000
<b>Total Revenues</b>	<b>6,722,598</b>	<b>70,000</b>	<b>136,000</b>	<b>1,250,000</b>
<b>Funds Available</b>	<b>9,251,284</b>	<b>2,730,343</b>	<b>8,922,489</b>	<b>9,293,928</b>
<b>Expenditures</b>				
Fire Station	7,849	0	200,000	6,100,000
Computer Equipment/Software	0	0	0	0
Streets and Drainage	0	0	0	0
Parks	322,215	910,000	543,830	602,000
Other Expenditures	134,731	0	134,731	0
<b>Total Expenditures</b>	<b>464,795</b>	<b>910,000</b>	<b>878,561</b>	<b>6,702,000</b>
<b>Fund Balance, Ending</b>	<b>\$8,786,489</b>	<b>\$1,820,343</b>	<b>\$8,043,928</b>	<b>2,591,928</b>

Capital Improvement Fund Expenditures

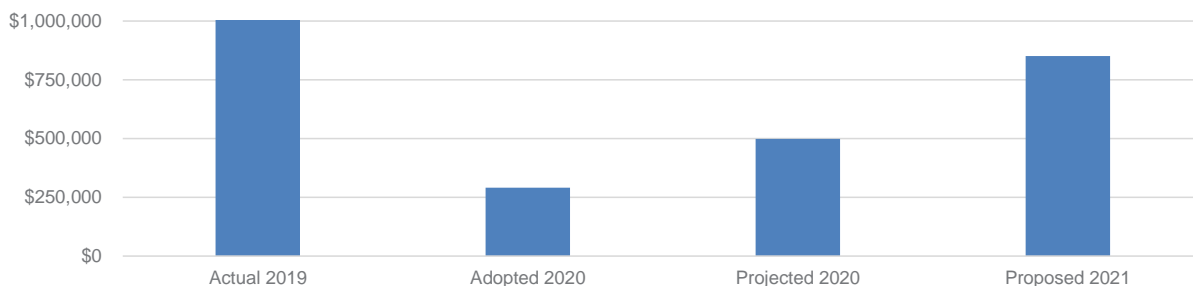


## CAPITAL REPLACEMENT FUND

The Capital Replacement Fund is for accumulation of resources for the purchase of vehicles, machinery and equipment. Sources of fund are from transfers from other funds.

CAPITAL REPLACEMENT FUND BUDGET SUMMARY				
FUND 35	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$1,198,065	\$755,844	\$745,829	771,709
<b>Revenues</b>				
Interest Income	21,332	20,000	24,000	24,000
Proceeds from Capital Lease	600,329	0	0	0
Transfers	500,000	730,000	500,000	850,000
<b>Total Revenues</b>	<b>1,121,661</b>	<b>750,000</b>	<b>524,000</b>	<b>874,000</b>
<b>Funds Available</b>	<b>2,319,726</b>	<b>1,505,844</b>	<b>1,269,829</b>	<b>1,645,709</b>
<b>Expenditures</b>				
Vehicles and Equipment	0	0	40,000	0
Interest on Leased Vehicle	247,649	252,000	300,000	850,000
Building Maintenance	0	0	40,000	0
Police	8,094	0	40,000	0
Fire	1,227,053	0	2,120	0
Streets	91,101	0	0	0
Parks	0	39,000	76,000	0
<b>Total Expenditures</b>	<b>1,573,897</b>	<b>291,000</b>	<b>498,120</b>	<b>850,000</b>
<b>Fund Balance, Ending</b>	<b>\$745,829</b>	<b>\$1,214,844</b>	<b>\$771,709</b>	<b>795,709</b>

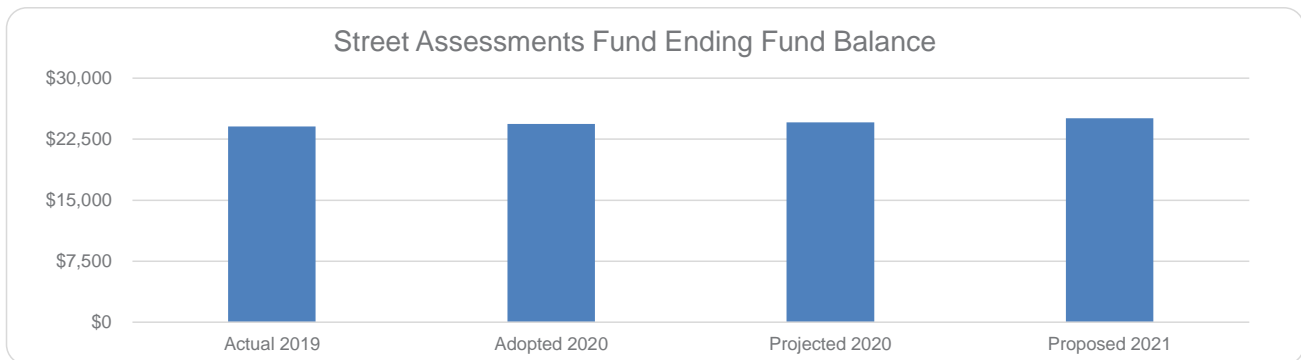
Capital Replacement Fund Expenditures



## STREET ASSESSMENTS FUND

The City ceased assessing for street repairs in 1999. There are unpaid assessments for 25 projects that were completed prior to that time. Revenues from these accounts are unpredictable and can vary significantly especially with commercial properties. Revenue is received when the sale of property that triggers assessment payment plus penalty that is due. There is no appropriation budgeted for FY2021.

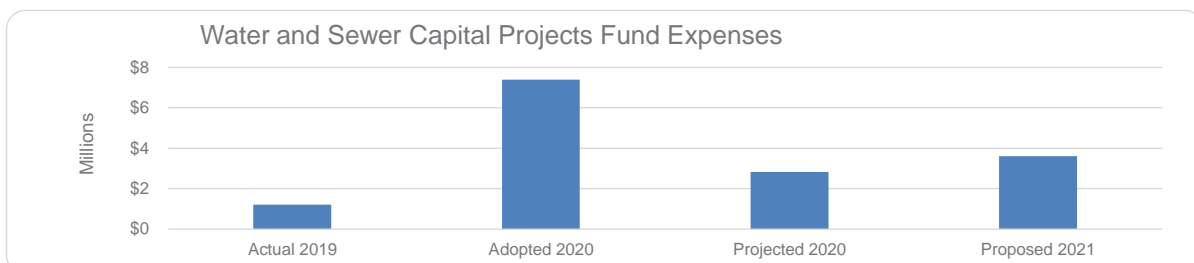
STREET ASSESSMENTS FUND BUDGET SUMMARY				
FUND 39	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Fund Balance, Beginning</b>	\$21,446	\$23,980	\$24,058	24,558
<b>Revenues</b>				
Assessment Revenue	2,034	0	0	0
Interest from Investments	578	400	500	500
<b>Total Revenues</b>	<b>2,612</b>	<b>400</b>	<b>500</b>	<b>500</b>
<b>Funds Available</b>	<b>24,058</b>	<b>24,380</b>	<b>24,558</b>	<b>25,058</b>
<b>Expenditures</b>				
Transfer to General Fund	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance, Ending</b>	<b>\$24,058</b>	<b>\$24,380</b>	<b>\$24,558</b>	<b>25,058</b>



## WATER AND SEWER CAPITAL PROJECTS FUND

This fund is used to record monies transferred from the Water and Sewer Fund for capital projects and equipment purchases.

WATER AND SEWER CAPITAL PROJECTS FUND BUDGET SUMMARY				
FUND 42	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Cash &amp; Investments, Beginning</b>	\$6,524,957	\$3,277,410	\$7,227,100	11,892,120
<b>Revenues</b>				
Interest Income	114,689	120,000	100,998	98,000
Miscellaneous Revenues	0	0	0	0
Bond Proceeds	0	0	0	0
Transfer from Water Fund	1,800,000	7,397,633	7,397,633	7,397,628
<b>Total Revenues</b>	<b>1,914,689</b>	<b>7,517,633</b>	<b>7,498,631</b>	<b>7,495,628</b>
<b>Funds Available</b>	<b>8,439,646</b>	<b>10,795,043</b>	<b>14,725,731</b>	<b>19,387,748</b>
<b>Expenses</b>				
Water and Sewer Projects				
Advanced Meter Infrastructure	(221,964)	0	0	0
Big Fossil Creek	0	300,000	80,704	810,000
Broadway	0	490,000	0	50,000
Denise	0	150,000	0	0
Denton Highway Water	0	1,100,000	0	0
Denton Highway Sewer	0	600,000	20,000	300,000
Diamond Oaks	0	650,000	12,000	50,000
High Pointe	24,291	0	0	0
Joy Lee	0	25,000	77,244	0
McComas	0	15,000	0	0
McCullar	23,167	613,000	27,028	590,000
Meacham	9,658	400,000	100,000	400,000
Minnie	0	0	0	0
Montreal	0	0	0	0
Oakwood	172,130	120,000	85,000	0
Ray	0	0	0	0
Sewer Master Plan Projects	77,990	1,275,000	135,000	100,000
Swan	0	15,000	240,817	0
Thomas	21,256	0	122,500	0
Vicki	0	979,433	861,000	50,000
CDENSW	5,357	0	30,000	0
Paint Water Tanks	1,100,661	665,200	742,318	0
Bond Issuance Cost	0	0	0	0
Rio Vista	0	0	0	25,000
46th Year CDBG2: Kings-Westchester-Bc	0	0	0	75,000
Ray Dr & Ray Ct	0	0	0	570,000
East Ridge Dr	0	0	0	50,000
Selma	0	0	25,000	25,000
Hahn	0	0	0	120,000
Murray	0	0	0	130,000
Field St	0	0	0	35,000
Voncille Street	0	0	0	45,000
Parker Rd	0	0	0	50,000
Impact Fee Study	0	0	275,000	135,000
<b>Total Expenses</b>	<b>1,212,546</b>	<b>7,397,633</b>	<b>2,833,611</b>	<b>3,610,000</b>
<b>Adjustments</b>		0	0	0
<b>Cash &amp; Investments, Ending</b>	<b>\$7,227,100</b>	<b>\$3,397,410</b>	<b>\$11,892,120</b>	<b>15,777,748</b>



## WATER AND SEWER IMPACT FEES FUND

Developers are required to pay a fee for each new residential or commercial construction site. These fees are dedicated to fund improvements that must be made as a result of the additional demand placed on the water and sewer system that is caused by the new development.

### WATER AND SEWER IMPACT FEES FUND BUDGET SUMMARY

FUND 44	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Cash &amp; Investments, Beginning</b>	\$1,480,080	\$1,404,191	\$1,759,961	2,087,876
<b><u>Revenues</u></b>				
Water Impact Fees	121,716	120,000	150,857	175,000
Sewer Impact Fees	143,485	120,000	217,058	225,000
Interest Income	34,024	30,000	35,000	35,000
	<b>299,225</b>	<b>270,000</b>	<b>402,915</b>	<b>435,000</b>
<b>Funds Available</b>	1,779,305	1,674,191	2,162,876	2,522,876
<b><u>Expenses</u></b>				
Impact Fee Study	19,344	0	75,000	417,932
Others	0	0	0	0
<b>Total Expenses</b>	<b>19,344</b>	<b>0</b>	<b>75,000</b>	<b>417,932</b>
<b><u>Adjustments</u></b>				
<b>Cash &amp; Investments, Ending</b>	\$1,759,961	\$1,674,191	\$2,087,876	2,104,944

Water and Sewer Impact Fees Fund Expenses

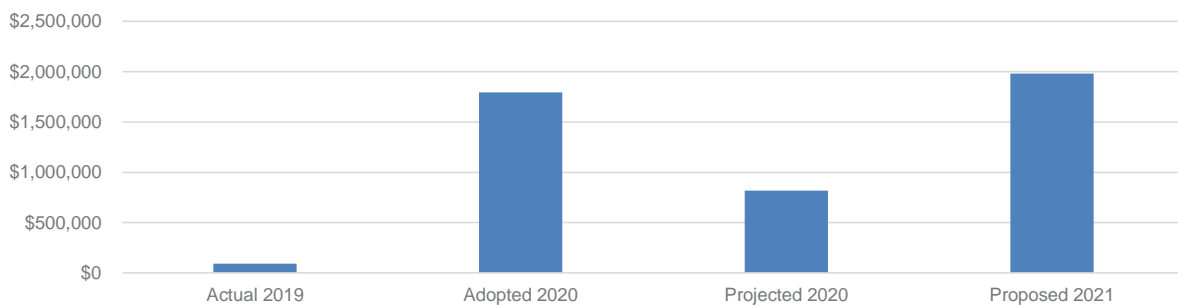


## DRAINAGE CAPITAL PROJECTS FUND

This fund is used to record monies received from the issuance of debt or transferred from other funds for the construction of drainage infrastructure.

DRAINAGE CAPITAL PROJECTS FUND BUDGET SUMMARY				
FUND 46	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Cash &amp; Investments, Beginning</b>	\$1,410,443	\$889,582	\$1,597,616	1,710,911
<b><u>Revenues</u></b>				
Interest Income	30,079	25,000	26,000	23,000
Drainage Fees				
Transfers from Drainage Fund	250,000	905,000	905,000	250,000
<b>Total Revenues</b>	<b>280,079</b>	<b>930,000</b>	<b>931,000</b>	<b>273,000</b>
<b>Funds Available</b>	<b>1,690,522</b>	<b>1,819,582</b>	<b>2,528,616</b>	<b>1,983,911</b>
<b><u>Expenses</u></b>				
Contract Services	0	0	0	0
Curb and Gutter Maintenance	20,352	0	150,000	150,000
Drainage Improvements	72,554	1,795,609	667,705	1,833,000
<b>Total Expenses</b>	<b>92,906</b>	<b>1,795,609</b>	<b>817,705</b>	<b>1,983,000</b>
Adjustments				
<b>Cash &amp; Investments, Ending</b>	<b>\$1,597,616</b>	<b>\$23,973</b>	<b>\$1,710,911</b>	<b>911</b>

Drainage Capital Projects Fund Expenses



# PROPRIETARY FUNDS

There are two types of proprietary funds – enterprise funds and internal service funds. Enterprise funds are used for services provided to the public on a user charge basis, similar to the operation of a commercial enterprise. Internal service funds are used for operations serving other funds or departments within a government on a cost-reimbursement basis. The City has two non-capital enterprise funds and no internal service fund. The two enterprise funds are:

- Water & Sewer Fund
- Drainage Fund





## WATER AND SEWER FUND

The Water and Sewer Fund is used to account for the provision of water and sewer services to residents and commercial business of the City. Activities necessary to provide such services include Public Works Administration, Engineering, Environmental Services, Construction, Maintenance, Collection and Distribution, Meters and Utility Billing.

The Water and Sewer Fund is responsible for maintaining 305 miles of water distribution mains, 141 miles of sewer collection lines, 1,662 fire hydrants and related pumping and storage facilities. Typical duties include responding to customer requests, cleaning, inspecting and repairing sewer lines, installing water/sewer services upon request, repairing water lines, valves and fire hydrants and providing technical support for water/sewer capital improvement projects, meter reading, billing and collection of fees.

The ending cash and investment balance at year end is estimated at \$7,545,374 which is approximately 27% operating expenses. Policy requires a minimum of 20%. The City has tried to increase revenues and reduced costs to improve the financial stability of the fund.

### Mission Statement

To supply safe uninterrupted water and sewer services to residents and businesses while recording the consumption of those services in an accurate and timely manner.

### Accomplishments of FY2020

- ◇ Obtained a positive Inspection Report from the EPA regarding our Capacity, Management, Operations and Maintenance programs towards the sanitary sewer collection system.
- ◇ Maintained a “Superior” rating of the public water system through the TCEQ’s Public Water Supply Comprehensive Compliance Investigation.
- ◇ Completed the tri-annual Lead & Copper Study (all households tested in accordance with the study’s parameters had levels well below the EPA’s limits).
- ◇ Completed new and rehabilitated public and private street, drainage, water and sewer improvements

### Objectives of FY2021

- Complete the Water Master Plan.
- Complete the Water & Wastewater Impact Fee Update.
- Begin phasing in those projects identified in the Sanitary Sewer Master Plan.
- Monitor water and sewer system in accordance with Environmental Protection Agency and Texas Commission of Environmental Quality Rules and regulations
- Maintain water supply with minimal interruptions.

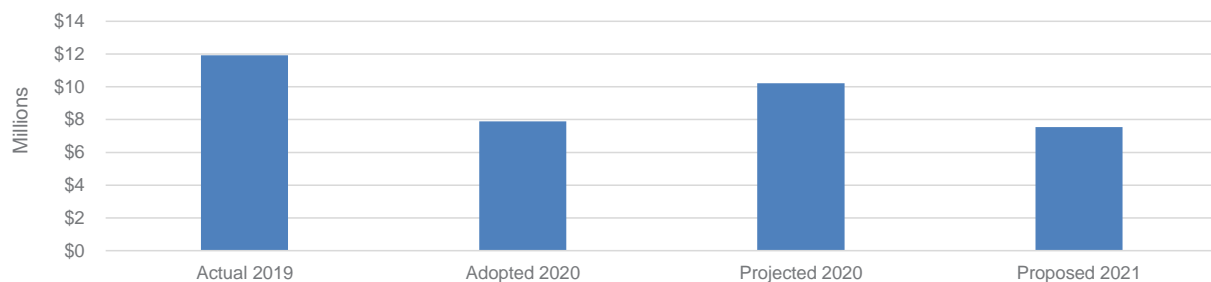
- ☐ Maintain water pressure throughout the community.
- ☐ Perform necessary repairs and maintenance to water and sewer systems, lift stations, fire hydrates, water meters and valves.
- ☐ Provide for expedient repair to all water main breaks and leaks.
- ☐ Minimize sanitary sewer overflows through television equipment.
- ☐ Continue an environmental complaint response program.
- ☐ Provide safety training for employees.
- ☐ Maintain integrated mosquito control practice.
- ☐ Continue to improve customer service.

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Director of Public Works	2601	86	1	1	1	1
Assistant Public Works Director /Operations	2602	77	1	1	1	1
Assistant Public Works Director /City Engineer	2602	77	1	0	0	0
Director of Customer Service*	2602	77	1	1	0	0
City Engineer	2804	73	0	1	1	1
Assistant Director of Finance/Customer Service*	2103	70	0	0	1	1
Environmental Services Manager	2701	67	1	1	1	1
Engineer	2802	67	1	1	1	1
Utilities Construction Supervisor	2903	62	0.5	0.5	0.5	0.5
Water/Sewer Maintenance Supervisor	2904	62	1	1	1	1
Water Production and Facilities Supervisor	2902	62	1	1	1	1
Database Administrator	2801	53	1	1	1	1
Supervisor of Water Department	2302	51	1	1	1	1
Construction Inspector	2803	50	2	2	2	2
Environmental Services Technician	2703	50	0	0	0	1
Public Works Crewleader	2905	48	4	4	4	4
Senior Equipment Operator*	2906	43	1	1	1	1
Administrative Secretary	2003	41	1	1	1	1
Water Production Operator	2907	41	4	4	4	4
Water Service Representative**	2912	40	0	1	2	2
Equipment Operator	2910	40	1	1	3	3
Customer Service Representative***	2304	37	4	0	3	3
Utility and Account Billing Technician	2306	43	0	0	1	1
Public Works Dispatch Clerk	2702	36	1	0	1	1
Public Works Maintenance Worker	2911	36	10	11	11	11
Inventory Technician	2914	36	0	0	1	1
Water Meter Reader**	2305	35	3	3	2	0
<b>Total</b>			<b>42</b>	<b>39</b>	<b>47</b>	<b>45.5</b>

### WATER AND SEWER FUND BUDGET SUMMARY

FUND 41	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Cash &amp; Investments, Beginning</b>	\$5,931,272	\$12,732,119	\$11,930,557	10,211,363
<b>Revenues:</b>				
Water Sales Revenue	11,889,068	12,000,000	12,000,000	12,000,000
Water Service Fees	0	0	291,204	375,000
Water Connection Fees	35,450	10,000	55,000	50,000
Sewer Service Revenue	9,083,375	9,450,010	9,450,010	9,100,000
Sewer Surcharge Revenue	1,727,696	908,000	1,566,629	1,900,000
Sewer Connection Fees	4,100	1,200	10,000	10,000
Lab Service Fees	0	0	40,000	40,000
Penalty Revenue	0	0	85,000	90,000
Billing Fees	64,453	55,200	60,200	65,200
Interest Income	307,391	180,000	260,000	270,000
Miscellaneous	11,631	30,000	77,075	52,000
<b>Total Revenues</b>	<b>23,123,163</b>	<b>22,634,410</b>	<b>23,895,118</b>	<b>23,952,200</b>
<b>Cash &amp; Investments Available</b>	<b>29,054,435</b>	<b>35,366,529</b>	<b>35,825,675</b>	<b>34,163,563</b>
<b>Expenses:</b>				
Public Works Administration	691,556	705,138	682,072	671,895
Engineering	373,790	441,656	406,978	475,227
Environmental Services	191,326	292,021	160,018	237,182
WS Construction	363,532	459,116	353,086	414,067
WS Maintenance	413,649	1,513,695	1,485,843	1,480,932
Collection & Distribution	448,864	596,027	533,974	594,287
Purchased Water	4,222,101	5,000,000	5,000,000	5,000,000
Sewer Treatment Fee	2,238,845	2,100,000	2,100,000	2,100,000
Sewer Surcharge Fee	1,655,151	1,600,000	1,600,000	1,600,000
Meter Maintenance	130,402	137,167	146,287	141,492
Utility Billing	1,007,262	985,640	573,516	686,833
Debt Service	443,272	1,946,330	2,088,505	1,902,190
Non-Departmental	4,550,212	5,346,545	4,126,400	4,956,456
Transfer Out: Fund 01 (PILOT)	460,000	460,000	460,000	460,000
Transfer Out: Water Capital Project Fund	1,800,000	7,397,633	7,397,633	7,397,628
<b>Total Expenses</b>	<b>18,989,961</b>	<b>28,980,968</b>	<b>27,114,312</b>	<b>28,118,189</b>
<b>Non-cash adjustments:</b>				
Depreciation/Amortization/Others	\$1,866,083	\$1,500,000	\$1,500,000	1,500,000
<b>Cash &amp; Investments, Ending</b>	<b>\$11,930,557</b>	<b>\$7,885,561</b>	<b>\$10,211,363</b>	<b>7,545,374</b>
Change in Cash Inc/(Dec)	\$5,999,285	(\$4,846,558)	(\$1,719,194)	(2,665,989)
Ending Cash & Investments as a % of Total Expenses (City Policy is 20%)	63%	27%	38%	27%

Water and Sewer Fund Ending Cash and Investments



## DRAINAGE FUND

The Drainage Fund is to track revenues and expenses related to watershed and storm drainage improvements throughout the City. The drainage system includes curb and gutter, storm drains and channels. In November 2004 the City Council created the fund to address long-standing flooding and drainage issues. The source of funds is a monthly fee charged to customers based upon a rate factor multiplied by the run-off coefficient factor developed for each parcel of property in the City. Each residential property is currently charged \$6.81 per month. Each commercial property is charged approximately \$56.63 per month for each acre, with adjustments made for variances in the run-off coefficient.

As the City adds additional commercial and residential properties with growth, revenues will increase slightly, but it will not be enough to cover all capital projects needed. It is further unlikely that an adjustment in the rate structure will be sufficient to finance future capital projects. This represents a challenge to the City because the Drainage Master Plan has identified slightly more than \$100 million of projects that need to be addressed.

The FY2021 fund balance is estimated to be approximately 13% at the beginning of the fiscal year, and 18% at year-end 2021. This fund balance is just below the required minimum of 20%. Transfers are made to the Drainage Capital Projects fund for capital improvements, but several projects are pushed to future years due to lack of funding.

### Mission Statement

To provide service in a professional manner that complies with Federal and State guidelines; implement and maintain an effective storm water management program, flood control, development review, water quality programs, and to be a steward of our natural resources

### Accomplishments of FY2020

- ◇ Completed White Branch low water crossing
- ◇ Corrected deficiencies noted in the Texas Department of Transportation's bridge inspection lists
- ◇ Completed Glenview Drainage Channel Project

## Objectives of FY2021

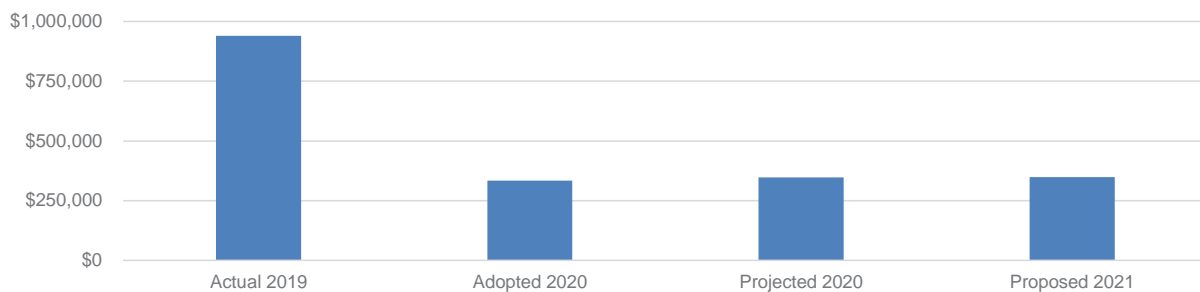
- ☐ Continue to maintain and improve current drainage system.
- ☐ Implement new procedures and programs based on the new state storm water requirements.
- ☐ Assist in identifying future drainage projects.
- ☐ Reshaping and grading of channels.
- ☐ Cleaning debris from road and bridge crossings.
- ☐ Cleaning inlets and catch basins.
- ☐ Weed controls through mowing and herbicide applications.
- ☐ Continue to improve erosion control with various procedures.
- ☐ Responding to customer requests pertaining to the drainage system.
- ☐ Larvicide ditches.

STAFFING	Class	Range	Actual FY 2019	Adopted FY 2020	Projected FY 2020	Adopted FY 2021
Street Maintenance Supervisor	2901	62	0.5	0.5	0.5	0.5
Utilities Construction Supervisor	2903	62	0.5	0.5	0.5	0.5
Public Works Crewleader	2905	48	1	1	1	1
Senior Equipment Operator	2906	43	1	1	1	1
Equipment Operator	2910	40	1	1	1	1
Public Works Maintenance Worker	2911	36	3	3	3	3
<b>Total</b>			<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

### DRAINAGE FUND BUDGET SUMMARY

FUND 45	Actual FY2019	Adopted FY2020	Projected FY2020	Adopted FY2021
<b>Cash &amp; Investments, Beginning</b>	\$763,970	\$924,819	\$940,479	346,905
<b><u>Revenues</u></b>				
Drainage Fee Revenues	1,705,633	1,820,000	1,664,727	1,665,000
Penalty Revenues	0	0	15,000	15,000
Interest Income	34,799	25,000	20,000	20,000
<b>Total Revenues</b>	<b>1,740,433</b>	<b>1,845,000</b>	<b>1,699,727</b>	<b>1,700,000</b>
<b>Cash &amp; Investments Available</b>	<b>2,504,403</b>	<b>2,769,819</b>	<b>2,640,206</b>	<b>2,046,905</b>
<b><u>Expenses</u></b>				
Drainage Maintenance	796,747	641,444	518,376	585,444
Debt Service	44,135	285,238	285,238	278,796
Non Departmental	590,631	729,520	709,487	709,487
Billing Fee to Water Fund	35,200	35,200	35,200	35,200
Transfer to General Fund	120,000	120,000	120,000	120,000
Transfer to Drainage Capital Project Fund	250,000	905,000	905,000	250,000
<b>Total Expenses</b>	<b>1,836,713</b>	<b>2,716,402</b>	<b>2,573,301</b>	<b>1,978,927</b>
<b><u>Non-cash adjustments:</u></b>				
Depreciation/Amortization/Other	\$272,790	\$280,000	\$280,000	280,000
<b>Cash &amp; Investments, Ending</b>	<b>\$940,479</b>	<b>\$333,417</b>	<b>\$346,905</b>	<b>347,978</b>
Increase in Cash & Investments	\$176,509	(\$591,402)	(\$593,574)	1,073
Ending Cash & Investments as a % of Total Expenses (City Policy is 20%)	51%	12%	13%	18%

#### Drainage Fund Ending Cash and Investments





# SUPPLEMENTAL INFORMATION

This section provides additional information relating to the City of Haltom City that may be of interest to the reader.

- FINANCIAL MANAGEMENT POLICIES
  - FUND STRUCTURE
  - ACCOUNTING SYSTEM & BUDGET CONTROL
  - BUDGET PROCESS
  - LONG-TERM FINANCIAL PLANS
  - AUTHORIZED POSITIONS
  - ORGANIZATIONAL CHARTS & DEPARTMENTS DIVISIONS
  - COMMUNITY PROFILE
- 





## FINANCIAL MANAGEMENT POLICIES

### Purpose

The financial management policies of the City are designed to ensure the financial integrity of the City's government and assist the City in achieving the following:

- A. Quality basic City services that meet the needs and desires of the citizens.
- B. A financial base sufficient to maintain or enhance City assets required to support community service demands.
- C. Responsiveness to constant changing needs, desires and service requirements of the City.
- D. Prudent and professional financial management practices to assure residents of Haltom City and the financial community that City government is well managed and in sound fiscal condition.
- E. Cost effective services to citizens through cooperation with other government entities.
- F. An adequate capital improvement program that maintains and enhances the public's assets.

### General Goals

Audit. The City will follow a five-year review of an outside (independent) auditor as provided in the City Charter. The auditors must demonstrate breadth and depth of staff necessary to handle the City's audit in a timely manner. The audited financial statements shall be submitted to the City Council within 180 days of the close of the fiscal year.

In compliance with City Policy, a committee of four (4) members of the City Council will be selected to operate as the City Council Audit Committee. Three of the members are active members and the fourth serves as an alternate. This committee reviews the financial statements and audit findings with the independent outside auditors and recommends Council action concerning the audited financial statements.

Annual/Interim Reporting. Annual reporting will be completed within the guidelines set forth in the Governmental Accounting and Auditing Financial Review and under the standards promulgated by the Governmental Accounting Standards Board. Interim activity reports will be made available to council and management each month. Financial systems will be maintained to monitor expenditures and revenues on monthly basis with a thorough analysis and adjustment (as required) at the end of each quarter. Budgets for all funds are adopted on basis consistent with generally accepted accounting principles (GAAP). Annual appropriated budgets are adopted for most funds. All annual appropriations remain open for 60 days subsequent to year-End.

The City will strive to maintain accounting policies and practices in the preparation of its annual financial report. The report will be presented to the Government Finance Officers Association for review of qualifications that meet those necessary to obtain the *Certificate of Achievement for Excellence in Financial Reporting*. In addition, the City will submit its annual budget to GFOA for review to receive the *Distinguished Budget Presentation Award*.

Staffing. Staffing levels shall be adequate for the departments of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Possible ways to increase efficiency shall be explored before adding staff. However, the staffing levels shall not be inadequate or marginal such that the City's internal controls are jeopardized.

## Revenue Objectives

Revenue System. The City shall strive to operate a revenue system that is simple and reliable so assurances can be provided that the revenue base will materialize according to budget planning. Consistent monitoring and collection policies will be maintained to ensure the integrity of the revenue system. Revenue collections will be consolidated under the finance department.

Revenue Analysis. Monthly reports shall be prepared to compare actual revenues to budget and to determine the variances and associated corrective action necessary. These reports will be presented to the City Council in open session.

Fee Schedule. The City will maintain a centralized list of fees adopted by ordinance and updated annually by resolution. Each year the City will review its fee structure to ensure that revenue collections are adequate to meet corresponding expenditures (cost of service concept). Such reviews will be conducted in concert with the budget preparation process.

Administrative/Internal Services. The Enterprise Funds, being the Water & Sewer Fund and the Drainage Utility Fund, engage in transactions with other funds of the City. All services rendered by this fund for other funds of the governmental jurisdiction should be billed at predetermined rates, and all services received by this fund from other funds should be paid for on the same basis that other users are charged.

Franchise Fees. The Enterprise Funds will pay a franchise fee based on the same rationale as used with the electric, gas, and telephone companies. A franchise fee is paid to compensate the City for public property, street and alley usage.

## **Expenditure Objectives**

Interim Reporting. Monthly reports shall be prepared showing actual expenditures compared to original budget. Each monthly report will contain an executive summary disclosing significant trends affecting the financial performance of the City. These reports will be presented to the City Council in open session.

Budget Amendments. Modifications to the approved annual budget may be made within the following specific guidelines. Modifications within the operating categories (supplies, maintenance, services, and sundry) may be made with Finance Director approval. Modifications within the personnel and capital categories may be made with the approval of the City Manager. Modifications to reserve categories, inter-fund totals, or overall budget increases shall be done only with City Council consent, after a public hearing held in accordance with the City Charter and applicable State law.

Performance Measures. Performance measures and productivity indicators shall be used as expenditure guidelines. The measures will be illustrative of departmental and organizational goals. These measures will be reviewed annually for efficiency and effectiveness. This information shall be included in the annual budgeting process and in the approved budget document. Further, performance and productivity data will be reported to the City Council periodically throughout the fiscal year.

Purchasing. Purchases over \$50,000 shall conform to a formal bidding process as defined by the laws of the State of Texas and ordinances of the City of Haltom City. Recommendation of bids shall be made to the City Council for approval. Historically underutilized businesses (HUB's) will be sought for proposals on any purchases of \$3,000 or greater.

Procedures shall be taken so as to maximize any discounts offered by creditors. Current liabilities shall be paid within 30 days of receiving the invoice in accordance with applicable Texas law. Accounts Receivable procedures shall target collection within 30 days from date of service.

## **Budget Concepts**

Balanced Budget. The City shall prepare a budget for each fund and each program within the fund. The budget should be balanced with current revenues equal to or greater than current expenditures. In order to accomplish this aim emphasis will be placed first on encouraging increased productivity and recovering costs through fees. Reserves above the required levels are available for one-time expenditures. Non-essential services that cannot generate revenues to support some or all of operations may be reduced or eliminated. Tax increases will be considered only in the event that the above strategies fail to address essential service levels that cannot be reduced.

Planning. The City shall prepare a proposed itemized budget for each operational fund annually. For each operating fund, the annual budget will be a component of a five-year financial plan. The budget process will be performance-based and focused on goals, objectives and performance indicators.

Revenue Projection. Projections of revenues will be realistic and based upon historical trends coupled with current economic conditions. Current operating revenue, coupled with available resources, will be sufficient to support current operating expenditures.

Revenues are projected for the current fiscal year, proposed fiscal year and not less than four succeeding years. The estimates for outlying years are reviewed annually and revised as needed.

Expenditures/Expenses. Increases in proposed spending must be supported with new revenues or offset with expenditure savings. All new spending will be analyzed for its impact upon the five-year financial plan. The budget will provide adequate funding for maintenance and replacement of capital plant and equipment.

The City will pay for all current expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures or accruing future year's revenues. Fund balances in excess of policy minimums may be used for capital outlays or one-time expenditures.

Debt or bond financing will not be used to finance current expenditures. Budgets for the use of bond proceeds will be developed in accordance with the use of proceeds covenant in the bond ordinance.

Revenues are projected for the current fiscal year, proposed fiscal year and not less than four succeeding years. The estimates for outlying years are reviewed annually and revised as needed.

## **Budget Assumptions and Short-Term Policies**

The objective of this budget is to preserve current service levels while seeking opportunities to expand self-sustaining services and pursuing economic development possibilities. Other significant assumptions include:

- *Modest property value growth.* This is reflected in the average growth in assessed property values according to the appraised value by Tarrant County Appraisal District. There has been little population growth in the City since 2000 and new home development has been modest at best.
- *Sales Tax.* It can be expected that sales tax collections will be moderate to above average for the next year and return to historical growth rates thereafter.
- *Utilities.* Growth in revenues from utility operations will come primarily from increased rates.

- Expense growth must be restrained as the City seeks to maintain a competitive position in Northeast Tarrant County. Cost increases from Fort Worth Water will continue to be passed directly through to the customers.
- *Realistic projections of revenues and expenditures.* Conservative projections help ensure that adequate resources will always be available to meet budgeted obligations. Projections are based upon the last five years of actual history adjusted for known current events and statutory changes.
- *Annual Review of all significant fees.* Fees are reviewed annually and adjusted as needed. Frequent but moderate increases are preferable to infrequent but large rate increases.
- *Maintain or enhance target fund balances.* This strategy is essential to the preservation of financial integrity. Funds targeted with 20% reserves are the General Fund, Water and Sewer Fund and Drainage Fund.
- *Salary Adjustments.* Annual salary adjustments will be made for all employees when resources are available to retain and motivate employees. Market study will be conducted periodically, and salary schedule will be revised accordingly.

## Fund Balance/Operating Position Concepts

Required Reserves. The City will maintain an unallocated fund balance (cash and investments) to be used for unanticipated emergencies of at least 20 percent of the expenditure budgets of the major operating funds (General, Water & Sewer, Drainage Funds). These monies will be used to avoid cash-flow interruptions, generate interest income, reduce the need for short-term borrowing and assist in maintaining an investment-grade bond rating. All other funds are expected to maintain positive fund balances. Each fund may borrow internally from other City funds to provide cash flow requirements. These loans will be on a short-term basis.

Use of Surplus. It is the intent of the City to use surpluses to accomplish three goals: meeting reserve requirements, avoidance of tax or rate increases in ensuing years, and avoidance of future debt.

## Capital Planning Criteria

Multi-year Planning. The City will develop a multi-year plan for capital improvements and update the plan annually. The City will enact an annual capital budget based on the multi-year Capital Improvement Plan.

Capital Improvement Budget. The City will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts. The estimated costs and potential funding sources for each capital project will be identified before the project is submitted to the City Council for approval.

Alternative Capital Financing. The City shall explore funding alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, capital recovery fees, and current funds.

Intergovernmental assistance will be used to finance only those capital improvements that are consistent with the Capital Improvement Plan and City priorities. As well as those operating and maintenance costs which have been included in the operating budget.

## **Debt Management**

Limits. The City will strive to limit general obligation annual debt requirements to 25% of expenditures.

Long-Term debt shall not be used for financing current operations. The life of the bonds shall not exceed the useful life of the projects. Capital items financed with debt should have a minimum useful life of four years.

Required Coverage. Revenue bond coverage (Water & Sewer) shall be maintained at a minimum of revenues, less operating expenses, exceeding the annual debt service cost by 25% (1.25 times coverage). This exceeds our covenanted standard of 1 times coverage,

Continuing Disclosure. Full disclosure of operations and open lines of communication shall be made to rating agencies. The City staff, with the assistance of bond advisors, shall prepare the necessary materials and presentation to the rating agencies. Inter-period reporting of material events to rating agencies and other oversight agencies is required as events occur.

Variable Rate / Floating Rate Debt. Debt instruments structured with variable rate or floating rate features (including derivatives) are to be utilized only after careful review by the City's financial advisor and bond counsel and subject to continuous monitoring and reporting.

## **Cash and Investment Management Concepts**

Objectives. The City shall manage and invest its cash with three objectives, listed in order of priority: safety, liquidity, and yield. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

Management. The City shall maintain a comprehensive cash management program, which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to ensure maximum cash availability and maximum yield on short-term investment of idle cash.

Review. Periodic review of cash flow position shall be performed to determine performance of cash management and investment policies. Detail policy structures (City Investment Policy and Depository Agreement) shall be followed with respect to Cash/Treasury management.

Interest earned from investment of available funds, whether pooled or not, shall be distributed to the funds from which monies were provided to be invested.

In accordance with the Texas Public Funds Investment Act the written Investment Policy is submitted annually to the City Council for review and formal approval.

## **Performance Measurement**

Every year, the City Council evaluates the strategic priorities established the previous year. Priorities are added and dropped as appropriate to develop a new set of strategic priorities for the coming budget year.

From the strategic priorities, each department develops goals that outline measures to accomplish the strategic priorities. The goals are supported by performance measures. Performance measurements should objectively monitor and project the degree of success in accomplishing the goals as outlined.

## **Conformity**

The City has received the GFOA Certificate of Achievement for the fiscal year years ending 1987 through 2019. The budgets prepared for submission has been recognized with the GFOA Distinguished Budget Award annually since 1989 with exception of one year. The City intends to continue to participate successfully in the award program.



## FUND STRUCTURE

The accounts of the City of Haltom City are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are summarized as follows:

### GOVERNMENTAL FUND TYPES

#### General Fund

The General Fund is the operating fund of the City. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in this fund. The General Fund records general operating expenditures, fixed charges, and capital improvement costs that are not paid through other funds. Activities operating in the General Fund include:

- General Government (City Manager's Office, City Secretary, City Council, Finance, Purchasing, Human Resources, Planning and Community Development, Information Technology, Municipal Court and Non-Departmental).
- Police (Police, Animal Controls, and Code Enforcement)
- Fire
- Public Works (Fleet, Building Maintenance and Streets).
- Parks and Recreation (Parks, Recreation, Senior Services)
- Library

#### Debt Service Fund

The Debt Service Fund is used to account for monies accumulated for the payment of principal, interest, and related costs of general long-term liabilities paid from taxes levied by the City. This is administered by the Finance Department and considered a Finance function.

#### Special Revenue Funds

The Special Revenue Funds are used to account for the specific revenue sources that are legally restricted to expenditure for specified purposes. Financing is provided by program charges, contributions, hotel occupancy tax, sales tax and cable franchise fee. Current Special Revenue Funds include:

- Economic Development Fund, administered by City Manager's Office
- Crime Control and Prevention District, administered by Police Department.
- Oil and Gas Fund, administered by Finance Department.

- Hotel/Motel Tax Fund, administered by City Manager's Office.
- Court Security Fund, administered by Finance Department and Municipal Court.
- Court Technology Fund, administered by Finance Department and Municipal Court.
- Juvenile Case Manager Fund, administered by Finance Department and Municipal Court.
- Red Light Camera Fund, administered by Police Department.
- Grant Fund administered by Finance Department and grantor departments.
- PEG Fund administered by Finance Department and Information Technology Department
- Fire Donation Fund, administered by Fire Department.
- Library Donation Fund, administered by Library.
- Police Forfeiture Fund, administered by Police Department.
- Park Donation Fund, administered by Parks and Recreation Department.
- Park Dedication Fund, administered by Parks and Recreation Department.
- Safe Pathways Fund, administered by Public Works.
- Animal Shelter Fund, administered by Police Department.
- Police Donation Fund, administered by Police Department.
- Police CART Fund, administered by Police Department.

### Capital Projects Funds

The Capital Projects Funds are used to account for the financing and construction of major capital facilities. Financing was provided primarily by the sale of general obligation or certificate of obligation bonds, sales tax and transfers from other funds. The City's Capital Projects funds are currently devoted to general purposes, street, drainage, facilities, water, and sewer projects. Administration of the capital projects funds is shared between the Finance Department and Public Works for system improvements and the Finance Department and the affected departments for equipment and facility improvements

## **PROPRIETARY FUND TYPES:**

### Enterprise / Business-Type Funds

This fund type is used to account for the provision of fee-based services to residents of the City. These funds include the Water and Sewer Fund and the Drainage Fund. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, public works administration, environment services, operations, maintenance, financing and related debt service. Billing and collection services are shared between the two funds. Operation oversight of the Enterprise Funds is the responsibility of Public Works. Utility Billing and Collection is a function of the Finance Department.

RELATIONSHIP BETWEEN THE CITY'S BUDGETING UNITS AND FUND STRUCTURE FOR FINANCIAL REPORTING:

Departments	Funds			
	General	Special Revenue	Capital Projects	Business Type
City Manager's Office	✓			
City Secretary	✓			
City Council	✓			
Finance	✓			
Human Resources	✓			
Planning & Inspections	✓			
Information Technology	✓	✓		
Fleet Services	✓			
Building Maintenance	✓			
Police	✓	✓		
Fire	✓	✓		
Municipal Court	✓	✓		
Public Works	✓			
Streets	✓	✓	✓	
Water & Sewer			✓	✓
Drainage			✓	✓
Parks & Recreation	✓	✓	✓	
Library	✓	✓		

## **CITY OF HALTOM CITY**

### **ACCOUNTING SYSTEM AND BUDGETARY CONTROL**

Haltom City's accounting and financial reporting system follows the principles established by the Governmental Accounting Standards Board. An annual audit of the City's system is performed by an independent public accounting firm with the subsequent issuance of a comprehensive annual financial report.

The accounts of the City are organized on the basis of funds or accounts groups, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts, which comprise its assets, liabilities, retained earnings/fund balance, revenues and expenses/expenditures. The various funds are grouped by type in the financial statements. The City's accounting records for the Water and Sewer Fund and the Drainage Fund are maintained on an accrual basis whereby revenues and expenses are recorded in the accounting period in which they are earned or incurred. The remainder of the City's funds are maintained on the modified accrual basis whereby revenue is recorded when measurable and available and expenditures are recorded when the liability is incurred except for interest on general long-term debt.

One of the objectives of the City's financial accounting system is to provide internal controls. Internal controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the evaluation of costs and benefits requires estimates and judgment by management.

Budgetary Control is accomplished by the adoption of an annual operating budget for various funds of the City. Detail control is accomplished by maintaining appropriations and expended balances by line item account within each operating department within each budgeted fund. Purchase orders or payments that would result in an over expenditure of a line item account are not processed without the approval of the Finance Director or the City Manager.

### **BASIS OF BUDGETING**

The financial data throughout this document, for all funds, is presented by using a cash basis of budgeting. This means that expenditures and revenues are measured and forecasted on an inflow, outflow basis for the 12 months that comprise the budget year. Capital outlay and debt service are included in the Water and Sewer Fund budget as a budgetary control of cash expenditures. Under Generally Accepted Accounting Principles (GAAP), these items will be reported as additions to capitalized assets and as a reduction of a liability, respectively. Certain accounting adjustments based on GAAP will be applied when the City closes its books for the year but these types of adjustments are not part of the budget presentation. The application of GAAP forms the basis of accounting for the city

using the cash, accrual, and modified accrual methods of revenue and expenditure measurement. Where applicable, the effect of these end-of-year adjustments for historical data has been reversed to maintain the cash basis of budgeting consistently throughout the document.

## **CITY OF HALTOM CITY**

### **BUDGET PROCESS AND LONG-TERM PLANNING**

#### **Overview**

The Charter of Haltom City specifies that an Operating Budget be adopted prior to the first day of the fiscal year beginning October 1st. The City's budget preparation process is a seven-month cycle, which begins in mid-February and ends in mid-September. The City Council, management, departments, and the public have opportunities to participate in the preparation of the budget at various stages in the process. Throughout the process, the City Manager presents reports delineating particular areas of concern to the Council. The Council provides the direction and guidance necessary to implement the goals and objectives of the City.

#### **Preparation of the Operating Budget**

In Early Spring, the Finance Department distributes a budget preparation manual for the upcoming fiscal year. Departments submit budget proposals. During the months of May, June, and July, the City Manager develops the recommended budget based on the policy direction received from Council. The City's Charter requires that the proposed budget be submitted to the Council at least forty-five (45) days prior to the beginning of the fiscal year. This submission normally occurs during mid-July followed by a series of public budget work sessions between July and August. The first and second readings of the budget ordinance occur at the council meetings in August and September. If the city council fails to adopt a budget in final form before the first day of the fiscal year, the city charter requires that the budget proposed by the City Manager shall be deemed to have been adopted.

In preparation of the proposed budget, each department develops measures, objectives and details accomplishments for use in the budget. By identifying the goals of the department and compiling past and current workload statistics, the department is able to determine early in the budget process which areas will require future resource adjustments. Departments prepare base budget requests to continue the current level of service. Any new projects that the department wants considered for funding are submitted as prioritized budgetary items. The department must also submit a prioritized list of budget reduction options. The consequences of not funding these items must also be provided. A departmental budget request is comprised of a line-item expenditure request that is supplemented with detailed justification. All requests for funding must be related to specific project needs and must be measurable in terms of effectiveness and/or efficiency indicators.

## Public Input in the Budget Process

Several boards and commissions advise the City Council in the development of the annual budget. The Library Board advises the Council on Library operational and capital needs. The Crime District Board have the authority to review the CCPD annual budgets submitted by Staff and approve the plan prior to Council consideration. The Beautification Boards advises the Council on budget matters pertaining to parks, open spaces, entryways and other community issues. The various boards and commissions meet in public sessions.

All Council workshops and public hearings concerning the proposed budget are posted meetings open to the public.

## Budget Adoption

The annual budget adoption requires public hearing and two readings of the budget ordinance. The City Council votes on the adoption of the budget.

## Budget Transfers and Amendments

By City Charter, the City Manager may make certain changes within the total operating budget of the City to increase, decrease or transfer appropriations among departments. The City Manager is restricted to the total funds authorized by the City Council for expenditures unless the budget is amended by the same public notice procedure called for in adopting the budget.

## Long-Term Planning

Long term planning will be based on plans that have been developed and approved such as The Information Technology Plan, The Drainage Improvement Plan, The Belknap Revitalization Plan, Street Improvement Plan, the Comprehensive Land Use Plan, and the Parks Improvement Plan. The City will also utilize opportunities for rate studies and financial analysis for revenue projections and Long-Term financing plans for its Capital Improvement Projects.

## MULTI-YEAR FINANCIAL OUTLOOK

### General Fund

The Multi-year Financial Outlook for the General Fund is to continue to see increases in revenues while budgeting expenses at an average of two percent increase while still building the overall fund balance.

The long-term outlook in revenues is likely to be greater than projections, but just as with the current budget, projections are developed by taking a conservative approach. Just the growth from economic development should bring in the projected property and sales tax revenues. Even though we saw the Tarrant County Appraisal District take a conservative approach to appraised values for the FY2021 Budget Year, we feel the growth in values will align more to double digit value increases that we have seen in the most recent years. Our sales tax base will also grow with new restaurants and retail expected in the 820 Corridor. We also have new retail occurring throughout areas of the city that were not on our sales tax base in prior years such as Ollie's, and several new gas station/restaurant type businesses. Since the city's tax base is not solely reliant on retail, but has a healthy industrial base, the City saw little decrease during the Covid-19 pandemic that caused many neighboring cities to be forced to lay off staff. The City's year-to-date sales tax numbers are only a 1% decrease over last year, with the most recent month reporting a 6% increase in sales tax dollars. Healthy revenues will determine the amount of expenses in future years.

Future expenditures will be focused on remaining competitive with surrounding cities for employee compensation and benefits. As a long-term goal of the City Council, they wish to retain and attract high-quality staff as the city continues to operate with a very modest number of employees. When a city is forced to forfeit yearly salary adjustments, there is a tendency to fall further behind like markets. It can be very costly to try to catch up in future years and often leads to the inability to ever catch up. Since the city has experienced this in the past, it is still slightly behind neighboring cities for several positions/salaries. Other expenses that will be considered when revenues allow are to continue with the vehicle replacement program, the information technology replacement plan, and additional decision packets for departments when the expense can generate efficiencies and effectiveness. Another long-term goal is to address critical facility and infrastructure needs. The city will continue to find ways to fund these items so that they have little to no effect on the citizens of the community. Building the tax base is the most effective way of accomplishing this. Not only do we strive to build the tax base, but we also want to build our reserve balances.

Building the reserve will only benefit the City in future years by preparing city staff to continue to offer quality services and maintain staffing during economic down-turns. As unexpected as the Covid-19 pandemic that caused a shut-down of many non-essential businesses during the 2020 fiscal year, having a healthy reserve balance will help weather a fiscal storm. The experience of this quick-developing crisis caused city leadership to refocus on necessities for operations by halting all unnecessary spending and will be better prepared should an economic crisis occur again.



	Budgeted 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
<b>REVENUES</b>					
Property Taxes	\$10,263,788	\$10,674,340	\$11,101,313	\$11,545,366	\$12,007,180
Sales & Other Taxes	10,156,136	10,460,820	10,670,036	10,883,437	11,101,106
Franchise Fees	3,648,000	3,684,480	3,721,325	3,758,538	3,796,123
Licenses & Permits	1,596,414	1,676,235	1,692,997	1,709,927	1,727,026
Charges For Services	1,658,046	1,740,948	1,758,358	1,775,941	1,793,701
Fines and Fees	916,720	935,054	944,405	953,849	963,387
Other Revenues	703,569	717,640	717,640	717,640	717,640
Transfers	1,546,000	1,576,920	1,498,074	1,423,170	1,352,012
<b>Total Revenues</b>	<b>\$30,488,673</b>	<b>\$31,466,437</b>	<b>\$32,104,149</b>	<b>\$32,767,869</b>	<b>\$33,458,176</b>
Percent increase/(decrease) from previous year	2.0%	3.2%	2.0%	2.1%	2.1%
<b>EXPENDITURES</b>					
	\$30,488,673	\$31,098,446	\$31,409,431	\$32,037,620	\$32,678,372
Percent increase/(decrease) from previous year	3.8%	2.0%	1.0%	2.0%	2.0%
Revenues Over/(Under) Expenditures	-	367,991	694,718	730,249	779,804
<b>ENDING FUND BALANCE</b>	<b>\$9,076,493</b>	<b>\$9,444,484</b>	<b>\$10,139,202</b>	<b>\$10,869,451</b>	<b>\$11,649,256</b>
Fund Balance Target (20% Expenditures)	\$6,097,735	\$6,219,689	\$6,281,886	\$6,407,524	\$6,535,674
Percent of current year Expenditures	30%	30%	32%	34%	36%

## MULTI-YEAR FINANCIAL OUTLOOK

### Water and Sewer Fund

The Water and Sewer Fund generates the greatest portion of the Charges for Services realized by the City. The City projects costs of services provided by Fort Worth Water as well as the ongoing pressures upon the cost of service for personnel, operating costs and capital projects. Rates are projected forward as estimates of the cost of meeting service requirements and other obligations. For FY2022 to FY2025, water rates are projected to increase 3% per year and sewer rates are projected to increase 5% per year. This could possibly be greater once the City completes its Water and Wastewater Rate Study which will involve a completely new rate structure design in FY2021-FY2022. While this will increase the overall revenue, expenses will be determined on that revenue. Capital improvement projects will also depend on the revenue available for those projects.

Rates supporting the Drainage Utility for Fiscal Year 2021 is at \$6.81 per residential unit and \$56.63 per acre for commercial properties. The rates will not be adjusted until a new study is performed. We plan to budget for a new study in FY 2022 to determine the proper rate needed for the capital projects to be completed.

	Budgeted 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
<b>Water</b>					
Base Charge	\$16.60	\$17.10	\$17.61	\$18.14	\$18.68
Volume Charge (per 1,000 gallons)	7.80	8.03	8.28	8.52	8.78
<b>Sewer</b>					
Base Charge	12.30	12.92	13.56	14.24	14.95
Volume Charge (per 1,000 gallons)	5.90	6.20	6.50	6.83	7.17

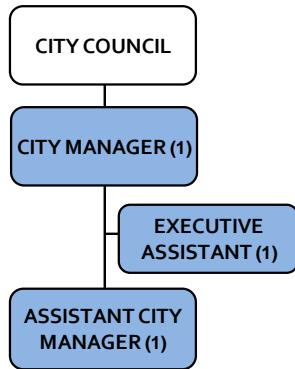


AUTHORIZED POSITIONS					
GENERAL FUND	FISCAL YEAR				DIFFERENCE
	2018	2019	2020	2021	2020 to 2021
City Manager's Office	3.0	3.0	3.0	3.0	0.0
City Secretary	2.0	2.0	2.0	2.0	0.0
City Council	0.0	0.0	0.0	0.0	0.0
Finance	6.0	6.0	5.0	5.0	0.0
Human Resources	4.0	4.0	4.0	4.0	0.0
Planning	7.0	7.0	7.0	13.0	6.0
Information Technology	6.0	6.0	6.0	6.0	0.0
Fleet Services	4.0	4.0	4.0	4.0	0.0
Building Maintenance	2.0	2.0	2.0	2.0	0.0
Police	87.0	89.0	89.0	84.0	-5.0
Fire	55.0	58.0	59.0	59.0	0.0
Municipal Court	7.0	7.0	7.0	6.0	-1.0
Street & Drainage	11.5	11.5	12.5	12.5	0.0
Parks & Recreation	21.0	23.0	24.0	24.0	0.0
Library	13.0	13.0	13.0	12.0	-1.0
<b>Total General Fund</b>	<b>228.5</b>	<b>235.5</b>	<b>237.5</b>	<b>236.5</b>	<b>-1.0</b>
<b>OTHER FUNDS</b>					
Economic Development	6.0	0.0	0.0	0.0	0.0
Crime Control & Prevention District	5.0	5.0	5.0	5.0	0.0
Water and Sewer	41.5	39.5	41.5	45.5	4.0
Drainage	7.0	7.0	7.0	7.0	0.0
<b>Total Other Funds</b>	<b>59.5</b>	<b>51.5</b>	<b>53.5</b>	<b>57.5</b>	<b>4.0</b>
<b>TOTAL ALL FUNDS</b>	<b>288.0</b>	<b>287.0</b>	<b>291.0</b>	<b>294.0</b>	<b>3.0</b>

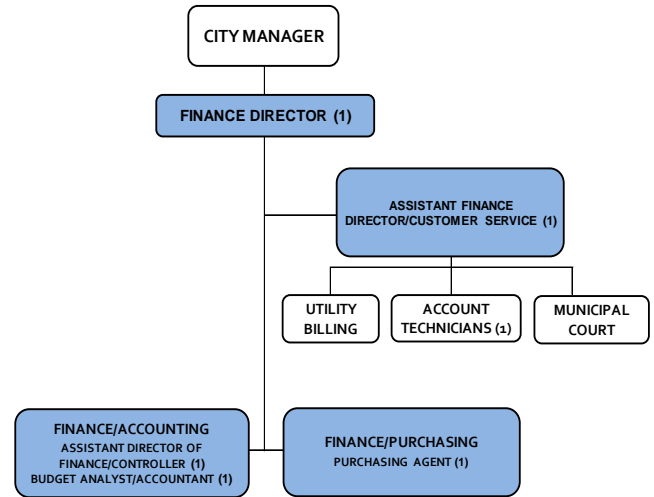
◇ There was no new position added for FY2021

## Organization Charts – Departments / Divisions

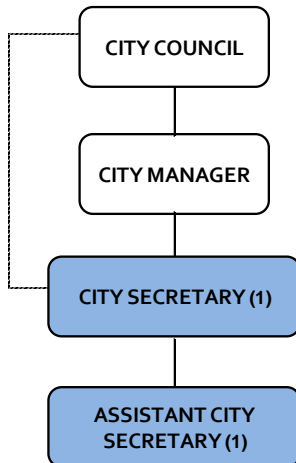
### City Manager's Office



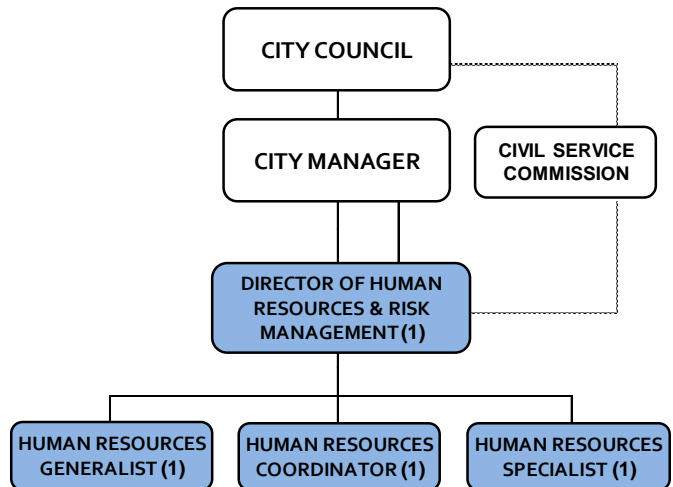
### Finance



### City Secretary

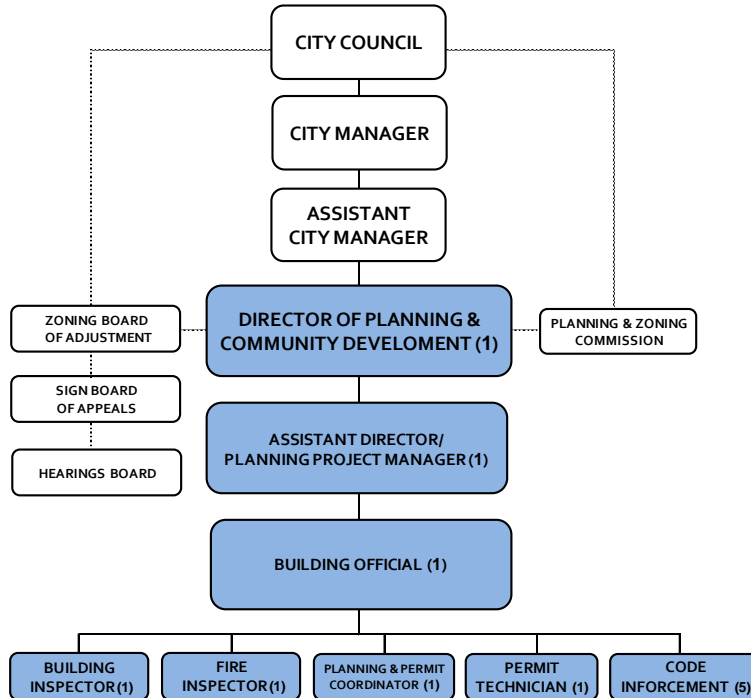


### Human Resources

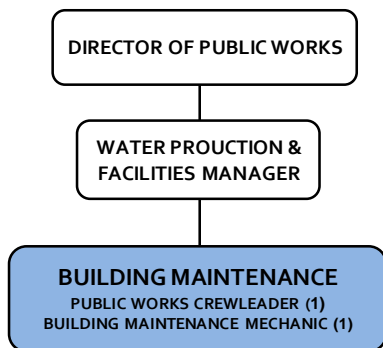


## Organization Charts – Departments / Divisions

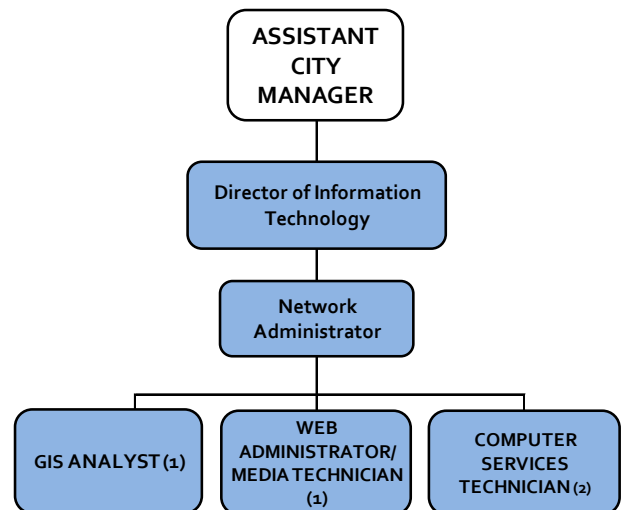
### Planning & Community Development



### Building Maintenance

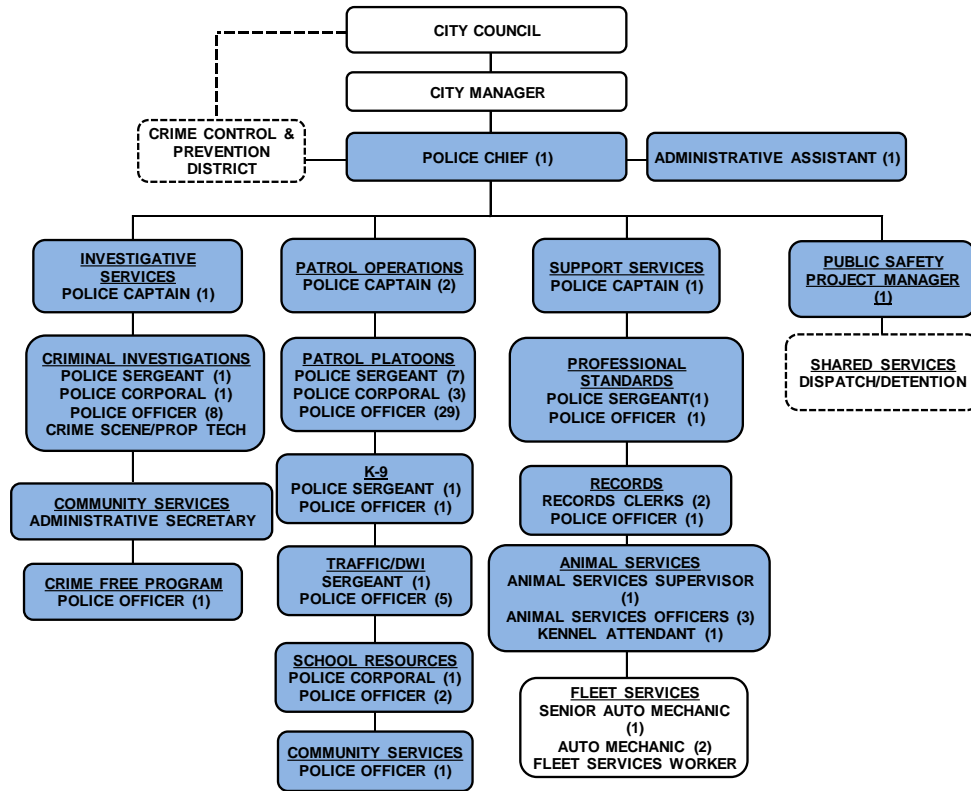


### Information Technology

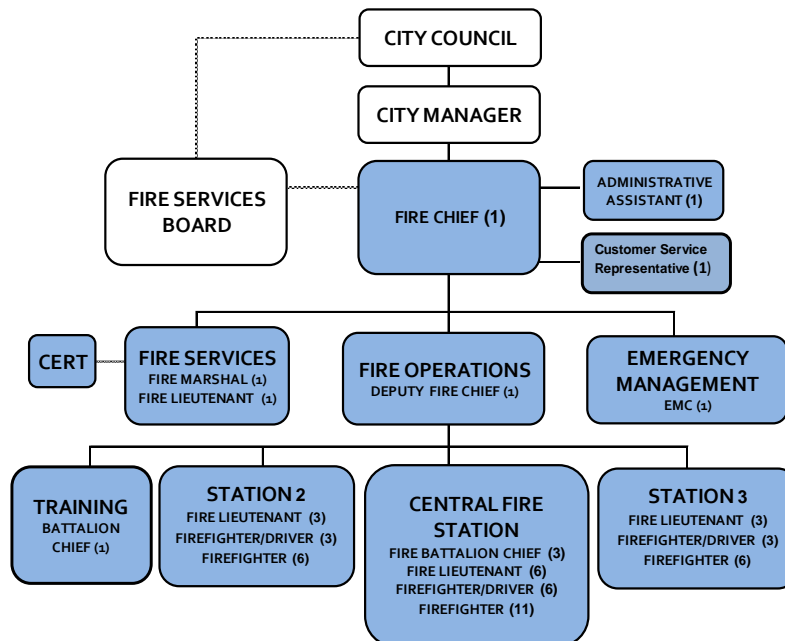


## Organization Charts – Departments / Divisions

### Police

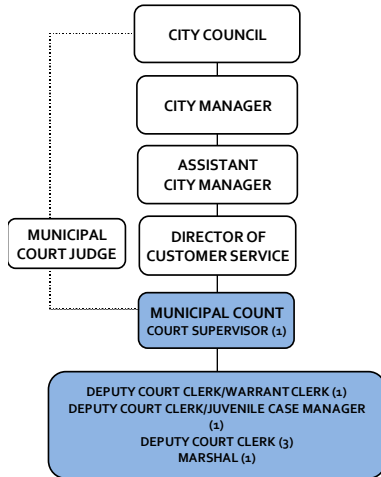


### Fire

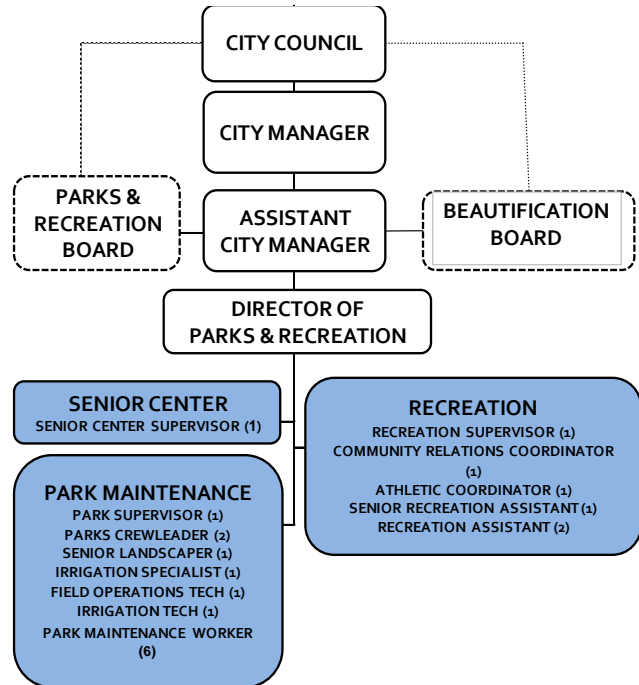


## Organization Charts – Departments / Divisions

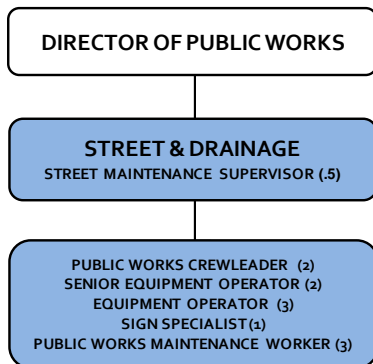
### Municipal Court



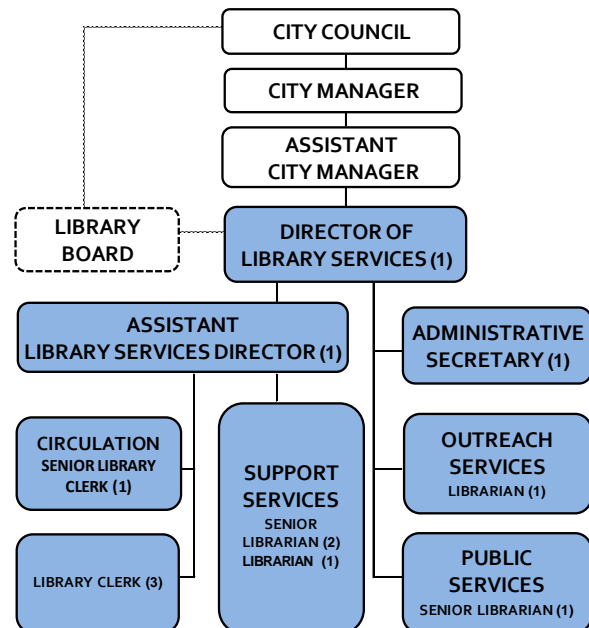
### Parks & Recreation



### Street and Drainage

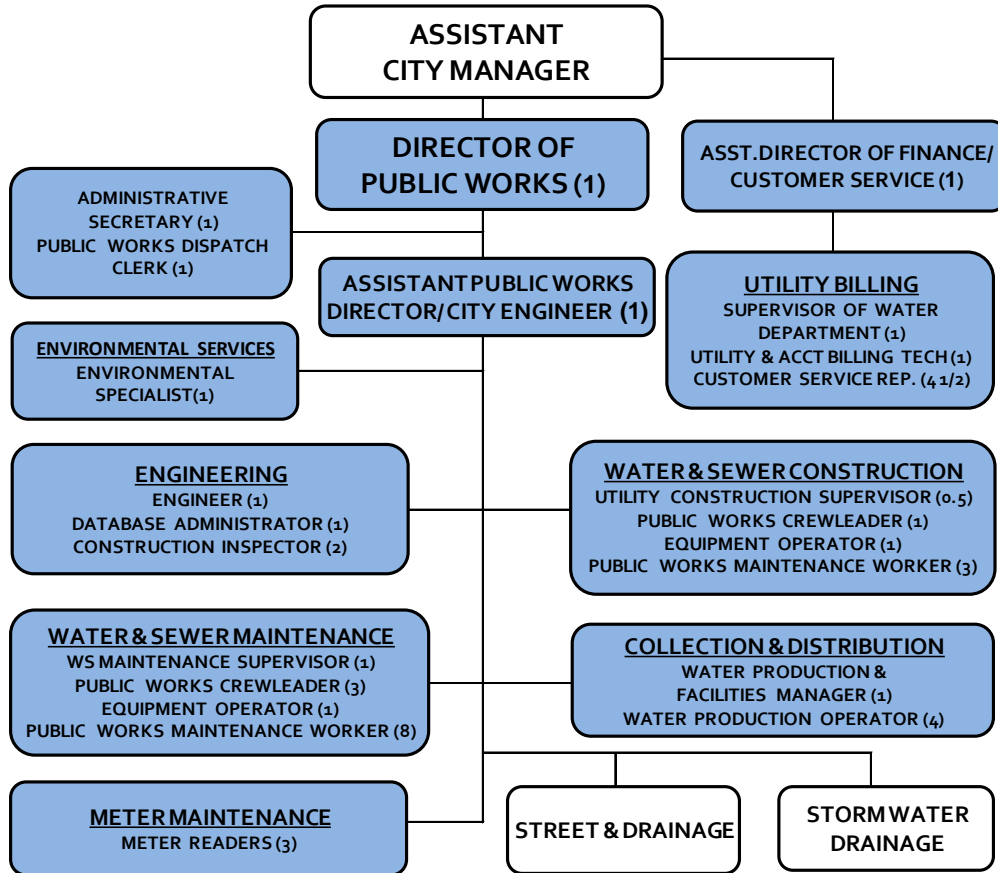


### Library

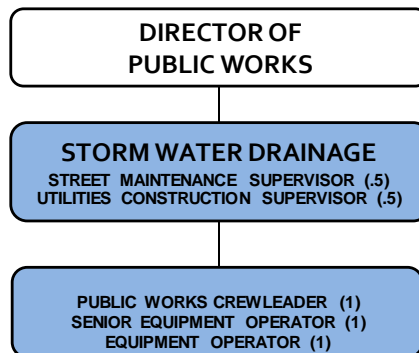


## Organization Charts – Departments / Divisions

### Water and Sewer Fund



### Drainage Fund



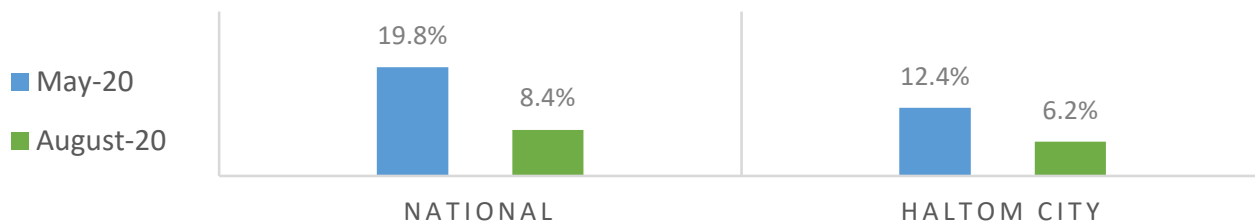
## Community Profile

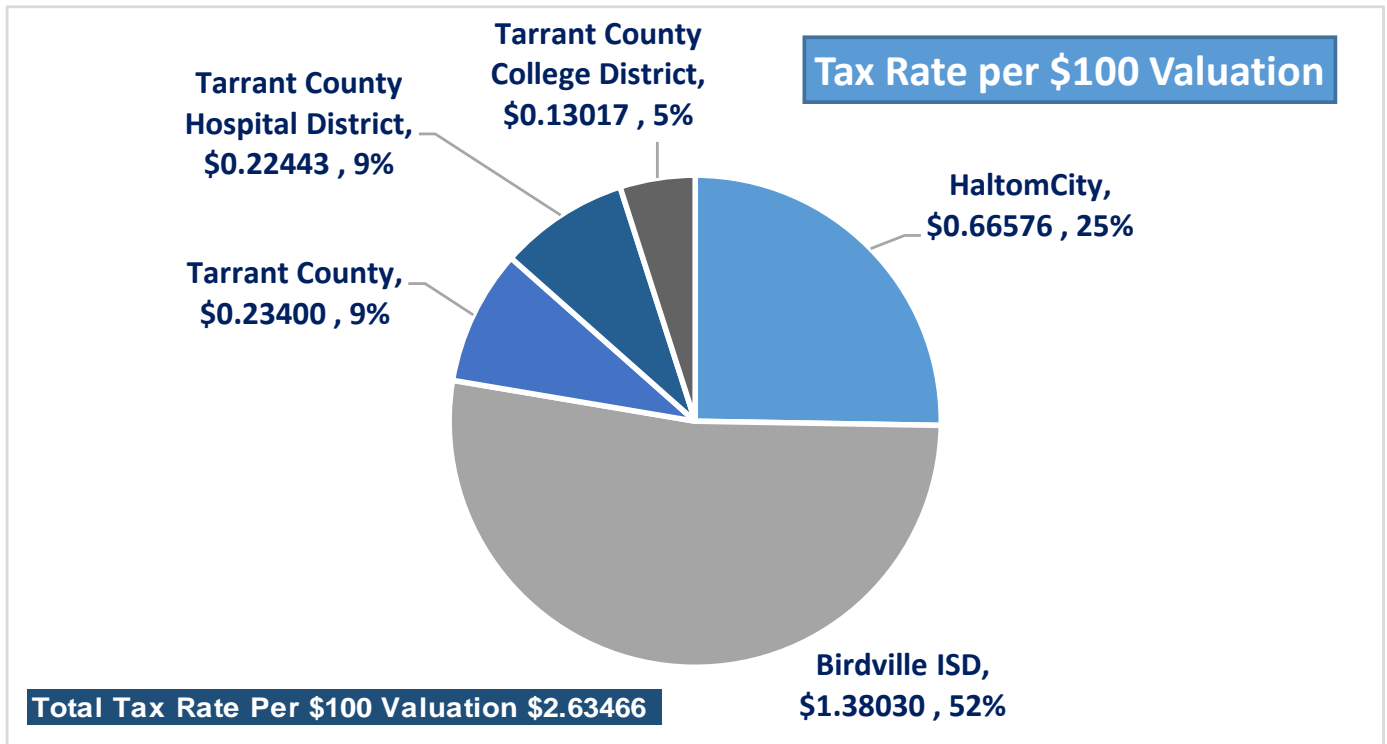
Date of Incorporation as Combined City	1950
Form of Government	Council/Manager
Area	12.4 square miles
Miles of streets	172 miles
Number of streetlights	1,730

## Demographics

Population	46,394
Median age	32.5
Median household income	\$50,448
Median home value	\$116,720
Number of housing units	17,546
Homeownership rate	48.6%
Housing units in multi-unit structures	32.4%

## UNEMPLOYMENT RATE





### Taxable Property Value For 2021

Appraised Value	\$3,522,164,254
Less: Tax-Exempt Property	(\$977,737,133)
Net Taxable Value	\$2,544,427,121

### Employees (Staffing as of October 1, 2020)

Appointed: 19

Civil Service/Sworn: 130

General government: 145





3 Fire Stations



51 Firefighters



7 Admin. Personnel



1,834 Fire Hydrants



1 Police Station



78 Police Officers



5 Admin. Personnel



8 Patrol unit on duty at one time



1 Library



12 Parks (240 acres) with 9 picnic areas

#### Building permits issued (FY2020-2021)

Residential	1043
Residential Value	\$42,436,392.62
Commercial	142
Commercial Value	\$135,040,933.33
Residential/New Single Family	116
Residential/New Single Family Value	\$33,139,498.07
Commercial/New Buildings	17
Commercial/New Buildings Value	\$125,736,696.00

**Municipal Water and Sewer:**

<b>Average daily water consumption</b>	<b>3.741 million gallons/day</b>
<b>Miles of water mains</b>	<b>309 miles</b>
<b>Number of water connections</b>	<b>13,173</b>
<b>Sanitary sewers</b>	<b>142 miles</b>
<b>Storm sewers</b>	<b>308 miles</b>
<b>Number of sewer connections</b>	<b>12,717</b>

**Bond Rating:**

<b>Moody's</b>	<b>Aa3</b>
<b>Standard &amp; Poor's</b>	<b>AA-</b>

**Major Employers (2021):**

<b>Name</b>	<b>Industry</b>	<b>Number of Employees</b>
Birdville ISD	Education	3,103
Hillshire Brands/Tyson	Food Products	800
Medtronic Midas Rex	Mfr. of Medical Devices	350
City of Haltom City	Municipal Government	275
GST Manufacturing	Metal Fabrication	220
Mica Corporation	Manufacturing	200
Lewis & Lambert Metal	Manufacturing	175
Liberty Carton	Manufacturing	154
Unifirst Corporation	Uniforms and Work wear	137
Falcon Steel Company	Steel Fabrication	125
Blackmon Mooring	Restoration	120
Nurse Assist	Manufacturing	108

**Hospitals/Medical Centers near Haltom City:**

North Hills Hospital (about 5 miles)  
HealthSouth Rehabilitation Center (about 6 miles)  
Baylor Scott & White Health in Fort Worth (about 7 miles)  
Texas Health Harris Methodist Hospital Fort Worth (about 7 miles)  
Cook Children's Medical Center in Fort Worth (about 8 miles)

**Airports certified for carrier operations nearest to Haltom City:**

Fort Worth Meacham International (about 6 miles)  
Fort Worth NAS JRB/Carswell Field (about 12 miles)  
Fort Worth Alliance (about 12 miles)  
Fort Worth Spinks Airport (about 20 miles)

**Other public-use airports nearest to Haltom City:**

Saginaw (about 7 miles)  
Hicks Field (about 12 miles)  
Sycamore Strip (about 15 miles)  
Dallas/Fort Worth International Airport (about 17 miles)

**Colleges/Universities with over 2000 students nearest to Haltom City:**

ATI Career Training Center (about 2 miles)  
Texas Christian University (about 9 miles)  
Southwestern Baptist Theological Seminary (about 11 miles)  
Tarrant County College (about 6 miles)  
Texas Wesleyan University (about 7 miles)  
The University of Texas at Arlington (about 11 miles)  
North Lake College (about 21 miles)  
University of Dallas (about 22 miles)  
University of North Texas (about 33 miles)



**Past Mayors**

1945 - 1947	Leon Rhineheart
1947 - 1953	J.C. Gunter
1953 - 1955	Virgil Goodman
1955 - 1957	Robert R. Black
1957 - 1963	J.C. Gunter
1963 - 1965	Marvin L. Ward
1965 - 1971	Virgil M. Daniels
1971 - 1984	Johnnie B. Lee
1984 - 1991	Jack O. Lewis
1991 - 1993	Charles Womack
1993 - 1995	Trae Fowler
1995 - 1999	Gary Larson
1999 - 2001	Nancy Watkins
2001 - 2006	Calvin White
2006 - 2011	Bill Landford
2011 - 2015	Richard Hutchison
2015 - 2019	David Averitt



## HISTORICAL OVERVIEW

Haltom City, whose municipal boundaries include the first Tarrant County seat of Birdville, is located near the geographic center of the county. Haltom City's land area extends three to six miles northeast of downtown Fort Worth. It is surrounded on the northwest, west, and south by Fort Worth city limits; on the east by Richland Hills and North Richland Hills; and on the northeast by Watauga. It is bisected by Big and Little Fossil Creeks and borders the Trinity River flood plain on the south. The city is situated in an area which was once rolling grassland.

Established from a ranching and farming community, Haltom Village was founded in 1932 and named to honor G. W. Haltom (1872-1944), a Fort Worth jeweler whose family ranch holdings comprised much of the new area. Gradual growth was due in part to Haltom's Meadow Oaks Corporation and the bisection of the village by major new highways affording easier access to Fort Worth, northeastern Tarrant County and Dallas. Also in 1932, the routing of State Highways 10 (E. Belknap Street) and 121 one-quarter mile south of the old Birdville business district presented local business leaders with a momentous decision regarding the future of their businesses and property investments. Most businesses chose to relocate, in order to take advantage of greater convenience and accessibility for customers, increased traffic flow, and a chance to build anew.

Haltom City was originally incorporated on August 22, 1944. On July 3, 1950 Haltom City and the City of Oak Knoll consolidated under the name of Haltom City. Since 1950 the City has gradually expanded, annexing Garden of Eden, Meadow Oaks, East Ridge and, in 1955, unincorporated portions of Birdville. Haltom City elected Home Rule Charter with a city manager, mayor and council form of government on October 10, 1955.

The City purchased the complete water systems (3,975 customer accounts) serving the entire City on August 21, 1952 and has provided water and sewer services since that time. Today the city is traversed by five major roads: State Highway 121-Airport Freeway; State Highway 183-Northeast 28th Street-Midway Road; U. S. Highway 377-E Belknap

Street-Denton Highway; Loop 452-Grapevine Highway 26; and Northeast Loop 820. The historic name of Birdville is carried on in the names of two churches, a cemetery, two roads, an independent school district, and in the memories of its residents.



First encroachment into the Birdville vicinity occurred as early as the spring of 1840, when Captain Jonathan Bird and 20 three-month service Texas Rangers from Lamar and Red River Counties were sent into the frontier by General Sam Houston. Their mission was to establish a fort, make the area safe for settlement, and guard the area from Indian attacks to the north and west. Bird's Fort was situated about twelve miles southeast of Birdville and six miles north of Arlington on the north bank of the Trinity where Calloway's Lake is located. In 1841, General Edward H. Tarrant led a successful militia force against an Indian encampment at present-day Arlington in the Battle of Village Creek. Such action served notice to hostile tribes along the frontier that a peace treaty was advisable. General Houston, Indian Commissioners and several early settlers and trappers signed and witnessed a treaty at Bird's Fort on September 29, 1843, with the chiefs of nine tribes. Soon after this, the fort was abandoned. Settlements gravitated around a few homesteads, water sources and trading posts. On June 6, 1849, Camp Worth was established by General Ripley A. Arnold and his troops nine miles west of Birdville on a bluff overlooking the confluence of the West Fork and the Clear Fork of the Trinity River. Named to honor Brigadier General William Jennings Worth, the new outpost offered welcome protection to fledgling settlements around Birdville and Denton until

1853, when the troops were sent to Fort Belknap. Birdville in 1849 had an estimated fifty people in town surrounded by scattered farms and ranches. Roads radiated out to Johnson Station, Dunneville (now Grapevine), Dallas and new settlements springing up on the prairie around Fort Worth.

In an effort to obtain self-government, some one hundred area residents petitioned the State Legislature for a new county and elected temporary county officials. On December 20, 1849, the Texas Legislature created the new county, and called it Tarrant in honor of General E. H. Tarrant. Tarrant County consisted of parts of Navarro County and Peter's Colony. Birdville area resident Ed Terrell offered his log cabin for an election polling site to choose the new county seat and to elect officers who would succeed the temporary persons appointed the preceding December, 1849. The election, on August 5, 1850, was won by Birdville. Tarrant County in 1850 had a population of 599 whites and 65 slaves, and covered 877 square miles.



The First Tarrant County Courthouse was a wood-frame structure located in the vicinity of the present-day W.G. Thomas Coliseum. An eighty-acre tract, bounded by Walker, Carson and Broadway Streets, was donated by George Akers and William Norris in August, 1851, for the erection of county buildings. A plat of the new town drawn the same year depicts 12 city blocks, including a public square. Bonds valued at \$17,000 were issued to insure completion of the construction work by W. S. Suggs and others. Bricks were collected and a foundation excavated. The first annual jury list drawn up at Birdville's temporary courthouse in 1855 by District Clerk William Quayle showed 280 men qualified to serve.



The permanent courthouse was never completed because in November, 1856, in a highly contested special election, Fort Worth won the county seat by a margin of three to thirteen votes (the official count varies). Jubilant Fort Worth citizens took the county records, equipment, and furniture back to Fort Worth for deposit in their own temporary courthouse. All early Tarrant County records were later lost in a courthouse fire on March 29, 1876.

Birdville, until 1856, had the Monday county court sessions and the associated commercial benefits. It also had two newspapers, the Birdville Western Express, with John J. Courtney as its editor; and The Birdville Union, with Colonel A. G. Walker as its editor. Walker killed Courtney in a shoot-out stemming from disagreements concerning the elections and states' rights regarding slavery.

Haltom City's population was reported at 107 in 1930 and at 40 with seven businesses in 1936, just four years after the business district moved south to the new location. In 1950, the population rose to 3,000 within an incorporated area of four-square miles, and in 1960 to 23,000, the result of continuing growth and annexations.





Haltom City continued to grow through the 1960's and the City's population reached 28,000 by 1970. Growth during the 1970's was more modest as developments to the east around the Dallas-Fort Worth airport drew residential and commercial development.

Haltom City was rediscovered as a place to live in the 1980's. Despite the recession of the early 1980's and the real estate bust of the late 1980's Haltom City grew from 29,000 in 1980 to nearly 33,000 in 1990. The north end of town, north of Loop 820 became a focal point of real development in the 1990's and the population in the City climbed to 39,000 in 2000.

Today the City is home to an estimated 42,740 residents and some 3,468 businesses. Estimates by demographic experts are that the City is 88% developed and should achieve build-out prior to 2030. The population at build out is estimated to reach 44,000.

The composition of the population has changed markedly over the years. For much of its early history Haltom City was primarily white. Since the more recent growth spurt of the past 25 years the demographics have changed. The 2010 Census indicates Hispanics make up 39% of the population and Asians another 8%. African-Americans comprised 4% of the population and whites 47%.

City is the Sara Lee (Hillshire Brands) plant responsible for the State Fair Corndogs and Medtronic, a major medical supplier. Today, Haltom City is the location of a rapidly growing Asian community and a vibrant Asian commercial district, which is redeveloping Belknap Street on the south side of Haltom City.

Haltom City, by virtue of its strategic location in Tarrant County, is attractive for new development and redevelopment. The City created the Haltom City Economic Development Corporation in 1995 in order to provide for cultural, recreational and

economic opportunities. The City was also a founding member of the Northeast Tarrant County Chamber of Commerce in 1968. The Chamber, located in Haltom

City, works for business development in Haltom City, North Richland Hills, Richland Hills and Watauga.



In 2006 the City engaged a firm to assist in the creation of a redevelopment plan for the Belknap Street Business Corridor. This community focused effort will include participation by businesses along Belknap as well as nearby residents in order to develop a vision for a revitalized business sector. The master plan was completed during 2007 and continued through review by Boards, Commissions and the City Council during 2008. The plan is now a component of the City's 2009 Comprehensive Land Use Plan (CLUP). In FY2013 the realignment of the intersection of Belknap and Denton Highway will enhance the traffic patterns in the corridor and create new redevelopment opportunities.

The long-awaited expansion of Loop 820 presents for Haltom City a unique opportunity for new development in the last large open space in the City has completed in FY2017. Improved access from the widening project will make the property on both the north and side sides of the highway attractive for development. Business campuses are envisioned for the area along with a possible town center. New exciting additions to the Loop 820 corridor include High Pointe Development, Grand on Beach, Haltom City Business Park and two Marriott Flag Hotels.



## **CURRENT BOARDS AND COMMISSIONS**

Approximately 86 volunteers serve on 14 boards and commissions. These committees were created either by City Code, City Ordinance, or Resolution. The responsibilities, powers, terms of office, membership size, qualifications and meeting schedules vary for each board and commission.

The City Council seeks nominations of citizens interested in serving as vacancies arise. Information regarding the duties and responsibilities of the boards and commissions and how to apply for a position on a board or commission can be obtained through the City Secretary's Office.

### **ANIMAL ADVISORY COMMITTEE**

The purpose is to assist the city in complying with the requirements of V.T.C.A., Health and Safety Code Ch. 823, which regulates the operation of local government animal shelters. The Animal Advisory Committee consists of five members nominated and appointed by the city council at large. One member is a licensed veterinarian, one member a municipal official, one member represents an animal welfare organization, one member has duties that include the daily operation of an animal shelter, and the fifth member is a citizen of the city. The committee holds meetings at least three times a year.

### **ADVISORY BEAUTIFICATION AND REVITALIZATION BOARD**

The purpose of this board is to confer with council and staff and to assist in the development and execution of beautification, cleanliness, and revitalization programs within the city and to encourage participation in an ongoing effort. The responsibility of the board is to communicate with the residents of the city various means in which to improve the city's image through methods and projects presented and developed by the board. There are 8 members and the board meets on the third Monday of each month at 7 p.m. in City Hall.

### **CIVIL SERVICE COMMISSION**

The Civil Service Commission consists of three citizens who meet specific criteria in their years of residency, age, and prior elective office service. The members are directed to administer the civil service ordinance and when sitting as a board of appeals

for a suspended or aggrieved employee, they are to conduct such hearing fairly and impartially and are to render a fair and just decision, considering only the evidence presented before them in such hearing. Members are considered to be officers of the City of Haltom City, are appointed by the Mayor for three-year terms, and the Commission meets as needed.

### **CRIME CONTROL AND PREVENTION DISTRICT**

The major purpose of the Crime Control and Prevention District Board is to combat, reduce, and prevent crime within Haltom City. The CCPD administers the expenditures of the ¼ cent crime tax that was approved by the voters in 1995. The board is also responsible for assembling a budget for each fiscal year. Resolution No. R-2006-002-01 removed the membership of the City Council as the Board of Directors and allows citizens of Haltom City to be appointed by the City Council. Members are considered to be officers of the City of Haltom City.

### **CITIZENS BOND ADVISORY COMMITTEE**

The Committee serves in an advisory capacity to assist the City Council in determining what specific projects serve in the best interest of the community for the spending of bond election funds. The committee is not a standing board or commission and is active when activated by the Council for a potential bond program. The board consists of eight members and is appointed by the Council members for an individual bond program.

### **FIRE SERVICES BOARD**

The purpose is to improve fire safety by providing information and giving direction to the community through fire safety programs and education. The board consists of eight citizens of the city and meets the third Tuesday of each month at 6:00 p.m. at the Central Fire Station.

### **HOUSING AUTHORITY**

The Housing Authority is responsible for the administration of Federal Public Housing in the City of Haltom City and each member is appointed by the Mayor. The board meets on an as needed basis.

### **LIBRARY BOARD**

The purpose of the Library Board is to confer with the

city council and the administrative staff of the city and

Assist in the development of public library services in the city. The board consists of eight citizens of the city and is an advisory board. It reviews and comments on the annual operating budget and capital improvement requests. The board meets the fourth Tuesday of each month at the Library Board Meeting Room at 6 p.m.

### **PARK AND RECREATIONAL BOARD**

The board makes studies and project plans for the improvement and acquisition of public park and open spaces with a view to its development and extension, recommends to council recreation programs for all segments of the population, and acts with and assists other municipal boards in formulating proper plans for municipal park and open space development. The board consists of eight citizens and meets the first Tuesday of each month at 6 p.m. at the Recreation Center.

### **PLANNING AND ZONING COMMISSION**

The purpose is to consider plats, hold public meetings on zoning and rezoning, and make recommendations to Council. The P & Z acts as an advisory board and has such duties and powers as specified by the laws of the State of Texas, the Charter, and the Ordinances of the

City. The Commission consists of 7 regular members and two alternate members and meets the second and fourth Tuesday of each month at 7 p.m. in City Hall.

### **SIGN BOARD OF APPEALS**

The purpose of the Sign Board of Appeals is to grant variances from size, spacing, height, set-back, location and other requirements of the ordinance, both as to off-premises and on-premises signs. Members of the Zoning Board of Adjustments serve on this board and it meets on an as-needed basis.

### **ZONING BOARD OF ADJUSTMENT**

The Zoning Board of Adjustment hears and decides cases where it is alleged there is an error in any requirement, decision, or determination made by the Zoning Ordinance or the Building Official in the enforcement of the ordinances and has the power to establish public notice and hearing to alter previous action in such matters. The ZBA consists of 8 regular members and 1 alternate member. The alternate serves in the absence of a regular member when requested by the Chairman. The board meets the second and fourth Tuesday of each month at 5:30 p.m. in City Hall. This board also serves as the Hearings Board and the Sign Board of Appeals.

## ACRONYMS AND ABBREVIATIONS

The following acronyms and abbreviations are used throughout the budget document:

BISD – Birdville Independent School District  
B.O.D. – Biological Oxygen Demand  
CAD/RMS – Computer Aided Dispatch / Record Management System  
CAFR – Comprehensive Annual Financial Report  
CART – Child Abduction Response Team  
CCPD – Crime Control & Prevention District.  
CDBG – Community Development Block Grant  
CD-ROM – Compact Disc - Read Only Memory  
CIP – Capital Improvement Plan  
CLUP – Comprehensive Land Use Plan  
CO or C.O. – Certificate of Obligation  
CVC – Crime Victim Coordinator  
DWI – Driving While Intoxicated  
EDC – Haltom City Economic Development Corporation  
EOY – End of Year  
EMS – Emergency Medical Service  
EPA – United States Environmental Protection Agency  
FEMA – Federal Emergency Management Agency  
FT – Full Time  
FY – Fiscal Year  
GAAP – Generally Accepted Accounting Policies  
GASB – Governmental Accounting Standards Board  
GFOA – Government Finance Officers Association  
GFOAT – Government Finance Officers Association of Texas  
GPS – Global Positioning System  
HCTV – Haltom City Cable Television  
HR – Human Resources  
IT – Information Technology  
I&S – Interest and Sinking  
LLEBG – Local Law Enforcement Block Grant  
M&O – Maintenance and Operations  
NPDES – National Pollution Discharge Elimination System  
PAM – Payment Authorization Memo  
PEG – Public Education and Government  
P & Z – Planning and Zoning  
TAD – Tarrant Appraisal District  
TIF – Tax Incremental Finance  
TML – Texas Municipal League  
TMRS – Texas Municipal Retirement System  
TP&W – Texas Department of Parks and Wildlife  
TxDOT – Texas Department of Transportation  
V.T.C.S. – Vernon' Texas Civil Statutes  
W&S – Water and Sewer  
ZBA – Zoning Board of Adjustment

## GLOSSARY OF KEY BUDGET TERMS

**Abatement:** A complete or partial cancellation of a levy imposed by the City, usually applied to tax levies, special assessments and service charges.

**Account:** A separate financial reporting unit for budgeting, management or accounting purposes. All budgetary transactions, whether revenue or expenditure, are recorded in accounts.

**Accrual Basis of Accounting:** A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of the related cash flows.

**Ad Valorem Tax:** A tax computed from the assessed valuation of land, improvements and properties.

**Amendment:** In budgetary terms, a revision to the Appropriation Ordinance approved by the City Council.

**Appropriation:** An authorization made by the legislative body of a government that permits officials to incur obligations against and to make expenditures of governmental resources. Specific appropriations are usually made at the fund level and are granted for a one-year period.

**Appropriation Ordinance:** The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

**Assessed Valuation:** A valuation set upon real estate or other property by a government as a basis for levying taxes. Sometimes called appraised value.

**Assets:** Resources owned or held by that have monetary value.

**Balanced Budget:** The fiscal condition reached when reserves on hand, coupled with projected current period revenues, equals the adopted budget of expenditures or expenses.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, streets, bridges, infrastructures, drainage, water systems and sewer systems.

**Budget:** The City's financial plan for a specific fiscal year that contains both the estimated revenues to be received during the year and the proposed expenditures to be incurred to achieve stated objectives.

**Budget Calendar:** A schedule of key dates or milestones that the City departments follow in the preparation, adoption and administration of the budget.

**Budgetary Basis of Accounting:** The method used to determine when revenues and expenditures are recognized for budgetary purposes.

**Capital Expenditure:** Acquisition of property, facilities or equipment with an initial acquisition cost of \$5,000 and a useful life greater than two years (see also capital outlay).

**Capital Improvement Plan:** A multi-year plan for capital expenditures to be accomplished over a five-year period. It contains the list, purpose and financing of projects.

**Capital Outlay:** An expenditure which results in the acquisition of or addition to capital assets and meets these criteria: has a value that is over the capitalization threshold established by the City; has an anticipated useful life of more than one year; can be permanently identified as an individual unit of property; constitutes a permanent addition to the value of City assets; and does not constitute repair or maintenance (see also capital expenditure).

**Capital Projects Funds:** Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds.)

**Capitalization Threshold:** The dollar value at which a government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. The capitalization threshold for City of Haltom City is at \$5,000.

**Cash Basis of Accounting:** A method of accounting that recognizes transactions or events when related cash amounts are received or disbursed.

**Current Taxes:** Taxes that are levied and due within one year.

**Debt Service:** The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

**Debt Service Fund:** Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Delinquent Taxes:** Taxes that remain unpaid on and after the date which a penalty for non-payment is attached.

**Department:** An entity within the City for the administration of specifically enumerated duties. A department head is responsible for the accomplishment of the tasks assigned and the fiscal administration of the department.

**Depreciation:** The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

**Drainage Fund:** This fund was created during the FY2005 budget preparation process in order to generate revenue needed to address flooding and drainage issues in Haltom City. Projects have been undertaken and studies conducted on the Big Fossil Creek, the required National Pollution Discharge Elimination System (NPDES), Haltom Pond and Solona Drive.

**Enterprise Fund:** A proprietary fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenses. Enterprise funds in Haltom City are established for water and sewer service and drainage utility.

**Expenditures:** This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services received.

**Expenses:** Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest, and other charges.

**Fiscal Year:** The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Haltom City has specified October 1 to September 30 as its fiscal year.

**Fund:** A fully self-contained accounting entity used for measuring the operating activities of a standalone operational unit of the City.

**Fund Balance:** The difference between assets and liabilities reported in a governmental fund.

**General Fund:** The General Fund accounts for many of the financial resources of the government. General Fund revenues include taxes, franchise fees, licenses and permits, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, administration, park and recreation, libraries, streets, and building maintenance.

**General Obligation Bonds:** Bonds that finance a variety of public projects such as streets, buildings and improvements. The repayment of these bonds is usually made from the general revenues of the entity. These bonds are backed by the full faith and credit of the issuing government.



**Generally Accepted Accounting Principles (GAAP):** Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

**Governmental Funds:** Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

**Impact Fees:** Fees charged to developers to cover, in whole or in part, the anticipated cost of Improvements that will be necessary as a result of the development (e.g. parks, sidewalks).

**Internal Service Fund:** A fund used to account for the financing of goods and services provided by one City department or cost center to other department, on a cost-reimbursement basis.

**Interfund Transfers:** Flows of assets (such as cash or goods) between funds and blended component units of the primary government without equivalent flows of assets in return and without a requirement for repayment.

**Interest and Sinking (I&S):** That portion of the property tax rate and subsequent property tax revenue appropriated to the retirement of principal and interest on bonded debt.

**Legal Debt Margin:** The excess of the amount of debt legally authorized over the amount of debt outstanding.

**Liabilities:** Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded, at some future date.

**Maintenance and Operation (M&O):** That portion of the property tax rate and subsequent property tax revenue appropriated to the financing of general government operations within the General Fund.

**Modified Accrual Basis of Accounting:** Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

**Long Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Operating Budget:** The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel.

**Operating Fund:** The City classifies General and Enterprise Funds as Operating Funds.

**Payment in Lieu of Taxes:** A payment that a property owner not subject to taxation makes to a government to compensate it for services that the property owner receives that normally are financed through property taxes.

**Performance Measures:** Specific quantitative and qualitative measures of work performed as an objective of the department.

**Property Tax:** Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

**Proprietary Funds:** Funds that focus on the determination of operating income, changes in net assets, financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.



