

City of Grapevine, Texas Proposed Operating Budget Fiscal Year 2020-21



MEMO TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: BRUNO RUMBELOW, CITY MANAGER
GREG JORDAN, CFO

DATE: JULY 10, 2020

SUBJECT: FY2021 BUDGET NOTES

Below are highlights and notes of interest for this year's budget.

1. Current service levels, line item expenditures and staff remain constant.
2. Tax rate is anticipated to reduce from .2842 to .2829 - at the 3.5% tax cap. This represents a 0.5% reduction from the current rate of 0.284271 and is based on anticipated values from the appraisal districts. Certified values will become available from the appraisal districts on July 25 and at that time we will be able to calculate the tax rate.
3. General Fund expenditures decrease by 9.2% or \$6.5M in a year-over-year comparison.
4. Sales taxes are reduced by 18%.
5. Hotel occupancy taxes reduced by 28% from \$14.7M to \$10.7M and expenditures reduced from \$22.5 to \$20.3M.
6. The two largest funds (General & CVS) exceed fund balance requirements.
7. PCMF, Parks, Streets/stripping and Facilities get a \$1.8M cash investment from existing capital funds with an emphasis on replacement and in-house maintenance (except micro-surfacing).
8. QOL transfer not made in 2020 or 2021 but all dollars that exceed revenue targets will be transferred to that account at the end of both fiscal years.
9. No vehicle replacements or new equipment funded in 2021 - focus will be on maintenance of existing fleet and any minor equipment replacement will be funded from the line items.
10. Increase in Crime Control transfer by \$2.0M - from \$3.4M this year to \$5.4M in 2021 - reminder, CCPD since 2006 has paid for all Police Department expenditures except Administration and Animal Services.

The first of two budget workshops will be held on Tuesday, July 28 with dinner at 5 pm. If necessary, the second workshop will be held on Wednesday, July 29. Staff will be available prior to the workshops should you have questions or comments.

We are hopeful for a quick economic recovery during FY21. If revenues exceed expectations in the current and upcoming year, we will update the Council with budget options early in 2021 that could include restoration of vehicles and equipment, capital projects' funding and salary increases to insure that we remain at the 50th percentile.

BR/sgp

**FY21 PROPOSED BUDGET
TABLE OF CONTENTS**

<u>SECTION 1 - GENERAL GOVERNMENT FUNDS</u>	<u>PAGE NUMBER</u>
General Fund Summary	1
City Manager's Office	5
Mayor & Council	15
City Secretary's Office	17
Human Resources	20
Fiscal Services	24
Police	36
Fire	43
Parks & Recreation	61
Library	89
Public Works	93
Development Services	116
Debt Service Fund Summary	123
PCMF	128

<u>SECTION 2 - SPECIAL REVENUE FUNDS</u>	<u>PAGE NUMBER</u>
CVB Fund Summary	1
Sales, Promotions, & Administration	6
Facilities	11
Festivals & Events	14
GVRR	16
Sister Cities	18
Wine Pouring Society / Craft Brew Guild	20
Visitor Shuttle	22
CVB Incentives Fund Summary	25
SDUS Fund Summary	29
CCPD Fund Summary	35
Uniform Operations	38
Criminal Investigations	41
Technical Services	43
Jail Operations	47
Commercial Vehicle Enforcement	49
Lake Parks Fund	51
Administration	55
Rockledge	58
Katie's Woods	61
Vineyards	63
Oak Grove	66
McPherson Slough	68
Lakeview	70
Meadowmere	72
Disaster Recovery	75
GO WILD Education	77
4B Transit Fund Summary	79
Economic Development Fund Summary	84

**FY21 PROPOSED BUDGET
TABLE OF CONTENTS**

<u>SECTION 3: ENTERPRISE FUNDS</u>	<u>PAGE NUMBER</u>
Utility Fund Summary	1
Water Distribution	5
Water Treatment	8
Utility Billing	11
Wastewater Collection	14
Wastewater Treatment	17
Utility Administrative Services	21
Utility PCMF	24
Golf Fund Summary	26
Pro Shop	29
Course Maintenance	32

<u>SECTION 4: APPENDICES</u>	<u>PAGE NUMBER</u>
Community Distributions	1
Vehicle Replacements	2

SECTION 1

**FY 2020-21 PROPOSED OPERATING BUDGET
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING FUND BALANCE:	11,452,240	12,851,591	12,185,859	12,185,859	12,237,368
OPERATING REVENUE:					
Ad Valorem Taxes	11,332,790	11,765,848	13,043,001	12,995,000	13,494,517
Sales Taxes	28,286,627	29,863,646	29,616,580	23,450,000	24,581,761
Mixed Beverage Taxes	1,792,674	2,145,940	2,057,000	2,000,000	1,899,934
Franchise Fees	6,893,151	6,435,472	6,906,950	6,906,950	6,906,950
Licenses & Permits	1,631,113	1,987,404	1,924,422	1,381,794	1,617,296
Charges for Services	12,535,663	8,607,063	9,134,928	7,577,763	9,068,428
Intergovernmental	321,081	384,454	697,687	287,816	344,094
Fines and Forfeitures	1,584,241	1,542,241	1,728,702	1,230,899	1,377,500
Miscellaneous	3,486,795	2,253,113	1,409,000	1,067,582	999,934
Total Operating Revenue	67,864,135	64,985,182	66,518,270	56,897,804	60,290,414
TRANSFERS IN:					
Admin. Fee - Utility Fund	1,919,146	1,743,710	1,865,000	1,600,000	1,817,850
Admin. Fee - CVB Fund	1,347,770	1,498,333	1,455,526	1,000,000	1,213,537
Admin. Fee - Golf Fund	107,254	106,997	108,000	80,000	108,000
Administrative Fee - SDUS Fund	109,407	112,059	112,000	108,000	108,750
Administrative Fee - Lake Parks Fund	163,088	107,023	689,893	60,000	689,893
Administrative Fee - 4B Fund	326,478	339,626	306,000	250,000	291,204
Transfers In-Housing Authority	109,035	-	-	-	-
Total Transfers In	4,082,178	3,907,797	4,536,419	3,098,000	4,229,234
TOTAL REVENUE AND TRANSFERS	71,946,314	68,892,979	71,054,689	59,995,804	64,519,648
OPERATING EXPENDITURES:					
Personnel	32,014,323	33,462,248	34,466,915	30,500,000	34,239,023
Supplies	3,325,681	3,253,195	3,350,597	2,700,000	3,285,739
Maintenance	1,082,247	1,142,288	1,452,632	1,225,000	1,481,235
Services	11,673,960	13,124,614	12,271,761	11,000,000	11,574,422
Debt Service	138,071	122,768	-	-	-
Capital Outlay	109,711	264,387	105,000	503,467	115,000
Insurance	12,125,820	6,712,060	8,891,956	7,000,000	8,460,337
Total Operating Expenditures	60,469,813	58,081,560	60,538,861	52,928,467	59,155,756
TRANSFERS OUT:					
To Permanent Capital Maintenance	2,645,000	3,020,000	3,279,000	2,779,000	-
To Capital Equipment Acquisition Fund	-	3,200,000	830,004	830,004	-
To Community Quality of Life Fund	3,000,000	3,000,000	3,000,000	-	-
To Crime Control & Prevention District Fund	2,235,000	3,056,630	3,406,824	3,406,824	5,363,892
To Grants Fund	574,200	-	-	-	-
Total Transfers Out	8,454,200	12,276,630	10,515,828	7,015,828	5,363,892
TOTAL EXPENDITURES AND TRANSFERS	68,924,013	70,358,190	71,054,689	59,944,295	64,519,648
SURPLUS (DEFICIT)	3,022,301	(1,465,211)	-	51,509	-
ENDING FUND BALANCE:	12,851,591	12,185,859	12,185,859	12,237,368	12,237,368
FUND BALANCE REQUIREMENT:	10,501,860	10,770,099	11,372,574	9,875,361	11,831,151

* Fund balance requirement is 20% of total budgeted expenditures (72 days of operation).
The FY 2020-21 projected Ending Fund Balance represents 20% of total budgeted expenditures (72 days of operation).

GENERAL FUND (100)
REVENUE DETAIL

Account Description	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	from FY19 Actual	from FY20 Budget
31100 General Property Taxes-Current	11,190,248	11,710,925	12,900,460	12,900,000	13,351,976	14%	3%
31101 General Property Taxes-Late	90,737	3,161	90,736	60,000	90,736	2770%	0%
31103 General Property Taxes-P & I	51,805	51,762	51,805	35,000	51,805	0%	0%
AD VALOREM TAXES	11,332,790	11,765,848	13,043,001	12,995,000	13,494,517	15%	3%
31204 Sales Taxes	28,286,627	29,863,646	29,616,580	23,450,000	24,581,761	-18%	-17%
31306 Mixed Beverage Taxes	1,792,674	2,145,940	2,057,000	2,000,000	1,899,934	-11%	-8%
SALES & USE TAXES	30,079,302	32,009,586	31,673,580	25,450,000	26,481,695	-17%	-16%
31410 Franchise Fees-Electric	3,543,334	3,554,552	3,700,000	3,700,000	3,700,000	4%	0%
31411 Franchise Fees-Phone/Access	586,796	489,057	220,000	220,000	220,000	-55%	0%
31412 Franchise Fees-Gas	951,886	719,834	950,000	950,000	950,000	32%	0%
31413 Franchise Fees-Cable Tv	694,023	549,183	880,000	880,000	880,000	60%	0%
31414 Franchise Fees-Refuse Collect.	1,117,112	1,122,845	1,156,950	1,156,950	1,156,950	3%	0%
FRANCHISE FEES	6,893,151	6,435,472	6,906,950	6,906,950	6,906,950	7%	0%
32115 Building Permits	1,061,568	1,355,166	1,305,881	925,000	1,100,000	-19%	-16%
32310 Plumbing Permits	95,533	124,915	121,200	75,000	90,000	-28%	-26%
32312 Mechanical Permits	115,412	121,439	109,080	110,000	85,000	-30%	-22%
32525 Electric Permits	85,709	100,930	103,020	60,000	80,000	-21%	-22%
32900 Trailer Park Licenses	696	696	696	694	696	0%	0%
32907 Animal Services Permits	-	100	-	-	-	-100%	
32908 Vet Bill Reimbursement	-	219	-	-	-	-100%	
32913 Coin-Operated Machine Permits	100	50	100	100	100	100%	0%
32914 Alcoholic Beverage Permits	68,739	66,500	70,000	62,000	65,000	-2%	-7%
32920 Solicitor Permits	6,802	10,125	7,000	4,000	4,000	-60%	-43%
32926 Contractors Registration	88,050	93,125	82,945	10,000	80,000	-14%	-4%
32927 Municipal Setting Designation Fee	-	2,500	-	-	-	-100%	
32938 Drainage Inspection Fee	21,755	20,585	32,500	45,000	32,500	58%	0%
34331 Alarm Service Permit	86,750	91,055	92,000	90,000	80,000	-12%	-13%
LICENSES & PERMITS	1,631,113	1,987,404	1,924,422	1,381,794	1,617,296	-19%	-16%
32940 Variance Request	700	900	2,000	450	1,000	11%	-50%
32943 Certificate Of Occupancy	14,412	11,673	15,900	11,000	10,000	-14%	-37%
32945 Zoning Request	24,250	26,825	23,000	23,000	22,000	-18%	-4%
32946 Site Plans Fees	2,025	1,025	8,000	1,331	2,000	95%	-75%
34080 Platting & Publishing Fees	15,582	15,436	15,500	10,000	12,500	-19%	-19%
34110 Swimming Pool Fees	411,333	398,309	410,000	300,000	410,000	3%	0%
34140 Concessions - The Rec	92,425	96,551	70,000	35,000	70,000	-27%	0%
34145 Concessions- Oak Grove Basebal	22,439	310,394	350,000	225,000	350,000	13%	0%
34146 Concessions-Oak Grove Softball	-	-	175,000	-	175,000		0%
34148 Concessions- Meadowmere Soccer	-	4,404	15,000	12,000	15,000	241%	0%
34155 Ambulance Revenues	1,346,403	1,761,945	1,800,000	1,750,000	1,800,000	2%	0%
34250 Engineering Inspection Fee	99,636	197,000	120,000	175,000	70,000	-64%	-42%
34300 Vital Statistics	80,062	81,806	90,000	60,000	90,000	10%	0%
34310 Athletic Fee	921,698	566,349	660,000	400,000	660,000	17%	0%
34311 Recreation Fees	765,818	742,887	850,000	375,000	850,000	14%	0%
34312 Pard Event & Program Fees	42,948	80,696	75,000	75,000	75,000	-7%	0%
34313 Field Use Charge	8,340	6,350	7,000	-	7,000	10%	0%
34316 Facility Use Charges	62,814	53,958	93,000	30,000	93,000	72%	0%
34317 Fleet Charges	883,735	886,200	712,429	712,073	712,429	-20%	0%

GENERAL FUND (100)
REVENUE DETAIL

Account Description	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	from FY19 Actual	from FY20 Budget
34318 Insurance Charges	4,871,709	894,636	698,672	698,672	698,672	-22%	0%
34319 I.T. Charges	610,197	674,400	555,127	555,127	555,127	-18%	0%
34320 Employee Ins. Contributions	567,629	717,780	615,000	600,000	615,000	-14%	0%
34322 Retiree Ins. Contributions	297,946	310,125	305,000	300,000	305,000	-2%	0%
34325 Rec/Admin Fees	1,373,153	736,492	1,422,000	1,200,000	1,422,000	93%	0%
34590 Ub- Fire Suppression Revenue	-	15,967	-	-	-	-100%	
39933 Mowing Charges	5,831	6,175	10,000	17,066	12,000	94%	20%
39936 Police/Fire Ins. Report Copies	4,562	4,177	5,600	1,782	4,000	-4%	-29%
39937 Tree Sharing	10,015	4,602	7,700	-	7,700	67%	0%
34396 Library Non Resident Fees	-	-	12,000	5,375	12,000		0%
36504 Library Copier Replacement	-	-	12,000	4,887	12,000		0%
CHARGES FOR SERVICES	12,535,663	8,607,063	9,134,928	7,577,763	9,068,428	5%	-1%
33244 Instructor Reimbursement	57,022	60,251	60,251	60,251	60,251	0%	0%
33245 School Resource Officer	91,432	96,003	157,436	-	105,843	10%	-33%
33251 Firefighter Services	7,630	4,185	5,000	2,565	5,000	19%	0%
39210 Intergover-Rev- Medicaid	164,998	224,015	475,000	225,000	173,000	-23%	-64%
INTERGOVERNMENTAL	321,081	384,454	697,687	287,816	344,094	-10%	-51%
32905 Animal Services Fees	17,870	32,227	26,990	15,000	15,000	-53%	-44%
35012 State Court Fines Collected	60,668	61,083	65,000	42,000	65,000	6%	0%
35100 D/Fw Parking Fine	4,986	13,172	9,000	15,000	9,000	-32%	0%
35102 D/Fw All Other Fine	106,187	100,654	105,000	95,000	80,000	-21%	-24%
35104 D/Fw Ordinance Fine	1,467	1,898	2,000	3,000	2,000	5%	0%
35120 D/Fw Notice To Appear	8,282	8,008	7,800	6,500	7,000	-13%	-10%
35122 D/Fw Uniform Traffic Fee	3,186	2,768	2,800	2,000	2,500	-10%	-11%
35124 D/Fw Child Safety Fee	100	-	100	-	-		-100%
35205 City Parking Fine	10,701	6,548	8,500	5,405	5,000	-24%	-41%
35207 City Fines All Other	360,159	332,445	400,000	325,000	330,000	-1%	-18%
35209 City Ordinance Fine	9,418	7,252	6,000	6,500	6,000	-17%	0%
35211 Judicial Efficiency	1,912	1,889	2,000	2,513	2,000	6%	0%
35212 Court Investigating Fee	6,369	6,448	7,000	3,045	2,000	-69%	-71%
35213 Motor Carrier Weight Violation	3,494	1,000	2,500	750	1,000	0%	-60%
35219 City Notice To Appear Fee	45,666	46,201	50,000	30,000	40,000	-13%	-20%
35221 City Uniform Traffic Fee	20,343	20,696	22,000	14,000	15,000	-28%	-32%
35223 City Child Safety Fee	-	-	400	-	400		0%
35308 Reimbursement-Adult Probation	7,569	4,187	7,600	2,087	7,600	82%	0%
35309 Sale Of Material - Gun Range	1,785	715	-	523	-	-100%	
35316 Dismissal Fees	10,780	8,210	12,000	5,115	8,000	-3%	-33%
35317 Court Administration Fee	756,651	747,404	800,000	550,000	650,000	-13%	-19%
35318 Driving Safety Course Fee	10,690	12,738	13,000	8,055	11,000	-14%	-15%
35319 Jury Conviction Fee	-	-	12	193	300		2400%
35320 Dfw - Driver Safety Fee	1,320	1,250	1,200	720	-	-100%	-100%
35321 Dfw - Compliance Dismissal Fee	800	610	600	590	-	-100%	-100%
35325 School Crossing Guard	5,160	-	9,500	-	-		-100%
35329 Teen Court Fee	1,040	1,270	1,200	1,050	1,200	-6%	0%
35501 D/Fw Warrants	5,693	8,089	9,000	6,853	6,500	-20%	-28%
35506 City Warrants	56,561	56,911	75,000	40,000	50,000	-12%	-33%
35715 Library Fines	9,734	1,343	13,000	-	13,000	868%	0%
35716 False Alarm Fines	55,650	57,225	69,500	50,000	48,000	-16%	-31%
FINES & FORFEITURES	1,584,241	1,542,241	1,728,702	1,230,899	1,377,500	-11%	-20%
53115 Transfers In - CVB	1,347,770	1,498,333	1,455,526	1,000,000	1,213,537	-19%	-17%

**GENERAL FUND (100)
REVENUE DETAIL**

Account Description	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	from FY19 Actual	from FY20 Budget
53116 Transfers In - SDUS	109,407	112,059	112,000	108,000	108,750	-3%	-3%
53118 Transfers In - Housing Authority	109,035	-	-	-	-		
53119 Transfers In - Lake Parks	163,088	107,023	689,893	60,000	689,893	545%	0%
53124 Transfers In - Economic Devel	326,478	339,626	306,000	250,000	291,204	-14%	-5%
53200 Transfers In - Utility Enterprise	1,919,146	1,743,710	1,865,000	1,600,000	1,817,850	4%	-3%
53210 Transfers In - Golf	107,254	106,997	108,000	80,000	108,000	1%	0%
TRANSFERS IN	4,082,178	3,907,797	4,536,419	3,098,000	4,229,234	8%	-7%
34326 Admin Fee/Off Duty Security	32,980	27,980	33,000	30,000	30,000	7%	-9%
39230 Interest On Investments	193,574	251,345	250,000	180,000	125,000	-50%	-50%
39230 Interest On Investments	20,623	21,077	-	-	-	-100%	
39250 Chg. In Investment Value	(1,545)	10,551	-	-	-	-100%	
39260 Sale Of Salvage	33,396	4,261	8,300	4,038	8,300	95%	0%
39710 Insurance Recoveries	59,535	379,223	130,000	20,851	130,000	-66%	0%
39801 Insurance Reimbursements-Risk	467,007	361,571	275,000	450,000	275,000	-24%	0%
39930 Copy Machine Charges	142	74	500	48	500	578%	0%
39931 Oil And Gas Lease	4,551	4,218	14,800	1,806	14,800	251%	0%
39932 Tower/Ground Comm. Lease	259,531	249,895	260,000	232,000	260,000	4%	0%
39939 Building Leases	-	66,188	-	36,750	54,000	-18%	
39950 Sales Of Fixed Assets	277,361	151,956	17,400	7,920	17,400	-89%	0%
39951 Resale Of Labor/Materials	8,834	11,115	10,000	4,135	10,000	-10%	0%
39995 (Over)/Short	(319)	(127)	-	34	-	-100%	
26002 Prior Period Adjustments	1,880,068	589,801	-	-	-	-100%	
39999 Miscellaneous Revenues	251,057	123,985	410,000	100,000	74,934	-40%	-82%
MISCELLANEOUS	3,486,795	2,253,113	1,409,000	1,067,582	999,934	-56%	-29%
TOTAL GENERAL FUND REVENUES	71,946,314	68,892,979	71,054,689	59,995,804	64,519,648	-6%	-9%

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND DEPARTMENTAL SUMMARY
101 - CITY MANAGER**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Administration	853,422	843,564	866,863	865,129	875,307
Information Technology	1,841,539	1,996,916	2,398,279	2,393,482	2,438,855
Non-Departmental	11,614,459	16,319,842	13,041,542	10,036,491	6,793,606
Total	14,309,420	19,160,322	16,306,684	13,295,102	10,107,768

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

CITY MANAGER'S OFFICE	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
City Manager	1.0	1.0	1.0	1.0	1.0
Assistant City Manager	1.0	1.0	1.0	1.0	1.0
Executive Assistant	1.0	1.0	1.0	1.0	1.0
Administrative Secretary	0.5	0.5	0.5	0.5	0.5
Marketing Manager	1.0	1.0	1.0	1.0	1.0
Chief Technology Officer	1.0	1.0	1.0	1.0	1.0
Project Management Officer	1.0	1.0	1.0	1.0	1.0
IT Project Manager	1.0	1.0	1.0	1.0	1.0
GIS Manager	1.0	1.0	1.0	1.0	1.0
IT Customer Service Coordinator	1.0	1.0	1.0	1.0	1.0
IT Secretary	-	-	-	1.0	1.0
LAN/WAN Administrator	1.0	1.0	1.0	1.0	1.0
Senior LAN/WAN Administrator	1.0	1.0	1.0	1.0	1.0
IT Technician	1.0	1.0	1.0	1.0	1.0
IT Technical Support Specialist	1.0	1.0	1.0	1.0	1.0
IT Security Analyst	-	-	1.0	1.0	1.0
GIS Technical Analyst	1.0	1.0	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	14.5	14.5	15.5	16.5	16.5

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - CITY MANAGER
ADMINISTRATION DIVISION SUMMARY
100-101-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	757,135	786,671	808,189	806,573	811,655
Supplies	14,118	11,418	17,200	17,166	17,200
Services	82,169	45,475	41,474	41,391	46,452
Total	853,422	843,564	866,863	865,129	875,307

OBJECTIVES

- Maintain the City’s technological competitiveness and customer service orientation through the development and maintenance of the City web page and the organizational intranet.
- Continue support of City facility development to accommodate the City’s growth.
- Facilitate communication with DFW Airport to resolve funding issues and for the development of viable property within Grapevine City limits.
- Continue efforts to develop public transportation program focused on tourism and to implement citywide signage program.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Newsletters published	6	6	6	6	6
Average response time to citizen telephone and web page inquiries	1	1	1	1	1
E-newsletters published	52	52	52	52	52
Electronic media subscribers	48,418	51,234	55,680	55,700	56,000

**CITY MANAGER'S OFFICE - ADMINISTRATION 100-101-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Administration							
41100 Salaries-Full Time	583,220	601,713	629,429	628,170	629,387	5%	0%
41107 Salaries-Overtime	26	9	308	307	300	3233%	-3%
41180 Salaries-Part Time Hourly, Ot	793	316	3,767	3,759	3,500	1008%	-7%
41190 Wages - Contract Labor	121	-	-	-	-		
41223 Iema-Rc	10,000	9,616	10,027	10,007	10,027	4%	0%
41224 Pars Benefits	10	2	49	49	46	2200%	-6%
41236 TMRS Benefits	118,690	120,458	122,652	122,407	124,629	3%	2%
41247 Medicare	8,975	9,243	9,591	9,572	9,798	6%	2%
41271 Salaries-Longevity	7,440	5,876	3,816	3,808	4,224	-28%	11%
41273 Salaries-Sick Leave Buy Back	11,660	24,468	12,350	12,325	12,104	-51%	-2%
41275 Car Allowance	16,200	14,850	16,200	16,168	16,200	9%	0%
41276 Phone Allowance	-	120	-	-	1,440	1100%	
Personnel Subtotal	757,135	786,671	808,189	806,573	811,655	3%	0%
42200 Operating Supplies	13,797	10,620	16,700	16,667	16,700	57%	0%
42261 Postage And Related Charges	321	552	500	499	500	-9%	0%
42281 Apparatus And Tools	-	182	-	-	-	-100%	
42285 Motor Vehicle Supplies	-	64	-	-	-	-100%	
Supplies Subtotal	14,118	11,418	17,200	17,166	17,200	51%	0%
44500 It License & Maint Fees	2,551	5,096	791	789	791	-84%	0%
44505 Travel, Training And Dues	23,088	22,750	33,583	33,516	33,583	48%	0%
44525 Utilities	5,138	3,393	5,500	5,489	5,500	62%	0%
44540 Professional Services	838	1,736	1,200	1,198	6,178	256%	415%
44565 Advertising Publ & Subscript	-	-	400	399	400		0%
44573 Rentals	50,000	12,500	-	-	-	-100%	
49999 Misc. Expense	554	-	-	-	-		
Services Subtotal	82,169	45,475	41,474	41,391	46,452	2%	12%
<hr/>							
Administration	853,422	843,564	866,863	865,129	875,307	4%	1%
Less Salaries, Vehicle Mtn & Fuel, Lease Payments	96,287	56,893	58,674	58,557	63,652	12%	8%

Comments/Justification

42200 Operating Supplies

Copies \$12,000; Office supplies \$2,000; Floral services \$1,200; Printing \$1,500

16,700

44500 It License & Maint Fees

Adobe Creative Cloud Software annual maintenance fee \$791.

791

CITY MANAGER'S OFFICE - ADMINISTRATION 100-101-001

Comments/Justification

44505 Travel, Training And Dues

33,583

City Manager-TCMA Dues \$555; TCMA Conference \$1,700; ICSC Dues \$50; ICSC Conference \$2,500; ICMA Dues \$1,400; ICMA Conference \$2,000; NTCMA Dues \$65; Economic Development Travel \$5,000; Community Events \$1,000; NLF Dues \$100; Assistant City Manager: TCMA Dues \$384; TCMA Conference \$1,700; ICSC Dues \$50; ICSC Conference \$2,500; ICMA Dues \$1,024; ICMA Conference \$2,500; NTCMA Dues \$65; Economic Development Travel \$5,000; Community Events \$1,000; Marketing and Media Relations Manager: Online Software Training \$1,500; Texas Association of Municipal Information Officers Conference (TAMIO) \$1,300; City County Communication and Marketing Association Conference (3CMA) \$1,800; 3CMA membership \$390.

44540 Professional Services

6,178

Photography/videography for Special Events.

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - CITY MANAGER
INFORMATION TECHNOLOGY DIVISION SUMMARY
100-101-002**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	1,132,170	1,169,838	1,302,793	1,300,187	1,355,648
Supplies	65,841	48,488	42,650	42,565	37,100
Maintenance	93,122	77,407	365,627	364,896	394,127
Services	550,406	657,034	687,209	685,835	651,980
Capital Outlay	-	44,149	-	-	-
Total	1,841,539	1,996,916	2,398,279	2,393,482	2,438,855

OBJECTIVES

- Provide excellent customer service and communication to City Departments.
- Provide technically competent project assistance to City Departments to ensure successful delivery of their projects.
- Provide a secure voice and data network with minimal downtime and quick response times.
- Keep network equipment replaced on a consistent schedule.
- Keep infrastructure capacity ahead of increasing demands.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Number of work orders completed	5,433	4,653	3,600	3,600	3,600
Number of hours spent working on GTG projects and internal PMO projects	10,000	1,694	1,200	1,700	1,850
Number of computers receiving a software patch or service pack	1,500	2,292	2,300	2,500	2,500
Number of GIS map requests completed	529	371	200	250	300
Number of desktop computers replaced or upgraded	200	20	50	50	100
Number of server operating system upgrades, physical units replaced, physical units added, and logical servers added	375	50	100	50	50
Number of LAN and Wireless units added, replaced, and number of new locations designed and implemented	35	25	20	20	20
Number of projects completed	35	10	10	6	10

* Projects established after GTG and the Project Management Office (PMO)

**CITY MANAGER'S OFFICE - IT 100-101-002
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Technology							
41100 Salaries-Full Time	854,306	881,907	992,135	990,151	1,051,583	19%	6%
41107 Salaries-Overtime	25,340	15,520	12,301	12,276	12,000	-23%	-2%
41180 Salaries-Part Time Hourly, Ot	42,038	47,600	61,324	61,201	45,548	-4%	-26%
41224 Pars Benefits	187	246	425	424	193	-22%	-55%
41236 TMRS Benefits	175,546	177,068	201,382	200,979	205,368	16%	2%
41247 Medicare	13,281	13,695	15,749	15,718	14,405	5%	-9%
41271 Salaries-Longevity	9,120	6,708	4,800	4,790	4,080	-39%	-15%
41273 Salaries-Sick Leave Buy Back	8,152	22,884	10,477	10,456	14,671	-36%	40%
41275 Car Allowance	4,200	3,850	4,200	4,192	4,200	9%	0%
41276 Phone Allowance	-	360	-	-	3,600	900%	
Personnel Subtotal	1,132,170	1,169,838	1,302,793	1,300,187	1,355,648	16%	4%
Supplies							
42200 Operating Supplies	4,808	2,939	3,000	2,994	3,000	2%	0%
42210 Computer Equip & Supplies	48,242	36,488	29,000	28,942	25,000	-31%	-14%
42220 Clothing Supplies	1,706	1,763	2,000	1,996	1,500	-15%	-25%
42252 Education & Recreation Supply	1,676	2,247	2,500	2,495	2,000	-11%	-20%
42261 Postage And Related Charges	-	-	150	150	100		-33%
42281 Apparatus And Tools	7,993	3,774	3,500	3,493	3,000	-21%	-14%
42285 Motor Vehicle Supplies	1,416	1,277	2,500	2,495	2,500	96%	0%
Supplies Subtotal	65,841	48,488	42,650	42,565	37,100	-23%	-13%
Maintenance							
43465 Misc. Equip. Maint.	93,122	77,407	365,627	364,896	394,127	409%	8%
Maintenance Subtotal	93,122	77,407	365,627	364,896	394,127	409%	8%
Services							
44500 It License & Maint Fees	374,373	479,628	475,209	474,259	469,980	-2%	-1%
44505 Travel, Training And Dues	18,537	9,547	17,000	16,966	12,000	26%	-29%
44525 Utilities	15,887	11,259	30,000	29,940	15,000	33%	-50%
44540 Professional Services	141,609	156,600	165,000	164,670	155,000	-1%	-6%
Services Subtotal	550,406	657,034	687,209	685,835	651,980	-1%	-5%
Capital Outlay							
48860 Machinery And Equipment	-	44,149	-	-	-	-100%	
Capital Outlay Subtotal	-	44,149	-	-	-	-100%	
Technology	1,841,539	1,996,916	2,398,279	2,393,482	2,438,855	22%	2%
Less Salaries, Vehicle Mtn & Fuel, Lease Payments	707,953	781,652	1,092,986	1,090,800	1,080,707	38%	-1%

Comments/Justification

42210 Computer Equip & Supplies

25,000

General hardware parts and replacements, Computer hardware and replacements, Keyboards, Laptops, iPads, Printer supplies and paper.

43465 Misc. Equip. Maint.

394,127

Cisco equipment \$154,000; EMC SANS \$190,000; Meraki firewall and AP maintenance \$50,127.

CITY MANAGER'S OFFICE - IT 100-101-002

Comments/Justification

44500 It License & Maint Fees

469,980

Adobe Pro annual subscription \$600; Camtasia \$275; Faronics Deepfreeze \$770; GFI Languard - \$3,200; Kiwi Cat Tools \$660; Microsoft Office 365 \$310,000; One Safe Place \$23,000; Paessler \$660; Presenter Media \$110; SharePoint Intranet Designer \$2,000; SolarWinds Log Sys \$660; Sophos Firewall software \$13,000; SQL licenses \$7,500; Survey Monkey \$380; Terranova \$500; Trend Micro Deep Security \$6,534; Trend Micro Office Scan Support \$10,368; Userscape (Helpspot) \$1,958; Veeam Enterprise Backup \$7,000; VMWare Support (including additional VMWare VROPS licenses) \$70,000; Wild Packets \$1,430; Wildcard Certificate \$1,375; Windows Physical Server licenses \$8,000.

44505 Travel, Training And Dues

12,000

CIO continuing education certification \$3,180; Cisco training \$1,000; Customer Service training \$3,500; PMI membership \$320; PMI Conferences for PMO \$2,500; TAGITM \$1,500.

44540 Professional Services

155,000

Doug Keys Services \$5,000; LEAF \$150,000.

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - CITY MANAGER
NON-DEPARTMENTAL DIVISION SUMMARY
100-120-001, 100-999-000**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	-	14,726	-	-	-
Supplies	70,771	109,594	67,104	66,970	67,104
Maintenance	-	-	8,000	7,984	8,000
Services	2,951,417	3,796,124	2,450,610	2,445,709	1,354,610
Finance Charges	138,071	122,768	-	-	-
Transfers	8,454,200	12,276,630	10,515,828	7,515,828	5,363,892
Total	11,614,459	16,319,842	13,041,542	10,036,491	6,793,606

OBJECTIVES

- Utilize technology to enhance communications with Grapevine citizens.
- Maintain strong legal services, consulting assistance, legislative support and communication systems throughout the organization.
- Increase exposure and participation in regional, state and national municipal organizations.
- Continue to pursue opportunities for community-based activities such as neighborhood meetings, information sharing and citywide functions.

**CITY MANAGER'S OFFICE NON-DEPARTMENTAL 100-120-001, 100-999-000
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Non-Departmental							
41100 Salaries-Full Time	-	14,726	-	-	-	-100%	
Personnel Subtotal	-	14,726	-	-	-	-100%	
42200 Operating Supplies	65,794	71,177	60,104	59,984	60,104	-16%	0%
42210 Computer Equip & Supplies	-	32,893	-	-	-	-100%	
42261 Postage And Related Charges	4,977	5,524	7,000	6,986	7,000	27%	0%
Supplies Subtotal	70,771	109,594	67,104	66,970	67,104	-39%	0%
43465 Misc. Equip Maint.	-	-	8,000	7,984	8,000		0%
Maintenance Subtotal	-	-	8,000	7,984	8,000		0%
44500 It Licence & Maint Fees	61,966	20,755	15,900	15,868	15,900	-23%	0%
44505 Travel, Training And Dues	31,503	57,099	48,489	48,392	48,489	-15%	0%
44525 Utilities	203,061	174,736	243,400	242,913	243,400	39%	0%
44535 Financial Services Fees	9,605	9,370	17,105	17,071	17,105	83%	0%
44540 Professional Services	512,128	849,281	352,064	351,360	352,064	-59%	0%
44686 Community Distributions	494,838	1,055,576	949,738	947,839	303,738	-71%	-68%
44687 Chapter 380 Rebate	1,637,557	1,551,165	1,650,000	1,646,700	1,200,000	-23%	-27%
44701 Salary Savings	-	-	(826,086)	(824,434)	(826,086)		0%
49999 Misc. Expense	759	78,142	-	-	-	-100%	
Services Subtotal	2,951,417	3,796,124	2,450,610	2,445,709	1,354,610	-64%	-45%
47904 Arbitrage Calculation	5,050	4,210	-	-	-	-100%	
47750 Principle-Sales Tax Liability	133,021	118,558	-	-	-	-100%	
Finance Charges Subtotal	138,071	122,768	-	-	-	-100%	
54113 Tsfer To Grant Fund	574,200	-	-	-	-		
54117 Transfer To Ccpd Fund	2,235,000	3,056,630	3,406,824	3,406,824	5,363,892	75%	57%
54121 Trsf To Quality Of Life Fund	3,000,000	3,000,000	3,000,000	-	-	-100%	-100%
54174 Oper.Trans.Out-Perm.Cap Maint.	2,645,000	3,020,000	3,279,000	3,279,000	-	-100%	-100%
54325 Transfer To Capital Equip Fund	-	3,200,000	830,004	830,004	-	-100%	-100%
Transfers Subtotal	8,454,200	12,276,630	10,515,828	7,515,828	5,363,892	-56%	-49%
Non-Departmental	11,614,459	16,319,842	13,041,542	10,036,491	6,793,606	-58%	-48%
Less Salaries, Vehicle Mtn & Fuel, Lease Payments	11,614,459	16,319,842	13,041,542	10,036,491	6,793,606	-58%	-48%

Comments/Justification

42200 Operating Supplies	60,104
Newsletter printing \$28,000; Stationery printing \$1,000; Miscellaneous supplies \$4,000; Retirement watches \$1,000; Coffee service \$25,000; GVU NGL supplies \$1,104.	
42261 Postage And Related Charges	7,000
Newsletter postage fees \$6,000; PO box \$1,000.	

CITY MANAGER'S OFFICE NON-DEPARTMENTAL 100-120-001, 100-999-000

Comments/Justification

44505	Travel, Training And Dues	48,489
	TCCFUI \$2,000; NCTCOG \$4,600; NLC \$3,389; NCTCOG Emergency Preparedness Council \$4,000; TML \$5,700; Northeast Leadership Forum \$500; Code Red \$18,500; Atmos Cities Steering Committee \$2,100; Oncor Cities Steering Committee \$4,200; North Texas Commission \$3,500.	
44525	Utilities	243,400
	Frontier \$48,800; DIR Long Dist \$5,000; Fiber locating services \$15,000; Hubbard Communications \$5,000; Mitel Phone System \$63,800; Task Maint. Software \$6,000; Metro E Circuit \$75,000; Efax \$5,400; Web domain renewal \$800; SIPS Trunk \$18,600.	
44535	Financial Services Fees	17,105
	Auditing Services \$9,605; PARS \$1,500; First Southwest \$6,000.	
44540	Professional Services	352,064
	Newsletter graphic design and mailing Service \$8,800; Telecom consultant \$2,000; Legislative services \$42,000; Employee United Way Campaign \$1,500; City Attorney \$250,000; ASCAP/BMI \$1,200; Grapevine University Values and Next Generation Leaders Classes \$43,564; Professional photography \$3,000.	
44686	Community Distributions	303,738
	Alliance for Children \$9,238; GRACE \$35,000; Rotary Flags Program \$7,500; Metroport Meals on Wheels \$22,000; Miscellaneous community events \$1,000; Grapevine Chamber of Commerce \$35,000; One Safe Place \$10,000; Six Stones \$30,000; DFW Revenue Share \$154,000.	
44687	Chapter 380 Rebate	1,200,000
	Chapter 380 Sales Tax Rebate (2/3).	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - MAYOR & COUNCIL
DEPARTMENT SUMMARY
100-102-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	93,684	90,114	98,972	98,774	98,972
Supplies	31,212	28,143	16,150	16,118	16,150
Services	17,766	15,904	34,800	34,730	36,497
Total	142,662	134,161	149,922	149,622	151,619

OBJECTIVES

- Continue to conduct timely and efficient public meetings.
- Continue to strengthen communications with staff, boards and commissions, volunteers and citizens.
- Continue to facilitate positive relations with neighboring communities and other governmental entities.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Number of public hearings	47	41	52	47	45
Number of agenda items	569	573	558	510	540
Number of Council meetings	30	29	26	26	28

**MAYOR AND COUNCIL 100-102-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Mayor and Council							
41100 Salaries-Full Time	21,881	22,434	22,905	22,859	22,905	2%	0%
41224 Pars Benefits	603	619	1,136	1,134	1,136	84%	0%
41247 Medicare	3,400	3,489	3,500	3,493	3,500	0%	0%
41282 Allowances	67,800	63,572	71,431	71,288	71,431	12%	0%
Personnel Subtotal	93,684	90,114	98,972	98,774	98,972	10%	0%
42200 Operating Supplies	31,074	28,002	16,000	15,968	16,000	-43%	0%
42261 Postage And Related Charges	138	141	150	150	150	6%	0%
Supplies Subtotal	31,212	28,143	16,150	16,118	16,150	-43%	0%
44505 Travel, Training And Dues	17,412	15,304	18,600	18,563	18,600	22%	0%
44540 Professional Services	354	600	16,200	16,168	17,897	2883%	10%
Services Subtotal	17,766	15,904	34,800	34,730	36,497	129%	5%
Mayor and Council	142,662	134,161	149,922	149,622	151,619	13%	1%
Less Salaries, Vehicle Mtn & Fuel, Lease Payments	48,978	44,047	50,950	50,848	52,647	20%	3%

Comments/Justification

44505 Travel, Training And Dues

18,600

TML \$2,000; Sister City travel \$2,000; NLC \$2,500; Women's Division event \$600; Northeast Leadership Forum \$200; Economic Development travel \$5,000; Texas Wine Tribute \$1,500; Historic Preservation conference \$2,000; GRACE Gala \$800; NTC function \$1,000; TML continuing education \$1,000.

44540 Professional Services

17,897

Council meeting video monthly service (\$1,350 per month) \$16,200; Paycom fees \$1,697.

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND DEPARTMENTAL SUMMARY
103 - CITY SECRETARY**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Administration	421,887	422,008	453,547	431,280	417,321
Total	421,887	422,008	453,547	431,280	417,321

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

CITY SECRETARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
City Secretary	1.0	1.0	1.0	1.0	1.0
Assistant City Secretary/Records Manager	1.0	1.0	1.0	1.0	1.0
Vital Records Specialist	1.0	1.0	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	-	-
TOTAL FULL-TIME POSITIONS	4.0	4.0	4.0	3.0	3.0

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - CITY SECRETARY
ADMINISTRATION DIVISION SUMMARY
100-103-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	314,244	332,950	347,092	325,038	314,541
Supplies	13,494	14,035	13,700	13,673	12,500
Services	94,149	75,023	92,755	92,569	90,280
Total	421,887	422,008	453,547	431,280	417,321

OBJECTIVES

- Conduct City elections in compliance with the City Charter and State law.
- Process accurate City Council actions in a timely manner.
- Maintain accurate birth and death records for City of Grapevine.
- Respond to customer requests/inquiries in a timely manner.
- Maintain accurate, easily accessible City records in compliance with adopted record retention schedules and administrative policies; and provide guidance to City departments on Records Management

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Customer Inquiries annually	12,616	12,347	12,251	11,700	12,000
Agendas and minutes completed	77	72	75	66	70
Public Information Act (PIA) requests processed	469	433	434	430	440
PIA requests average process time (<5 days):	86%	92%	86%	89%	89%
Birth records registered	2,430	2,206	2,267	2,300	2,100
Birth records long form - Walk in	2,714	3,100	2,681	3,650	3,200
Birth records long form - Mail	1,508	805	1,472	500	750
Birth records short form-Walk-in	494	466	461	310	400
Death records registered	561	661	572	670	650
Death records issued	193	456	219	946	500
Laserfiche workflows created	6	34	10	15	15
Laserfiche workflow processes monitored	72,760	106,522	100,000	100,000	120,000
Laserfiche technical support	256	231	500	324	300
Alcoholic Beverage Permits	195	196	210	196	200
Solicitor Permits	75	62	71	74	70

**CITY SECRETARY 100-103
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
City Secretary's Office							
41100 Salaries Full Time	251,841	265,087	277,235	255,321	248,947	-6%	-10%
41107 Salaries-Overtime	182	161	643	642	627	289%	-2%
41180 Salaries-Part Time Hourly, Ot	187	-	3,230	3,224	3,000		-7%
41224 Pars Benefits	-	-	42	42	39		-7%
41236 TMRS Benefits	49,353	51,025	53,807	53,699	48,625	-5%	-10%
41247 Medicare	3,686	3,848	4,208	4,200	3,790	-2%	-10%
41271 Salaries-Longevity	2,688	2,220	1,440	1,437	1,344	-39%	-7%
41273 Salaries-Sick Leave Buy Back	2,107	6,759	2,287	2,282	3,249	-52%	42%
41275 Car Allowance	4,200	3,850	4,200	4,192	4,200	9%	0%
41276 Phone Allowance	-	-	-	-	720		
Personnel Services Subtotal	314,244	332,950	347,092	325,038	314,541	-6%	-9%
42200 Operating Supplies	12,592	13,358	12,700	12,675	11,500	-14%	-9%
42261 Postage And Related Charges	902	677	1,000	998	1,000	48%	0%
Supplies Subtotal	13,494	14,035	13,700	13,673	12,500	-11%	-9%
44500 It License & Maint Fees	47,540	47,633	58,600	58,483	58,600	23%	0%
44505 Travel, Training And Dues	4,264	4,177	4,500	4,491	4,300	3%	-4%
44525 Utilities	1,101	882	1,555	1,552	780	-12%	-50%
44535 Financial Service Fees	2,038	3,181	3,000	2,994	1,500	-53%	-50%
44540 Professional Services	39,206	19,150	25,100	25,050	20,100	5%	-20%
44565 Advertising Publications & Subscri	-	-	-	-	5,000		
Services Subtotal	94,149	75,023	92,755	92,569	90,280	20%	-3%
City Secretary's Office	421,887	422,008	453,547	431,280	417,321	-1%	-8%
Less Salaries, Vehicle Mtnc & Fuel, Ins, Lease Payments, Admin Fees	107,643	89,058	106,455	106,242	102,780	15%	-3%

Comments/Justification

- 42200 Operating Supplies** 11,500
 General office supplies, Specialty paper and minute books, Copy charges, Letterhead, Envelopes, Business cards, Veteran's Day Reception.
- 44500 It License & Maint Fees** 58,600
 Laserfiche annual support services \$57,000; Adobe licensing fees \$1,600.
- 44505 Travel, Training And Dues** 4,300
 TMCA Election Seminar (Frisco), TMCA Seminar (Ft. Worth), E-Records Conference (Austin), Laserfiche Conference (California), NTMCA and ARMA luncheons, NTMCA dues, TMCA dues, ARMA dues, ICRM dues.
- 44540 Professional Services** 20,100
 Paycom fees, Code book supplements and Internet services, Records destruction, Solicitor permit background checks with offsetting revenue in General Fund.
- 44565 Advertising Publications & Subscriptions** 5,000
 Publication of legal notices

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND DEPARTMENTAL SUMMARY
104 - HUMAN RESOURCES**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Administration	771,860	758,030	812,355	811,396	823,720
Total	771,860	758,030	812,355	811,396	823,720

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

HUMAN RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Human Resources Director	1.0	1.0	1.0	1.0	1.0
Human Resources Assistant Director	-	-	-	-	1.0
Human Resources Analyst II	1.0	1.0	1.0	1.0	-
Human Resources Analyst I	1.0	1.0	1.0	1.0	1.0
Human Resources Coordinator	1.0	1.0	1.0	1.0	1.0
Human Resources Specialist	1.0	1.0	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	5.0	5.0	5.0	5.0	5.0

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - HUMAN RESOURCES
ADMINISTRATION DIVISION SUMMARY
100-104-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	594,474	571,433	618,147	616,911	630,410
Supplies	20,658	14,772	22,400	22,355	22,400
Services	156,728	171,825	171,808	172,130	170,910
Total	771,860	758,030	812,355	811,396	823,720

OBJECTIVES

- Advise, counsel and train supervisors on leadership skills, policy interpretation and disciplinary issues so that unemployment claims result from less than 10% of all terminations, employment-related lawsuits result from less than 1% of all terminations, and full-time employee turnover remains below 10%.
- Provide annual, mandatory training to all new employees on the City's Business Culture Guiding Values and Sexual Harassment prevention.
- Conduct new employee orientation to assimilate new employees into the organization successfully and quickly. New employee orientation will be scheduled no later than the third week of employment, on average, with the City.
- Annually survey approximately 40 of Grapevine's benchmark jobs with other Metroplex area cities to maintain competitive salaries, at least at the 50th percentile of the Metroplex market.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Training contacts made with employees/supervisors	387/131	321/23	260/90	260/150	260/90
Applications received annually	15,943	14,198	18,000	15,000	18,000
# of full/part-time new hires processed	63/233	53/245	70/200	50/200	70/300
# of promotions/transfers	28/21	38/23	30/10	30/20	30/20
# of full/part-time resignations/terms processed	66/189	40/201	50/150	50/200	60/160
Orientations held within 3 weeks of hire	NA	82.50%	80%	80%	90%
Payroll/benefit transactions performed	2,459	1,227	2,500	1,500	2,000
Employee turnover (full-time only)	11.58%	7.50%	12.00%	10.00%	12.00%
Full-time employees per 100 citizens	1.170	1.140	1.160	1.140	1.160
Personnel employees per 100 employees	0.920	0.840	0.920	0.840	0.900

**HUMAN RESOURCES 100-104
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Human Resources							
41100 Salaries-Full Time	460,923	450,461	470,187	469,247	478,373	6%	2%
41107 Salaries-Overtime	1,816	-	133	133	130		-2%
41180 Salaries-Part Time Hourly, Ot	13,371	12,875	21,915	21,871	22,247	73%	2%
41190 Wages - Contract Labor	185	-	-	-	-		
41224 Pars Benefits	174	167	284	283	289	73%	2%
41236 TMRS Benefits	91,330	86,119	93,676	93,489	92,928	8%	-1%
41247 Medicare	7,032	6,671	7,325	7,310	7,482	12%	2%
41260 Unemployment Comp. Insurance	289	767	12,250	12,226	12,250	1497%	0%
41271 Salaries-Longevity	5,932	2,056	3,980	3,972	1,872	-9%	-53%
41273 Salaries-Sick Leave Buy Back	8,522	8,347	4,197	4,189	9,199	10%	119%
41275 Car Allowance	4,900	3,850	4,200	4,192	4,200	9%	0%
41276 Phone Allowance	-	120	-	-	1,440	1100%	
Personnel Services Subtotal	594,474	571,433	618,147	616,911	630,410	10%	-100%
Supplies							
42200 Operating Supplies	15,369	12,014	20,500	20,459	20,500	71%	0%
42220 Clothing Supplies	32	250	100	100	100	-60%	0%
42210 Computer Equip & Supplies	2,083	1,169	1,500	1,497	1,500	28%	0%
42261 Postage And Related Charges	569	314	300	299	300	-4%	0%
42290 Furniture & Fixtures	2,605	1,025	-	-	-	-100%	
Supplies Subtotal	20,658	14,772	22,400	22,355	22,400	52%	-100%
Services							
44500 It License & Maint Fees	19,465	16,518	19,500	19,461	19,500	18%	0%
44505 Travel, Training And Dues	3,214	7,689	9,575	9,556	9,575	25%	0%
44513 Tuition Reimbursement	30,617	44,572	35,000	34,930	35,000	-21%	0%
44525 Utilities	1,393	1,021	1,359	1,356	1,359	33%	0%
44540 Professional Services	100,802	101,316	104,543	105,000	103,645	2%	-1%
44565 Advertising Publ & Subscript	1,237	709	1,831	1,827	1,831	158%	0%
Services Subtotal	156,728	171,825	171,808	172,130	170,910	-1%	-100%
Human Resources	771,860	758,030	812,355	811,396	823,720	9%	1%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	177,386	186,597	194,208	194,486	193,310	4%	0%

Comments/Justification

- 42200 Operating Supplies** 20,500
Forms, training, and policy handouts \$2,000; Copies \$8,000; Service pins \$3,500; Office supplies \$7,000.
- 42210 Computer Equip & Supplies** 1,500
Cartridge and printer supplies \$500; Replace one laptop \$1,000.
- 44500 It License & Maint Fees** 19,500
Sage and ABRA software maintenance agreement \$7,000; NeoGov online application system annual license \$12,500.

HUMAN RESOURCES 100-104

Comments/Justification

- 44505 Travel, Training And Dues** **9,575**
HR Southwest conference in Ft. Worth \$1,870 for two; Employment Law Update in Ft. Worth \$650 for two; dues SHRM \$600 for three; dues TMHRA \$150 for two, NeoGov conference \$2,500; LaserFiche conference \$2,500; Certification renewals for SPHR, PHR, SHRM-SCP, SHRM-CP \$1,305.
- 44540 Professional Services** **103,645**
Background checks on finalists \$18,000; Court reporter/Transcriptionist for disciplinary/termination hearings \$2,000; External sources for City-wide training \$10,000; Employee/applicant/return to work physicals and drug screen collections \$25,000; Essential job function screening \$10,000; Drug screen testing and medical review officer services \$14,000; Employee holiday party \$21,000; Paycom fees \$3,645.
- 44565 Advertising Publ & Subscript** **1,831**
Advertising \$1,831 for other departments in specialty publications (American Water Works Assn., American Planning Assn., etc.).

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND DEPARTMENTAL SUMMARY
105 - FISCAL SERVICES**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Administration	648,103	653,409	662,484	661,159	583,780
Accounting	1,066,911	1,123,769	1,155,452	1,153,141	1,222,611
Purchasing	299,395	239,021	189,448	205,369	230,256
Municipal Court	739,613	724,723	730,075	728,615	715,254
Risk Management	12,496,577	7,101,015	9,344,373	9,325,684	8,936,721
Total	15,250,599	9,841,937	12,081,832	12,073,969	11,688,622

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

FISCAL SERVICES	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Chief Financial Officer	1.0	1.0	1.0	1.0	1.0
Controller	1.0	1.0	1.0	1.0	1.0
Managing Director of Financial Services	1.0	1.0	1.0	1.0	1.0
Management Services Director	1.0	1.0	1.0	1.0	1.0
Capital Budget Director	1.0	1.0	1.0	1.0	1.0
Internal Audit Director	1.0	1.0	1.0	1.0	1.0
Fiscal Service Coordinator	1.0	1.0	1.0	1.0	1.0
Payroll Administrator	1.0	1.0	1.0	1.0	1.0
Accounting Manager	0.5	0.5	0.5	0.5	0.5
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0
Purchasing Agent	1.0	1.0	-	1.0	1.0
Purchasing Coordinator	1.0	1.0	1.0	-	-
Senior Warehouse Worker	1.0	1.0	1.0	1.0	1.0
Accounts Payable Clerk	0.5	0.5	0.5	0.5	0.5
Municipal Court Manager	1.0	1.0	1.0	1.0	1.0
Municipal Court Supervisor	1.0	1.0	1.0	1.0	1.0
Municipal Court Clerk	4.0	4.0	4.0	4.0	4.0
Clerk Typist	1.0	-	-	-	-
Municipal Court Judge	1.0	1.0	1.0	1.0	1.0
Risk Manager	1.0	1.0	1.0	1.0	1.0
Benefits Administrator	1.0	1.0	1.0	-	-
Benefit Claim Coordinator	-	-	-	1.0	1.0
Risk Administrative Secretary	1.0	1.0	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	25.0	24.0	23.0	23.0	23.0

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - FISCAL SERVICES
ADMINISTRATION DIVISION SUMMARY
100-105-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	611,494	605,518	620,684	619,443	542,733
Supplies	23,411	16,725	25,500	25,449	21,500
Services	13,198	31,166	16,300	16,267	19,547
Total	648,103	653,409	662,484	661,159	583,780

OBJECTIVES

- Facilitate a positive customer service attitude for both internal and external City services.
- Facilitate effective support of operational department activities.
- To oversee effective financial and administrative control systems.
- Publish the Annual Operating Budget and Capital Improvements Plan.
- Publish and maintain timely and accurate financial data online via the City's website.
- Implement and enhance employee health insurance training programs.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Wire transfers verified	96	75	130	70	70
Budget Transfer Requests completed	90	47	100	50	60
Quarterly financial status reports completed	4	4	4	3	4

**FISCAL SERVICES - ADMINISTRATION 100-105-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Administration							
41100 Salaries-Full Time	456,737	479,734	498,724	497,727	434,372	-9%	-13%
41107 Salaries-Overtime	-	46	-	-	-	-100%	
41180 Salaries-Part Time Hourly, Ot	-	-	3,183	3,177	2,466		-23%
41190 Wages - Contract Labor	47,624	-	-	-	-		
41224 Pars Benefits	-	-	41	41	32		-22%
41236 TMRS Benefits	88,585	92,678	95,423	95,232	84,418	-9%	-12%
41247 Medicare	6,716	7,123	7,462	7,447	6,540	-8%	-12%
41271 Salaries-Longevity	4,416	3,444	2,304	2,299	1,632	-53%	-29%
41273 Salaries-Sick Leave Buy Back	3,216	18,583	9,347	9,328	8,353	-55%	-11%
41275 Car Allowance	4,200	3,850	4,200	4,192	4,200	9%	0%
41276 Phone Allowance	-	60	-	-	720	1100%	
Personnel Subtotal	611,494	605,518	620,684	619,443	542,733	-10%	-13%
Supplies							
42200 Operating Supplies	17,114	13,633	20,500	20,459	18,000	32%	-12%
42261 Postage And Related Charges	2,949	3,092	5,000	4,990	3,500	13%	-30%
42281 Apparatus And Tools	1,378	-	-	-	-		
42290 Furniture & Fixtures	1,970	-	-	-	-		
Supplies Subtotal	23,411	16,725	25,500	25,449	21,500	29%	-16%
Services							
44505 Travel, Training And Dues	5,278	5,569	6,900	6,886	6,500	17%	-6%
44525 Utilities	7,920	4,159	8,400	8,383	7,700	85%	-8%
44540 Professional Services	-	21,438	1,000	998	5,347	-75%	435%
Services Subtotal	13,198	31,166	16,300	16,267	19,547	-37%	20%
Administration	648,103	653,410	662,484	661,159	583,780	-11%	-12%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	36,609	47,892	41,800	41,716	41,047	-14%	-2%

Comments/Justification

- 42200 Operating Supplies** 18,000
Budget preparation printing \$500; Professional publications \$500; Miscellaneous office supplies \$17,000.
- 44505 Travel, Training And Dues** 6,500
PFIA Training
- 44525 Utilities** 7,700
Telephone system and long distance charges \$7,200; Cellular Card for iPad \$360; Miscellaneous \$140.
- 44540 Professional Services** 5,347
GFOA Distinguished Budget Award Program application fee \$600; GTOT Investment Policy Certification program application fee \$400; Paycom fees \$4,347.

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - FISCAL SERVICES
ACCOUNTING DIVISION SUMMARY
100-105-002**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	739,051	801,321	783,564	781,997	850,723
Supplies	13,102	10,876	15,000	14,970	13,000
Services	314,758	311,572	356,888	356,174	358,888
Total	1,066,911	1,123,769	1,155,452	1,153,141	1,222,611

OBJECTIVES

- Continue to meet payroll and accounts payable production with minimal rework and corrections. Staying current on federal and IRS guidelines and apply these standards to the City's accounting system.
- Coordination and assistance to external auditors and final the audit in a manner with prior year's production and workpaper preparations for external auditors.
- Control the disbursement of City funds by monitoring vendor payments to ensure discounts; processing check runs and promoting direct deposit of payroll.
- Ensure adequate internal controls of City assets by reconciling bank and trust statements monthly, and ensure compliance with standards and procedures established by City Charter, City Council and City Manager.
- Review and monitor the budgeted spending in Departments and ensure that they are consistent with City Manager's guidelines on spending and budget management and are in compliance with State, Federal laws and bond guidelines.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Number of Payroll Checks Annually	20,900	22,200	21,000	23,000	23,500
Percent ACH to Total Payments	58.9%	57.1%	57.5%	56.5%	57.0%
# of Days to Pay P-Card	11.8	11.1	11.5	11.1	11.1

**FISCAL SERVICES - ACCOUNTING 100-105-002
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Accounting							
41100 Salaries-Full Time	598,983	643,786	637,233	635,959	661,286	3%	4%
41107 Salaries-Overtime	591	576	3,465	3,458	3,380	487%	-2%
41180 Salaries-Part Time Hourly, Ot	1,922	2,609	1,075	1,073	1,000	-62%	-7%
41190 Wages - Contract Labor	356	-	-	-	-		
41224 Pars Benefits	25	34	14	14	13	-62%	-7%
41236 TMRS Benefits	115,894	122,443	120,925	120,683	156,172	28%	29%
41247 Medicare	8,735	9,370	9,456	9,437	12,071	29%	28%
41271 Salaries-Longevity	4,392	2,364	2,616	2,611	2,184	-8%	-17%
41273 Salaries-Sick Leave Buy Back	8,153	20,139	8,780	8,762	14,617	-27%	66%
Personnel Subtotal	739,051	801,321	783,564	781,997	850,723	6%	9%
Supplies							
42200 Operating Supplies	7,686	4,972	7,500	7,485	5,000	1%	-33%
42210 Computer Equip & Supplies	1,769	2,016	2,500	2,495	3,000	49%	20%
42261 Postage And Related Charges	1,363	1,327	2,500	2,495	2,500	88%	0%
42281 Apparatus And Tools	2,284	2,561	2,500	2,495	2,500	-2%	0%
Supplies Subtotal	13,102	10,876	15,000	14,970	13,000	20%	-13%
Services							
44500 It License & Maint Fees	93,924	67,645	95,000	94,810	80,000	18%	-16%
44505 Travel, Training And Dues	14,143	10,826	18,388	18,351	18,388	70%	0%
44535 Financial Services Fees	206,479	226,078	240,000	239,520	255,000	13%	6%
44540 Professional Services	132	7,023	2,500	2,495	5,500	-22%	120%
44565 Advertising Publ & Subscript	-	-	1,000	998	-		-100%
44573 Leases & Rentals	80	-	-	-	-		
Services Subtotal	314,758	311,572	356,888	356,174	358,888	15%	1%
Accounting	1,066,911	1,123,768	1,155,452	1,153,141	1,222,611	9%	6%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	327,860	322,447	371,888	371,144	371,888	15%	0%

Comments/Justification

- 44500 It License & Maint Fees** **80,000**
STW Financial System services \$80,000.
- 44505 Travel, Training And Dues** **18,388**
Professional memberships & certification fees (6 staff) \$2,000; Travel for GFOA, GFOAT, AP, ACFE, Payroll, miscellaneous computer & management training \$16,388.
- 44535 Financial Services Fees** **255,000**
Audit fees \$55,000; bond and/or investment counseling & arbitrage services \$8,000; County appraisals \$136,500; OPEB \$10,000; GCISD Tax Collection fees \$45,500.

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - FISCAL SERVICES
PURCHASING DIVISION SUMMARY
100-105-003**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	273,324	210,043	161,523	177,500	203,231
Supplies	1,673	1,270	2,125	2,121	1,525
Services	24,398	27,708	25,800	25,748	25,500
Total	299,395	239,021	189,448	205,369	230,256

OBJECTIVES

- Maintain 95% of annual contracts without a gap in service.
- To establish at least 8 new annual contracts.
- Reduce inventory.
- Increase inventory turns.
- 12-15 solicitations with e-bidding system.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Annual contracts with no gap in service	98%	97%	98%	98%	98%
Number of new contracts established	19	22	20	20	20
Reduce inventory to \$140,000	\$153,231	\$149,806	\$140,000	\$140,000	\$140,000
Increase inventory turns	2.4	2.7	3.0	3.0	3.0
Number of solicitations with e-bidding system forecasted	11	16	12	12	12

**FISCAL SERVICES - PURCHASING 100-105-003
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Purchasing							
41100 Salaries-Full Time	218,821	165,503	129,194	145,236	163,255	-1%	26%
41107 Salaries-Overtime	617	934	1,025	1,023	1,000	7%	-2%
41236 TMRS Benefits	42,824	32,396	25,043	24,993	31,802	-2%	27%
41247 Medicare	3,239	2,451	1,957	1,953	2,450	0%	25%
41271 Salaries-Longevity	3,648	1,704	1,536	1,533	1,584	-7%	3%
41273 Salaries-Sick Leave Buy Back	4,175	7,055	2,768	2,762	3,140	-55%	13%
Personnel Subtotal	273,324	210,043	161,523	177,500	203,231	-3%	26%
Supplies							
42200 Operating Supplies	691	690	1,000	998	500	-28%	-50%
42210 Computer Equip & Supplies	901	194	300	299	300	55%	0%
42220 Clothing Supplies	54	376	700	699	700	86%	0%
42261 Postage And Related Charges	22	10	25	25	25	150%	0%
42285 Motor Vehicle Supplies	5	-	100	100	-		-100%
Supplies Subtotal	1,673	1,270	2,125	2,121	1,525	20%	-28%
Services							
44500 It License & Maint Fees	21,075	26,084	22,000	21,956	22,000	-16%	0%
44505 Travel, Training And Dues	2,424	541	2,600	2,595	2,600	381%	0%
44525 Utilities	746	532	800	798	500	-6%	-38%
44535 Financial Services Fees	-	-	100	100	100		0%
44540 Professional Services	153	551	300	299	300	-46%	0%
Services Subtotal	24,398	27,708	25,800	25,748	25,500	-8%	-1%
Purchasing	299,395	239,021	189,448	205,369	230,256	-4%	22%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	26,071	28,978	27,925	27,869	27,025	-7%	-3%

Comments/Justification

44500 It License & Maint Fees

IonWave Ebid/Contract Management System

22,000

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - FISCAL SERVICES
MUNICIPAL COURT DIVISION SUMMARY
100-107-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	536,669	547,803	542,170	541,086	531,723
Supplies	10,089	13,960	10,700	10,679	10,700
Services	192,855	162,960	177,205	176,851	172,831
Total	739,613	724,723	730,075	728,615	715,254

OBJECTIVES

- Provide adequate training and cross-training for Municipal Court staff.
- Keep forms updated as laws, policies and procedures change.
- Provide adequate information to the public about their rights in Municipal Court.
- Work closely with the Teen Court Coordinator to assist handling cases in a timely manner.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Number of cases filed per year (City)	20,000	11,705	13,000	13,000	13,000
Number of cases filed per year (DFW)	2,000	2,383	2,000	2,000	2,000
Average number of minutes to process each case	20	20	20	20	20
Average number of minutes to process at window	20	20	5	5	5
Average number of hours to prepare for jury trial	4	4	4	4	4
Number of teens requesting teen court	160	104	120	120	120

**FISCAL SERVICES - MUNICIPAL COURT 100-107-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Municipal Court							
41100 Salaries-Full Time	425,944	422,215	440,061	439,181	431,382	2%	-2%
41107 Salaries-Overtime	-	7	2,051	2,047	2,000	28471%	-2%
41180 Salaries-Part Time Hourly, Ot	10,965	19,175	-	-	-	-100%	
41224 Pars Benefits	143	249	-	-	-	-100%	
41236 TMRS Benefits	82,586	80,657	83,381	83,214	83,205	3%	0%
41247 Medicare	6,300	6,347	6,520	6,507	6,411	1%	-2%
41271 Salaries-Longevity	4,288	4,124	2,608	2,603	1,776	-57%	-32%
41273 Salaries-Sick Leave Buy Back	6,443	15,029	7,549	7,534	6,949	-54%	-8%
Personnel Subtotal	536,669	547,803	542,170	541,086	531,723	-3%	-2%
Supplies							
42200 Operating Supplies	3,188	2,763	3,000	2,994	3,000	9%	0%
42210 Computer Equip & Supplies	2,610	2,492	2,500	2,495	2,500	0%	0%
42261 Postage And Related Charges	4,291	5,506	5,200	5,190	5,200	-6%	0%
42281 Apparatus And Tools	-	3,199	-	-	-	-100%	
Supplies Subtotal	10,089	13,960	10,700	10,679	10,700	-23%	0%
Services							
44500 It License & Maint Fees	26,809	27,914	30,865	30,803	33,350	19%	8%
44505 Travel, Training And Dues	5,080	3,113	3,240	3,234	2,240	-28%	-31%
44525 Utilities	647	606	1,700	1,697	1,700	181%	0%
44535 Financial Service Fees	16,243	26,618	30,000	29,940	30,000	13%	0%
44540 Professional Services	143,396	104,709	111,400	111,177	105,541	1%	-5%
49999 Misc. Expense	680	-	-	-	-		
Services Subtotal	192,855	162,960	177,205	176,851	172,831	6%	-2%
Municipal Court	739,613	724,723	730,075	728,615	715,254	-1%	-2%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	202,944	176,920	187,905	187,529	183,531	4%	-2%

Comments/Justification

42261 Postage And Related Charges Postage \$4,000; Postage machine rental \$1,200.	5,200
44500 It License & Maint Fees Renewal fees for Incode Court Software and Modules \$33,200; SiteLock \$150.	33,350
44505 Travel, Training And Dues Judge continuing education \$1,000; TCCA annual dues \$240; Clerk Education \$1,000.	2,240
44525 Utilities Telephone charges including long distance \$1,300; Judge's cell phone \$400.	1,700
44535 Financial Service Fees Credit card processing fees	30,000
44540 Professional Services Juror pay \$1,500; Teen Court Interlocal Agreement \$36,750; Alternate Judge pay \$12,000; Prosecutor pay \$53,000; Data shred service \$150; Paycom fees \$2,141.	105,541

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - FISCAL SERVICES
RISK MANAGEMENT DIVISION SUMMARY
100-109-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	249,835	264,336	267,617	267,082	291,584
Supplies	18,592	12,631	14,900	14,870	14,900
Services	102,330	123,988	169,900	169,560	169,900
Insurance	12,125,820	6,700,060	8,891,956	8,874,172	8,460,337
Total	12,496,577	7,101,015	9,344,373	9,325,684	8,936,721

OBJECTIVES

- Initiate self-funded Workers Compensation Program to reduce costs and effectively manage employee injuries.
- Direct the City's self-funded major medical health plan for employees and their families.
- Implement new plan design for HSA and HRA programs in the City's self-funded health plan.
- Manage prescription benefit plan.
- Manage and direct expansion of the SIR liability and property protection program.
- Reduce legal and expert witness fees by contracting with excess liability carriers and third parties.
- Provide LTD insurance for employees and their families while stabilizing premiums.
- Provide cost effective life insurance for City employees and their families.
- Continue Citywide HIPAA program and privacy compliance office.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Paid liability claims vs. total claims	18%	16%	30%	30%	30%
Recover subrogation revenue	\$127,068	\$59,535	\$130,000	\$130,000	\$90,000
Vehicle accidents	23	20	28	28	25
Fleet accidents as percentage of total fleet	7%	5%	7%	7%	6%
Worker's Compensation:					
Texas Standard premium states rated	\$1,292,149	\$1,486,072	\$1,342,000	\$1,342,000	\$1,622,401
Experience rated discounted premium	\$279,174	\$309,173	\$352,000	\$352,000	\$480,231
Experience rates W/C premium savings	\$1,012,975	\$1,176,899	\$990,000	\$990,000	\$1,142,170
Experience Modifier	0.27	0.26	0.29	0.29	0.37
Worker's Compensation Injuries:					
Medical only injuries	40	20	35	35	35
Medical only injuries to total staff	5%	4%	5%	5%	5%
Lost time injuries	17	14	15	15	15
Lost time injuries to total staff	4%	2%	2%	2%	2%

**FISCAL SERVICES - RISK MANAGEMENT 100-109-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Risk Management							
41100 Salaries-Full Time	200,584	210,915	218,375	217,938	236,715	12%	8%
41107 Salaries-Overtime	-	-	206	206	201		-2%
41180 Salaries-Part Time Hourly, Ot	2,720	2,964	772	770	715	-76%	-7%
41224 Pars Benefits	35	39	10	10	9	-77%	-10%
41236 TMRS Benefits	39,345	40,120	41,354	41,271	45,400	13%	10%
41247 Medicare	2,869	3,096	3,234	3,228	3,508	13%	8%
41271 Salaries-Longevity	1,680	1,384	864	862	960	-31%	11%
41273 Salaries-Sick Leave Buy Back	2,602	5,758	2,802	2,796	3,356	-42%	20%
41276 Phone Allowance	-	60	-	-	720	1100%	
Personnel Subtotal	249,835	264,336	267,617	267,082	291,584	10%	9%
Supplies							
42200 Operating Supplies	11,564	7,260	9,000	8,982	9,000	24%	0%
42252 Education & Recreation Supply	2,635	2,242	3,600	3,593	3,600	61%	0%
42261 Postage And Related Charges	2,207	1,068	1,500	1,497	1,500	40%	0%
42281 Apparatus And Tools	2,186	2,061	800	798	800	-61%	0%
Supplies Subtotal	18,592	12,631	14,900	14,870	14,900	18%	0%
Services							
44505 Travel, Training And Dues	6,467	4,725	7,900	7,884	7,900	67%	0%
44525 Utilities	1,372	1,519	2,000	1,996	2,000	32%	0%
44540 Professional Services	94,491	117,744	160,000	159,680	160,000	36%	0%
Services Subtotal	102,330	123,988	169,900	169,560	169,900	37%	0%
Insurance							
45540 Insurance-Auto	127,111	143,136	155,000	154,690	97,359	-32%	-37%
45541 Property Insurance	389,703	395,164	460,000	459,080	206,390	-48%	-55%
45542 Physical Damage	63,261	66,667	70,500	70,359	43,899	-34%	-38%
45549 Excess Umbrella Liability	42,777	42,921	43,800	43,712	21,062	-51%	-52%
45550 Insurance-General Liability	164,889	166,161	190,000	189,620	86,145	-48%	-55%
45551 Law Enforcement Liability	91,209	84,996	96,000	95,808	90,000	6%	-6%
45552 Life & Disability Ins. Premium	336,144	316,843	332,700	332,035	450,000	42%	35%
45553 Crime Blanket Bond	7,236	6,313	8,000	7,984	7,000	11%	-13%
45554 Worker'S Comp. Ins. Premium	301,367	183,751	209,685	209,266	226,237	23%	8%
45559 Public Officials	50,167	58,583	71,000	70,858	63,000	8%	-11%
45561 P & L Claims Paid	60,930	59,836	100,000	99,800	100,000	67%	0%
45664 Hlth Clm, City Pd. Life, Opt	7,228,259	3,514,235	4,822,415	4,812,770	4,569,639	30%	-5%
45670 Retiree Insurance Premiums	1,728,787	407,409	426,621	425,768	445,787	9%	4%
45671 Retiree Insurance Claims	-	304,608	980,842	978,880	892,976	193%	-9%
45674 Health Clm Admin And Prem.	1,033,980	449,437	925,393	923,542	1,160,843	158%	25%
46800 Expenditure - Distributions	500,000	500,000	-	-	-	-100%	
Insurance Subtotal	12,125,820	6,700,060	8,891,956	8,874,172	8,460,337	26%	-5%
Risk Management	12,496,577	7,101,015	9,344,373	9,325,684	8,936,721	26%	-4%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	12,246,742	6,836,679	9,076,756	9,058,602	8,645,137	26%	-5%

FISCAL SERVICES - RISK MANAGEMENT 100-109-001

Comments/Justification

42252 Education & Recreation Supply **3,600**
Monthly Lunch & Learns \$500; Wellness Incentives and Programs \$1,800; Health Fair \$800; Safety Program events \$500.

44505 Travel, Training And Dues **7,900**
Risk Manager: Texas PRIMA Membership and Conference \$1,150; SALGBA Conference \$1,150; Benefits Coordinator: GBA Certification Material and Testing \$2,275; SHRM-CP, PHR, & SHRM Recertifications \$450; HR Southwest Conference \$1,000; Risk Management Assistant: IAAP Membership \$150; Risk Management Course \$200; IAAP OM Certification and materials \$300; RIMS & SALGBA membership for staff \$800; Miscellaneous training \$425.

44540 Professional Services **160,000**
Medical/Benefits Broker \$65,000; Viverae Program & Bio-metric Screenings \$50,000; Safety Consultant \$20,000; Wellness items \$8,000; Benefit booklets (design work and printing for employees and retirees) \$11,500; Miscellaneous services \$5,500.

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND DEPARTMENTAL SUMMARY
209 - POLICE**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Administration	2,024,182	2,060,689	1,969,863	1,965,923	2,096,176
Animal Control	255,751	280,278	312,647	312,022	320,616
Total	2,279,933	2,340,967	2,282,510	2,277,945	2,416,792

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

POLICE	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Police Chief	1.0	1.0	1.0	1.0	1.0
Assistant Police Chief	1.0	1.0	1.0	1.0	1.0
Administrative Manager	1.0	1.0	1.0	1.0	1.0
Lieutenant	1.0	1.0	1.0	1.0	1.0
Sergeant	3.0	3.0	3.0	3.0	3.0
Senior Officer	3.0	3.0	4.0	4.0	4.0
Police Officer	1.0	1.0	-	-	-
Police Media Manager	1.0	1.0	1.0	1.0	1.0
Community Outreach Center Manager	1.0	1.0	1.0	1.0	1.0
Animal Control Supervisor	1.0	1.0	1.0	1.0	1.0
Animal Service Officer	2.0	2.0	2.0	2.0	2.0
TOTAL FULL-TIME POSITIONS	16.0	16.0	16.0	16.0	16.0

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - POLICE
ADMINISTRATION DIVISION SUMMARY
100-209-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	1,804,293	1,841,182	1,732,858	1,729,392	1,811,898
Supplies	95,900	81,749	81,800	81,636	81,800
Maintenance	1,223	14,934	22,500	22,455	22,500
Services	122,766	122,824	132,705	132,440	179,978
Total	2,024,182	2,060,689	1,969,863	1,965,923	2,096,176

OBJECTIVES

- Increase citizen and community awareness of the police department's function by conducting two citizen's police academy classes annually.
- Increase officer awareness of modern policing techniques through training.
- Conduct a review of all operational guidelines to ensure they are current and relevant.
- Increase community awareness of crime trends and prevention techniques by conducting crime prevention seminars.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Citizen's police academy classes	1	2	2	2	2
Mandate TCLEOSE training requirements for all personnel	100%	100%	100%	100%	100%
Conduct a review of the General Manual and divisional operating procedures	1	1	1	1	1
Conduct crime prevention seminars	225	200	200	190	200

**POLICE DEPARTMENT - ADMINISTRATION 100-209-001, 100-209-000
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Administration							
41100 Salaries-Full Time	1,416,959	1,422,276	1,372,693	1,369,948	1,402,388	-1%	2%
41107 Salaries-Overtime	23,181	30,933	31,262	31,199	50,500	63%	62%
41180 Salaries-Part Time Hourly, Ot	-	85	-	-	-	-100%	
41210 Uniform Allowance	3,646	3,415	3,600	3,593	3,600	5%	0%
41212 Certification Pay	14,751	14,516	14,400	14,371	14,100	-3%	-2%
41224 Pars Benefits	-	1	-	-	-	-100%	
41236 TMRS Benefits	282,977	282,272	257,082	256,568	280,758	-1%	9%
41247 Medicare	21,081	21,376	20,103	20,063	21,631	1%	8%
41271 Salaries-Longevity	21,928	17,240	11,800	11,776	11,952	-31%	1%
41272 Salaries-Holiday Pay	-	925	-	-	-	-100%	
41273 Salaries-Sick Leave Buy Back	19,770	48,143	21,918	21,874	26,969	-44%	23%
Personnel Subtotal	1,804,293	1,841,182	1,732,858	1,729,392	1,811,898	-2%	5%
42200 Operating Supplies	61,528	62,596	51,050	50,948	51,050	-18%	0%
42252 Education & Recreation Supply	2,813	907	4,750	4,741	4,750	424%	0%
42281 Apparatus And Tools	5,624	4,982	8,000	7,984	8,000	61%	0%
42285 Motor Vehicle Supplies	14,232	12,819	18,000	17,964	18,000	40%	0%
42290 Furniture & Fixtures	11,703	445	-	-	-	-100%	
Supplies Subtotal	95,900	81,749	81,800	81,636	81,800	0%	0%
43465 Misc. Equipment Maint.	1,223	14,934	22,500	22,455	22,500	51%	0%
Maintenance Subtotal	1,223	14,934	22,500	22,455	22,500	51%	0%
44500 It License & Maint Fees	-	1,375	-	-	-	-100%	
44505 Travel, Training And Dues	33,404	46,224	39,435	39,356	39,435	-15%	0%
44514 Testing- Hiring / Promotions	-	-	-	-	42,000		
44525 Utilities	(2,028)	(1,901)	-	-	-	-100%	
44535 Financial Service Fees	10,524	100	500	499	500	400%	0%
44540 Professional Services	69,071	76,426	92,770	92,584	98,043	28%	6%
44573 Leases & Rentals	-	600	-	-	-	-100%	
49999 Misc. Expense	11,795	-	-	-	-		
Services Subtotal	122,766	122,824	132,705	132,440	179,978	47%	36%
Administration	2,024,182	2,060,689	1,969,863	1,965,923	2,096,176	2%	6%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	205,657	206,688	219,005	218,567	266,278	29%	22%

Comments/Justification

42200 Operating Supplies

51,050

Crime watch meetings \$1,500; Outreach Center supplies \$5,000; Crime Prevention special projects (NNO, Santa Cops) \$6,200; Crime Prevention supplies and printing \$500; Appreciation plaques/citizen awards \$4,000; Employee awards (medals) \$1,000; Firearms training \$20,000; Printing expenses \$1,000; Conference room supplies \$500; CPA refreshments \$3,000; CPA graduation dinners \$2,500; VIPS banquet \$2,000; Receptions \$2,500; Gifts/flowers \$1,000; National Public Safety Info Bureau \$150; Texas Update on Criminal Law Enforcement \$200.

POLICE DEPARTMENT - ADMINISTRATION 100-209-001, 100-209-000

Comments/Justification

42252 Education & Recreation Supply	4,750
Crime Prevention literature \$2,000; Recruiting literature \$1,000; Crime Prevention videos \$1,750	
42281 Apparatus And Tools	8,000
Equipment for Community Outreach Center \$4,000; General equipment \$4,000.	
43465 Misc. Equipment Maint.	22,500
Weapons maintenance \$1,500; Firing range maintenance \$21,000.	
44505 Travel, Training And Dues	39,435
Travel/training for personnel \$30,000; Travel for recruiting and background investigations \$4,000; IACP dues \$300; International Law Enforcement Educators Assoc. \$50; North Texas Police Chiefs \$50; Texas Police Chiefs \$500; Texas Police Assoc. \$360; National Tactical Officers Assoc. \$150; FBINAAA \$140; Texas Tactical Police Officers Assoc. \$30; Peace officer certification fees \$500; Community Relations training \$2,000; National Crime Prevention Assoc. \$245; ASIS \$645; Society of Crime Prevention Practitioners \$105; Crime Prevention Resource Center \$165; NASRO \$120; TASRO \$75.	
44540 Professional Services	98,043
Inoculation \$10,000; Medical Examiners DWI fees \$4,000; Professional donations \$1,000; TCLEDDS training computer system \$1,965; Racial Profile audit \$13,250; Annual Police banquet \$5,200; Tarrant County juvenile fingerprint fees \$1,000; IACP Net \$1,225; TCLEDDS support \$130; One Safe Place \$11,000; Nixle for COC \$2,000; Paycom fees \$47,273.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - POLICE
ANIMAL CONTROL DIVISION SUMMARY
100-209-005**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	195,170	208,927	199,342	198,943	207,311
Supplies	53,086	37,747	66,061	65,929	66,061
Services	7,495	33,604	47,244	47,150	47,244
Total	255,751	280,278	312,647	312,022	320,616

OBJECTIVES

- Provide educational programs to students in the Grapevine-Colleyville Independent School District and local service organizations.
- Provide animal adoption services.
- Provide protective enforcement of City ordinances regulating domestic and wild animals.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Number of educational presentations delivered	115	85	30	30	30
Number of animals adopted	327	233	350	350	350
Number of animals impounded	1,079	855	1,100	1,100	1,100

**POLICE DEPARTMENT - ANIMAL CONTROL 100-209-005
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Animal Control							
41100 Salaries-Full Time	130,650	133,822	139,564	139,285	154,346	15%	11%
41107 Salaries-Overtime	17,515	27,027	20,500	20,459	10,000	-63%	-51%
41180 Salaries-Part Time Hourly, Ot	14,048	12,652	3,225	3,219	3,274	-74%	2%
41212 Certification Pay	120	116	120	120	120	3%	0%
41224 Pars Benefits	183	163	42	42	43	-74%	2%
41236 TMRS Benefits	28,383	30,182	30,949	30,887	31,895	6%	3%
41247 Medicare	2,649	2,351	2,420	2,415	2,505	7%	4%
41271 Salaries-Longevity	912	1,092	528	527	960	-12%	82%
41272 Salaries-Holiday Pay	-	-	1,229	1,227	1,200		-2%
41273 Salaries-Sick Leave Buy Back	710	1,522	765	763	2,968	95%	288%
Personnel Subtotal	195,170	208,927	199,342	198,943	207,311	-1%	4%
Supplies							
42200 Operating Supplies	42,286	32,634	40,761	40,679	40,761	25%	0%
42205 Grounds Maintenance	-	-	3,885	3,877	3,885		0%
42220 Clothing Supplies	2,446	527	3,340	3,333	3,340	534%	0%
42252 Education & Recreation Supply	533	71	325	324	325	358%	0%
42261 Postage And Related Charges	365	347	850	848	850	145%	0%
42281 Apparatus And Tools	5,914	2,570	12,900	12,874	12,900	402%	0%
42285 Motor Vehicle Supplies	1,542	1,598	4,000	3,992	4,000	150%	0%
Supplies Subtotal	53,086	37,747	66,061	65,929	66,061	75%	0%
Services							
44505 Travel, Training And Dues	2,508	2,848	3,340	3,333	3,340	17%	0%
44535 Financial Service Fees	1,471	1,473	1,000	998	1,000	-32%	0%
44540 Professional Services	3,516	29,283	42,904	42,818	42,904	47%	0%
Services Subtotal	7,495	33,604	47,244	47,150	47,244	41%	0%
Animal Control	255,751	280,278	312,647	312,022	320,616	14%	3%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	59,039	69,753	109,305	109,086	109,305	57%	0%

Comments/Justification

42200 Operating Supplies

40,761

Data processing \$875; General office \$2,250; Printing \$285; Sanitation and cleaning \$4,160; Animal food \$5,200; Facility supplies (mats, bowls, leashes, towels, needles, gloves, etc.) \$10,245; Veterinary supplies for dogs and cats \$17,496; Shipping materials \$250.

42205 Grounds Maintenance

3,885

Chemical supplies for shelter maintenance

42281 Apparatus And Tools

12,900

Traps and crates for animals \$1,700; Identification microchip supplies \$10,000; Breakroom furniture \$750; Restraint devices \$300; Replacement tools \$150.

POLICE DEPARTMENT - ANIMAL CONTROL 100-209-005

Comments/Justification

44505 Travel, Training And Dues **3,340**
Euthanasia certification \$280; TACA State conference \$860; Texas Animal Control Association memberships \$150; Humane Society of the United States Shelter Now membership \$50; In-service training/recertifications \$1,000; Basic ACO certification \$1,000.

44540 Professional Services **42,904**
Veterinary bills \$8,200; Adoption costs \$25,840; Heartworm treatments \$8,864.

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND DEPARTMENTAL SUMMARY
210 - FIRE**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Administration	943,266	1,015,969	1,059,434	1,057,315	1,099,210
Prevention	678,043	778,669	772,736	771,191	792,460
Operations	10,815,284	11,186,622	11,251,329	11,184,023	11,283,247
Training & Career Development	216,299	262,115	287,919	287,343	289,600
Emergency Management	150,428	159,183	185,187	184,817	182,270
Emergency Medical Services	401,724	544,355	536,271	535,198	536,592
Total	13,205,044	13,946,913	14,092,876	14,019,887	14,183,379

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

FIRE	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Fire Chief	1.0	1.0	1.0	1.0	1.0
Assistant Chief of Support/Planning/Administration	1.0	1.0	1.0	1.0	1.0
Assistant Chief of Operations	1.0	1.0	1.0	1.0	1.0
Division Chief of Professional Development Training	1.0	1.0	1.0	1.0	1.0
Division Chief of EMS	1.0	1.0	1.0	1.0	1.0
Fire Marshal	1.0	1.0	1.0	1.0	1.0
Assistant Fire Marshal	1.0	1.0	1.0	1.0	1.0
Administrative Manager	1.0	1.0	1.0	1.0	1.0
Fire Inspector/Investigator	2.0	2.0	3.0	3.0	3.0
Emergency Management Coordinator	1.0	1.0	1.0	1.0	1.0
Battalion Chief	3.0	3.0	3.0	3.0	3.0
Fire Captain	18.0	18.0	19.0	19.0	19.0
Driver/Engineer	18.0	18.0	18.0	18.0	18.0
Firefighter/Paramedic	45.0	45.0	49.0	49.0	49.0
Firefighter/EMT	7.0	7.0	2.0	2.0	2.0
Support Service Technician	1.0	1.0	1.0	1.0	1.0
Administrative Secretary	-	-	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Clerk/Typist/Receptionist	1.0	1.0	-	-	-
TOTAL FULL-TIME POSITIONS	105.0	105.0	106.0	106.0	106.0

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - FIRE
ADMINISTRATION DIVISION SUMMARY
100-210-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	599,158	749,400	743,774	742,286	751,233
Supplies	49,358	39,605	48,100	48,004	48,100
Maintenance	8,842	11,543	10,000	9,980	10,000
Services	285,908	215,421	257,560	257,045	289,877
Total	943,266	1,015,969	1,059,434	1,057,315	1,099,210

OBJECTIVES

- To increase the effectiveness and efficiency of the administrative functions of the Fire Department.
- To provide surveys for customer satisfaction.
- Provide opportunities for volunteer activities.
- To provide employee updates concerning new firefighting, rescue, and EMS techniques and enhance intradepartmental communication by use of newsletters, staff/employee meetings, open forum employee meetings, and other written and verbal communication.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Streamline document storage and reduce the use of paper files	90%	90%	100%	100%	100%
Promote volunteer opportunities within the fire administration (hours)	2,827	2,827	1,500	1,500	1,500
Percentage of customer satisfaction surveys returned	9%	9%	35%	35%	35%
Conduct 12 employee meetings	10	10	9	9	9

**FIRE - ADMINISTRATION 100-210-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Administration							
41100 Salaries-Full Time	480,413	598,759	602,415	601,210	607,759	2%	1%
41107 Salaries-Overtime	122	453	2,000	1,996	-	-100%	-100%
41212 Certification Pay	3,305	3,808	3,960	3,952	2,640	-31%	-33%
41224 Pars Benefits	7	-	-	-	-		
41236 TMRS Benefits	93,900	115,034	114,899	114,669	117,141	2%	2%
41247 Medicare	6,979	8,646	8,985	8,967	9,025	4%	0%
41271 Salaries-Longevity	6,384	5,720	2,880	2,874	3,984	-30%	38%
41273 Salaries-Sick Leave Buy Back	8,048	16,980	8,635	8,618	10,684	-37%	24%
Personnel Subtotal	599,158	749,400	743,774	742,286	751,233	0%	1%
42200 Operating Supplies	30,946	19,259	26,900	26,846	26,900	40%	0%
42210 Computer Equip & Supplies	2,124	843	4,000	3,992	4,000	374%	0%
42220 Clothing Supplies	2,507	4,840	3,400	3,393	3,400	-30%	0%
42261 Postage And Related Charges	1,437	2,429	2,800	2,794	2,800	15%	0%
42281 Apparatus And Tools	645	1,195	1,000	998	1,000	-16%	0%
42285 Motor Vehicle Supplies	11,699	11,039	10,000	9,980	10,000	-9%	0%
Supplies Subtotal	49,358	39,605	48,100	48,004	48,100	21%	0%
43350 Building Maintenance	-	490	-	-	-	-100%	
43465 Misc. Equip Maint.	8,842	11,053	10,000	9,980	10,000	-10%	0%
Maintenance Subtotal	8,842	11,543	10,000	9,980	10,000	-13%	0%
44500 It License & Maint Fees	60,068	41,501	58,900	58,782	58,900	42%	0%
44505 Travel, Training And Dues	37,120	48,375	48,700	48,603	48,700	1%	0%
44525 Utilities	49,538	53,335	54,150	54,042	54,150	2%	0%
44530 Ems Professional Fees	62,970	6,812	-	-	-	-100%	
44540 Professional Services	61,960	50,311	79,810	79,650	112,127	123%	40%
44573 Rentals	14,252	15,087	16,000	15,968	16,000	6%	0%
Services Subtotal	285,908	215,421	257,560	257,045	289,877	35%	13%
Administration	943,266	1,015,969	1,059,434	1,057,315	1,099,210	8%	4%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	332,409	255,530	305,660	305,049	337,977	32%	11%

Comments/Justification

42200 Operating Supplies

26,900

Supplies for all department facilities including: Office supplies, Printing, Copier usage, Coffee supplies, Recognition awards, Retirement gifts.

42210 Computer Equip & Supplies

4,000

Computer supplies, Ink and Paper.

FIRE - ADMINISTRATION 100-210-001

Comments/Justification

42220 Clothing Supplies	3,400
Uniforms and uniform maintenance and supplies for fire administration personnel	
42261 Postage And Related Charges	2,800
Postage for departmental letters, postcards and packages mailed for all business activities of the department.	
42281 Apparatus And Tools	1,000
Small equipment, Monitors, Electronics, Hand and power tools, and Office furniture.	
43465 Misc. Equip Maint.	10,000
Lease of hazardous materials detection equipment and Air monitoring contract.	
44500 It License & Maint Fees	58,900
Telestaff annual cloud hosting and support fees, Emergency reporting and Firehouse annual software fees, Laserfiche, Net Motion and First Due software	
44505 Travel, Training And Dues	48,700
Northeast Fire Department Association (NEFDA) dues and Capital Replacement Fund, Professional association and service club dues for Fire Chief, Assistant Chiefs and Division Chiefs including: TX Fire Chiefs Assoc., International Assoc.of Fire Chiefs, Dallas Co. Fire Chiefs, Denton Co. Fire Chiefs, Rotary Club, Professional Conference Attendance for Fire Chief and Deputy Chiefs including: TX Fire Chiefs Annual Conference, NEFDA dues, Profesional Association Memberships, Service club memberships, and Conference attendance.	
44525 Utilities	54,150
All fire department cell phones, Air cards for computer connections, Cable service and Fire Station Internet access.	
44540 Professional Services	112,127
Services for inspection and repair of firefighting gear, Medical physicals, Professional services for hiring of firefighters, Background checks, Polygraphs and Paycom fees.	
44573 Rentals	16,000
Rental of 3 marina slips for fire boats.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - FIRE
PREVENTION DIVISION SUMMARY
100-210-002**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	618,898	711,800	692,501	691,116	712,225
Supplies	36,236	43,484	40,200	40,120	40,200
Maintenance	-	-	1,000	998	1,000
Services	22,909	23,385	39,035	38,957	39,035
Total	678,043	778,669	772,736	771,191	792,460

OBJECTIVES

- Provide fire inspections for businesses, schools and residences.
- Provide fire prevention programs for businesses, educational institutions and the general public.
- Conduct Citizens Fire Academy.
- Install smoke detectors.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Fire inspections	5,526	4,750	4,500	4,500	4,600
Fire prevention programs	65	35	45	45	45
Conduct Citizens Fire Academy	1	1	1	1	1
Install smoke detectors	51	48	50	NA	NA

**FIRE - PREVENTION 100-210-002
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Fire Prevention							
41100 Salaries-Full Time	446,788	520,714	511,120	510,098	549,173	5%	7%
41107 Salaries-Overtime	25,447	21,787	19,885	19,845	19,400	-11%	-2%
41180 Salaries-Part Time Hourly, Ot	37,181	32,457	30,000	29,940	6,155	-81%	-79%
41212 Certification Pay	5,195	6,295	5,844	5,832	6,744	7%	15%
41224 Pars Benefits	483	422	946	944	80	-81%	-92%
41236 TMRS Benefits	91,463	103,930	108,937	108,719	109,345	5%	0%
41247 Medicare	7,428	8,431	8,519	8,502	8,895	6%	4%
41271 Salaries-Longevity	1,488	2,496	864	862	1,872	-25%	117%
41273 Salaries-Sick Leave Buy Back	3,425	15,268	6,386	6,373	10,561	-31%	65%
Personnel Subtotal	618,898	711,800	692,501	691,116	712,225	0%	3%
Supplies							
42200 Operating Supplies	4,233	7,254	7,000	6,986	7,000	-4%	0%
42210 Computer Equip & Supplies	3,871	2,885	2,500	2,495	2,500	-13%	0%
42220 Clothing Supplies	6,257	3,419	5,900	5,888	5,900	73%	0%
42252 Education & Recreation Supply	7,250	6,316	9,600	9,581	9,600	52%	0%
42281 Apparatus And Tools	3,340	11,820	5,200	5,190	5,200	-56%	0%
42285 Motor Vehicle Supplies	11,285	11,790	10,000	9,980	10,000	-15%	0%
Supplies Subtotal	36,236	43,484	40,200	40,120	40,200	-8%	0%
Maintenance							
43465 Misc. Equip Maint.	-	-	1,000	998	1,000		0%
Maintenance Subtotal	-	-	1,000	998	1,000		0%
Services							
44500 It License & Maint Fees	2,400	3,083	18,500	18,463	18,500	500%	0%
44505 Travel, Training And Dues	15,151	14,938	14,785	14,755	14,785	-1%	0%
44525 Utilities	-	(32)	-	-	-	-100%	
44535 Financial Service Fees	550	428	1,000	998	1,000	134%	0%
44540 Professional Services	3,989	4,566	2,950	2,944	2,950	-35%	0%
44565 Advertising Publ & Subscript	819	330	1,800	1,796	1,800	445%	0%
44573 Leases & Rentals	-	72	-	-	-	-100%	
Services Subtotal	22,909	23,385	39,035	38,957	39,035	67%	0%
Fire Prevention	678,043	778,669	772,736	771,191	792,460	2%	3%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	47,860	55,079	70,235	70,095	70,235	28%	0%

Comments/Justification

41107 Salaries-Overtime	19,400
Special events, Fire investigations, Call-outs, Special assignments.	
42200 Operating Supplies	7,000
Office supplies, Batteries, Education materials, Evidence tape, Evidence cans, Photo memory sticks, Paper forms.	
42210 Computer Equip & Supplies	2,500
Replace iPads and Miscellaneous computer equipment.	

FIRE - PREVENTION 100-210-002

Comments/Justification

42220 Clothing Supplies	5,900
Replace uniforms as needed and Replace investigative gear to better protect from carcinogens.	
42252 Education & Recreation Supply	9,600
Open House and Fire/Life or Community Safety campaign material, CPR education and training, Citizens Fire Academy, Special events and Clown Program to include training and props for public education.	
42281 Apparatus And Tools	5,200
Investigation tools, Measuring tools and Miscellaneous inspection tools.	
43465 Misc. Equip Maint.	1,000
Generator, Camera repair and Tool maintenance	
44500 It License & Maint Fees	18,500
MyGOV 3 Seat License, Elmore Solutions, Web-Based template to document fire investigations.	
44505 Travel, Training And Dues	14,785
State Fire Marshal conference, State Fire Investigators conference, Building Professional Institute, TEEX A&M Municipal Fire School, Intl. Code conference, NFPA conference, memberships for FPANT, IAAI, TCFIA, ICC, TCLEEDS Productivity Center, Education Through Characterization Training.	
44535 Financial Service Fees	1,000
Financial services fees related to after hours fire inspection payment program.	
44540 Professional Services	2,950
Lab fees, Forensics analysis and Tyler Technology Ticket Writer annual service fee.	
44565 Advertising Publ & Subscript	1,800
NFPA subscription service, Code books online, Reference standards.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - FIRE
OPERATIONS DIVISION SUMMARY
100-210-003**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	10,400,869	10,686,952	10,761,699	10,695,372	10,793,617
Supplies	362,358	385,185	443,005	442,119	443,005
Maintenance	31,404	22,292	27,625	27,570	27,625
Services	20,653	42,948	19,000	18,962	19,000
Capital Outlay	-	49,245	-	-	-
Total	10,815,284	11,186,622	11,251,329	11,184,023	11,283,247

OBJECTIVES

- Respond to 90 percent of 9-1-1 calls for emergencies in all first alarm districts within 5 minutes of the call being dispatched.
- Reduce the number of on-duty injuries due to fire ground accidents by 20%.
- Perform engine company, ladder company, and MICU company evaluations to ensure operational readiness.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Respond to 90% of 911 calls in 1st alarm district in 5 minutes or less	88%	76%	84%	90%	90%
Reduce number of on-scene Firefighter injuries by 40%	92%	76%	94%	90%	90%
Perform engine company, ladder company, and MICU company evaluations to ensure operational readiness.	50	50	72	100	100
Perform regular fitness assessments and physical conditioning program for all firefighters	102	102	102	106	106

**FIRE - OPERATIONS 100-210-003
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Fire Operations							
41100 Salaries-Full Time	7,423,927	7,781,561	7,845,575	7,829,884	7,944,029	2%	1%
41106 So Overtime	86,865	86,096	76,000	75,848	76,000	-12%	0%
41107 Salaries-Overtime	746,034	527,435	686,176	640,000	541,000	3%	-21%
41212 Certification Pay	62,979	60,920	62,408	62,283	84,246	38%	35%
41216 Fire Assignment Pay	23,283	23,883	18,898	18,860	24,000	0%	27%
41236 TMRS Benefits	1,637,349	1,646,624	1,654,054	1,650,746	1,657,598	1%	0%
41247 Medicare	121,451	124,220	129,345	129,086	126,134	2%	-2%
41271 Salaries-Longevity	92,120	66,572	50,824	50,722	50,160	-25%	-1%
41272 Salaries-Holiday Pay	131,711	145,243	125,050	124,800	140,000	-4%	12%
41273 Salaries-Sick Leave Buy Back	75,150	224,398	113,369	113,142	150,450	-33%	33%
Personnel Services Subtotal	10,400,869	10,686,952	10,761,699	10,695,372	10,793,617	1%	0%
42200 Operating Supplies	47,245	76,368	87,500	87,325	87,500	15%	0%
42210 Computer Equip & Supplies	9,053	1,429	5,500	5,489	5,500	285%	0%
42220 Clothing Supplies	129,432	147,414	155,700	155,389	155,700	6%	0%
42225 Ems Expenses & Supplies	4,151	35	-	-	-	-100%	
42281 Apparatus And Tools	91,412	78,571	114,305	114,076	114,305	45%	0%
42285 Motor Vehicle Supplies	81,065	81,368	80,000	79,840	80,000	-2%	0%
Supplies Subtotal	362,358	385,185	443,005	442,119	443,005	15%	0%
43465 Misc. Equip Maint.	26,804	22,292	27,625	27,570	27,625	24%	0%
43350 Building Maintenance	4,600	-	-	-	-		
Maintenance Subtotal	31,404	22,292	27,625	27,570	27,625	24%	0%
44505 Travel, Training And Dues	15,167	21,757	19,000	18,962	19,000	-13%	0%
44535 Financial Service Fees	2,285	-	-	-	-		
44540 Professional Services	3,201	21,191	-	-	-	-100%	
Services Subtotal	20,653	42,948	19,000	18,962	19,000	-56%	0%
48860 Machinery And Equipment	-	26,934	-	-	-	-100%	
48860 Machinery & Equipment	-	10,320	-	-	-	-100%	
48910 Motor Vehicles	-	11,991	-	-	-	-100%	
Capital Outlay Subtotal	-	49,245	-	-	-	-100%	
<hr/>							
Fire Operations	10,815,284	11,186,622	11,251,329	11,184,023	11,283,247	1%	0%
Less Salaries, Vehicle Mtnc & Fuel, Ins, Lease Payments, Admin Fees	333,350	418,302	409,630	408,811	409,630	-2%	0%

Comments/Justification

- 42200 Operating Supplies** 87,500
General operating supplies for all fire stations.
- 42210 Computer Equip & Supplies** 5,500
Ink and paper for fire station printers and scanners.

FIRE - OPERATIONS 100-210-003

Comments/Justification

42220 Clothing Supplies	155,700
Uniform elements, Duty uniforms, Personal protective gear including coats and pants, Honor Guard and Pipe and Drum uniforms; Replacement of expiring personal protective gear.	
42281 Apparatus And Tools	114,305
Replacement tools for fire apparatus.	
43465 Misc. Equip Maint.	27,625
Repair of small power tools, Hydraulic rescue tools, SCBA parts and repair, Calibration of the system that tests SCBA masks.	
44505 Travel, Training And Dues	19,000
Travel, accommodations, per Diem and conference fees for 7 employees to attend Fire Department Instructors Conference, 3 to Fire Rescue International Conference, and Funding for attendance at the International Association of Dive Rescue Specialists conference.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - FIRE
TRAINING & CAREER DEVELOPMENT DIVISION SUMMARY
100-210-004**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	131,516	147,496	151,494	151,191	153,175
Supplies	6,456	4,925	6,800	6,786	6,800
Services	78,327	109,694	129,625	129,366	129,625
Total	216,299	262,115	287,919	287,343	289,600

OBJECTIVES

- Provide training in accordance with the Texas Commission on Fire Protection.
- Provide training in accordance with the Texas Department of State Health Services.
- Provide training in accordance with the NFPA and ISO.
- Provide opportunities for career development and promotional opportunities.
- Provide specialized training for technical rescue personnel.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Provide a minimum of 20 hours TCFP training per firefighter	20	20	20	20	20
Provide a minimum of 36 hours TDH EMS training per firefighter	36	36	36	36	36
Provide training to insure operational readiness of specialized rescue operations	24	24	24	24	24
Provide leadership classes for current and future officers	24	24	24	24	24

**FIRE - TRAINING & CAREER DEVELOPMENT 100-210-004
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Training & Career Development							
41100 Salaries-Full Time	104,848	111,738	118,075	117,839	119,101	7%	1%
41107 Salaries-Overtime	622	5,583	4,613	4,604	4,500	-19%	-2%
41212 Certification Pay	692	866	900	898	900	4%	0%
41236 TMRS Benefits	20,689	22,592	23,301	23,254	23,828	5%	2%
41247 Medicare	1,518	1,666	1,822	1,818	1,836	10%	1%
41271 Salaries-Longevity	1,200	732	624	623	720	-2%	15%
41273 Salaries-Sick Leave Buy Back	1,947	4,319	2,159	2,155	2,290	-47%	6%
Personnel Services	131,516	147,496	151,494	151,191	153,175	4%	1%
42200 Operating Supplies	4,415	3,040	2,000	1,996	2,000	-34%	0%
42210 Computer Equip & Supplies	1,555	1,686	4,300	4,291	4,300	155%	0%
42220 Clothing Supplies	385	-	-	-	-		
42281 Apparatus And Tools	101	199	500	499	500	151%	0%
Supplies Subtotal	6,456	4,925	6,800	6,786	6,800	38%	0%
44500 It License & Maint Fees	-	12,133	13,500	13,473	13,500	11%	0%
44505 Travel, Training And Dues	61,840	80,714	80,500	80,339	80,500	0%	0%
44540 Professional Services	15,604	16,339	35,500	35,429	35,500	117%	0%
44565 Advertising Publ & Subscript	483	508	125	125	125	-75%	0%
44573 Leases & Rentals	400	-	-	-	-		
Services Subtotal	78,327	109,694	129,625	129,366	129,625	18%	0%
Training & Career Developme	216,299	262,115	287,919	287,343	289,600	10%	1%
Less Salaries, Vehicle Mtnc & Fuel, Ins, Lease Payments, Admin Fees	84,783	114,619	136,425	136,152	136,425	19%	0%

Comments/Justification

42200 Operating Supplies	2,000
Books, Printing and office supplies for training purposes.	
42210 Computer Equip & Supplies	4,300
Computer supplies, Software, Ink and Paper for training purposes.	
42281 Apparatus And Tools	500
Materials and Equipment for training needs.	
44500 It License & Maint Fees	13,500
Cost for Target Solutions, the department software training platform used to track all ISO training.	
44505 Travel, Training And Dues	80,500
Online education, TCFP recertification fees and certification upgrades, TCC Fire CE, Company officer leadership, Instructor and officer classes, Scuba training & conference, Boat training, TCC & NEFDA rescue training, Rescue courses at TEEX, TAFE seminar, SCBA maintenance training, Hospitality fees and dues.	
44540 Professional Services	35,500
Promotional assessment services, Test writing services, Professional speakers and Other training related services.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - FIRE
EMERGENCY MANAGEMENT DIVISION SUMMARY
100-210-005**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	115,606	121,053	137,337	137,062	134,420
Supplies	7,319	8,908	11,650	11,627	11,650
Maintenance	13,759	13,968	16,700	16,667	16,700
Services	13,744	15,254	19,500	19,461	19,500
Total	150,428	159,183	185,187	184,817	182,270

OBJECTIVES

- Maintain a comprehensive Emergency Management Program that prepares for, responds to, recovers from, and mitigates threats and hazards posing the greatest risk.
- Enhance public preparedness through community outreach, citizen engagement, and print or social media.
- Coordinate implementation of the National Incident Management System (NIMS).
- Maintain an approved Emergency Operations Plan and Functional Annexes.
- Facilitate festival and event public safety planning, coordination, and response efforts.
- Ensure the operational readiness of alert and warning systems (Outdoor Warning System and CodeRed)

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Number of public education and outreach events	1	1	10	5	5
Number of preparedness publications	3	3	3	3	3
Implement training and exercise plan	100%	100%	100%	100%	100%
Maintenance of the Emergency Management Plan	100%	100%	100%	100%	100%
Monitor and test warning sirens	100%	100%	100%	100%	100%
Festival or event supported (Event Action Plan and/ or EOC Activation)	3	5	5	7	6

FIRE - OFFICE OF EMERGENCY MANAGEMENT 100-210-005
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Office Of Emergency Mgmt.							
41100 Salaries-Full Time	85,284	87,820	93,689	93,502	95,111	8%	2%
41107 Salaries-Overtime	5,685	6,868	4,100	4,092	4,000	-42%	-2%
41180 Salaries - P/T, Hourly, O/T	5,745	7,480	15,215	15,185	12,446	66%	-18%
41224 Pars Benefits	75	97	198	198	162	67%	-18%
41236 TMRS Benefits	17,291	17,135	21,187	21,145	19,033	11%	-10%
41247 Medicare	1,382	1,445	1,657	1,654	1,647	14%	-1%
41271 Salaries-Longevity	144	208	96	96	192	-8%	100%
41273 Salaries-Sick Leave Buy Back	-	-	1,195	1,193	1,829		53%
Personnel Subtotal	115,606	121,053	137,337	137,062	134,420	11%	-2%
Supplies Subtotal							
42200 Operating Supplies	5,885	7,593	8,000	7,984	8,000	5%	0%
42220 Clothing Supplies	129	116	400	399	400	245%	0%
42252 Education & Recreation Supply	269	348	750	749	750	116%	0%
42281 Apparatus And Tools	214	39	1,500	1,497	1,500	3746%	0%
42285 Motor Vehicle Supplies	822	812	1,000	998	1,000	23%	0%
Supplies Subtotal	7,319	8,908	11,650	11,627	11,650	31%	0%
Maintenance Subtotal							
43465 Misc. Equip Maint.	13,759	13,968	16,700	16,667	16,700	20%	0%
Maintenance Subtotal	13,759	13,968	16,700	16,667	16,700	20%	0%
Services Subtotal							
44500 It License & Maint Fees	-	2,436	8,500	8,483	8,500	249%	0%
44525 Utilities	-	(15)	-	-	-	-100%	
44505 Travel, Training And Dues	6,908	11,470	11,000	10,978	11,000	-4%	0%
44540 Professional Services	6,836	1,363	-	-	-	-100%	
Services Subtotal	13,744	15,254	19,500	19,461	19,500	28%	0%
Office Of Emergency Mgmt.	150,428	159,183	185,187	184,817	182,270	15%	-2%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	34,000	37,318	46,850	46,756	46,850	26%	0%

Comments/Justification

- 42200 Operating Supplies** 8,000
 Emergency Operations Center, Festival supplies, Response and Go-kit supplies, Public education materials.
- 42220 Clothing Supplies** 400
 Department-issued clothing (Shirts, Pants, Boots, Jacket, Personal Protective Equipment).
- 42252 Education & Recreation Supply** 750
 Training resources, Manuals, Books, Reference materials.
- 42281 Apparatus And Tools** 1,500
 Radio equipment, Festival equipment, Weather station equipment.
- 43465 Misc. Equip Maint.** 16,700
 Outdoor Warning System maintenance and emergency repairs, Emergency Operations Center equipment, Vehicle equipment and upfit.

FIRE - OFFICE OF EMERGENCY MANAGEMENT 100-210-005

Comments/Justification

44500 It License & Maint Fees	8,500
Emergency management software and Web-based programs .	
44505 Travel, Training And Dues	11,000
Emergency management conferences, Professional memberships and certification, leadership and management development training, North Central Texas Council of Governments Emergency Preparedness dues.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - FIRE
EMERGENCY MEDICAL SERVICES DIVISION SUMMARY
100-210-006**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	141,156	150,992	153,200	152,894	153,521
Supplies	130,860	106,969	129,100	128,842	131,600
Maintenance	34,577	36,311	38,000	37,924	38,000
Services	95,131	209,887	215,971	215,539	213,471
Capital Outlay	-	40,196	-	-	-
Total	401,724	544,355	536,271	535,198	536,592

OBJECTIVES

- Manage all aspects of EMS delivery for the fire department
- Manage Filed Training Paramedic program to ensure all new paramedics are appropriately trained.
- Ensure compliance with all Texas Department of State Health Services rules and regulations.
- Work with Assistant Chief of Support, Planning, and Administration to ensure all EMS contracts are administered.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Perform 12-lead EKG on appropriate patients within 10 minutes of patient contact	N/A	N/A	85%	85%	85%
Turnout times and response times in accordance to NFPA 1710	N/A	N/A	90%	90%	90%
Scene time < 20 minutes on all transported patients	N/A	N/A	90%	90%	90%

**FIRE - EMS 100-210-006
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Ems							
41100 Salaries-Full Time	112,753	116,068	119,092	118,854	119,101	3%	0%
41107 Salaries-Overtime	-	3,685	4,613	4,604	4,500	22%	-2%
41212 Certification Pay	692	866	900	898	900	4%	0%
41236 TMRS Benefits	22,158	23,130	23,551	23,504	23,882	3%	1%
41247 Medicare	1,671	1,769	1,842	1,838	1,840	4%	0%
41271 Salaries-Longevity	1,776	960	912	910	1,008	5%	11%
41273 Salaries-Sick Leave Buy Back	2,106	4,514	2,290	2,285	2,290	-49%	0%
Personnel Subtotal	141,156	150,992	153,200	152,894	153,521	2%	0%
42210 Computer Equip & Supplies	9,900	95	-	-	2,500	2532%	
42225 Ems Expenses & Supplies	120,960	106,874	129,100	128,842	129,100	21%	0%
Supplies Subtotal	130,860	106,969	129,100	128,842	131,600	23%	2%
43465 Misc. Equip Maint.	34,577	36,311	38,000	37,924	38,000	5%	0%
Maintenance Subtotal	34,577	36,311	38,000	37,924	38,000	5%	0%
44500 It License & Maint Fees	17,160	20,387	29,710	29,651	29,710	46%	0%
44505 Travel, Training And Dues	10,797	37,477	42,336	42,251	42,336	13%	0%
44530 Ems Professional Fees	60,385	143,273	129,300	129,041	129,300	-10%	0%
44535 Financial Service Fees	-	-	2,500	2,495	-		-100%
44540 Professional Services	6,789	8,750	12,000	11,976	12,000	37%	0%
44565 Advertising Publ & Subscript	-	-	125	125	125		0%
Services Subtotal	95,131	209,887	215,971	215,539	213,471		-1%
48860 Machinery And Equipment	-	40,196	-	-	-	-100%	
Capital Outlay Subtotal	-	40,196	-	-	-	-100%	
Ems	401,724	544,355	536,271	535,198	536,592		0%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	260,568	393,363	383,071	382,305	383,071		0%

Comments/Justification

42225 Ems Expenses & Supplies 129,100
EMS medical supplies and related items for operations of EMS, Oxygen, Maintain festival trailer computer, Destruction of expired narcotics, Destruction of bio-hazard waste, and Printing of revised protocols.

43465 Misc. Equip Maint. 38,000
Maintenance contract for automatic external defibrillators (AED's) in city buildings, Life-Pak monitors assigned to all department apparatus, Mechanical CPR devices, Maintenance of ambulance cots and auto load system.

44500 It License & Maint Fees 29,710
Annual fees for Image Trend (EMS patient recording software), Pulse Point (CPR notification App), and Operative IQ (Inventory Control/Tracking software)

FIRE - EMS 100-210-006

Comments/Justification

- 44505 Travel, Training And Dues** **42,336**
Renewal of EMS certifications: NCTTRAC, TEMSA, and NAPSICO fees; funding for BEST EMS CE's required by Texas Department of State Health Services; EMS courses (Cadaver Lab etc.) and educational conferences: Texas EMS, Image Trend, PWW, and Pinnacle conferences.
- 44530 Ems Professional Fees** **129,300**
BEST EMS medical control services, Evidenced based protocols, and Pre-hospital care best practices, Ambulance billing services provided by Emerigicon, Ambulance supplemental payment program provided by McKesson, Required vaccinations for department personnel, and EMS provider compliance renewals.
- 44540 Professional Services** **12,000**
EMS contractor services (20 hours per week); Maintenance, Management, Tracking, and delivery of the EMS program.

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND DEPARTMENTAL SUMMARY
312 - PARKS AND RECREATION**

EXPENDITURES BY DIVISION	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Administration	772,474	889,259	861,173	859,451	932,065
Active Adults	448,020	475,064	558,478	557,361	544,569
Park Maintenance	4,589,149	5,230,830	5,204,346	5,193,937	5,479,569
Recreation	454,685	456,186	470,752	469,810	484,179
Aquatics	1,402,133	1,436,265	1,639,777	1,636,497	1,465,237
Athletics Programs	867,003	919,601	908,853	907,035	596,760
Recreation Programs	619,965	593,643	540,976	521,165	521,715
The REC	1,394,060	1,501,904	1,425,495	1,422,644	1,437,445
Hospitality	-	3,516	356,127	355,415	438,204
Total	10,547,489	11,506,268	11,965,977	11,923,316	11,899,743

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

PARKS & RECREATION	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Parks & Recreation Director	1.0	1.0	1.0	1.0	1.0
Deputy Parks & Recreation Director	1.0	1.0	1.0	1.0	1.0
P&R Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Marketing Manager	1.0	1.0	1.0	1.0	1.0
Volunteer Services Liaison	1.0	1.0	1.0	1.0	1.0
Hospitality Manager	-	-	1.0	1.0	1.0
Athletic Manager	1.0	1.0	-	-	-
Athletic Supervisor	1.0	1.0	1.0	1.0	1.0
Athletic Specialist	1.0	1.0	-	-	-
Event Production Supervisor	1.0	1.0	-	-	-
Event Production Manager	-	-	1.0	1.0	1.0
Lake Parks / Events Manager	0.5	0.5	-	-	-
Events Coordinator	1.0	1.0	1.0	1.0	1.0
Recreation Coordinator	10.0	10.0	13.0	13.0	14.0
Reservation Specialist	1.0	1.0	1.0	1.0	1.0
PARD CIP Manager	1.0	1.0	1.0	1.0	1.0
Park Manager	1.0	1.0	1.0	1.0	1.0
Park Foreman	4.0	4.0	4.0	4.0	4.0
Athletics Groundskeeper	1.0	1.0	1.0	1.0	1.0
Parks Crew Leader	2.0	2.0	2.0	2.0	2.0
Aquatics Tech Coordinator	1.0	1.0	1.0	1.0	-
Equipment Operator II	1.0	1.0	1.0	1.0	-
Equipment Operator I	4.0	4.0	4.0	4.0	5.0
Irrigation Technician II	1.0	1.0	1.0	1.0	1.0
Irrigation Technician I	2.0	2.0	2.0	2.0	2.0
Horticulturalist	1.0	1.0	1.0	1.0	1.0
Crew Worker	4.0	4.0	4.0	4.0	4.0
Active Adults Supervisor	1.0	1.0	1.0	1.0	1.0
Recreation Manager	1.0	1.0	1.0	1.0	1.0
Recreation Supervisor	1.0	1.0	1.0	1.0	1.0
Recreation Specialist	1.0	1.0	1.0	1.0	-
Aquatics Supervisor	1.0	1.0	1.0	1.0	2.0
Lead Lifeguard	6.0	6.0	4.0	4.0	4.0
TOTAL FULL-TIME POSITIONS	55.5	55.5	55.0	55.0	55.0

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PARKS AND RECREATION
ADMINISTRATION DIVISION SUMMARY
100-312-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	459,860	524,506	544,673	543,584	569,620
Supplies	73,195	73,271	80,500	80,339	80,500
Services	239,419	291,482	236,000	235,528	281,945
Total	772,474	889,259	861,173	859,451	932,065

OBJECTIVES

- Optimize resources and budget to maximize citizens exposure to parks and leisure services in Grapevine.
- Promote the Department's opportunities in health & wellness, education, conservation, and lifelong learning to all ages and abilities through digital media.
- Employ all resources available to be the premier Parks and Recreation Department in the State of Texas.
- Develop relationships with community partners and sponsors to provide opportunities for cultural awareness, environmental education/stewardship to kids of all ages.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Grant dollars Approved	\$773,600	\$3,554,862	\$315,000	\$15,000	\$15,000
Sponsorship dollars secured	\$110,970	\$47,350	\$75,000	\$50,000	\$75,000
Social media posts	1,225	1,736	1,650	2,152	2,190
Engagements	26,512	252,251	44,200	196,970	190,000
Website Visitors *	NA	NA	NA	NA	160,000

* New for FY 2020-21

**PARKS & RECREATION - ADMINISTRATION 100-312-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Administration							
41100 Salaries-Full Time	364,704	414,491	440,811	439,929	454,851	10%	3%
41107 Salaries-Overtime	2,148	2,917	1,537	1,534	3,000	3%	95%
41190 Wages - Contract Labor	8	-	-	-	-		
41236 TMRS Benefits	74,228	80,311	84,154	83,986	88,797	11%	6%
41247 Medicare	5,619	6,189	6,581	6,568	6,841	11%	4%
41271 Salaries-Longevity	4,032	3,016	2,112	2,108	2,256	-25%	7%
41273 Salaries-Sick Leave Buy Back	4,901	13,552	5,278	5,267	7,515	-45%	42%
41275 Car Allowance	4,220	3,850	4,200	4,192	4,200	9%	0%
41276 Phone Allowance	-	180	-	-	2,160	1100%	
Personnel Subtotal	459,860	524,506	544,673	543,584	569,620	9%	5%
Supplies							
42200 Operating Supplies	56,767	62,277	65,000	64,870	65,000	4%	0%
42220 Clothing Supplies	3,313	3,165	3,000	2,994	3,000	-5%	0%
42252 Education & Recreation Supply	1,647	1,797	1,500	1,497	1,500	-17%	0%
42261 Postage And Related Charges	1,403	1,236	1,500	1,497	1,500	21%	0%
42281 Apparatus And Tools	10,065	4,796	9,500	9,481	9,500	98%	0%
Supplies Subtotal	73,195	73,271	80,500	80,339	80,500	10%	0%
Services							
44505 Travel, Training And Dues	28,013	32,204	25,000	24,950	25,000	-22%	0%
44525 Utilities	50,521	45,515	45,000	44,910	45,000	-1%	0%
44535 Financial Service Fees	69,587	83,407	50,000	49,900	50,000	-40%	0%
44540 Professional Services	74,221	115,984	104,000	103,792	149,945	29%	44%
44572 Recreation Contract Services	-	14,372	12,000	11,976	12,000	-17%	0%
49999 Misc. Expense	17,077	-	-	-	-		
Services Subtotal	239,419	291,482	236,000	235,528	281,945	-3%	19%
Administration	772,474	889,259	861,173	859,451	932,065	5%	8%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	312,614	364,753	316,500	315,867	362,445	-1%	15%

Comments/Justification

42200 Operating Supplies General office supplies \$40,000; Departmental marketing supplies \$25,000.	65,000
42220 Clothing Supplies Park board shirts \$1,000; Staff shirts \$2,000.	3,000
42252 Education & Recreation Supply Supplies for public meetings and trail/park ribbon cutting events.	1,500
42281 Apparatus And Tools Various department technology needs including iPads, phones, computers and accessories.	9,500

PARKS & RECREATION - ADMINISTRATION 100-312-001

Comments/Justification

44505 Travel, Training And Dues	25,000
NRPA conference (Director and Deputy Director) \$5,000; TRAPS State Conference (Director and Deputy Director) \$3,000; TRAPS Regional Conference (Director and Deputy Director) \$500; Professional Committee Travel (Director) \$3,000; Travel Parks and Recreation Advisory Board \$1,500; Mileage reimbursement \$2,500; Training for Administrative Assistant \$2,000; Park Board dinners \$4,000; Various association membership dues \$3,500.	
44525 Utilities	45,000
Department monthly charges for cell phones and iPads for phone and data usage.	
44535 Financial Service Fees	50,000
Credit card fees	
44540 Professional Services	149,945
PARD advertising and marketing needs \$50,000; Surveys \$4,000; Engineering/testing costs \$35,000; Department web site maintenance \$15,000; Paycom fees \$45,945.	
44572 Recreation Contract Services	12,000
Department-wide HERO scholarship funds.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PARKS AND RECREATION
ACTIVE ADULTS DIVISION SUMMARY
100-312-002**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	356,627	374,619	448,683	447,786	434,774
Supplies	62,463	55,852	80,000	79,840	80,000
Services	28,930	44,593	29,795	29,735	29,795
Total	448,020	475,064	558,478	557,361	544,569

OBJECTIVES

- Provide those 55 & better with relevant program, field trip, class and event opportunities that account for the generational differences in interest and ability within this segment of the population.
- Foster community, quality-of-life and independence for those 55 & better in the City of Grapevine.
- Build relationships with community partners that have an interest in cultivating current and future services available to Active Adults.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Customer surveys completed / satisfaction rate	191 / 93.49%	250 / 98%	250 / 95%	80 / 95%	250 / 95%
Number of special events, classes and programs offered	991 / 971	693 / 683	1,000 / 975	299 / 284	700 / 680
Average number of daily riders in City vehicles	42	39	42	36	40
SeniorMover trips requested / provided	306 / 279	220 / 209	250 / 225	89 / 86	220 / 210
Persons registered for Active Adult programs	17,289	10,592	17,000	5,528	11,000
Average number of daily meals served	39.93	38	40	37	40
Volunteer hours worked	2,432	2,512	2,500	1,248	2,500
Participants in AA aquatic fitness	N/A	NA	500	302	500
Number of AA members	N/A	NA	600	1859	600
Number of SilverSneakers/Silver & Fit passes	N/A	NA	250	638	250

**PARKS & RECREATION - ACTIVE ADULTS 100-312-002
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Active Adults							
41100 Salaries-Full Time	256,743	267,620	313,130	312,504	306,901	15%	-2%
41107 Salaries-Overtime	9,762	10,082	8,199	8,183	8,000	-21%	-2%
41180 Salaries-Part Time Hourly, Ot	26,325	26,484	46,869	46,775	46,869	77%	0%
41224 Pars Benefits	110	85	609	608	609	616%	0%
41236 TMRS Benefits	55,224	56,528	69,323	69,184	60,605	7%	-13%
41247 Medicare	4,250	4,369	5,421	5,410	4,669	7%	-14%
41271 Salaries-Longevity	2,508	1,780	1,248	1,246	2,112	19%	69%
41273 Salaries-Sick Leave Buy Back	1,705	7,671	3,884	3,876	5,009	-35%	29%
Personnel Subtotal	356,627	374,619	448,683	447,786	434,774	16%	-3%
Supplies							
42200 Operating Supplies	34,866	31,170	43,000	42,914	43,000	38%	0%
42220 Clothing Supplies	1,384	754	1,500	1,497	1,500	99%	0%
42252 Education & Recreation Supply	17,349	16,765	24,000	23,952	24,000	43%	0%
42261 Postage And Related Charges	1,687	1,678	3,000	2,994	3,000	79%	0%
42281 Apparatus And Tools	1,148	670	1,500	1,497	1,500	124%	0%
42285 Motor Vehicle Supplies	6,029	4,815	7,000	6,986	7,000	45%	0%
Supplies Subtotal	62,463	55,852	80,000	79,840	80,000	43%	0%
Services							
44505 Travel, Training And Dues	6,467	4,948	6,475	6,462	6,475	31%	0%
44540 Professional Services	4,807	17,321	6,980	6,966	6,980	-60%	0%
44572 Recreation Contract Services	16,621	21,056	14,740	14,711	14,740	-30%	0%
44573 Leases & Rentals	1,035	1,268	1,600	1,597	1,600	26%	0%
Services Subtotal	28,930	44,593	29,795	29,735	29,795	-33%	0%
Active Adults	448,020	475,064	558,478	557,361	544,569	15%	-2%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	84,329	94,362	101,195	100,993	101,195	7%	0%

Comments/Justification

- 42200 Operating Supplies** 43,000
Plates/cups/napkins \$2,500; Membership key fobs \$1,500; Coffee/drink supplies for Active Adults \$7,000; Grapevine Affair \$8,500; Tablecloths \$500; Office supplies \$2,000; GSCAB meetings \$500; Staff/participant recognition \$500; Active Adult meal program \$20,000.
- 42220 Clothing Supplies** 1,500
Staff clothing supplies
- 42252 Education & Recreation Supply** 24,000
Arts & crafts supplies \$3,000; Bingo prizes \$750; Active Adult Christmas party \$5,500; Senior dances \$3,000; Noon Year's Eve \$750; Veteran's Day lunch \$1,500; Memorial Day \$1,500; Cookouts \$1,000; Thanksgiving \$500; Valentine's Day \$500; Mother's Day \$1,500; Father's Day \$1,500; Easter \$500; Halloween \$500; Volunteer Appreciation \$2,000.
- 42281 Apparatus And Tools** 1,500
AED supplies \$250; Equipment replacement \$250; Kitchen equipment \$1,000.

PARKS & RECREATION - ACTIVE ADULTS 100-312-002

Comments/Justification

44505 Travel, Training And Dues	6,475
Active Adult supervisor \$500; 5 Recreation Coordinators \$2,500; 2 front line staff \$500; NTTA toll tag charges for 3 vehicles \$160; NCOA dues \$145; NCOA National conference for 2 staff \$2,160; TRAPS professional membership \$510.	
44540 Professional Services	6,980
DJ/band services \$1,200; Shredding services \$800; Marketing materials \$1,500; Background checks \$480; Online digital magazine Go Grapevine \$500; Sponsor bureau \$1,000; Bus cleaning \$1,500.	
44572 Recreation Contract Services	14,740
Line dancing \$2,250; Ceramics \$4,250; Jewelry making \$2,000; Water aerobics \$6,240.	
44573 Leases & Rentals	1,600
Bus rental \$1,000; Special events \$600.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PARKS AND RECREATION
PARK MAINTENANCE DIVISION SUMMARY
100-312-003**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	1,498,446	1,605,601	1,662,846	1,659,520	1,688,069
Supplies	213,787	216,081	213,600	213,173	213,600
Maintenance	168,995	196,500	203,500	203,093	203,500
Services	2,707,921	3,212,648	3,124,400	3,118,151	3,374,400
Total	4,589,149	5,230,830	5,204,346	5,193,937	5,479,569

OBJECTIVES

- To provide well maintained, safe, age appropriate ADA accessible playgrounds, fields, and recreation areas for people of all ages to use for recreation and leisure.
- Pursue grants to develop and maintain sustainable landscaping and medians to enhance the beautification of parks, roadways, and facilities.
- Host environmental educational opportunities such as events, lectures, tours and workshops for the community.
- Provide impactful and engaging volunteer opportunities that advances the mission of the Department.
- Pursue partnerships and sponsorship opportunities to promote and support environmental stewardship in the community.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Number of classes, programs, & events offered	48/44	127/125	34/32	10/10	NA
Total acres maintained	1,677	1,716	1,727	1,727	1,727
Total acres under irrigation	227	266	277	277	277
Playgrounds maintained	38	33	33	33	32
ADA / CPSC playgrounds retrofitted	1	2	2	1	1
Facility / median landscapes enhanced	1	1	2	1	1
Customer satisfaction rate	100%	100%	100%	100%	NA
Man hours per non-department events	3,500	3,500	3,500	2,000	3,500
Grant dollars sought	\$786,600	\$3,649,822	\$315,000	\$15,000	\$15,000
Grant dollars awarded	\$763,600	\$3,549,822	\$315,000	\$10,000	\$15,000
Number of area adopted	73	92	76	78	n/a
Volunteer hours	47,336	58,336	48,000	28,000	48,000
Value of volunteer hours	\$1,168,714	\$1,440,310	\$1,185,120	\$712,040	\$1,220,640
*Number of opportunities (events, lectures, tours and workshops)	NA	NA	NA	NA	10
*Attendee satisfaction rate	NA	NA	NA	NA	87%
*Number of adopters	NA	NA	NA	NA	94
*Total value of financial and in-kind donations to support environmental stewardship	NA	NA	NA	NA	\$9,000

* New for FY 2020-21

**PARKS & RECREATION - PARK MAINTENANCE 100-312-003
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Park Maintenance							
41100 Salaries-Full Time	1,072,802	1,152,425	1,222,302	1,219,857	1,244,345	8%	2%
41107 Salaries-Overtime	95,352	101,256	61,499	61,376	60,000	-41%	-2%
41180 Salaries-Part Time Hourly, Ot	8,696	79	25,848	25,796	17,298	21796%	-33%
41190 Wages - Contract Labor	48,749	47,061	60,000	59,880	60,000	27%	0%
41224 Pars Benefits	89	1	336	335	225	22400%	-33%
41236 TMRS Benefits	226,273	240,206	247,280	246,785	251,643	5%	2%
41247 Medicare	16,951	18,097	19,337	19,298	19,639	9%	2%
41271 Salaries-Longevity	16,876	12,344	9,292	9,273	9,600	-22%	3%
41273 Salaries-Sick Leave Buy Back	12,658	34,012	16,952	16,918	23,159	-32%	37%
41276 Phone Allowance	-	120	-	-	2,160	1700%	
Personnel Subtotal	1,498,446	1,605,601	1,662,846	1,659,520	1,688,069	5%	2%
Supplies							
42200 Operating Supplies	24,985	24,446	22,000	21,956	22,000	-10%	0%
42205 Grounds Maintenance	117,507	123,635	125,000	124,750	125,000	1%	0%
42220 Clothing Supplies	9,653	12,444	9,000	8,982	9,000	-28%	0%
42252 Education & Recreation Supply	4,086	2,665	5,500	5,489	5,500	106%	0%
42281 Apparatus And Tools	23,163	20,910	22,100	22,056	22,100	6%	0%
42285 Motor Vehicle Supplies	34,393	31,981	30,000	29,940	30,000	-6%	0%
Supplies Subtotal	213,787	216,081	213,600	213,173	213,600	-1%	0%
Maintenance							
43350 Building Maintenance	1,066	2,344	-	-	-	-100%	
43355 Recreation Facilities Maint.	160,471	182,404	200,000	199,600	200,000	10%	0%
43430 Motor Vehicle Maintenance	444	64	-	-	-	-100%	
43465 Misc. Equip Maint.	7,014	11,688	3,500	3,493	3,500	-70%	0%
Maintenance Subtotal	168,995	196,500	203,500	203,093	203,500	4%	0%
Services							
44505 Travel, Training And Dues	20,389	16,612	20,000	19,960	20,000	20%	0%
44525 Utilities	767,819	742,635	804,400	802,791	804,400	8%	0%
44540 Professional Services	1,867,967	2,396,905	2,250,000	2,245,500	2,500,000	4%	11%
44573 Leases & Rentals	51,746	56,496	50,000	49,900	50,000	-11%	0%
Services Subtotal	2,707,921	3,212,648	3,124,400	3,118,151	3,374,400	5%	8%
Park Maintenance	4,589,149	5,230,830	5,204,346	5,193,937	5,479,569	5%	5%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	3,004,564	3,536,752	3,461,500	3,454,577	3,711,500	5%	7%

Comments/Justification

- 42200 **Operating Supplies** 22,000
General office supplies, Professional publications, Employee appreciation, shop, and KGVB related supplies.

- 42205 **Grounds Maintenance** 125,000
Chemicals, Fertilizer and seed for all City athletic fields, Tree sharing.

- 42220 **Clothing Supplies** 9,000
Jeans, Shirts, Boots and Winter clothing.

PARKS & RECREATION - PARK MAINTENANCE 100-312-003

Comments/Justification

42281 Apparatus And Tools	22,100
Hand tools, Shovels, Rakes, Power Tools, Drill, Saws, Chainsaws, Blowers, Weedeaters, etc.	
43355 Recreation Facilities Maint.	200,000
General maintenance for Parks and Playgrounds, Athletic fields and Irrigation repairs.	
44505 Travel, Training And Dues	20,000
TRAPS State Conference for Parks Manager, CIP Manager & Foreman (4 days) \$1,000; Texas Turf Grass Conference (Foreman & 2 Crew Leaders) \$1,500; TX State Botanical Conference (Horticulturalist) \$600; NRPA Parks Manager, CIP Manager \$3,000; STMA Conference Foreman \$4,200; Public Garden Association Annual Conference (Horticulturalist) \$2,300; Irrigation CEU training for Parks Manager and 2 Techs \$600; CEU training for TDA pesticide \$500; miscellaneous staff training for professional development \$1,000; LA License for CIP Manager \$350; ASLA State Conference for the CIP Manager \$1,000; KGVB/Volunteer Services Liaison \$3,950.	
44525 Utilities	804,400
Water \$550,000; Electric \$240,000; Phone \$14,400.	
44540 Professional Services	2,500,000
Janitorial \$200,000; Tree maintenance \$320,000; Landscape management (litter, fertilization, mowing, annual color, bed maintenance and TXDOT ROW) \$1,900,000 including new landscape areas (114, Kubota, Indoor Gun Range facility); Water feature maintenance and services needed for repair \$30,000; Other miscellaneous services \$50,000.	
44573 Leases & Rentals	50,000
Large equipment & tool rental \$10,000; Port-A-Lets \$30,000; Bucket trucks for Christmas decorations \$10,000.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PARKS AND RECREATION
RECREATION DIVISION SUMMARY
100-312-004**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	266,556	268,026	276,527	275,974	289,954
Supplies	45,994	42,330	53,225	53,119	43,525
Maintenance	40	775	-	-	-
Services	142,095	145,055	141,000	140,718	150,700
Total	454,685	456,186	470,752	469,810	484,179

OBJECTIVES

- Offer new, smaller community based, site specific events at various parks and locations including the Bark Park at Bear Creek
- Provide holiday event experiences for the City of Grapevine that will provide opportunities for economic development.
- Provide recreation/community events as quality of life opportunities.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Total community events participation	17,600	13,180	20,000	21,500	22,250
Number of Surveys/customer satisfaction rate	300 / 95%	255/94.15%	400 / 95%	333 / 95%	400 / 95%
Number of indoor facility rentals/total hours rented	332 / 1,676	119 / 353	350 / 2,000	254 / 1280	NA
Number of lake park pavilion rentals/total hours rented	206 / 2,810	485 / 2180	150 / 1,800	66 / 1099	NA
Number of park pavilion rentals/total hours rented	805 / 3,156	123 / 1416	1,000 / 3,000	108 / 369	NA
Total number of paid community events offered / Total events that made	NA	NA	NA	5 / 4	4 / 4
Total number of free community events / Total events that made	NA	NA	NA	2 / 2	4 / 4

* 2018 Cancelled 2 major events due to weather which in turn lowered our survey responses and # of attendees

** COVID-19 will be affecting our number of attendees and survey results as we have had to cancel events

*** Facility/Pavilion rentals moved to 100-312-007

**** Facility/Pavilion rental hours affected by COVID-19 and lake flooding

**PARKS & RECREATION - RECREATION 100-312-004
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Recreation							
41100 Salaries-Full Time	185,902	190,398	201,980	201,576	214,529	13%	6%
41107 Salaries-Overtime	23,571	19,823	3,074	3,068	3,000	-85%	-2%
41180 Salaries-Part Time Hourly,Ot	8,326	4,912	23,390	23,343	23,390	376%	0%
41224 Pars Benefits	105	60	304	303	304	407%	0%
41236 TMRS Benefits	40,697	40,089	40,575	40,494	41,664	4%	3%
41247 Medicare	3,148	3,144	3,364	3,357	3,216	2%	-4%
41271 Salaries-Longevity	1,604	3,276	1,320	1,317	576	-82%	-56%
41273 Salaries-Sick Leave Buy Back	3,203	6,294	2,520	2,515	3,275	-48%	30%
41276 Phone Allowance	-	30	-	-	-	-100%	
Personnel Subtotal	266,556	268,026	276,527	275,974	289,954	8%	5%
Supplies							
42200 Operating Supplies	9,668	13,039	14,000	13,972	11,000	-16%	-21%
42220 Clothing Supplies	569	1,250	700	699	500	-60%	-29%
42252 Education & Recreation Supply	36,297	25,965	34,500	34,431	29,500	14%	-14%
42261 Postage And Related Charges	22	-	25	25	25		0%
42281 Apparatus And Tools	(1,519)	1,237	2,500	2,495	1,000	-19%	-60%
42285 Motor Vehicle Supplies	957	626	1,500	1,497	1,500	140%	0%
42300 Cost Of Goods Sold (Cogs)	-	213	-	-	-	-100%	
Supplies Subtotal	45,994	42,330	53,225	53,119	43,525	3%	-18%
Maintenance							
43430 Motor Vehicle Maintenance	11	-	-	-	-		
43350 Building Maintenance	29	775	-	-	-	-100%	
Maintenance Subtotal	40	775	-	-	-	-100%	
Services							
44505 Travel, Training And Dues	5,504	4,793	7,500	7,485	5,900	23%	-21%
44525 Utilities	-	219	-	-	-	-100%	
44540 Professional Services	78,537	94,888	86,000	85,828	94,900	0%	10%
44572 Recreation Contract Services	4,248	550	2,500	2,495	2,500	355%	0%
44573 Leases & Rentals	53,806	44,605	45,000	44,910	47,400	6%	5%
Services Subtotal	142,095	145,055	141,000	140,718	150,700	4%	7%
Recreation	454,685	456,186	470,752	469,810	484,179	6%	3%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	133,366	142,929	147,725	147,430	145,325	2%	-2%

Comments/Justification

42200 Operating Supplies 11,000
General office supplies \$4,000; Marketing & promotional items \$4,000; Event production supplies \$3,000.

42220 Clothing Supplies 500
Clothing for event staff and support teams.

42252 Education & Recreation Supply 29,500
Sunset Live \$3,500; Carol of Lights \$7,000; Daddy/Daughter Dance \$6,000; Mother/Son \$3,000; Mother/Daughter \$4,000; Father/Son \$2,000; Family Event \$2,000; Park Activation Event \$2,000.

PARKS & RECREATION - RECREATION 100-312-004

Comments/Justification

42281 Apparatus And Tools	1,000
Technical production, Event tools, Lights and Stands.	
44505 Travel, Training And Dues	5,900
Event volunteer hospitality \$4,500; Sunset Band hospitality \$1,000; TRAPS Regional \$400.	
44540 Professional Services	94,900
Sunset Live \$28,000; Carol of Lights \$24,500; Daddy/Daughter Dance \$20,000; Mother/Son \$13,500; Mother/Daughter \$3,600; Father/Son \$2,300; Family Event \$1,000; Park Activation Event \$1,000; Cloud services and promotions/marketing \$1,000.	
44573 Leases & Rentals	47,400
Sunset Live \$3,000; Carol of Lights \$32,000; Daddy/Daughter Dance \$2,500; Mother/Son \$1,800; Mother/Daughter \$2,000; Father/Son \$2,600; Family Event \$1,000; Park Activation Event \$1,000; Radio rentals \$1,500.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PARKS AND RECREATION
AQUATICS DIVISION SUMMARY
100-312-005**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	1,126,538	1,148,573	1,352,777	1,350,071	1,178,237
Supplies	145,131	164,047	152,000	151,696	152,000
Maintenance	24,610	15,700	20,000	19,960	20,000
Services	105,854	107,945	115,000	114,770	115,000
Total	1,402,133	1,436,265	1,639,777	1,636,497	1,465,237

OBJECTIVES

- Promote water safety for both youth and adults by providing opportunities for community education and training.
- Offer a diverse selection of aquatic fitness opportunities for those of all abilities and ages.
- Provide quality aquatic facilities that foster community and encourage "kids of all ages" to enjoy the health benefits of aquatic play year round.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Total public swim attendance	98,192	92,436	100,000	20,740	100,000
Learn To Swim participants	1,653	1,399	1,200	167	1,200
Special event attendance	1,168	1,482	750	288	750
Customer surveys / satisfaction rate	654 / 95%	457 / 97%	475 / 96%	88 / 98%	475 / 96%
Swim team participants	104	130	110	NA	110
Aquatic fitness class registrants	108	110	150	21	110
Semi-private classes offered/made	353 / 319	326 / 273	250 / 225	34 / 34	250 / 225
Number of private lessons	238	219	200	48	200
Active Adult fitness class programs/participants	650	550	550	302	550
Number of rescues	N/A	108	20	4	100
Days closed due to weather	N/A	9	5	18	5

**PARKS & RECREATION - AQUATICS 100-312-005
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Aquatics							
41100 Salaries-Full Time	294,401	317,745	350,068	349,368	339,679	7%	-3%
41107 Salaries-Overtime	17,956	18,741	8,199	8,183	8,000	-57%	-2%
41180 Salaries-P/T Hourly, Ot	722,352	714,051	756,549	755,036	732,394	3%	-3%
41224 Pars Benefits	9,224	9,283	9,068	9,050	9,389	1%	4%
41236 TMRS Benefits	62,091	63,634	207,709	207,294	66,727	5%	-68%
41247 Medicare	14,942	15,213	16,243	16,211	15,171	0%	-7%
41271 Salaries-Longevity	1,872	1,764	1,296	1,293	1,536	-13%	19%
41273 Salaries-Sick Leave Buy Back	3,700	8,142	3,645	3,638	5,341	-34%	47%
Personnel Subtotal	1,126,538	1,148,573	1,352,777	1,350,071	1,178,237	3%	-13%
42200 Operating Supplies	32,240	36,634	35,000	34,930	35,000	-4%	0%
42205 Grounds Maintenance	53,274	62,018	57,500	57,385	57,500	-7%	0%
42220 Clothing Supplies	16,598	12,898	12,000	11,976	12,000	-7%	0%
42252 Education & Recreation Supply	12,026	17,636	20,000	19,960	20,000	13%	0%
42281 Apparatus And Tools	10,786	16,191	20,000	19,960	20,000	24%	0%
42300 Cost Of Goods Sold Aquatics	20,207	18,670	7,500	7,485	7,500	-60%	0%
Supplies Subtotal	145,131	164,047	152,000	151,696	152,000	-7%	0%
43350 Building Maintenance	-	63	-	-	-	-100%	
43355 Recreation Facilities Maint.	24,610	15,637	20,000	19,960	20,000	28%	0%
Maintenance Subtotal	24,610	15,700	20,000	19,960	20,000	27%	0%
44505 Travel, Training And Dues	14,008	15,932	15,000	14,970	15,000	-6%	0%
44525 Utilities	-	(21)	-	-	-	-100%	
44540 Professional Services	61,615	60,553	70,000	69,860	70,000	16%	0%
44572 Recreation Contract Services	29,419	29,702	25,000	24,950	25,000	-16%	0%
44573 Leases & Rentals	812	1,779	5,000	4,990	5,000	181%	0%
Services Subtotal	105,854	107,945	115,000	114,770	115,000	7%	0%
Aquatics	1,402,133	1,436,265	1,639,777	1,636,497	1,465,237	2%	-11%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	274,783	285,913	282,000	281,436	282,000	-1%	0%

Comments/Justification

42200 Operating Supplies	35,000
Office supplies \$5,000; Cashier supplies \$2,000; First aid supplies \$5,500; LTS supplies \$5,000; Outdoor facility supplies \$4,000; Indoor program supplies \$7,000; Cleaning \$3,000; Test kits/supplies \$3,500.	
42205 Grounds Maintenance	57,500
Chemical/sanitation \$55,000; Algaecide and additives \$2,500.	
42220 Clothing Supplies	12,000
Indoor and outdoor guard/LTS/manager uniforms.	
42252 Education & Recreation Supply	20,000
Special events \$9,500; LTS program \$8,000; ARC fees \$2,500.	

PARKS & RECREATION - AQUATICS 100-312-005

Comments/Justification

42281 Apparatus And Tools	20,000
Safety/Lifeguard equipment \$4,000; Training equipment \$3,500; Pool cleaning equipment \$2,500; Aquatic tech tools \$2,000; ADA/specialized equipment \$8,000.	
42300 Cost Of Goods Sold Aquatics	7,500
Inventory for Point of Sale for outdoor pools.	
43355 Recreation Facilities Maint.	20,000
Repair/replacement of pumps/filters/motors.	
44505 Travel, Training And Dues	15,000
Recreation Manager \$1,500; Aquatic Supervisor \$1,500; Operations Coordinator \$1,500; Programs Coordinator \$1,500; Aquatic Tech \$1,500; Life Guards \$3,500; Hospitality \$4,000.	
44540 Professional Services	70,000
AV services \$2,000; Pool cleaning service \$35,000; Professional marketing services \$3,000; Maintenance service \$30,000.	
44572 Recreation Contract Services	25,000
Contractor payments for swim team/water aerobics/water fitness.	
44573 Leases & Rentals	5,000
Pool events/attractions \$2,000; swim meet bleacher rental \$2,500; service equipment rental \$500.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PARKS AND RECREATION
ATHLETICS PROGRAMS DIVISION SUMMARY
100-312-006**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	309,085	361,647	456,353	455,440	132,260
Supplies	295,233	280,003	127,800	127,544	129,800
Maintenance	1,185	9,634	2,000	1,996	2,000
Services	261,500	247,347	322,700	322,055	322,700
Capital Outlay	-	20,970	-	-	10,000
Total	867,003	919,601	908,853	907,035	596,760

OBJECTIVES

- Provide a safe, fun, & competitive learning experience through leagues, classes, and camps.
- Foster working relationships and partnerships with local school districts, civic groups, co-sponsored youth associations and other entities to provide quality athletic programming opportunities to the community.
- Provide opportunities for local, state, and national tournaments to bring in players and spectators which bring economic impact to the City of Grapevine.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Athletic leagues / youth registrants	2 / 1,500	1,895	1,400	1,132	1,400
Athletic leagues / adult registrants	17 / 5,092	168 teams	160 teams	105 teams	160 teams
Sport camps / youth registrants	11 / 297	12 camps 374	7 camps 250	10 camps 360	7 / 250
Tennis classes/youth registrants	435	292	600	249	600
Tennis classes/adult registrants	26	15	70	13	70
Customer satisfaction rate	97%	94%	96%	100%	96%
Gross revenue	\$921,700	\$513,426	\$800,000	\$326,575	\$800,000
Co-sponsored association program registrants	5,050	3,699	4,000	1,785	4,000
Number of tournaments offered/teams registered	31 / 4,430	30	28 / 1700	11 / 1245	28 / 1700
Baseball tournament gross rev	N/A	\$129,385	\$125,000	\$61,845	\$125,000
Softball tournament gross rev	N/A	0	\$10,000	\$0	\$10,000
Rental revenue	N/A	39270	\$10,000	\$32,900	\$10,000
Number of Texas Raiders teams	N/A	35	24	N/A	24
Number of Texas Fusion teams	N/A	20	12	N/A	12
Number of Faith Christian School Practices/Games	N/A	199	50	136	50
Number of weather days	N/A	N/A	5	NA	5

PARKS & RECREATION - ATHLETIC PROGRAMS 100-312-006

Expenditure Detail

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Athletic Programs							
41100 Salaries-Full Time	180,214	179,872	192,782	192,396	65,936	-63%	-66%
41107 Salaries-Overtime	5,780	11,661	5,125	5,115	5,000	-57%	-2%
41180 Salaries-Part Time Hourly, Ot	77,242	124,234	177,238	176,884	43,924	-65%	-75%
41224 Pars Benefits	1,003	1,607	2,303	2,298	571	-64%	-75%
41236 TMRS Benefits	36,049	36,503	70,284	70,143	13,634	-63%	-81%
41247 Medicare	3,789	4,560	5,496	5,485	1,687	-63%	-69%
41271 Salaries-Longevity	2,624	392	1,392	1,389	240	-39%	-83%
41273 Salaries-Sick Leave Buy Back	2,384	2,758	1,733	1,730	1,268	-54%	-27%
41276 Phone Allowance	-	60	-	-	-	-100%	
Personnel Subtotal	309,085	361,647	456,353	455,440	132,260	-63%	-71%
Supplies							
42200 Operating Supplies	14,214	12,589	4,000	3,992	6,000	-52%	50%
42220 Clothing Supplies	6,826	5,499	72,000	71,856	72,000	1209%	0%
42252 Education & Recreation Supply	65,353	65,907	50,000	49,900	50,000	-24%	0%
42261 Postage And Related Charges	129	590	300	299	300	-49%	0%
42281 Apparatus And Tools	-	6,582	1,500	1,497	1,500	-77%	0%
42300 Cost Of Goods Sold Athletics	208,711	188,836	-	-	-	-100%	
Supplies Subtotal	295,233	280,003	127,800	127,544	129,800	-54%	2%
Maintenance							
43355 Recreation Facilities Maint.	1,185	2,136	1,000	998	1,000	-53%	0%
43465 Misc. Equip Maint.	-	7,498	1,000	998	1,000	-87%	0%
Maintenance Subtotal	1,185	9,634	2,000	1,996	2,000	-79%	0%
Services							
44505 Travel, Training And Dues	8,181	9,545	4,700	4,691	4,700	-51%	0%
44525 Utilities	-	338	-	-	-	-100%	
44540 Professional Services	29,888	35,980	68,000	67,864	68,000	89%	0%
44572 Recreation Contract Services	223,431	199,484	250,000	249,500	250,000	25%	0%
44573 Leases & Rentals	-	2,000	-	-	-	-100%	
Services Subtotal	261,500	247,347	322,700	322,055	322,700	30%	0%
Capital Outlay							
48860 Machinery And Equipment	-	20,970	-	-	10,000	-52%	
Capital Outlay Subtotal	-	20,970	-	-	10,000	-52%	
Athletic Programs	867,003	919,601	908,853	907,035	596,760	-35%	-34%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	557,918	557,954	452,500	451,595	464,500	-17%	3%

Comments/Justification

- 42200 Operating Supplies** 6,000
Office/facility supplies \$2,000; First aid supplies \$1,000; Partner/participant acknowledgement items \$1,000; Participant supplies \$2,000.
- 42220 Clothing Supplies** 72,000
Youth Baseball and Softball Jerseys \$70,500; Athletics staff \$1,500.
- 42252 Education & Recreation Supply** 50,000
Awards for leagues \$25,000; Program supplies and equipment \$23,000; TAAF team registrations/officials certifications \$2,000.

PARKS & RECREATION - ATHLETIC PROGRAMS 100-312-006

Comments/Justification

42261 Postage And Related Charges	300
Athletic program postage, Stamps for mail-outs.	
42281 Apparatus And Tools	1,500
Scoreboard controller replacement	
43355 Recreation Facilities Maint.	1,000
Maintenance on Concession equipment at Meadowmere Park, Sand volleyball, Oak Grove softball and Oak Grove ballfield complex.	
43465 Misc. Equip Maint.	1,000
Maintenance/service on all indoor and outdoor scoreboards.	
44505 Travel, Training And Dues	4,700
Recreation Manager \$1,000; Athletic Supervisor \$1,500; TRAPS annual memberships \$300; TAAF annual membership \$200; TTN annual membership \$100; GBS board meetings, youth sport committee meetings and other professional meetings \$1,600.	
44540 Professional Services	68,000
Youth baseball & youth softball background checks for coaches \$18,000; Marketing/printing for tournaments, tennis, GBS and athletic programs \$7,000; GBS premier training program \$31,000; Opening Day ceremonies for GBS \$12,000.	
44572 Recreation Contract Services	250,000
Volleyball programs \$10,000; Baseball & softball program \$100,000; Flag football program \$10,000; Adult softball program \$40,000; Tennis program \$65,000; GCISD services \$15,000; Sport camps \$10,000.	
48860 Machinery And Equipment	10,000
Equipment for opening ceremonies, programs and maintenance.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PARKS AND RECREATION
RECREATION PROGRAMS DIVISION SUMMARY
100-312-007**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	84,264	82,512	73,006	72,860	53,745
Supplies	77,081	72,923	50,150	50,050	50,150
Services	458,620	438,208	417,820	398,255	417,820
Total	619,965	593,643	540,976	521,165	521,715

OBJECTIVES

- Provide a variety of classes and programs that allow students to explore educational opportunities, participate in fitness classes and gain experience in the fine arts.
- Reach the financial goals for recreation programs as established in The REC of Grapevine business plan that was approved by Council in 2012.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Youth registered in programs at The REC	3,724	2,835	4,000	1,337	4,000
Adults registered in programs at The REC	5,913	7,122	7,500	2,389	7,500
Number of customer surveys returned/satisfaction rate	375 / 98.7%	157 / 96.7%	300 / 96%	76 / 98%	300 / 96%
Number of classes offered/number made	976 / 874	1043 / 891	1000 / 900	417 / 385	1000 / 900
Class success rate	90%	85%	88%	92%	88%
Gross program revenue	\$765,817	\$742,886	\$800,000	\$272,235	\$800,000

PARKS & RECREATION - RECREATION PROGRAMS 100-312-007
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Recreation Programs							
41107 Salaries-Overtime	1,082	265	4,100	4,092	1,000	277%	-76%
41180 Salaries-Part Time Hourly, Ot	80,740	79,994	56,135	56,023	49,616	-38%	-12%
41224 Pars Benefits	1,050	1,040	729	728	645	-38%	-12%
41236 TMRS Benefits	206	49	11,169	11,147	1,000	1941%	-91%
41247 Medicare	1,186	1,164	873	871	1,484	27%	70%
Personnel Subtotal	84,264	82,512	73,006	72,860	53,745	-35%	-26%
Supplies							
42200 Operating Supplies	12,531	13,084	15,000	14,970	15,000	15%	0%
42220 Clothing Supplies	4,516	1,102	2,650	2,645	2,650	140%	0%
42252 Education & Recreation Supply	60,034	58,737	30,000	29,940	30,000	-49%	0%
42261 Postage And Related Charges	-	-	2,500	2,495	2,500		0%
Supplies Subtotal	77,081	72,923	50,150	50,050	50,150	-31%	0%
Services							
44505 Travel, Training And Dues	1,068	909	800	798	800	-12%	0%
44540 Professional Services	13,291	18,460	25,000	24,950	25,000	35%	0%
44565 Advertising Publ & Subscript	107,919	52,035	75,520	56,640	75,520	45%	0%
44572 Recreation Contract Services	333,279	366,704	310,000	309,380	310,000	-15%	0%
44573 Leases & Rentals	3,063	100	6,500	6,487	6,500	6400%	0%
Services Subtotal	458,620	438,208	417,820	398,255	417,820	-5%	0%
Recreation Programs	619,965	593,643	540,976	521,165	521,715	-12%	-4%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	532,638	511,031	461,470	441,818	461,470	-10%	0%

Comments/Justification

42200 Operating Supplies	15,000
Laminating supplies \$750; General recreation supplies \$1,250; Direct mail piece development \$7,000; Marketing materials for revenue generating programs \$6,000.	
42220 Clothing Supplies	2,650
Summer Camp staff shirts \$300; Summer Camp T-shirts for participants \$1,600; clothing for personal training staff \$750.	
42252 Education & Recreation Supply	30,000
Recreation program equipment for Fine Art & general rec classes \$10,000; Group exercise and class equipment \$10,000; Pre-school programs \$2,000; Special interest programs including CPR/First Aid \$4,000; New programs \$4,000.	
42261 Postage And Related Charges	2,500
Mailouts for revenue generating programs	
44505 Travel, Training And Dues	800
LERN membership \$395; Program certifications \$405.	

PARKS & RECREATION - RECREATION PROGRAMS 100-312-007

Comments/Justification

44540 Professional Services	25,000
Professional marketing development \$14,000; Background checks \$3,000; Special events \$2,000; Preventative treatment of fitness equipment \$6,000.	
44572 Recreation Contract Services	310,000
Contract instructors for programs, Camps and classes at The REC (programs operate at 125% cost recovery).	
44573 Leases & Rentals	6,500
Rentals for programs/activities at The REC	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PARKS AND RECREATION
THE REC DIVISION SUMMARY
100-312-008**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	1,003,405	1,093,855	1,008,495	1,006,478	1,020,445
Supplies	164,266	164,220	190,500	190,119	190,500
Maintenance	21,240	21,504	41,000	40,918	41,000
Services	95,438	112,498	85,500	85,329	85,500
Capital Outlay	109,711	109,827	100,000	99,800	100,000
Total	1,394,060	1,501,904	1,425,495	1,422,644	1,437,445

OBJECTIVES

- Achieve regional and national recognition for The REC of Grapevine as the standard for multi-generational construction and operations.
- Maximize facility usage by encouraging various forms of active and passive recreation through planned and independent activities.
- Achieve the membership and revenue goals as established in The REC of Grapevine business plan that was approved by council in 2012.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Customer surveys / satisfaction rate	569 / 98.7%	717 / 97.7%	600 / 96%	NA	600 / 96%
Citizen request forms received / responded to within 24 hours	58	38	50	34	50
Average facility users per hour	150	129	115	154	115
Family memberships	12,273	9,969	12,000	15,523	12,000
Individual memberships	4,748	4,046	5,000	total above	5,000
Retention rate	95%	95%	80%	NA	80%
Classroom occupancy rate	25%	23%	25%	NA	25%
Annual number of track users	32,563	44,213	35,000	21,393	35,000
Annual number of fitness room users	190,119	221,701	190,000	81,106	190,000
Annual number of racquetball users	12,974	12,780	10,000	5,139	10,000
Annual number of open court users	58,604	60,591	60,000	27,076	60,000
Gross membership revenue	\$1,373,152	\$736,492	\$1,422,000	\$641,245	\$1,422,000

PARKS & RECREATION - THE REC 100-312-008
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
The Rec							
41100 Salaries-Full Time	358,857	425,187	396,974	396,180	505,042	19%	27%
41107 Salaries-Overtime	12,533	13,367	20,500	20,459	20,000	50%	-2%
41180 Salaries-Part Time Hourly, Ot	526,305	536,122	411,739	410,916	364,520	-32%	-11%
41224 Pars Benefits	6,309	6,609	5,055	5,045	4,362	-34%	-14%
41236 TMRS Benefits	77,200	85,391	155,025	154,715	106,381	25%	-31%
41247 Medicare	13,785	14,988	12,123	12,099	13,061	-13%	8%
41271 Salaries-Longevity	3,024	1,836	2,352	2,347	2,352	28%	0%
41273 Salaries-Sick Leave Buy Back	5,392	10,295	4,727	4,718	4,727	-54%	0%
41276 Phone Allowance	-	60	-	-	-	-100%	
Personnel Subtotal	1,003,405	1,093,855	1,008,495	1,006,478	1,020,445	-7%	1%
42200 Operating Supplies	81,598	76,484	60,000	59,880	60,000	-22%	0%
42210 Computer Equip & Supplies	6,525	2,417	5,000	4,990	5,000	107%	0%
42220 Clothing Supplies	8,666	9,432	10,000	9,980	10,000	6%	0%
42252 Education & Recreation Supply	22,966	26,229	28,000	27,944	28,000	7%	0%
42261 Postage And Related Charges	277	-	500	499	500		0%
42281 Apparatus And Tools	3,288	8,820	7,000	6,986	7,000	-21%	0%
42300 Cost Of Goods Sold The Rec	40,946	40,838	80,000	79,840	80,000	96%	0%
Supplies Subtotal	164,266	164,220	190,500	190,119	190,500	16%	0%
43350 Building Maintenance	10,751	4,541	15,000	14,970	15,000	230%	0%
43355 Recreation Facilities Maint.	2,409	6,920	5,000	4,990	5,000	-28%	0%
43465 Misc. Equip Maint.	8,080	10,043	21,000	20,958	21,000	109%	0%
Maintenance Subtotal	21,240	21,504	41,000	40,918	41,000	91%	0%
44505 Travel, Training And Dues	15,336	12,328	9,000	8,982	9,000	-27%	0%
44525 Utilities	4,057	4,136	5,000	4,990	5,000	21%	0%
44540 Professional Services	74,218	80,286	70,000	69,860	70,000	-13%	0%
45561 Claims And Settlements	-	12,000	-	-	-	-100%	
44573 Leases & Rentals	1,827	3,748	1,500	1,497	1,500	-60%	0%
Services Subtotal	95,438	112,498	85,500	85,329	85,500	-24%	0%
48860 Machinery And Equipment	109,711	109,827	100,000	99,800	100,000	-9%	0%
Capital Outlay Subtotal	109,711	109,827	100,000	99,800	100,000	-9%	0%
The Rec	1,394,060	1,501,904	1,425,495	1,422,644	1,437,445	-4%	1%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	388,828	404,301	415,500	414,669	415,500	3%	0%

Comments/Justification

42200 Operating Supplies

60,000

Gym wipes \$17,000; Office supplies \$4,000; Child watch supplies \$4,000; Membership supplies \$5,000; First aid supplies \$1,000; Staff meetings \$2,000; Building supplies \$2,000; Member acknowledgement items \$4,000; Membership appreciation day \$10,000; Member services supplies \$11,000.

42210 Computer Equip & Supplies

5,000

Computer equipment for staff and The REC

PARKS & RECREATION - THE REC 100-312-008

Comments/Justification

42220 Clothing Supplies Uniforms for staff	10,000
42252 Education & Recreation Supply Employee Health Fair \$10,000; Recreation equipment and supplies for The REC \$15,000; Mirror/glass addition and replacement \$3,000.	28,000
42261 Postage And Related Charges Mailings promoting The REC	500
42281 Apparatus And Tools Clocks/scales/AED/washer/dryer supplies \$2,000; Machine replacement \$5,000.	7,000
42300 Cost Of Goods Sold The Rec Merchandise and concession sales at The REC (this line item operates at a surplus through the revenue it generates).	80,000
43350 Building Maintenance Repairs and maintenance at The REC.	15,000
43465 Misc. Equip Maint. Fitness room quarterly PM \$6,000; Furniture repair \$5,000; Equipment repair \$10,000.	21,000
44505 Travel, Training And Dues Travel for Recreation Manager \$2,000; Recreation Supervisor \$1,200; Recreation Coordinators \$4,800; Front line staff \$1,000.	9,000
44525 Utilities Cable/Internet services	5,000
44540 Professional Services Amilia maintenance and services \$20,000; Towel Tracker \$12,000; Marketing for The REC to include promotional items \$18,000; Fabric cleaning \$9,000; Shredding services \$2,000; Commercial laundering services \$5,000; Plant service and supply \$4,000.	70,000
48860 Machinery And Equipment Annual cardiovascular replacement program \$90,000; Fitness room machines \$10,000.	100,000

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PARKS AND RECREATION
HOSPITALITY DIVISION SUMMARY
100-312-010**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	-	3,516	89,722	89,543	171,799
Supplies	-	-	234,750	234,281	234,750
Maintenance	-	-	3,000	2,994	3,000
Services	-	-	23,655	23,608	23,655
Capital Outlay	-	-	5,000	4,990	5,000
Total	-	3,516	356,127	355,415	438,204

OBJECTIVES

- Develop partnerships with local Food & Beverage vendors to provide catering opportunities for department sponsored events.
- Manage and maintain an inventory system for non-perishable Eco friendly products for all divisions in the Parks and Recreation Department.
- Monitor and track all concession margins for staffing and cost of goods expenditures to maximize profit for program operations.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Concession Margins - Staffing	N/A	N/A	below 25%	20%	20%-25%
Concession Margins - Cost of Goods	N/A	N/A	below 40%	35%	35%-40%
Hospitality Events	N/A	N/A	20	9 Events	22 Events
Catering Events	N/A	N/A	10	6 Events	12 Events
Customer satisfaction rate	N/A	N/A	95%	2/97%	3/95%
Percent of cost recovery	N/A	N/A	110%	42%	110%

PARKS & RECREATION - HOSPITALITY 100-312-010
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Hospitality Services							
41100 Salaries-Full Time	-	-	-	-	138,878		
41180 Salaries - P/T, Hourly, O/T	-	-	87,320	87,145	-		-100%
41224 Pars Benefits	-	-	1,135	1,133	-		-100%
41236 TMRS Benefits	-	-	-	-	26,883		
41247 Medicare	-	-	1,267	1,264	2,071		63%
41271 Salaries-Longevity	-	1,748	-	-	1,296	-26%	
41273 Salaries-Sick Leave Buy Back	-	1,768	-	-	2,671	51%	
Personnel Subtotal	-	3,516	89,722	89,543	171,799		
Supplies							
42200 Operating Supplies	-	-	10,000	9,980	10,000		0%
42210 Computer Equip & Supplies	-	-	1,500	1,497	1,500		0%
42220 Clothing Supplies	-	-	3,000	2,994	3,000		0%
42252 Education & Recreation Supply	-	-	18,000	17,964	18,000		0%
42261 Postage And Related Charges	-	-	250	250	250		0%
42281 Apparatus And Tools	-	-	2,000	1,996	2,000		0%
42300 Cost Of Goods Sold-Mm Soccer	-	-	10,000	9,980	10,000		0%
42301 Cost Of Goods Sold-Og Basebal	-	-	140,000	139,720	140,000		0%
42302 Cost Of Goods Sold-Og Softball	-	-	50,000	49,900	50,000		0%
Supplies Subtotal	-	-	234,750	234,281	234,750		0%
Maintenance							
43355 Recreation Facilities Maint.	-	-	1,000	998	1,000		0%
43465 Misc. Equip Maint.	-	-	2,000	1,996	2,000		0%
Maintenance Subtotal	-	-	3,000	2,994	3,000		0%
Services							
44505 Travel, Training And Dues	-	-	2,655	2,650	2,655		0%
44525 Utilities	-	-	8,000	7,984	8,000		0%
44540 Professional Services	-	-	5,000	4,990	5,000		0%
44572 Recreation Contract Services	-	-	8,000	7,984	8,000		0%
Services Subtotal	-	-	23,655	23,608	23,655		0%
Capital Outlay							
48860 Machinery And Equipment	-	-	5,000	4,990	5,000		0%
Capital Outlay Subtotal	-	-	5,000	4,990	5,000		
Hospitality Services	-	3,516	356,127	355,415	438,204	12363%	23%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	-	3,516	121,377	121,134	203,454	5687%	68%

Comments/Justification

42200 Operating Supplies Printing \$2,000; Marketing \$6,000; Office supplies \$2,000.	10,000
42210 Computer Equip & Supplies Laptop \$1,000; iPad \$500.	1,500

PARKS & RECREATION - HOSPITALITY 100-312-010

Comments/Justification

42220 Clothing Supplies Shirts with logos \$2,000; outerwear \$1,000.	3,000
42252 Education & Recreation Supply Compostable/eco-friendly paper products \$15,000; miscellaneous supplies \$3,000.	18,000
42261 Postage And Related Charges Hospitality/concession postage	250
42281 Apparatus And Tools Stainless steel shelving at Oak Grove softball and baseball, and Meadowmere Park \$1,500; Tools \$500.	2,000
42300 Cost Of Goods Sold-Mm Soccer Cost of goods sold at the Meadowmere Soccer Field.	10,000
42301 Cost Of Goods Sold-Og Baseball Cost of goods sold at the Oak Grove Baseball Field.	140,000
42302 Cost Of Goods Sold-Og Softball Cost of goods sold at Oak Grove Softball Field.	50,000
43355 Recreation Facilities Maint. Facility maintenance	1,000
43465 Misc. Equip Maint. Equipment maintenance and repair	2,000
44505 Travel, Training And Dues TRAPS dues for Hospitality Manager and Recreation Coordinator \$150; Hospitality incentives \$750; Food and beverage conference \$1,500; Lunch meetings \$255.	2,655
44525 Utilities Propane gas service \$6,000; DirecTV at Oak Grove Softball complex \$2,000.	8,000
44540 Professional Services Painting \$2,500; Deep cleaning \$1,500; General pest control \$1,000	5,000
44572 Recreation Contract Services Consultant fees for catering program \$6,000; Chef/catering fees \$2,000.	8,000
48860 Machinery And Equipment General concession equipment \$5,000	5,000

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND DEPARTMENTAL SUMMARY
313 - LIBRARY**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Administration	1,845,970	1,924,313	2,139,312	2,135,033	2,025,009
Total	1,845,970	1,924,313	2,139,312	2,135,033	2,025,009

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

LIBRARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Library Director	1.0	1.0	1.0	1.0	1.0
Library Manager	1.0	1.0	1.0	1.0	1.0
Librarian II	4.0	4.0	4.0	4.0	5.0
Library Technician	1.0	1.0	1.0	1.0	1.0
Circulation Services Librarian	1.0	1.0	1.0	1.0	1.0
Acquisition Assistant	1.0	1.0	1.0	1.0	1.0
Children's Assistant Librarian	1.0	1.0	1.0	1.0	1.0
Library Assistant	1.0	1.0	1.0	1.0	1.0
Librarian I	1.0	1.0	1.0	1.0	-
TOTAL FULL-TIME POSITIONS	12.0	12.0	12.0	12.0	12.0

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - LIBRARY
ADMINISTRATION DIVISION SUMMARY
100-313-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	1,383,242	1,511,543	1,670,372	1,667,031	1,566,294
Supplies	328,307	288,175	333,800	333,132	287,738
Maintenance	242	-	940	938	940
Services	134,179	124,595	134,200	133,932	170,037
Total	1,845,970	1,924,313	2,139,312	2,135,033	2,025,009

OBJECTIVES

- Provide customers access to current technologies, including streaming content, downloadable materials and IOT (Internet of Things) related-materials
- Provide outreach programs and identify other inclusive programs for those unable to visit the library, and for current non-users of all ages, making strategic use of the new mobile library, GROW (Grapevine Resources on Wheels).
- Strategically address barriers to access with a specific focus on making the library more inclusive for those with sensory issues (Autism, PTSD, Dementia, SPD, etc.).
- Encourage staff development and their community research efforts so that they may better serve the community.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Number of new library cards issued	2,464	2,280	2,380	2,380	3,000
Reference questions answered	N/A	N/A	6,200	6,200	7,500
Number of materials processed	N/A	N/A	15,000	15,000	15,500
Program attendance count	N/A	N/A	27,440	27,440	30,000
Public Computer Use (hours)	N/A	N/A	30,000	30,000	30,500
Customer Count	150,419	140,233	145,000	145,000	155,000

**LIBRARY - ADMINISTRATION 100-313-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Library							
41100 Salaries-Full Time	702,634	839,977	851,799	850,095	901,453	7%	6%
41107 Salaries-Overtime	-	35	-	-	-	-100%	
41180 Salaries-Part Time Hourly, Ot	454,267	422,041	515,213	514,183	415,341	-2%	-19%
41190 Wages - Contract Labor	653	5,687	-	-	-	-100%	
41224 Pars Benefits	2,679	3,084	4,350	4,341	1,475	-52%	-66%
41236 TMRS Benefits	180,082	190,420	257,371	256,856	200,422	5%	-22%
41247 Medicare	16,114	18,297	20,126	20,086	17,087	-7%	-15%
41271 Salaries-Longevity	11,644	7,500	5,952	5,940	6,480	-14%	9%
41273 Salaries-Sick Leave Buy Back	10,969	20,804	11,361	11,338	17,336	-17%	53%
41275 Car Allowance	4,200	3,638	4,200	4,192	4,200	15%	0%
41276 Phone Allowance	-	60	-	-	2,500	4067%	
Personnel Subtotal	1,383,242	1,511,543	1,670,372	1,667,031	1,566,294	4%	-6%
Supplies							
42200 Operating Supplies	21,571	25,875	24,350	24,301	26,235	1%	8%
42252 Education & Recreation Supply	16,029	15,432	16,050	16,018	14,403	-7%	-10%
42261 Postage And Related Charges	754	807	800	798	1,500	86%	88%
42282 Library & Audiovisual Supplies	289,953	246,061	292,600	292,015	245,600	0%	-16%
Supplies Subtotal	328,307	288,175	333,800	333,132	287,738	0%	-14%
Maintenance							
43465 Misc. Equip Maint.	242	-	940	938	940		0%
Maintenance Subtotal	242	-	940	938	940		0%
Services							
44500 It License & Maint Fees	84,226	67,017	80,045	79,885	107,012	60%	34%
44505 Travel, Training And Dues	3,317	8,068	5,905	5,893	10,000	24%	69%
44525 Utilities	2,085	1,190	2,600	2,595	100	-92%	-96%
44535 Financial Services Fees	2,623	2,478	2,200	2,196	2,200	-11%	0%
44540 Professional Services	17,651	18,778	19,150	19,112	26,425	41%	38%
44573 Leases & Rentals	24,107	27,064	24,300	24,251	24,300	-10%	0%
49999 Misc. Expense	170	-	-	-	-		
Services Subtotal	134,179	124,595	134,200	133,932	170,037	36%	27%
Library	1,845,970	1,924,313	2,139,312	2,135,033	2,025,009	5%	-5%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	438,621	385,706	444,640	443,751	434,415	13%	-2%

Comments/Justification

42200 Operating Supplies

26,235

GPL Cards (10,000 cards at \$0.32/card plus shipping \$1,450); Processing materials (barcode labels, RFID tags, CD security tags, book covers, DVD cases and inserts, receipt printer supplies, labels and protectors, printer cartridges and tapes, book cleaner and related supplies) \$11,690; Printing (applications, business cards, letterhead, library brochures, book lists, library collateral, etc. \$3,095; Office supplies (archival acid-free boxes, basic office supplies, book cleaning fluid, cleaning supplies, laminator refills, bags, staff furniture replacements, miscellaneous device replacements, \$10,000.

LIBRARY - ADMINISTRATION 100-313-001

Comments/Justification

42252 Education & Recreation Supply	14,403
Summer Reading Clubs and related volunteer expenses, including decor, recognition items, and collateral items \$9,950; Children s craft supplies, puppets, posters, bookmarks, etc. \$1,100; Supplies for new passive programs - board games, sensory supplies,building supplies, etc. \$500; Supplies for CreateIt Robotics and 3D printing \$2,300; program costumes \$553.	
42261 Postage And Related Charges	1,500
Increase in this area as we anticipate more mailings following COVID-19 to facilitate communication with our customers who do not use the Internet for regular correspondence.	
42282 Library & Audiovisual Supplies	245,600
Purchase of new materials in multiple formats - books, eBooks, books on CD, media including CDs, DVDs, Large Print books, online music and magazine subscriptions, print magazines, and online databases. This includes replacement of lost, damaged or worn out titles that are still in-demand and storage and display of all non-archival materials. (Note: we discontinued several autorenewal print services duplicated in our online collections that were underutilized which allowed us to decrease this budget and increase and move several IT/software items into the proper IT budget).	
43465 Misc. Equip Maint.	940
Binding/preservation supplies for Genealogy materials	
44500 It License & Maint Fees	107,012
Software maintenance & installations: Web clarity \$400; Title Source 360 \$2,000; Internet connection \$300; Deepfreeze \$100; Canva \$400; Magisto \$455; Annual iTiva Maintenance \$2,632; New ILS (Koha/By Water) \$77,050 - 1st year; Potential Overlap payment for Sirsi Dynix \$10,000; Bibliotheca Self Checkout Station Licensing and Support \$10,400; Envisionware (Print Management) \$1,475; ReadSquared \$800; LibCal \$1,000.	
44505 Travel, Training And Dues	10,000
Staff training, membership, related travel, & registration - TLA, ALA, PLA, TMLDA, PLANT, CTLS. (Increase to this budget required due to staff's increased involvement in professional organizations. Also, several training items had been paid for out of other related budget areas. We are cleaning this up so all training is paid out of this budget).	
44535 Financial Services Fees	2,200
Credit card fees	
44540 Professional Services	26,425
Speaker/Storytellers for children's programs & all Summer Reading Clubs \$13,500; Texpress courier for ILL \$2,247; Paycom fees \$10,678.	
44573 Leases & Rentals	24,300
McNaughton books \$23,950; Convention Center room rental \$350.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND DEPARTMENTAL SUMMARY
415 - PUBLIC WORKS**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Administration	371,662	402,509	399,342	398,543	510,841
Engineering	875,248	955,373	956,508	954,595	996,271
Streets	1,658,341	1,579,081	1,706,862	1,703,448	1,690,867
Traffic	1,192,680	1,180,665	1,274,736	1,272,187	1,225,382
Environmental Services	369,905	381,702	430,660	429,799	423,625
Facilities Services	2,578,057	2,538,381	2,828,092	2,822,436	2,808,074
Fleet Services	1,565,700	1,676,238	1,655,488	1,652,177	1,649,130
Total	8,611,593	8,713,949	9,251,688	9,233,185	9,304,190

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

PUBLIC WORKS	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Public Works Director	0.5	0.5	0.5	0.5	0.5
Administrative Manager	1.0	1.0	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Deputy Director Public Works	0.5	0.5	0.5	0.5	0.5
Devl Engineer Construction Mgr	1.0	1.0	1.0	1.0	1.0
Senior Civil Engineer	0.5	0.5	0.5	0.5	0.5
Graduate Engineer	-	-	1.0	1.0	1.0
Project Manager / Chief Construction Inspector	1.0	1.0	1.0	1.0	1.0
Asst. Project Manager / Construction Inspector II	1.0	1.0	1.0	1.0	1.0
Engineering Technician	2.0	2.0	1.0	1.0	1.0
Assistant PW Director/Operations	0.5	0.5	0.5	0.5	0.5
WO System Data Coordinator	0.5	0.5	0.5	0.5	0.5
Street/Drainage Manager	1.0	1.0	1.0	1.0	1.0
Street Foreman	2.0	2.0	2.0	2.0	2.0
Equipment Operator III	2.0	2.0	2.0	2.0	2.0
Crew Leader	3.0	3.0	3.0	3.0	3.0
Equipment Operator II	4.0	4.0	4.0	4.0	4.0
Equipment Operator I	7.0	7.0	7.0	7.0	7.0
Traffic Engineer	1.0	1.0	1.0	1.0	1.0
Traffic Operations Manager	1.0	1.0	1.0	1.0	1.0
Traffic Supervisor	2.0	2.0	2.0	2.0	2.0
Signal Tech Apprentice	1.0	1.0	2.0	2.0	2.0
Signal Tech II	1.0	1.0	-	-	-
Signal Tech I	1.0	1.0	1.0	1.0	1.0
Traffic Tech I	2.0	2.0	2.0	2.0	2.0
Facility Services Manager	1.0	1.0	1.0	1.0	1.0
Administrative Secretary	0.5	0.5	0.5	0.5	0.5
Facilities Services Foreman	1.0	1.0	1.0	1.0	1.0
Sr. Building Maintenance Technician	3.0	3.0	3.0	3.0	3.0
Building Maintenance Technician II	3.0	3.0	3.0	3.0	3.0
Building Maintenance Technician I	2.0	2.0	2.0	2.0	2.0
Environmental Manager	1.0	1.0	1.0	1.0	1.0

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND DEPARTMENTAL SUMMARY
415 - PUBLIC WORKS**

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

PUBLIC WORKS	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Environmental Spec II	2.0	2.0	2.0	2.0	2.0
Fleet Services Manager	1.0	1.0	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Fleet Services Foreman	1.0	1.0	1.0	1.0	1.0
Fleet Warehouse Coordinator	1.0	1.0	1.0	1.0	1.0
Master Mechanic	5.0	5.0	7.0	7.0	7.0
Journeyman Mechanic	1.0	1.0	-	-	-
Fleet Worker	1.0	1.0	-	-	-
TOTAL FULL-TIME POSITIONS	62.0	62.0	62.0	62.0	62.0

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PUBLIC WORKS
ADMINISTRATION DIVISION SUMMARY
100-415-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	328,397	344,988	348,342	347,645	365,645
Supplies	18,095	22,984	19,000	18,962	19,000
Maintenance	-	4,756	-	-	-
Services	25,170	29,781	32,000	31,936	126,196
Total	371,662	402,509	399,342	398,543	510,841

OBJECTIVES

- Support public and private development in the City including the 185 acres, Grapevine Main, Dallas Road Redevelopment Corridor, DFW Airport and other development
- Maintain an active role in design and construction of Infrastructure & development by the DFW Connector Project CDA Team to insure that the interests of the City are protected.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Design and construct private / public thoroughfares serving developments	N/A	N/A	N/A	N/A	1
Assist in ROW & Easement acquisition for DFW Connector	N/A	N/A	1	1	1
Address Corps Issues -Fairway Drive and Raw Water Line	N/A	N/A	1	1	2
Assist with infrastructure expansion on undeveloped DFW property within city limits	N/A	N/A	1	1	1
Assist with Dallas Rd redevelopment	N/A	N/A	1	1	1
Secure funding from NCTCOG and Tarrant County for roadway infrastructure improvements	N/A	N/A	N/A	N/A	1

**PUBLIC WORKS - ADMINISTRATION 100-415-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Administration							
41100 Salaries-Full Time	210,213	249,643	260,369	259,848	259,613	4%	0%
41180 Salaries-Part Time Hourly, Ot	59,907	23,558	21,071	21,029	41,179	75%	95%
41224 Pars Benefits	565	306	-	-	-	-100%	
41236 TMRS Benefits	44,547	48,766	53,340	53,233	50,623	4%	-5%
41247 Medicare	3,892	3,989	4,171	4,163	4,497	13%	8%
41271 Salaries-Longevity	2,832	2,712	1,512	1,509	2,280	-16%	51%
41273 Salaries-Sick Leave Buy Back	2,241	12,309	5,779	5,767	4,993	-59%	-14%
41275 Car Allowance	4,200	3,675	2,100	2,096	2,100	-43%	0%
41276 Phone Allowance	-	30	-	-	360	1100%	
Personnel Subtotal	328,397	344,988	348,342	347,645	365,645	6%	5%
Supplies							
42200 Operating Supplies	17,457	17,849	16,000	15,968	16,000	-10%	0%
42261 Postage And Related Charges	638	555	500	499	500	-10%	0%
42281 Apparatus And Tools	-	4,580	2,500	2,495	2,500	-45%	0%
Supplies Subtotal	18,095	22,984	19,000	18,962	19,000	-17%	0%
Maintenance							
43350 Building Maintenance	-	4,756	-	-	-	-100%	
Maintenance Subtotal	-	4,756	-	-	-		
Services							
44505 Travel, Training And Dues	6,671	6,172	10,000	9,980	10,000	62%	0%
44520 Engineering & Design	4,979	14,930	20,000	19,960	74,855	401%	274%
44525 Utilities	1,340	709	2,000	1,996	28,510	3921%	1326%
44540 Professional Services	12,180	7,970	-	-	12,831	61%	
Services Subtotal	25,170	29,781	32,000	31,936	126,196	324%	294%
Administration	371,662	402,509	399,342	398,543	510,841	27%	28%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	43,265	57,521	51,000	50,898	145,196	152%	185%

Comments/Justification

42200 Operating Supplies General office supplies, Copy costs and Printing.	16,000
42261 Postage And Related Charges Postage and courier charges	500
42281 Apparatus And Tools Minor hand tools and Computers	2,500
44505 Travel, Training And Dues National conferences, Travel to Austin for legislative, TxDOT and TCEQ issues, APWA membership, Metroport membership, ERCOT membership, TSPE licensing, NE Tarrant Transportation Summit and ASCE membership.	10,000

PUBLIC WORKS - ADMINISTRATION 100-415-001

Comments/Justification

44520 Engineering & Design	74,855
Special project consulting services, including traffic consulting services.	
44525 Utilities	28,510
Cell phones for PW Admin, Engineering, Streets, Traffic, Environmental, Fleet and Facilities and monthly office telephone expenses. Moved \$360 for 1/2 of a cell phone stipend to 41276.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PUBLIC WORKS
ENGINEERING DIVISION SUMMARY
100-415-002**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	835,641	918,757	914,508	912,679	934,768
Supplies	16,004	11,407	12,000	11,976	12,000
Maintenance	-	545	-	-	-
Services	23,603	24,664	30,000	29,940	49,503
Total	875,248	955,373	956,508	954,595	996,271

OBJECTIVES

- Minimize response time for the public and respond to requests for information in a timely manner.
- Review plat submittals promptly to provide responsive service to the developer.
- Conduct private development plan review in a timely manner
- Develop successful Capital Improvement Plan projects through detailed construction plans and meeting project design schedules.
- Ensure that CIP projects remain within allocated funding through detailed budget preparation, payment review, cost projection and records maintenance.
- Ensure quality construction, reduce future maintenance costs, and maintain construction schedules of both CIP and private development projects through dedicated inspection and construction management.
- Provide construction administration services to City Bond building projects

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Develop partnerships with private developers to leverage funding	N/A	N/A	N/A	N/A	2
Pavement constructed (square yards)	14,205	14,205	15,000	15,000	15,000
Water line constructed (linear feet)	25,504	25,504	10,000	10,000	10,000
Wastewater line constructed (linear feet)	5,688	5,688	10,000	10,000	10,000
Storm drain line constructed (linear feet)	14,003	14,003	8,000	8,000	2,000
Plats processed	16	16	30	30	30
Design contracts awarded (water, wastewater & drainage)	1	1	4	4	5
WTP Rehab / Update Projects	2	2	2	2	2
WWTP rehab/update projects	3	3	2	2	2
Elevated storage tank rehab/update	0	0	2	2	1
Lift Station upgrades	0	0	1	1	1
Lot to Lot Drainage Inspections	N/A	N/A	N/A	N/A	400
Public Buildings under construction	N/A	N/A	N/A	N/A	6

**PUBLIC WORKS - ENGINEERING 100-415-002
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Engineering							
41100 Salaries-Full Time	534,223	585,713	604,965	603,755	678,134	16%	12%
41107 Salaries-Overtime	21,337	26,330	15,375	15,344	25,000	-5%	63%
41180 Salaries-Part Time Hourly, Ot	125,969	132,349	131,810	131,546	52,218	-61%	-60%
41224 Pars Benefits	-	5	-	-	-	-100%	
41236 TMRS Benefits	131,126	140,938	141,923	141,639	146,775	4%	3%
41247 Medicare	9,791	10,664	11,098	11,076	11,308	6%	2%
41271 Salaries-Longevity	6,528	5,644	2,304	2,299	4,392	-22%	91%
41273 Salaries-Sick Leave Buy Back	4,567	15,039	4,933	4,923	13,041	-13%	164%
41275 Car Allowance	2,100	1,925	2,100	2,096	2,100	9%	0%
41276 Phone Allowance	-	150	-	-	1,800	1100%	
Personnel Subtotal	835,641	918,757	914,508	912,679	934,768	2%	2%
42200 Operating Supplies	1,060	1,741	400	399	400	-77%	0%
42210 Computer Equip & Supplies	895	43	2,000	1,996	2,000	4551%	0%
42220 Clothing Supplies	1,141	421	1,000	998	1,000	138%	0%
42281 Apparatus And Tools	6,764	2,957	2,600	2,595	2,600	-12%	0%
42285 Motor Vehicle Supplies	6,144	6,245	6,000	5,988	6,000	-4%	0%
Supplies Subtotal	16,004	11,407	12,000	11,976	12,000	5%	0%
43465 Misc. Equip Maint.	-	545	-	-	-	-100%	
Maintenance Subtotal	-	545	-	-	-		
44500 It License & Maint Fees	12,529	10,430	15,000	14,970	39,503	279%	163%
44505 Travel, Training And Dues	2,215	6,268	4,000	3,992	4,000	-36%	0%
44525 Utilities	4,634	3,686	5,000	4,990	-	-100%	-100%
44540 Professional Services	3,850	4,029	4,000	3,992	4,000	-1%	0%
44565 Advertising Publ & Subscript	375	251	2,000	1,996	2,000	697%	0%
Services Subtotal	23,603	24,664	30,000	29,940	49,503	101%	65%
Engineering	875,248	955,373	956,508	954,595	996,271	4%	4%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	33,463	30,371	36,000	35,928	55,503	83%	54%

Comments/Justification

42200 Operating Supplies Survey supplies, Business card printing and Warehouse charges.	400
42210 Computer Equip & Supplies Plotter paper, Supplies and maintenance, Printer toner and Paper charges.	2,000
42220 Clothing Supplies Jeans, shirts and work boots for Chief Inspector, Inspectors and Engineering staff.	1,000
42281 Apparatus And Tools Miscellaneous hand tools and computers.	2,600

PUBLIC WORKS - ENGINEERING 100-415-002

Comments/Justification

44500 It License & Maint Fees	39,503
Cartegraph annual license and support, Consulting services data management (BIS), ESRI User Pack 55, General software licenses for Engineering, Streets, Traffic, and Environmental, AutoCAD subscriptions, MyGov building permit, computer software purchases and plotter maintenance.	
44505 Travel, Training And Dues	4,000
Professional development for Engineering licenses, ASCE and TSPE memberships, Floodplain Manager certification, TSPE licensing and ESRI training.	
44540 Professional Services	4,000
Plat, Replat and easement filing fees and professional services.	
44565 Advertising Publ & Subscript	2,000
Advertising as required for replats	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PUBLIC WORKS
STREETS DIVISION SUMMARY
100-415-003**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	1,353,093	1,300,980	1,426,975	1,424,121	1,425,380
Supplies	126,071	98,750	88,400	88,223	88,400
Maintenance	3,136	3,506	4,000	3,992	4,000
Services	176,041	175,845	187,487	187,112	173,087
Total	1,658,341	1,579,081	1,706,862	1,703,448	1,690,867

OBJECTIVES

- Cut out and repair major street failures in advance of overlay and reconstruction programs.
- Overlay 80,000 square yards of streets.
- Wedge mill gutter lines prior to street overlay.
- Crack seal 200 blocks of streets.
- Utility cuts repaired within 7 working days.
- Cut out and repair 30,000 square feet of concrete for rehab.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Square yards of overlay completed	79,238	67,039	80,000	80,000	82,000
Linear feet of gutter wedge milled	48,404	37,843	40,000	40,000	42,000
Linear feet of curb and gutter replaced	1,605	1,190	2,000	2,000	1,500
Number of blocks crack sealed	149	174	200	200	135
Square feet of concrete rehab	21,524	27,680	30,000	30,000	31,000

**PUBLIC WORKS - STREETS 100-415-003
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Streets							
41100 Salaries-Full Time	985,589	1,012,203	1,108,037	1,105,821	1,108,037	9%	0%
41107 Salaries-Overtime	39,247	22,609	35,876	35,804	35,876	59%	0%
41180 Salaries-Part Time Hourly, Ot	-	-	20,000	19,960	20,000		0%
41190 Wages - Contract Labor	82,495	13,826	-	-	-	-100%	
41224 Pars Benefits	-	-	-	-	889		
41236 TMRS Benefits	199,698	198,935	220,394	219,953	214,492	8%	-3%
41247 Medicare	14,892	15,063	17,235	17,201	16,973	13%	-2%
41271 Salaries-Longevity	21,816	12,624	11,804	11,780	8,784	-30%	-26%
41273 Salaries-Sick Leave Buy Back	9,356	25,630	13,629	13,602	19,249	-25%	41%
41276 Phone Allowance	-	90	-	-	1,080	1100%	
Personnel Subtotal	1,353,093	1,300,980	1,426,975	1,424,121	1,425,380	10%	0%
42200 Operating Supplies	2,415	2,337	4,900	4,890	4,900	110%	0%
42220 Clothing Supplies	9,690	5,203	11,000	10,978	11,000	111%	0%
42261 Postage And Related Charges	-	32	-	-	-	-100%	
42281 Apparatus And Tools	6,327	6,107	7,500	7,485	7,500	23%	0%
42285 Motor Vehicle Supplies	107,639	85,071	65,000	64,870	65,000	-24%	0%
Supplies Subtotal	126,071	98,750	88,400	88,223	88,400	-10%	0%
43465 Misc. Equip Maint.	3,136	3,506	4,000	3,992	4,000	14%	0%
Maintenance Subtotal	3,136	3,506	4,000	3,992	4,000	14%	0%
44500 It License & Maint Fees	8,225	10,460	11,487	11,464	187	-98%	-98%
44505 Travel, Training And Dues	2,766	2,408	3,000	2,994	3,000	25%	0%
44525 Utilities	153,444	152,439	158,000	157,684	154,900	2%	-2%
44540 Professional Services	3,033	3,557	5,000	4,990	5,000	41%	0%
44573 Leases & Rentals	8,573	6,981	10,000	9,980	10,000	43%	0%
Services Subtotal	176,041	175,845	187,487	187,112	173,087	-2%	-8%
Streets	1,658,341	1,579,081	1,706,862	1,703,448	1,690,867	7%	-1%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	197,609	193,030	214,887	214,457	200,487	4%	-7%

Comments/Justification

42200 Operating Supplies	4,900
Office supplies, Survey supplies and Printing supplies.	
42220 Clothing Supplies	11,000
Shirts, Pants, Safety boots, Jackets and Coveralls for crews.	
42281 Apparatus And Tools	7,500
Hand tools, Chain saws, Generators, Compacting equipment, Concrete tools; Drills and bits, Teeth for cold planer and other small tools.	

PUBLIC WORKS - STREETS 100-415-003

Comments/Justification

43465 Misc. Equip Maint.	4,000
Unforeseen minor equipment maintenance such as compressors, chainsaws, compactors, concrete saws and cold planer.	
44505 Travel, Training And Dues	3,000
Street employees one year certification to work in Railroad Right of Way, Training for two at various TEEX or COG training courses, Tymco street sweeper training in Waco, and TPWA short courses.	
44540 Professional Services	5,000
Juno SB hardware warranty	
44573 Leases & Rentals	10,000
Rental of equipment not in the fleet for various reconstruction and maintenance projects (excavators, dozers, loaders, compactors and mixers).	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PUBLIC WORKS
TRAFFIC DIVISION SUMMARY
100-415-004**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	665,491	680,812	701,937	700,533	711,655
Supplies	29,910	23,924	28,240	28,184	28,240
Maintenance	4	487	-	-	-
Services	497,275	475,442	544,559	543,470	485,487
Total	1,192,680	1,180,665	1,274,736	1,272,187	1,225,382

OBJECTIVES

- Conduct annual routine maintenance of traffic signals and school zone flashers.
- Continue annual roadway striping program.
- Continue traffic sign replacement program.
- Continue traffic signal timing improvements on major arterials, primarily through enhancement of the adaptive traffic signal system.
- Implement an advanced traffic management system for traffic incident detection and for providing road condition information to the public.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Annual maintenance of traffic signals [total of 71]	32	32	50	50	50
Annual striping program	65,800	65,800	75,000	75,000	75,000
Repair / replace traffic signs	582	582	600	600	600
Replace crosswalks annually	22	22	20	20	20

**PUBLIC WORKS - TRAFFIC OPERATIONS 100-415-004
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Traffic Operations							
41100 Salaries-Full Time	468,453	489,937	559,028	557,910	562,486	15%	1%
41107 Salaries-Overtime	43,117	43,596	15,375	15,344	15,000	-66%	-2%
41190 Wages - Contract Labor	36,093	19,933	-	-	-	-100%	
41236 TMRS Benefits	98,862	102,091	108,343	108,126	111,248	9%	3%
41247 Medicare	7,358	7,765	8,472	8,455	8,571	10%	1%
41271 Salaries-Longevity	5,816	4,764	3,320	3,313	3,600	-24%	8%
41273 Salaries-Sick Leave Buy Back	5,792	12,726	7,399	7,384	10,030	-21%	36%
41276 Phone Allowance	-	-	-	-	720		
Personnel Subtotal	665,491	680,812	701,937	700,533	711,655	5%	1%
42200 Operating Supplies	8,250	(277)	1,700	1,697	1,700	-714%	0%
42220 Clothing Supplies	3,535	4,863	5,040	5,030	5,040	4%	0%
42261 Postage And Related Charges	388	451	1,000	998	1,000	122%	0%
42281 Apparatus And Tools	3,527	4,596	5,500	5,489	5,500	20%	0%
42285 Motor Vehicle Supplies	14,210	14,291	15,000	14,970	15,000	5%	0%
Supplies Subtotal	29,910	23,924	28,240	28,184	28,240	18%	0%
43430 Motor Vehicle Maintenance	4	487	-	-	-	-100%	
Maintenance Subtotal	4	487	-	-	-	-100%	
44500 It License & Maint Fees	28,960	24,712	28,768	28,710	20,668	-16%	-28%
44505 Travel, Training And Dues	6,099	3,145	8,240	8,224	8,240	162%	0%
44525 Utilities	416,109	396,126	447,696	446,801	451,579	14%	1%
44540 Professional Services	44,909	45,833	54,855	54,745	-	-100%	-100%
44573 Leases & Rentals	1,198	5,626	5,000	4,990	5,000	-11%	0%
Services Subtotal	497,275	475,442	544,559	543,470	485,487	2%	-11%
Traffic Operations	1,192,680	1,180,665	1,274,736	1,272,187	1,225,382	4%	-4%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	511,781	479,936	552,799	551,693	493,727	3%	-11%

Comments/Justification

42200 Operating Supplies	1,700
Copier charges, Printer cartridges and General office supplies.	
42261 Postage And Related Charges	1,000
UPS charges for return and repair of equipment.	
42281 Apparatus And Tools	5,500
Miscellaneous small tools	
44500 It License & Maint Fees	20,668
Moved \$8,100 from Traffic division to Engineering division; General software license; Traffic Syncro 9 software additional modules; ATMS Trafficware license and maintenance and CTI Opticom Pre-Emption (GTT Maintenance).	

PUBLIC WORKS - TRAFFIC OPERATIONS 100-415-004

Comments/Justification

44505 Travel, Training And Dues **8,240**
Mandatory safety and certification Training, Certification and exam fees, Professional organization memberships, Travel to conferences, Mileage reimbursement and Traffic Engineer professional memberships.

44525 Utilities **451,579**
Energy costs for singals and City owned street lights; Energy and maintenance costs for Oncor street lights, Landline telephone costs and energy and maintenance cost for Tri County street lights. FY 21 increase of \$12,383 for electrical costs. Moved \$7,780 from Traffic division to Administration division, Moved \$720 for a phone stipend for Traffic to 41276.

44573 Leases & Rentals **5,000**
Rental of equipment and traffic control devices for special events and routine operations; High reach bucket trucks, Cranes, Variable message signs, arrow boards and large air compressors and generators.

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PUBLIC WORKS
ENVIRONMENTAL SERVICES DIVISION SUMMARY
100-415-005**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	272,916	290,569	297,856	297,260	298,571
Supplies	16,353	11,283	19,361	19,322	19,361
Maintenance	878	75	1,800	1,796	1,903
Services	79,758	79,775	111,643	111,420	103,790
Total	369,905	381,702	430,660	429,799	423,625

OBJECTIVES

- Materials Management - Provide Trash and Recycle service to our Businesses and Residents. Evaluate service provider COMPANY as well as CUSTOMERS. Educate and assist Businesses and Residents.
- Pre-Treatment - Protect Sewer Collection System and Wastewater Treatment Plants. Implement audits, inspections, and samples of industrial and commercial generators. Assist Utilities with Sewer blockages and overflows. Educate and assist Businesses and Residents.
- Stormwater - Protect Streams and Lake from pollution. Implement best management practices (BMPs). Educate and assist Businesses and Residents.
- Environmental Response - Immediate Emergency / Spill response. Respond within 24 hours to Businesses and Residents environmental concerns.
- Vector Control - Protect people from disease carrying mosquitoes. Implement Tarrant County Public Health vector control recommendations.
- Drinking Water - Protect people from tap water contamination. Implement management system for backflow and cross-connection prevention. Educate and assist Businesses and Residents.
- Air Quality - Develop strategies to improve Energy Efficiency and Emission Reduction.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Outreach and education initiatives	12	12	12	12	12
Field evaluation / audits of solid waste service provider	12	12	12	12	12
Conduct commercial and industrial multi-media audits	N/A	52	60	50	50
Sample industrial & commercial pre-treatment generators	N/A	28	13	20	13
Phase II storm water construction audits	12	12	12	12	12
Implement Phase II storm water BMPs	28	28	28	28	28
Inventory municipal emissions	1	1	1	1	1

**PUBLIC WORKS - ENVIRONMENTAL SERVICES 100-415-005
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Environmental Services							
41100 Salaries-Full Time	212,780	221,513	233,151	232,685	233,371	5%	0%
41107 Salaries-Overtime	3,048	3,662	1,229	1,227	1,200	-67%	-2%
41180 Salaries - P/T, Hourly, O/T	5,556	7,690	8,435	8,418	8,435	10%	0%
41224 Pars Benefits	72	100	110	110	110	10%	0%
41236 TMRS Benefits	41,977	43,505	45,786	45,694	45,271	4%	-1%
41247 Medicare	3,174	3,372	3,580	3,573	3,488	3%	-3%
41271 Salaries-Longevity	2,256	2,004	1,200	1,198	1,488	-26%	24%
41273 Salaries-Sick Leave Buy Back	4,053	8,663	4,365	4,356	4,488	-48%	3%
41276 Phone Allowance	-	60	-	-	720	1100%	
Personnel Subtotal	272,916	290,569	297,856	297,260	298,571	3%	0%
Supplies							
42200 Operating Supplies	13,174	7,231	12,739	12,714	12,739	76%	0%
42220 Clothing Supplies	581	1,227	1,572	1,569	1,572	28%	0%
42261 Postage And Related Charges	198	350	800	798	800	129%	0%
42281 Apparatus And Tools	790	441	2,250	2,246	2,250	410%	0%
42285 Motor Vehicle Supplies	1,610	2,034	2,000	1,996	2,000	-2%	0%
Supplies Subtotal	16,353	11,283	19,361	19,322	19,361	72%	0%
Maintenance							
43465 Misc. Equip Maint.	878	75	1,800	1,796	1,903	2437%	6%
Maintenance Subtotal	878	75	1,800	1,796	1,903	2437%	6%
Services							
44500 It License & Maint Fees	3,326	4,663	5,103	5,093	-	-100%	-100%
44505 Travel, Training And Dues	2,679	3,158	4,700	4,691	4,700	49%	0%
44525 Utilities	2,278	1,334	2,750	2,745	-	-100%	-100%
44540 Professional Services	71,475	70,620	99,090	98,892	99,090	40%	0%
Services Subtotal	79,758	79,775	111,643	111,420	103,790	30%	-7%
Environmental Services	369,905	381,702	430,660	429,799	423,625	11%	-2%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	95,379	89,099	130,804	130,542	123,054	38%	-6%

Comments/Justification

42200 Operating Supplies

12,739

Outreach & education, Office supplies, Printing, Copiers, Data processing supplies, Subscriptions, Publications and Outreach and education, Trash, Recycle, Mosquitoes, Lake & Streams Protection, Sewer collection system protection, Drinking water protection, Water conservation, Air quality, and Energy efficiency.

42220 Clothing Supplies

1,572

Shirts, Pants, Boots, Jackets, and Personal protective clothing.

42261 Postage And Related Charges

800

Advising (Outreach and Education to Customers) and Cost for certified mail.

PUBLIC WORKS - ENVIRONMENTAL SERVICES 100-415-005

Comments/Justification

42281 Apparatus And Tools	2,250
HHW & GVRD & Outreach/Education events personal protective equipment, Outreach availability incidentals, etc, Mosquito control tools to implement spraying and/or larviciding activities, Stream sampling equipment and/or Sewer water sampling equipment, Industrial, Automotive, Spill response personal protective equipment.	
43465 Misc. Equip Maint.	1,903
Maintenance of equipment, Calibration (including reagents) of equipment, and Repair of equipment.	
44505 Travel, Training And Dues	4,700
Specific targeted expenses; Maintain licenses for Water, Wastewater, and Backflow Prevention, HHW Manager's Meeting, STEP, Annual Environmental Trade Fair, Annual EPA Storm Water, License renewal for H2O, WW, & BFCC,TPWA, and Annual Pretreatment Conference.	
44540 Professional Services	99,090
Materials management for HHW, GVRD, events and other solid waste/recycle activities and disposal, Vector mosquito control surveillance & controls (i.e. spraying/larviciding), Environment monitoring/ sampling/ consulting for streams, sewer, Drinking water, events, air, etc, Emergency spill response cleanup activities, Consultant/emergency response fees.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PUBLIC WORKS
FACILITIES SERVICES DIVISION SUMMARY
100-118-002**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	701,358	775,816	798,302	796,705	800,104
Supplies	121,005	108,356	105,750	105,539	105,750
Maintenance	422,989	451,893	386,940	386,166	386,940
Services	1,332,705	1,202,316	1,537,100	1,534,026	1,515,280
Total	2,578,057	2,538,381	2,828,092	2,822,436	2,808,074

OBJECTIVES

- City Hall - Replace Fan Power Heat boxes that provides heat in the building. Window replacements.
- Fire Stations - Hvac Replacement at Station 5
- Library - Painting. Replace main area lighting with LED fixtures.
- Roof Program - Continue program to evaluate current roof conditions, prioritize areas in need of repair, and forecast future capital needs.
- Municipal Service Center - Replace flooring, painting, and Access Controls/Cameras.
- The REC - Painting and floor maintenance. Replace 1 Racquetball court wood floors. These floors are from the original CAC facility that was 20 years old.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Annual major work orders completed	6,357	6,800	7,000	6,800	7,000
Non-emergency work orders completed within seven working days	96%	93%	96%	93%	96%
Annual emergency call-outs (after hours)	66	60	100	60	100
Number of facilities maintained	99	100	100	100	100
Percent of preventative maintenance tasks completed on schedule	96%	98%	98%	98%	98%

**PUBLIC WORKS - FACILITIES SERVICES 100-118
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Facilities Services							
Salaries-Full Time	541,919	610,206	631,746	630,483	638,155		
41107 Salaries-Overtime	23,977	17,139	7,688	7,673	7,500	-56%	-2%
41180 Salaries-Part Time Hourly, Ot	1,151	-	14,335	14,306	3,000		-79%
41224 Pars Benefits	13	-	186	186	39		-79%
41236 TMRS Benefits	109,766	119,996	123,478	123,231	124,606	4%	1%
41247 Medicare	8,214	9,011	9,656	9,637	9,644	7%	0%
41271 Salaries-Longevity	9,704	7,916	5,576	5,565	5,088	-36%	-9%
41273 Salaries-Sick Leave Buy Back	6,614	11,488	5,637	5,626	11,352	-1%	101%
41276 Phone Allowance	-	60	-	-	720	1100%	
Personnel Subtotal	701,358	775,816	798,302	796,705	800,104	3%	0%
42200 Operating Supplies	103,044	89,761	85,000	84,830	85,000	-5%	0%
42220 Clothing Supplies	5,320	5,369	5,500	5,489	5,500	2%	0%
42261 Postage And Related Charges	164	152	250	250	250	64%	0%
42281 Apparatus And Tools	4,344	3,748	5,000	4,990	5,000	33%	0%
42285 Motor Vehicle Supplies	8,133	9,326	10,000	9,980	10,000	7%	0%
Supplies Subtotal	121,005	108,356	105,750	105,539	105,750	-2%	0%
43350 Building Maintenance	422,866	451,801	386,940	386,166	386,940	-14%	0%
43430 Motor Vehicle Maintenance	123	92	-	-	-	-100%	
Maintenance Subtotal	422,989	451,893	386,940	386,166	386,940	-14%	0%
44505 Travel, Training And Dues	13,385	9,389	8,600	8,583	8,600	-8%	0%
44525 Utilities	898,065	718,656	1,009,000	1,006,982	999,000	39%	-1%
44540 Professional Services	419,713	471,800	518,000	516,964	506,180	7%	-2%
44573 Leases & Rentals	1,542	2,471	1,500	1,497	1,500	-39%	0%
Services Subtotal	1,332,705	1,202,316	1,537,100	1,534,026	1,515,280	26%	-1%
Facilities Services	2,578,057	2,538,381	2,828,092	2,822,436	2,808,074	11%	-1%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	1,867,024	1,750,768	2,018,290	2,014,253	1,996,470	14%	-1%

Comments/Justification

42200 Operating Supplies	85,000
Janitorial paper supplies, Shop supplies, Office supplies, and Copy machine charges.	
42220 Clothing Supplies	5,500
Uniforms for staff; boot reimbursement	
42281 Apparatus And Tools	5,000
Micellaneous hand tools	
43350 Building Maintenance	386,940
Building maintenance total sq. ft. 506,229 at \$.75/sq. ft. with 7,530 sq. ft. at \$50/sq. ft. 518,430 sq. ft. No added cost for square footage for stations 2 and 3, and Animal Control the budget year.	

PUBLIC WORKS - FACILITIES SERVICES 100-118

Comments/Justification

44505 Travel, Training And Dues **8,600**
Staff licenses, Continuing education and training, Association dues and Seminars.

Comments/Justification

44525 Utilities **999,000**
Electricity through CAPP, Contract electrical/gas/water/sewer, Land lines phone services including fire alarm, and Elevator phone lines. Moved \$9,280 from Facilities division to Administration division. Moved \$720 for a phone stipend for Facilities to 41276.

44540 Professional Services **506,180**
Janitorial services \$415,600, Cost for 6 HVAC chillers at PSB, The REC and 2 Dankin HVAC units at City Hall annual maintenance contract \$54,000, Carpet and window cleaning \$9,500, Elevator annual maintenance contract \$24,000; Paycom fees \$3,080.

44573 Leases & Rentals **1,500**
Special equipment rental and Gas cylinder rental.

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - PUBLIC WORKS
FLEET SERVICES DIVISION SUMMARY
100-108-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	765,133	802,544	883,588	881,821	879,383
Supplies	521,634	587,040	435,500	434,629	434,750
Maintenance	256,001	260,458	300,000	299,400	300,000
Services	22,932	26,196	36,400	36,327	34,997
Total	1,565,700	1,676,238	1,655,488	1,652,177	1,649,130

OBJECTIVES

- Maintain a low on the job, shop accident rate.
- Maintain an aggressive preventative, predictive maintenance program.
- Use only top quality repair techniques to minimize vehicle downtime, while maintaining part procurement efficiency.
- Continuously monitor the average age of the fleet and replace vehicles when cost effective.
- Maintain properly specified vehicles and equipment within each department's program needs for efficiency and standardization during replacement.
- Continuously monitor all parts, fuel costs, and quality to maintain cost effectiveness and vehicle reliability.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Average of PM's completed monthly	N/A	N/A	50	50	50
Average Minor Repairs completed monthly	N/A	N/A	155	155	155
Average Inspections completed monthly	N/A	N/A	50	50	50
Average misc. fabricating and body repairs monthly	N/A	N/A	20	20	20
Average Major Repairs completed monthly	N/A	N/A	25	25	25
Average number of work orders performed monthly	N/A	N/A	300	300	300
Average Percent of total fleet availability (daily)	N/A	N/A	97%	97%	97%

**PUBLIC WORKS - FLEET SERVICES 100-108-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Fleet							
41100 Salaries-Full Time	613,339	639,606	707,505	706,090	700,068	9%	-1%
41107 Salaries-Overtime	4,730	8,759	10,250	10,230	10,000	14%	-2%
41180 Salaries-Part Time Hourly, Ot	88	113	2,155	2,151	2,000	1670%	-7%
41211 Tool Allowance	2,504	-	4,500	4,491	3,750		-17%
41224 Pars Benefits	1	1	28	28	26	2500%	-7%
41236 TMRS Benefits	119,965	123,529	136,812	136,538	136,708	11%	0%
41247 Medicare	8,963	9,362	10,698	10,677	9,782	4%	-9%
41271 Salaries-Longevity	8,928	7,356	4,704	4,695	5,040	-31%	7%
41273 Salaries-Sick Leave Buy Back	6,615	13,758	6,936	6,922	11,289	-18%	63%
41276 Phone Allowance	-	60	-	-	720	1100%	
Personnel Services Subtotal	765,133	802,544	883,588	881,821	879,383	10%	0%
Supplies							
42200 Operating Supplies	6,410	4,603	6,000	5,988	6,000	30%	0%
42220 Clothing Supplies	3,633	3,118	5,000	4,990	5,000	60%	0%
42261 Postage And Related Charges	2,865	4,198	6,000	5,988	5,250	25%	-13%
42281 Apparatus And Tools	948	246	4,000	3,992	4,000	1526%	0%
42285 Motor Vehicle Supplies	3,418	3,487	4,500	4,491	4,500	29%	0%
42286 Motor Vehicle Equip./Parts	504,360	571,388	410,000	409,180	410,000	-28%	0%
Supplies Subtotal	521,634	587,040	435,500	434,629	434,750	-26%	0%
Maintenance							
43430 Motor Vehicle Maintenance	247,276	258,101	285,000	284,430	285,000	10%	0%
43465 Misc. Equip Maint.	8,725	2,357	15,000	14,970	15,000	536%	0%
Maintenance Subtotal	256,001	260,458	300,000	299,400	300,000	15%	0%
Services							
44500 It License & Maint Fees	671	-	-	-	-		
44505 Travel, Training And Dues	2,071	4,753	10,000	9,980	10,000	110%	0%
44525 Utilities	2,764	1,477	4,000	3,992	-	-100%	-100%
44540 Professional Services	17,066	19,966	22,000	21,956	24,597	23%	12%
44573 Leases & Rentals	360	-	400	399	400		0%
Services Subtotal	22,932	26,196	36,400	36,327	34,997	34%	-4%
Fleet	1,565,700	1,676,238	1,655,488	1,652,177	1,649,130	-2%	0%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	292,789	298,819	357,400	356,685	355,247	19%	-1%

Comments/Justification

- 42200 Operating Supplies** 6,000
Shop towels, Rags, Cleaners and maintenance items, Safety & fleet maintenance manual updates, Office supplies, Printer supplies, Order and supply forms, State inspection sheets and Training supplies.
- 42220 Clothing Supplies** 5,000
Uniform services, Weather gear, Shop aprons, Safety gear, Gloves and Boot reimbursement.
- 42261 Postage And Related Charges** 5,250
Pickup and delivery charges, Shipping and freight charges, Parts return charges.

PUBLIC WORKS - FLEET SERVICES 100-108-001

Comments/Justification

42281 Apparatus And Tools	4,000
Shop tools, Tool and equipment repairs, Shop tools replacement, Upgrade in electronics and diagnostic equipment.	
42285 Motor Vehicle Supplies	4,500
Fuel for fleet services vehicles	
42286 Motor Vehicle Equip./Parts	410,000
Parts for city wide vehicles and equipment, Tires, Oils, and Miscellaneous parts.	
43430 Motor Vehicle Maintenance	285,000
All city vehicles and equipment outsourcing and sublet repairs, Diagnostics, Accident repairs, Wrecker service, Welding service.	
43465 Misc. Equip Maint.	15,000
Testing and calibration of city shop tools, Annual inspections of lifts and cranes, Upgrades of vehicle diagnostic laptops, A/C reclaimer, Battery jump packs, Hydraulic jack repairs, Miscellaneous equipment repair and Replacements.	
44505 Travel, Training And Dues	10,000
NAFA memberships, Technicians certifications, Faster software training on upgrades, EVT fire apparatus training, FleetPro membership, Fueling facility A-B certification, ASE training and certification for seven technicians, and specialty training as needed.	
44540 Professional Services	24,597
Services for tire, Waste oil, Waste fuel, Hazardous waste material removal and disposal, AllData fleet services, Faster fleet software annual maintenance, Ward fuel annual maintenance, Insight annual support fleet diagnostic service, Annual fuel facility leak testing and certification; Paycom fees.	
44573 Leases & Rentals	400
Lease of oxygen and acetylene bottles for fleet.	

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND DEPARTMENTAL SUMMARY
417 - DEVELOPMENT SERVICES**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Administration	228,918	246,918	247,962	247,466	254,755
Building Inspections	834,584	870,883	893,227	891,441	868,713
Planning	335,983	368,753	376,797	376,043	376,317
Total	1,399,485	1,486,554	1,517,986	1,514,950	1,499,785

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

DEVELOPMENT SERVICES	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Development Services Director	1.0	1.0	1.0	1.0	1.0
Code Enforcement Officer	2.0	2.0	2.0	2.0	2.0
Plans Examiner/Inspector	1.0	1.0	1.0	1.0	1.0
Building Inspector II	4.0	4.0	4.0	4.0	4.0
Development Services Assistant	1.0	1.0	1.0	1.0	1.0
Building Permit Clerk	2.0	2.0	2.0	2.0	2.0
Planner II	1.0	1.0	1.0	1.0	1.0
Assistant Director of Development Services	1.0	1.0	1.0	1.0	1.0
Planning Technician	1.0	1.0	1.0	1.0	1.0
Assistant Building Official	1.0	1.0	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	15.0	15.0	15.0	15.0	15.0

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - DEVELOPMENT SERVICES
ADMINISTRATION DIVISION SUMMARY
100-417-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	204,323	218,645	222,832	222,386	227,333
Supplies	14,448	15,955	16,200	16,168	16,200
Services	10,147	12,318	8,930	8,912	11,222
Total	228,918	246,918	247,962	247,466	254,755

OBJECTIVES

- Continue to ensure timely, accurate, and thorough customer service is provided from the Development Services Department.
- Work closely with Economic Development Department to ensure that the development goals of the City are met.
- Continue to provide immediate zoning and economic development assistance to customers that call or walk in.
- Implement site visits to local businesses and industry to promote business development.
- Provide miscellaneous pamphlets, brochures and marketing material to facilitate and promote development in the community.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Square feet of commercial construction	170,000	121,604	200,000	179,000	150,000
Square feet of industrial construction	5,000	381,595	10,000	320,000	20,000

**DEVELOPMENT SERVICES - ADMINISTRATION 100-417-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Administration							
41100 Salaries-Full Time	160,274	170,380	177,213	176,859	179,567	5%	1%
41236 TMRS Benefits	32,045	33,527	34,268	34,199	35,461	6%	3%
41247 Medicare	2,466	2,620	2,680	2,675	2,732	4%	2%
41271 Salaries-Longevity	2,256	1,600	1,152	1,150	1,200	-25%	4%
41273 Salaries-Sick Leave Buy Back	3,082	6,608	3,319	3,312	3,453	-48%	4%
41275 Car Allowance	4,200	3,850	4,200	4,192	4,200	9%	0%
41276 Phone Allowance	-	60	-	-	720	1100%	
Personnel Subtotal	204,323	218,645	222,832	222,386	227,333	4%	2%
Supplies							
42200 Operating Supplies	12,463	14,108	11,000	10,978	11,000	-22%	0%
42261 Postage And Related Charges	1,985	1,847	5,200	5,190	5,200	182%	0%
Supplies Subtotal	14,448	15,955	16,200	16,168	16,200	2%	0%
Services							
44505 Travel, Training And Dues	611	2,270	1,000	998	1,000	-56%	0%
44525 Utilities	9,536	10,048	6,110	6,098	6,110	-39%	0%
44540 Professional Services	-	-	1,820	1,816	4,112		126%
Services Subtotal	10,147	12,318	8,930	8,912	11,222	-9%	26%
Administration	228,918	246,918	247,962	247,466	254,755	3%	3%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	24,595	28,273	25,130	25,080	27,422	-3%	9%

Comments/Justification

42200 Operating Supplies Printing, Copying, and Office supplies.	11,000
42261 Postage And Related Charges Postage for departmental operations.	5,200
44505 Travel, Training And Dues Director to attend International Council of Shopping Centers Meeting in Las Vegas in May.	1,000
44525 Utilities Utilities for the functioning of the department, Internet connectivity for iPad's, Department cell phones.	6,110

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - DEVELOPMENT SERVICES
BUILDING INSPECTIONS DIVISION SUMMARY
100-417-002**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	762,736	794,604	812,898	811,272	787,880
Supplies	26,559	21,221	25,146	25,096	25,650
Services	45,289	55,058	55,183	55,073	55,183
Total	834,584	870,883	893,227	891,441	868,713

OBJECTIVES

- Obtain certifications in adopted technical codes.
- Provide in-house and outside training for certification exams.
- Convert permit documents into Laserfiche digitized format.
- Continue to provide effective code enforcement and notification of violation to property owners.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Average number of days for plan review comments to be forwarded to applicant:					
- Residential	2	3	3	3	3
- Signs	2	1	3	2	3
- Commercial alterations and finish outs	6	4	10	4	10
- New commercial buildings	18	9	15	15	15
Number of new professional licenses / certifications attained	N/A	2	3	2	3
Average number of days to respond to nuisance and zoning complaints	1	1	1	1	1

**DEVELOPMENT SERVICES - BUILDING INSPECTION 100-417-002
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Building Inspection							
41100 Salaries-Full Time	552,751	625,368	665,279	663,948	639,135	2%	-4%
41107 Salaries-Overtime	11,146	7,691	2,985	2,979	2,912	-62%	-2%
41180 Salaries-Part Time Hourly, Ot	8,098	9,156	-	-	-	-100%	
41190 Wages - Contract Labor	63,217	5,112	-	-	-	-100%	
41224 Pars Benefits	105	119	-	-	-	-100%	
41236 TMRS Benefits	108,643	119,850	125,952	125,700	123,399	3%	-2%
41247 Medicare	8,215	9,266	9,849	9,829	8,801	-5%	-11%
41271 Salaries-Longevity	5,472	4,588	3,360	3,353	3,216	-30%	-4%
41273 Salaries-Sick Leave Buy Back	5,089	13,454	5,473	5,462	10,417	-23%	90%
Personnel Subtotal	762,736	794,604	812,898	811,272	787,880	-1%	-3%
Supplies							
42200 Operating Supplies	16,513	13,134	15,546	15,515	16,050	22%	3%
42220 Clothing Supplies	1,778	158	3,600	3,593	3,600	2178%	0%
42281 Apparatus And Tools	80	-	-	-	-		
42285 Motor Vehicle Supplies	8,188	7,416	6,000	5,988	6,000	-19%	0%
42290 Furniture & Fixtures	-	513	-	-	-	-100%	
Supplies Subtotal	26,559	21,221	25,146	25,096	25,650	21%	2%
Services							
44505 Travel, Training And Dues	4,526	5,285	5,218	5,208	5,218	-1%	0%
44525 Utilities	-	(11)	-	-	-	-100%	
44535 Financial Service Fees	14,364	20,587	14,250	14,222	14,250	-31%	0%
44540 Professional Services	26,399	29,197	34,300	34,231	34,300	17%	0%
44573 Leases & Rentals	-	-	1,415	1,412	1,415		0%
Services Subtotal	45,289	55,058	55,183	55,073	55,183	0%	0%
Building Inspection	834,584	870,883	893,227	891,441	868,713	0%	-3%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	63,660	68,863	72,914	72,768	73,418	7%	1%

Comments/Justification

42200 Operating Supplies

16,050

Supplies and materials needed to operate the division; permit and inspection forms, board packets and inspection tags, \$5,487 added for 2018 ICC Construction Code Books (including one set for library as required by ordinance) for upcoming code adoption.

44505 Travel, Training And Dues

5,218

Building Official to attend Building Officials Association of Texas meeting/training in Austin in August, International Code Council annual conference in September; all staff to attend Building Professional Institute training in May; Four staff members to take ICC Certification exams.

**FY 2020-21 PROPOSED OPERATING BUDGET
GENERAL FUND - DEVELOPMENT SERVICES
PLANNING DIVISION SUMMARY
100-417-003**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	328,466	347,580	353,267	352,560	352,787
Supplies	5,611	4,889	10,530	10,509	10,530
Services	1,906	16,284	13,000	12,974	13,000
Total	335,983	368,753	376,797	376,043	376,317

OBJECTIVES

- Respond to all zoning / development activity inquiries in a timely manner.
- Maintain / update zoning case files and maintain a log of all such activity for reference.
- Create and maintain the official City zoning map in-house.
- Provide a thorough staff review of applicant requests and allow applicants more time to resolve development issues associated with zoning, conditional / special uses and variance applications.
- Conduct required tri-annual workshops and additional workshops as needed with the Planning and Zoning Commission to review the Comprehensive Master Plan and Zoning Ordinance.
- Create and maintain the official Land Use Map (current and future).
- Maintain and update the official Master Plan.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Average staff processing time for initial review of zoning, conditional and special use applications (days)	14	18	19	20	19
Average response from applicant regarding initial review (days)	7	7	7	21	7
Public hearing case preparation time	13	16	16	8	16
Variance application processing time	30	36	36	36	36
Administrative site plan processing time	35	30	30	61	30
Number of workshops with the Planning and Zoning Commission	1	3	3	3	3

**DEVELOPMENT SERVICES - PLANNING 100-417-003
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Planning							
41100 Salaries-Full Time	260,777	273,585	284,217	283,649	281,928	3%	-1%
41107 Salaries-Overtime	2,135	1,957	2,463	2,458	2,403	23%	-2%
41236 TMRS Benefits	51,391	53,015	54,308	54,199	55,091	4%	1%
41247 Medicare	3,861	4,023	4,247	4,239	4,247	6%	0%
41271 Salaries-Longevity	5,328	4,464	2,736	2,731	2,976	-33%	9%
41273 Salaries-Sick Leave Buy Back	4,974	10,536	5,296	5,285	5,422	-49%	2%
41276 Phone Allowance	-	-	-	-	720		
Personnel Subtotal	328,466	347,580	353,267	352,560	352,787	1%	0%
42200 Operating Supplies	5,611	4,889	10,130	10,110	10,130	107%	0%
42281 Apparatus And Tools	-	-	400	399	400		0%
Supplies Subtotal	5,611	4,889	10,530	10,509	10,530	115%	0%
44505 Travel, Training And Dues	1,061	15,589	13,000	12,974	13,000	-17%	0%
44540 Professional Services	845	695	-	-	-	-100%	0%
Services Subtotal	1,906	16,284	13,000	12,974	13,000	-20%	0%
Planning	335,983	368,753	376,797	376,043	376,317	2%	0%
Less Salaries, Vehicle Mtn & Fuel, Ins, Lease Payments, Admin Fees	7,517	21,173	23,530	23,483	23,530	11%	0%

Comments/Justification

- 42200 Operating Supplies** **10,130**
Supplies and materials needed to operate the division. Printing costs for updated zoning maps, Comprehensive plan materials and proposed site plans, Digitizing site plans, and Advertising for zoning case as required by law.
- 42281 Apparatus And Tools** **400**
Incidental tools as needed for special projects
- 44505 Travel, Training And Dues** **13,000**
One Planning and Zoning Commissioner and one staff member to attend the American Planning Association conference in April and the American Planning Association Texas Chapter conference in October, American Planning Association memberships for nine Planning and Zoning Commissioners and three staff members, and Quarterly publication of "The Commissioner".

**FY 2020-21 PROPOSED OPERATING BUDGET
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
DEBT SERVICE FUND**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING FUND BALANCE:	10,922,698	8,918,787	7,749,784	7,749,784	7,652,910
OPERATING REVENUE:					
Property Taxes Current	11,132,714	12,209,962	13,001,947	13,001,947	13,000,000
Property Taxes Delinquent	176,492	61,832	70,000	70,000	70,000
Interest Income	195,190	202,653	150,000	150,000	150,000
Total Operating Revenue	11,504,395	12,474,446	13,221,947	13,221,947	13,220,000
TRANSFERS IN:					
Transfer from CVB Fund	1,195,210	1,057,691	985,670	985,670	998,850
Transfer from Economic Development Fund	1,592,714	1,396,444	1,401,394	1,401,394	1,400,519
Transfer from Capital Projects Fund	309,175	-	-	-	-
Bond Proceeds/Refunding/Premiums	-	5,984,173	-	-	-
Total Transfers In	3,097,099	8,438,308	2,387,064	2,387,064	2,399,369
TOTAL REVENUE AND TRANSFERS	14,601,494	20,912,754	15,609,011	15,609,011	15,619,369
OPERATING EXPENDITURES:					
G. O. Bond Interest Payments	3,032,008	2,837,771	3,732,977	3,732,977	3,265,983
G. O. Bond Principal Payments	6,650,000	6,885,000	7,740,000	7,740,000	6,935,000
C. O. Interest Payments	2,196,397	1,825,749	1,076,398	1,076,398	1,622,867
C. O. Principle Payments	2,893,694	2,295,590	1,142,553	1,142,553	2,395,000
Tax and Note Interest Payments	55,645	598,207	558,957	558,957	525,519
Tax and Note Principal Payments	792,599	1,410,000	1,455,000	1,455,000	875,000
Fiscal Agent and Bond Fees	15,064	6,229,440	-	-	-
Total Operating Expenditures	15,635,407	22,081,757	15,705,885	15,705,885	15,619,369
TRANSFERS OUT:	970,000	-	-	-	-
TOTAL EXPENDITURES AND TRANSFERS	16,605,407	22,081,757	15,705,885	15,705,885	15,619,369
SURPLUS (DEFICIT) OF REVENUE OVER (UNDER) EXPENDITURES:	(2,003,913)	(1,169,003)	(96,874)	(96,874)	-
ENDING FUND BALANCE:	8,918,787	7,749,784	7,652,910	7,652,910	7,652,910
FUND BALANCE REQUIREMENT:	3,084,245	4,355,853	3,098,147	3,098,147	3,081,081

* Fund balance requirement is 20% of total budgeted expenditures (72 days of operation).
The FY 2020-2021 projected Ending Fund Balance represents 49% of total budgeted expenditures (179 days of operation).

DEBT SERVICE FUND (130)
REVENUE DETAIL

		2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
Account Description		Actual	Actual	Budget	Estimate	Proposed	from	from
							FY19	FY20
							Actual	Budget
31100	General Property Taxes-Current	11,132,714	12,209,962	13,001,947	13,001,947	13,000,000	6%	0%
31101	General Property Taxes-Delinqn	117,521	1,491	30,000	30,000	30,000	1912%	0%
31103	General Property Taxes-P & I	58,970	60,341	40,000	40,000	40,000	-34%	0%
39230	Interest On Investments	201,598	197,290	150,000	150,000	150,000	-24%	0%
39250	Chg. Investment Value	(6,408)	5,363	-	-	-	-100%	
	OPERATING REVENUE	11,504,395	12,474,446	13,221,947	13,221,947	13,220,000	6%	0%
39997	Premium On Debt Refunding	-	589,173	-	-	-	-100%	
53115	Operating Transfers In-Cvb	1,195,210	1,057,691	985,670	985,670	998,850	-6%	1%
53124	Oper. Tsfer In-4-B Capital Imp	1,592,714	1,396,444	1,401,394	1,401,394	1,400,519	0%	0%
53177	Oper.Trans.In-Cap.Proj-Gen Fac	309,175	-	-	-	-		
53720	Proceeds from Long Term Debt	-	5,395,000	-	-	-		
	TRANSFERS IN	3,097,099	8,438,308	2,387,064	2,387,064	2,399,369	-72%	1%
	DEBT SERVICE REVENUE	14,601,494	20,912,754	15,609,011	15,609,011	15,619,369	-25%	0%

DEBT SERVICE FUND (130)
EXPENDITURE DETAIL

	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	from	from
						FY19	FY20
						Actual	Budget
Debt Service							
47669 Interest - 2009 Go Refunding	65,050	-	-	-	-		
47671 Interest - 2010 Go Refunding	123,138	-	-	-	-		
47676 Interest - 2013 Go	2,487,320	-	-	-	-		
47681 Interest - 2015 Go Refunding	318,850	-	-	-	-		
47684 Interest - 2017 Go Refunding	37,650	-	-	-	-		
47800 Interest - 2009 Go Refunding	-	19,338	-	-	-	-100%	
47800 Interest - 2010 Go Refunding	-	96,200	66,400	66,400	35,200	-63%	-47%
47800 Interest - 2012 Go Refunding	-	47,988	41,038	41,038	32,888	-31%	-20%
47800 Interest - 2013 Go	-	2,422,245	2,313,445	2,313,445	2,172,070	-10%	-6%
47800 Interest - 2015 Go Refunding	-	218,025	177,244	177,244	71,275	-67%	-60%
47800 Interest - 2017 Go Refunding	-	33,975	30,150	30,150	26,250	-23%	-13%
47800 Interest - 2019 Go	-	-	877,420	877,420	746,600		-15%
47800 Interest - 2019 Go Refunding	-	-	227,280	227,280	181,700		-20%
G. O. Bond Interest Payments	3,032,008	2,837,771	3,732,977	3,732,977	3,265,983	15%	-13%
47790 Principal - 2009 Go Refunding	1,055,000	-	-	-	-		
47792 Principal - 2010 Go Refunding	705,000	-	-	-	-		
47797 Principal - 2013 Go	2,540,000	-	-	-	-		
47802 Principal - 2015 Go Refunding	2,230,000	-	-	-	-		
47805 Principal - 2017 Go Refunding	120,000	-	-	-	-		
47700 Principal - 2009 Go Refunding	-	1,105,000	-	-	-	-100%	
47700 Principal- 2010 Go Refunding	-	730,000	760,000	760,000	800,000	10%	5%
47700 Principal - 2012 Go Refunding	-	295,000	400,000	400,000	415,000	41%	4%
47700 Principal - 2013 Go	-	2,645,000	2,765,000	2,765,000	2,890,000	9%	5%
47700 Principal - 2015 Go Refunding	-	1,985,000	1,445,000	1,445,000	1,345,000	-32%	-7%
47700 Principal - 2017 Go Refunding	-	125,000	130,000	130,000	130,000	4%	0%
47700 Principal - 2019 Go	-	-	1,735,000	1,735,000	930,000		-46%
47700 Principal - 2019 Go Refunding	-	-	505,000	505,000	425,000		-16%
G. O. Bond Principal Payments	6,650,000	6,885,000	7,740,000	7,740,000	6,935,000	1%	-10%
47668 Interest - 2009 Co Cvb	233,485	-	-	-	-		
47670 Interest - 2009A Co	50,569	-	-	-	-		
47672 Interest - 2010 Co	5,449	-	-	-	-		
47674 Interest - 2012 Refunding	53,838	-	-	-	-		
47675 Interest - 2012 Contract Oblig	16,400	-	-	-	-		
47678 Interest -4B Economic Dev 2014	453,270	-	-	-	-		
47680 Interest - 2015 Co	332,588	-	-	-	-		
47682 Interest Expense 2015 Ppfco	67,100	-	-	-	-		
47683 Interest - 2017 Co	527,337	-	-	-	-		
47686 Capitalized Interest - 2018 Co	309,175	-	-	-	-		
47688 Interest-2018 4Bsales Tax Rfdg	147,186	-	-	-	-		
47800 Interest - 2009 Co Cvb	-	112,524	-	-	-	-100%	
47800 Interest - 2009A Co	-	24,722	-	-	-	-100%	
47800 Interest - 2010 Co	-	3,490	1,522	1,522	-	-100%	-100%

DEBT SERVICE FUND (130)
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Debt Service							
47800 Interest - 2015 Co	-	45,844	-	-	37,169	-19%	
47800 Interest - 2017 Co	-	339,044	315,694	315,694	291,444	-14%	-8%
47800 Interest - 2018 Co	-	1,229,650	699,819	699,819	699,819	-43%	0%
47800 Interest - 2012 Contract Oblig	-	15,300	14,063	14,063	12,788	-16%	-9%
47800 Interest - 2015 Ppfco	-	55,175	45,300	45,300	35,800	-35%	-21%
47800 Interest - 2020 Co	-	-	-	-	545,847		
C. O. Interest Payments	2,196,397	1,825,749	1,076,398	1,076,398	1,622,867	-11%	51%
47789 Principal - 2009 Co Cvb	450,000	-	-	-	-		
47793 Principal - 2010 Co	53,694	-	-	-	-		
47795 Principal - 2012 Refunding	290,000	-	-	-	-		
47796 Principal - 2012 Co	80,000	-	-	-	-		
47799 Principal-4B Economic Dev 2014	695,000	-	-	-	-		
47801 Principal - 2015 Co	555,000	-	-	-	-		
47803 Principal Payment 2015 Ppfco	450,000	-	-	-	-		
47804 Principal - 2017 Co	320,000	-	-	-	-		
47700 Principal - 2009 Co Cvb	-	470,000	-	-	-	-100%	
47700 Principal - 2009A Co Equip	-	80,000	-	-	-	-100%	
47700 Principal - 2010 Co	-	55,590	57,553	57,553	-	-100%	-100%
47700 Principal - 2015 Co	-	175,000	-	-	80,000	-54%	
47700 Principal - 2017 Co	-	505,000	530,000	530,000	550,000	9%	4%
47700 Principal - 2018 Co	-	470,000	-	-	-	-100%	
47700 Principal - 2012 Contract Oblig	-	80,000	85,000	85,000	85,000	6%	0%
47700 Principal - 2015 Ppfco	-	460,000	470,000	470,000	480,000	4%	2%
47700 Principal - 2020 Co	-	-	-	-	1,200,000		
C. O. Principal Payments	2,893,694	2,295,590	1,142,553	1,142,553	2,395,000	4%	110%
47666 Interest Pyt-Note/Anderson	8,919	-	-	-	-		
47677 Interest - 2013 Tax Note	34,200	-	-	-	-		
47685 Interest -Tax Note Series 2017	12,526	-	-	-	-		
47800 Interest - 2018 4B Tax Refund	-	576,444	551,394	551,394	525,519	-9%	-5%
47800 Interest - 2013 Tax Note	-	21,763	7,563	7,563	-	-100%	-100%
Tax and Note Interest Payments	55,645	598,207	558,957	558,957	525,519	-12%	-6%
47787 Principal - Anderson Note Cvb	137,599	-	-	-	-		
47791 Principal - 2009A (Equip)	75,000	-	-	-	-		
47798 Principal - 2013 Tax Note	580,000	-	-	-	-		
47700 Principal - 2018 4B Tax Refund	-	820,000	850,000	850,000	875,000	7%	3%
47700 Principal - 2013 Tax Note	-	590,000	605,000	605,000	-	-100%	-100%
Tax and Note Principal Payments	792,599	1,410,000	1,455,000	1,455,000	875,000	-38%	-40%
44535 Financial Service Fees	12,054	8,700	-	-	-	-100%	
47900 Fiscal Agent Charges	816	1,023	-	-	-	-100%	
47904 Arbitrage Calculation	2,194	3,539	-	-	-	-100%	
47905 Bond Issuance Expense	-	23,036	-	-	-	-100%	

DEBT SERVICE FUND (130)
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Debt Service							
47906 Debt Serv-Pmt To Escrow Agent	-	6,077,493	-	-	-	-100%	
49999 Misc. Expense	-	115,649	-	-	-	-100%	
54325 Transfer Out To Equipment Fund	970,000	-	-	-	-		
Fiscal Agent and Bond Fees	985,064	6,229,440	-	-	-	-100%	
Total Debt Service Expenditures	16,605,407	22,081,757	15,705,885	15,705,885	15,619,369	-29%	-1%

**FY 2020-21 PROPOSED OPERATING BUDGET
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FUND 174 - CAPITAL/STREET MAINTENANCE PROGRAM**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING FUND BALANCE:	1,613,115	1,909,576	1,572,123	1,572,123	2,120,763
OPERATING REVENUE:					
Interest Income	30,226	53,803	24,000	24,000	24,000
Miscellaneous	67,128	66,516	-	-	-
Total Operating Revenue	97,354	120,319	24,000	24,000	24,000
TRANSFERS IN:	3,114,775	3,020,000	3,279,000	3,279,000	-
TOTAL REVENUE AND TRANSFERS	3,212,129	3,140,319	3,303,000	3,303,000	24,000
OPERATING EXPENDITURES:					
Facilities Maintenance	524,960	419,433	392,000	329,280	100,000
Parks Maintenance	699,695	1,088,587	1,162,000	976,080	690,000
Street Maintenance and Overlay	1,229,493	1,312,437	1,225,000	1,029,000	700,000
Traffic Signal, Striping and Signing Maint.	461,522	657,314	500,000	420,000	300,000
Total Operating Expenditures	2,915,670	3,477,771	3,279,000	2,754,360	1,790,000
TOTAL EXPENDITURES AND TRANSFERS	2,915,670	3,477,771	3,279,000	2,754,360	1,790,000
USE OF RESERVES	-	337,452	-	-	1,766,000
SURPLUS (DEFICIT) OF REVENUE OVER (UNDER) EXPENDITURES:	296,459	-	24,000	548,640	-
ENDING FUND BALANCE:	1,909,576	1,572,123	1,596,123	2,120,763	354,763

**FY 2020-2021 PROPOSED OPERATING BUDGET
 FUND 174 - CAPITAL/STREET MAINTENANCE PROGRAM**

PARKS MAINTENANCE PROJECTS

174-74015-312-051	Irrigation Systems	25,000
174-74015-312-052	Landscaping	210,000
174-74015-312-056	Trail Maintenance	20,000
174-74015-312-059	Water Drinking Fountains	25,000
174-74015-312-061	Trash Receptacle Replacement	20,000
174-74015-312-063	Park Maintenance Projects	35,000
174-74015-312-065	Playground Surfacing Replacement	35,000
174-74015-312-066	Small Park Amenities Replacement	30,000
174-74015-312-067	Playground Accessibility Improvements	50,000
174-74015-312-069	Recreation Equipment Repair/Replacement	60,000
174-74015-312-070	Aquatics Repairs and Replacements	80,000
174-74015-312-077	Park Facility Upgrade/Improvements	25,000
174-74015-312-079	Oak Grove Baseball and Softball Complexes	55,000
174-74015-312-082	Botanical Gardens	20,000
TOTAL PARKS MAINTENANCE PROJECTS		690,000

PUBLIC WORKS PROJECTS

174-43310-118-25	Facilities Maintenance	100,000
174-43301-415-090	Street Maintenance and Overlay	700,000
174-43301-415-093	Traffic Signal, Striping and Signing Maint.	300,000
TOTLA PUBLIC WORKS PROJECTS		1,100,000

TOTAL CAPITAL/STREET MAINTENANCE PROGRAM 1,790,000

SECTION 2

**FY 2020-21 PROPOSED OPERATING BUDGET
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
CONVENTION AND VISITORS BUREAU FUND**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING FUND BALANCE:	13,025,855	3,886,038	6,559,708	6,559,708	5,599,349
OPERATING REVENUE:					
Occupancy Taxes	14,577,354	15,559,289	14,782,796	9,500,050	10,766,300
Facility Rental Income	874,336	774,255	815,000	530,000	762,000
Interest Income	261,730	364,374	181,550	221,550	178,100
Sales & Merchandise	747,459	764,585	748,800	535,179	702,040
Train Operations	2,402,155	2,416,532	2,100,000	3,100,000	2,720,000
Festivals & New Vintage	3,434,008	3,278,530	3,500,000	250,000	3,552,425
Visitor Shuttle System	103,346	77,350	90,000	45,000	60,000
Miscellaneous Income	368,345	353,119	356,173	276,038	359,226
Total Operating Revenue	22,768,732	23,588,033	22,574,319	14,457,817	19,100,091
TRANSFERS IN:					
Transfer In From 4B Fund	348,816	429,479	464,486	464,486	464,141
Operating Trnsfr In - Fund 114	2,261	-	-	-	-
Transfer In From Fund 200	-	100,000	-	-	-
Total Transfers In	351,077	529,479	464,486	464,486	464,141
TOTAL REVENUE & TRANSFERS	23,119,809	24,117,512	23,038,805	14,922,303	19,564,232
OPERATING EXPENDITURES:					
Personnel	6,019,864	6,050,074	7,009,317	5,361,718	6,568,222
Supplies	677,447	731,917	869,550	622,585	611,150
Maintenance	582,576	442,592	590,500	307,402	309,800
Services	4,945,946	4,039,794	4,692,725	3,258,577	3,955,625
Insurance	-	1,130,045	1,308,164	1,149,374	1,356,455
Festival & Train Operations	4,907,481	5,221,410	5,522,261	3,100,000	5,286,390
Capital Outlay	525,244	1,145,261	31,000	28,336	-
Total Operating Expenditures	17,658,558	18,761,093	20,023,517	13,827,992	18,087,642
TRANSFERS OUT:					
Transfer to General Fund - Admin Fee	1,347,770	1,498,333	1,455,526	1,000,000	1,213,537
Transfer to GTRP Fund	25,000	25,000	25,000	25,000	20,000
Trans. to Debt Service Fund	1,195,210	1,057,691	1,008,380	985,670	998,850
Transfer to Historic Preservation Fund	145,318	-	-	-	-
Transfer to Capital Projects Fund	12,000,000	-	-	-	-
Transfer to Heritage Fund	25,000	25,000	44,000	44,000	25,000
Total Transfers Out	14,738,298	2,606,024	2,532,906	2,054,670	2,257,387
TOTAL EXPENDITURES & TRANSFERS	32,396,856	21,367,117	22,556,423	15,882,662	20,345,029
SURPLUS / (DEFICIT)	(9,277,047)	2,750,395	482,382	(960,359)	(780,797)
ENDING FUND BALANCE:	3,886,038	6,559,708	7,042,090	5,599,349	4,818,552
FUND BALANCE REQUIREMENT:	2,902,777	3,084,015	3,291,537	2,273,095	2,973,311

* Fund balance requirement is 16.4% of total budgeted expenditures (60 days of operation).
The FY 2020-21 projected Ending Fund Balance represents 97 days of operation.

CONVENTION & VISITORS BUREAU (115, 216)
REVENUE DETAIL

Account/Description	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	from FY19	from FY20
31103 Hotel/Motel Tax P & I	5,376	26	-	50	-	-100%	
31707 Occupancy Taxes	10,647,168	11,073,639	10,570,092	7,000,000	7,698,192	-30%	-27%
31708 Occupany Tax-Gaylord Texan	3,924,810	4,485,624	4,212,704	2,500,000	3,068,108	-32%	-27%
OCCUPANCY TAXES	14,577,354	15,559,289	14,782,796	9,500,050	10,766,300	-31%	-27%
39160 Convention Center Rental	436,486	433,539	440,000	300,000	412,000	-5%	-6%
39161 Palace Rental	315,943	278,081	310,000	200,000	298,000	7%	-4%
39174 Concourse Rental	121,906	62,635	65,000	30,000	52,000	-17%	-20%
FACILITY RENTAL	874,336	774,255	815,000	530,000	762,000	-2%	-7%
39230 Interest On Investments	79,821	56,031	30,000	50,000	21,000	-63%	-30%
39232 Interest Income - Festival	81,834	128,915	65,000	70,000	45,000	-65%	-31%
39233 Interest Income - Train	100,434	172,069	85,000	100,000	111,000	-35%	31%
39234 Interest Income - Sister City	1,386	2,251	1,200	1,200	850	-62%	-29%
39235 Interest Income - Gwps	749	660	350	350	250	-62%	-29%
39250 Change In Investment Value	(2,494)	4,448	-	-	-	-100%	
INTEREST INCOME	261,730	364,374	181,550	221,550	178,100	-51%	-2%
39162 Palace Food & Beverage Sales	154,561	112,443	125,000	90,000	115,000	2%	-8%
39163 Palace - Concert/Ticket Sales	159,835	178,640	175,000	125,000	160,000	-10%	-9%
39164 Ccot (Christmas Capital Of Tx)	81,746	148,310	120,000	150,179	134,000	-10%	12%
39173 Concourse Food/Beverage Sales	51,508	56,788	49,000	10,000	39,200	-31%	-20%
39176 Merch Resale/In-House	232,586	205,867	215,000	125,000	202,000	-2%	-6%
39177 Catering % Of Sales	67,222	62,536	64,800	35,000	51,840	-17%	-20%
SALES & MERCHANDISE	747,459	764,585	748,800	535,179	702,040	-8%	-6%
38430 Train Revenues	2,402,155	2,416,532	2,100,000	3,100,000	2,720,000	13%	30%
TRAIN OPERATIONS	2,402,155	2,416,532	2,100,000	3,100,000	2,720,000	13%	30%
34812 Festivals Income	3,434,008	3,278,530	3,500,000	250,000	3,552,425	8%	1%
FESTIVALS & NEW VINTAGE	3,434,008	3,278,530	3,500,000	250,000	3,552,425	8%	1%
38420 Shuttle Fare Revenue	103,346	77,350	90,000	45,000	60,000	-22%	-33%
VISITOR SHUTTLE SYSTEM	103,346	77,350	90,000	45,000	60,000	-22%	-33%

**CONVENTION & VISITORS BUREAU (115, 216)
REVENUE DETAIL**

Account/Description	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	from FY19	from FY20
34878 Sub Lease Rental Income	176,393	179,242	187,773	150,000	188,036	5%	0%
38420 Museum Program Revenue	-	-	-	50,000	35,000		
38600 Sister City Revenues	11,568	9,678	15,000	700	12,000	24%	-20%
38620 Wine Pouring Society	8,686	13,202	15,000	10,000	12,000	-9%	-20%
39179 Liberty Park	300	450	600	484	550	22%	-8%
39180 Cotton Belt	9,762	8,375	5,800	4,854	4,640	-45%	-20%
39951 Resale-Labor,Mat'L And	113,726	112,440	87,000	35,000	87,000	-23%	0%
39995 (Over)/Short	2	-	-	-	-		
39999 Miscellaneous Revenues	47,909	29,732	45,000	25,000	20,000	-33%	-56%
MISCELLANEOUS	368,345	353,119	356,173	276,038	359,226	2%	1%
TOTAL OPERATING REVENUE	22,768,732	23,588,033	22,574,319	14,457,817	19,100,091	-19%	-15%
53120 Transfer In From 4B Fund	348,816	429,479	464,486	464,486	464,141	8%	0%
53114 Operating Trnsfr In - Fund 114	2,261	-	-	-	-		
53200 Transfer In From Fund 200	-	100,000	-	-	-	-100%	
TRANSFERS IN	351,077	529,479	464,486	464,486	464,141	-12%	0%
TOTAL CVB REVENUE	23,119,809	24,117,512	23,038,805	14,922,303	19,564,232	-19%	-15%

**FY 2020-21 PROPOSED OPERATING BUDGET
CONVENTION AND VISITORS BUREAU FUND
DEPARTMENTAL SUMMARY**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Administration	23,488,660	11,811,393	12,670,722	9,429,667	11,147,935
Facilities	2,040,895	1,894,012	1,787,662	1,259,654	1,683,803
Festivals & Events	3,727,412	4,150,209	4,352,884	2,052,964	4,188,766
Grapevine Vintage Railroad	2,451,211	2,772,298	2,779,034	2,459,612	2,453,599
Sister Cities	2,615	5,882	22,050	15,537	4,950
Wine Pouring Society / Craft Brew Guild	31,691	8,864	15,100	10,640	10,550
Visitor Shuttle System	654,326	724,457	928,971	654,588	855,426
Total	32,396,810	21,367,117	22,556,423	15,882,662	20,345,029

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

ADMINISTRATION	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
CVB Executive Director	1.0	1.0	1.0	1.0	1.0
Asst. Executive CVB Director	1.0	1.0	-	-	-
Managing Director of CVB Operations	1.0	1.0	1.0	1.0	1.0
Managing Director of Sales & Marketing	1.0	1.0	1.0	1.0	1.0
Director of Communications	1.0	1.0	1.0	1.0	1.0
Communications Coordinator	1.0	1.0	1.0	1.0	1.0
Director of Marketing	1.0	1.0	1.0	1.0	1.0
Digital Marketing Manager	1.0	1.0	1.0	1.0	1.0
Creative Marketing Manager	1.0	1.0	1.0	1.0	1.0
Director of Destination Services	1.0	1.0	1.0	1.0	1.0
Destination Service Assistant	1.0	1.0	1.0	1.0	1.0
Director of Sales	1.0	1.0	1.0	1.0	1.0
Sponsorship Sales Manager	1.0	1.0	1.0	1.0	1.0
Sales Manager II	2.0	2.0	3.0	3.0	3.0
Sales Manager I	3.0	3.0	1.0	1.0	1.0
International Travel Sales Manager	1.0	1.0	1.0	1.0	1.0
CVB Maintenance Manager	1.0	1.0	1.0	1.0	1.0
Administrative Services Manager	1.0	1.0	1.0	1.0	1.0
Accountant II	1.0	1.0	1.0	1.0	1.0
Accountant III	1.0	1.0	1.0	1.0	1.0
CVB Director of Finance	1.0	1.0	1.0	-	-
Controller	-	-	-	1.0	1.0
Visitor & Cultural Services Manager	1.0	1.0	1.0	1.0	1.0
Marketing Research Manager	1.0	1.0	1.0	1.0	1.0
Sales Associate	1.0	1.0	1.0	1.0	1.0
Administrative Secretary	-	-	1.0	1.0	1.0
Secretary	2.0	2.0	1.0	1.0	1.0
Nash Farm Educator	-	-	1.0	1.0	1.0
Nash Farm Manager	1.0	1.0	1.0	1.0	1.0
Historic Preservation Manager	1.0	1.0	1.0	1.0	1.0
Leisure Group Sales & Sister Cities Program	1.0	1.0	1.0	1.0	1.0
Marketing Projects Coordinator	-	-	1.0	1.0	1.0
Marketing & Special Promotions Manager	-	-	1.0	1.0	1.0
Festivals & Events Assistant	1.0	1.0	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	33.0	33.0	34.0	34.0	34.0

**FY 2020-21 PROPOSED OPERATING BUDGET
CONVENTION AND VISITORS BUREAU FUND
DEPARTMENTAL SUMMARY**

POSITION SUMMARY

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

<u>FACILITIES</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Director of Meeting Events / Venues	1.0	1.0	1.0	1.0	1.0
Convention Center Supervisor	1.0	1.0	1.0	1.0	1.0
Palace Arts Center Manager	-	-	-	1.0	1.0
Manager of Meeting & Events Facilities	1.0	1.0	1.0	-	-
Events Coordinator	4.0	4.0	4.0	4.0	3.0
Events Coordinator II	-	-	-	-	1.0
Convention Facilities Assistant	-	-	1.0	1.0	1.0
Secretary	1.0	1.0	-	-	-
Food & Beverage Coordinator	1.0	1.0	1.0	1.0	1.0
Set-Up Worker	3.0	3.0	3.0	3.0	3.0
Facility Worker	1.0	1.0	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	13.0	13.0	13.0	13.0	13.0
<u>FESTIVALS & EVENTS</u>					
Director of Festivals & Events	1.0	1.0	1.0	1.0	1.0
Festivals & Events Manager II	2.0	2.0	2.0	2.0	2.0
Festivals & Events Manager I	1.0	1.0	1.0	1.0	1.0
Secretary	1.0	1.0	-	-	-
Administrative Secretary	-	-	1.0	1.0	1.0
TOTAL FULL TIME POSITIONS	5.0	5.0	5.0	5.0	5.0
<u>GRAPEVINE VINTAGE RAILROAD</u>					
General Manager	1.0	1.0	1.0	1.0	1.0
Manager of Train Operations	-	-	-	-	1.0
Train Master	1.0	1.0	1.0	1.0	-
Train Service Personnel III	1.0	1.0	1.0	1.0	1.0
Train Service Personnel II	1.0	1.0	1.0	1.0	1.0
Train Supervisor	1.0	1.0	1.0	1.0	1.0
Roundhouse Mechanic II	1.0	2.0	2.0	2.0	2.0
Roundhouse Mechanic Supervisor	-	-	1.0	1.0	1.0
Railroad Management Trainee	1.0	1.0	-	-	-
TOTAL FULL-TIME POSITIONS	7.0	8.0	8.0	8.0	8.0
<u>VISITOR SHUTTLE SYSTEM</u>					
Shuttle Supervisor	-	-	1.0	1.0	1.0
Lead Shuttle Driver	1.0	1.0	-	-	-
Shuttle Drivers	5.0	5.0	8.0	8.0	8.0
TOTAL FULL-TIME POSITIONS	6.0	6.0	9.0	9.0	9.0
TOTAL CONVENTION & VISITORS FUND	64.0	65.0	69.0	69.0	69.0

**FY 2020-21 PROPOSED OPERATING BUDGET
 CONVENTION & VISITORS BUREAU FUND
 SALES, PROMOTIONS & ADMINISTRATION DIVISION SUMMARY
 115-350-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	3,563,736	3,517,319	3,916,176	2,883,680	3,763,040
Supplies	393,344	463,895	549,400	374,059	378,050
Maintenance	127,103	211,283	467,700	245,050	212,300
Services	4,178,529	3,278,410	3,959,108	2,870,108	3,265,985
Insurance	-	1,069,816	1,245,432	1,002,100	1,271,173
Finance Fees	1,194	1,771	-	-	-
Capital Outlay	486,456	662,875	-	-	-
Transfers	14,738,298	2,606,024	2,532,906	2,054,670	2,257,387
Total	23,488,660	11,811,393	12,670,722	9,429,667	11,147,935

OBJECTIVES

- Secure corporate and association group bookings for the hotels.
- Increase weekend, summer and holiday group bookings for the hotels.
- Promote transient leisure bookings highlighting Grapevine's heritage, the historic district, wineries, tasting rooms, dining and shopping as a primary theme.
- Continue sales strategy for COVID-19 group convention business recovery.
- Expand public media contacts to increase awareness of City hotels, attractions, restaurants and retailers.
- Promote Grapevine hotels, attractions, events, wineries, restaurants, and galleries as a unique selling feature to visitors.
- Service the needs of convention groups, tourism groups, and the individual traveler.
- Increase Visitor Services through new programs at Grapevine Main and through Gallery Shows and Passport Activities.

FY 2020-21 PROPOSED OPERATING BUDGET

CONVENTION & VISITORS BUREAU FUND

SALES, PROMOTIONS & ADMINISTRATION DIVISION SUMMARY

115-350-01

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Potential economic impact of sales leads generated	\$592 M	\$764M	\$600 M	\$764M	\$700M
Potential economic impact of booked leads	\$140 M	\$145M	\$146 M	\$142M	\$148M
Number of convention & tourism site visits	105	133	112	112	115
Number of travel writers, bloggers and content creators hosted per year	37	6	42	32	40
Social media posts and media releases per week	5	9	15	21	25
Value of publicity generated	\$9 M	\$5.56M	\$11 M	\$10M	\$11M
Web site traffic (sessions)	1,884,626	2,070,294	2,000,000	2,000,000	2,100,000
Number of brochures distributed	985,549	832,033	1,200,000	700,000	900,000
Number of groups serviced	190	205	175	117	140
Economic impact of convention serviced (in millions)	\$128 M	\$150M	\$95 M	\$134M	\$157M
Certificate of Appropriateness (CA) applications assistance services	122	132	150	45	120
Number of properties researched & added to the Cultural Resource Survey	38	34	35	16	30
Number of grants awarded	11	7	6	6	5
Historic Township housing inquiries	71	122	100	30	90
Main Street merchants assisted	52	40	45	15	40
Main Street school tours	2	2	8	1	2
Nash Farm Average Daily Visitors	NA	17	42	47	50
Nash Farm Interpretive Tours	76	75	70	22	60
Nash Farm Heritage Workshops / Special Events	43	51	36	18	30
Nash Farm Rentals	10	8	10	3	8
Nash Farm Attendance	11,759	15,085	15,000	7,406	15,000
HPC - Number of Landmark Cases	5	4	5	1	4
Number of Visitor Information Center Visitors	NA	NA	NA	222,855	250,000
Number of VIC, Musuem & Historical Society Volunteers Hours	NA	NA	NA	5,000	5,200

**CVB - ADMINISTRATION 115-350-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Administration							
41100 Salaries-Full Time	2,332,994	2,235,834	2,833,269	2,000,000	2,795,363	25%	-1%
41107 Salaries-Overtime	18,045	20,284	1,537	10,000	1,500	-93%	-2%
41108 Salaries-Inter-Departmental	2,208	397	-	-	-	-100%	
41180 Salaries-Part Time Hourly, Ot	477,066	516,541	239,648	250,000	252,339	-51%	5%
41190 Wages-Contract Labor	151,673	166,243	158,000	75,000	65,000	-61%	-59%
41223 Icma-Rc	5,000	4,808	5,000	5,000	5,000	4%	0%
41224 Pars Benefits	4,912	5,531	2,665	3,000	3,280	-41%	23%
41236 TMRS Benefits	475,513	447,277	578,362	500,000	536,056	20%	-7%
41247 Medicare	41,066	40,137	45,227	40,000	45,032	12%	0%
41260 Unemployment Comp. Insurance	-	-	8,000	-	8,000		0%
41271 Salaries-Longevity	19,584	13,860	12,040	680	9,888	-29%	-18%
41273 Salaries-Sick Leave Buy Back	35,675	66,407	32,428	-	41,582	-37%	28%
Personnel Subtotal	3,563,736	3,517,319	3,916,176	2,883,680	3,763,040	7%	-4%
Supplies							
42200 Operating Supplies	276,286	350,835	420,400	300,000	252,800	-28%	-40%
42205 Grounds Maintenance	4,646	10,593	8,500	3,000	4,000	-62%	-53%
42210 Computer Equip & Supplies	11,107	16,064	12,000	8,000	12,000	-25%	0%
42220 Clothing Supplies	6,642	6,833	8,550	5,000	7,250	6%	-15%
42252 Education & Recreation Supply	48	-	-	59	-		
42261 Postage And Related Charges	74,909	59,491	79,000	40,000	80,000	34%	1%
42281 Apparatus And Tools	8,558	12,597	10,950	13,000	14,000	11%	28%
42285 Motor Vehicle Fuel	7,761	7,482	10,000	5,000	8,000	7%	-20%
42290 Motor Vehicle Fuel	3,433	-	-	-	-		
Supplies Subtotal	393,344	463,895	549,400	374,059	378,050	-19%	-31%
Maintenance							
43350 Building Maintenance	118,366	204,878	456,700	240,000	204,300	0%	-55%
43430 Motor Vehicle Maintenance	169	568	2,000	50	1,000	76%	-50%
43465 Misc. Equip. Maint.	8,568	5,837	9,000	5,000	7,000	20%	-22%
Maintenance Subtotal	127,103	211,283	467,700	245,050	212,300	0%	-55%
Services							
44500 It License & Maint Fees	171,926	197,596	236,300	195,000	233,433	18%	-1%
44505 Travel, Training And Dues	99,199	81,377	117,750	80,000	94,870	17%	-19%
44525 Utilities	156,613	152,132	156,000	150,000	134,000	-12%	-14%
44535 Financial Services Fees	13,560	13,798	14,000	15,000	14,000	1%	0%
44540 Professional Services	221,927	225,274	289,350	200,000	361,240	60%	25%
44560 Marketing & Promotion	642,028	741,870	947,350	650,000	625,600	-16%	-34%
44565 Advertising Publ & Subscript	1,508,963	1,353,562	1,805,750	1,200,000	1,476,842	9%	-18%
44573 Leases & Rentals	29,036	32,291	42,500	30,000	16,000	-50%	-62%
44627 Insurance, Fleet And It	1,218,597	381,380	192,108	192,108	200,000	-48%	4%
44686 Community Distributions	108,540	99,130	158,000	158,000	110,000	11%	-30%
49999 Miscellaneous Expense	8,140	-	-	-	-		
Services Subtotal	4,178,529	3,278,410	3,959,108	2,870,108	3,265,985	0%	-18%
Insurance							
45554 Worker'S Comp. Ins. Premium	-	20,724	18,111	22,822	16,555	-20%	-9%
45664 Health Insurance Claims	-	790,560	790,560	571,049	745,787	-6%	-6%
45670 Retiree Insurance Premiums	-	53,328	53,328	45,000	50,862	-5%	-5%
45671 Retiree Insurance Claims	-	53,500	53,500	45,000	101,883	90%	90%
45674 Health Insurance Premiums	-	151,704	151,704	140,000	189,455	25%	25%
45675 Insurance - Non Health	-	-	178,229	178,229	166,631		-7%
Insurance Subtotal	-	1,069,816	1,245,432	1,002,100	1,271,173	19%	2%

**CVB ADMINISTRATION 115-350-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
47904 Arbitrage Calculation	1,194	1,771	-	-	-	-100%	
Finance Fee Subtotal	1,194	1,771	-	-	-	-100%	
48840 Warehouse Storage Building	477,017	662,875	-	-	-	-100%	
48860 Machinery And Equipment	9,439	-	-	-	-		
Capital Outlay Subtotal	486,456	662,875	-	-	-	-100%	
54100 Oper. Tsfers Out To General Fd	1,347,770	1,498,333	1,455,526	1,000,000	1,213,537	-19%	-17%
54112 Transfer To Gtrp Fund	25,000	25,000	25,000	25,000	20,000	-20%	-20%
54130 Oper. Trans.Out-Debt Serv. Fund	1,195,210	1,057,691	1,008,380	985,670	998,850	-6%	-1%
54325 Trf To Capital Equipment Fund	145,318	-	-	-	-		
54816 Transfer To Heritage Fund	25,000	25,000	44,000	44,000	25,000	0%	-43%
54170 Oper. Trans.Out-Capital Proj Fn	12,000,000	-	-	-	-		
Transfers Subtotal	14,738,298	2,606,024	2,532,906	2,054,670	2,257,387	-13%	-11%
Administration	23,488,660	11,811,393	12,670,722	9,429,667	11,147,935	-6%	-12%
Less Salaries, Vehicle Mtnc & Fuel, Ins, Admin Fees	17,350,796	5,337,063	5,851,480	4,346,779	4,692,185	-12%	-20%

Comments/Justification

42200 Operating Supplies Supplies (Office, Janitorial, Kitchen, Staff, etc.)	252,800
42220 Clothing Supplies Uniforms and Staff shirts.	7,250
42261 Postage And Related Charges Postage and Shipping charges for general mailing and literature distribution.	80,000
42281 Apparatus And Tools Phones, Small office equipment, Display racks, Gallery and exhibit display equipment and Miscellaneous apparatus.	14,000
43350 Building Maintenance Building Maintenance for CVB HDQT, Settlement to City Museum Buildings, Wallis, Historic Cottonbelt Railroad Buildings, Unmanned structures and Public restrooms.	204,300
43430 Motor Vehicle Maintenance Car Washes, Vehicles Tags and Misc Maintenance.	1,000
43465 Misc. Equip. Maint. Copier maintenance agreements and Miscellaneous repairs to equipment such as Postage Machine, Printers, etc.	7,000

CVB - ADMINISTRATION 115-350-001

Comments/Justification

44500 It License & Maint Fees	233,433
Website, Software Licensing, Annual maintenance contracts and Technical services.	
44505 Travel, Training And Dues	94,870
Association memberships, Staff training, and Miscellaneous staff travel.	
44525 Utilities	134,000
Electric, Gas, Water, Phone and Internet charges.	
44535 Financial Services Fees	14,000
Audit Fee	
44540 Professional Services	361,240
Licensing, Trademark fees, Destination research services, Photography services, Security service, Cleaning service, Grounds maintenance, Public relations contract work, Pycom fees, and other Misc. services.	
44560 Marketing & Promotion	625,600
Marketing, Sales missions, FAMs, Site visits, Trade shows, Consumer shows, Industry conferences.	
44565 Advertising Publ & Subscript	1,476,842
Local, Regional and International advertising (Television, Radio, Print and Social Media)and Subscriptions.	
44573 Leases & Rentals	16,000
Storage of brochures, Postage machine rental, Rentals for Christmas Capital of Texas.	
44686 Community Distributions	110,000
July 4th fireworks, Various Community grants, Christmas Parade professional services and rentals.	

**FY 2020-21 PROPOSED OPERATING BUDGET
CONVENTION & VISITORS BUREAU FUND
FACILITIES DIVISION SUMMARY
115-350-003**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	885,248	911,890	995,862	769,546	940,803
Supplies	196,160	201,378	212,600	105,500	188,400
Maintenance	455,473	231,309	118,800	67,000	96,500
Services	465,226	476,939	460,400	317,608	458,100
Capital Outlay	38,788	72,496	-	-	-
Total	2,040,895	1,894,012	1,787,662	1,259,654	1,683,803

OBJECTIVES

- Increase revenues at all CVB rental facilities (Convention Center, Palace Arts Center, Concourse, Historic Cottonbelt Railroad District, Grapevine Main Station and Grapevine Farmers & Artisan Markets).
- Increase number of new and repeat clients.
- Direct overflow event referrals to Grapevine hotels and other local meeting venues.
- Development and implementation of the building maintenance program for all CVB facilities.
- Development and implementation of a facilities marketing program.
- Program and promote entertainment, performing arts, and movies at Palace Arts Center.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Convention Center events held	355	379	400	362	380
Convention Center building usage (days)	407	488	390	351	368
Palace Arts Center number of events held.	377	378	385	289	303
Palace Arts Center building usage (days)	334	404	345	276	289
Concourse number of events held	126	76	75	62	66
Concourse building usage (days)	141	85	80	68	71
Grapevine Main Meeting Rooms events held	NA	NA	NA	NA	101
Grapevine Main Meeting Rooms building usage (days)	NA	NA	NA	NA	92
Number of Gazebo rental applications	14	19	16	11	18
All facilities number of repeat bookings	450	413	365	312	327
All facilities number of new client bookings	265	185	250	224	235
Number of leads referred to other facilities	340	424	360	322	338
All facilities economic impact	\$6,828,264	\$6,949,692	\$7,194,744	\$5,995,368	\$6,594,904
Number of CVB sponsored events (i.e. HDGA, TWGGA, WPS, CVB Board, etc.)	100	94	130	109	135
Grapevine Farmers & Artisan Market Attendance	NA	NA	875	5525	6500
Grapevine Farmers & Artisan Market Vendor Participants	NA	NA	315	374	440

**CVB - FACILITIES 115-350-003
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change From FY18 Actual	Change from FY20 Budget
Facilities							
41100 Salaries-Full Time	591,015	607,803	738,174	595,000	694,816	14%	-6%
41107 Salaries-Overtime	37,566	39,580	9,899	20,000	9,657	-76%	-2%
41180 Salaries-Part Time Hourly, Ot	71,044	79,959	34,603	40,000	35,638	-55%	3%
41190 Wages-Contract Labor	29,369	19,330	35,000	6,000	35,000	81%	0%
41224 Pars Benefits	924	1,039	451	450	463	-55%	3%
41236 TMRS Benefits	123,472	124,160	148,145	100,000	136,112	10%	-8%
41247 Medicare	10,275	10,516	11,585	8,000	10,362	-1%	-11%
41271 Salaries-Longevity	13,116	9,632	7,884	96	7,440	-23%	-6%
41273 Salaries-Sick Leave Buy Back	8,467	19,871	10,121	-	11,315	-43%	12%
Personnel Subtotal	885,248	911,890	995,862	769,546	940,803	3%	-6%
42200 Operating Supplies	169,893	164,697	183,100	100,000	176,900	7%	-3%
42205 Grounds Maintenance	1,502	-	-	-	-		
42220 Clothing Supplies	2,605	2,127	1,500	500	1,500	-29%	0%
42281 Apparatus And Tools	22,160	34,554	28,000	5,000	10,000	-71%	-64%
Supplies Subtotal	196,160	201,378	212,600	105,500	188,400	-6%	-11%
43350 Building Maintenance	454,079	229,056	112,300	65,000	91,000	-60%	-19%
43430 Motor Vehicle Maintenance	-	-	2,500	-	2,500		0%
43465 Misc. Equip. Maint.	1,394	2,253	4,000	2,000	3,000	33%	-25%
Maintenance Subtotal	455,473	231,309	118,800	67,000	96,500	-58%	-19%
44500 It Licence & Maint Fees	10,576	9,787	5,650	12,000	5,650	-42%	0%
44505 Travel, Training And Dues	2,433	1,600	6,900	2,500	5,900	269%	-14%
44525 Utilities	99,765	95,136	101,000	58,108	96,000	1%	-5%
44535 Financial Services Fees	24,816	23,754	25,000	15,000	24,000	1%	-4%
44540 Professional Services	284,442	303,026	258,700	200,000	269,200	-11%	4%
44560 Marketing & Promotion	-	464	-	-	-	-100%	
44565 Advertising Publ & Subscript	11,026	13,646	23,150	10,000	17,350	27%	-25%
44573 Leases & Rentals	32,168	29,526	40,000	20,000	40,000	35%	0%
Services Subtotal	465,226	476,939	460,400	317,608	458,100	-4%	0%
48860 Machinery And Equipment	38,788	72,496	-	-	-	-100%	
Capital Outlay Subtotal	38,788	72,496	-	-	-	-100%	
Facilities	2,040,895	1,894,012	1,787,662	1,259,654	1,683,803	-11%	-6%
Less Salaries, Vehicle Mtnc & Fuel, Ins, Admin Fees	1,155,647	982,122	789,300	490,108	740,500	-25%	-6%

Comments/Justification

42200 Operating Supplies

176,900

Convention Center, Palace Arts Center and Concourse - Printing supplies, Office supplies, Janitorial supplies, Food for catering and resale, Ticket stock, Volunteer supplies and palace programming.

42220 Clothing Supplies

1,500

Staff uniforms

CVB - FACILITIES 115-350-003

Comments/Justification

42281 Apparatus And Tools	10,000
Convention Center, Palace Arts Center and Concourse AV equipment, Hand tools, Tables, etc.	
43350 Building Maintenance	91,000
Building repairs, Carpet and hard Floor maintenance, Elevator maintenance, Marquee and Sign maintenance, Window cleaning, Pest control, A/C maintenance and Moveable wall maintenance.	
43430 Motor Vehicle Maintenance	2,500
Inspections, Car tags, Car washes.	
43465 Misc. Equip. Maint.	3,000
Maintenance agreement for Copier and Miscellaneous equipment repair such as vending machine, Ice machine, Popcorn machine and A/V equipment.	
44500 It Licence & Maint Fees	5,650
Caterease and Social Tables software licensing.	
44505 Travel, Training And Dues	5,900
Memberships, Staff training, Health certification, Industry conferences and Staff mileage reimbursement.	
44525 Utilities	96,000
Electric, Gas, Water, Internet and Phone for Convention Center, Palace Arts Center and Concourse.	
44535 Financial Services Fees	24,000
Credit Card administration Fees	
44540 Professional Services	269,200
Performer fees, Event security, Fire security monitoring, Grounds maintenance, Fire extinguisher maintenance, Light and sound technicians for programs, etc.	
44565 Advertising Publ & Subscript	17,350
Advertising events at Convention Center, Palace Arts Center and Concourse, Including Film and Concert series.	
44573 Leases & Rentals	40,000
A/V, Linen and Other rentals for resale at the Convention Center, Palace Arts Center, Concourse, Storage Pod rental and Ice	

**FY 2020-21 PROPOSED OPERATING BUDGET
 CONVENTION & VISITORS BUREAU FUND
 FESTIVALS & EVENTS DIVISION SUMMARY
 115-350-005**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	674,834	609,893	704,373	702,964	668,926
Services	3,052,578	3,130,426	3,648,511	1,350,000	3,519,840
Capital Outlay	-	409,890	-	-	-
Total	3,727,412	4,150,209	4,352,884	2,052,964	4,188,766

OBJECTIVES

- Develop and produce festivals and events that promote Grapevine as a leisure and meetings destination.
- Develop and produce Grapevine Vintage Railroad's North Pole Express to promote Grapevine as the "Christmas Capital of Texas."
- Work with the Sales Division to create an event package (A Night in Old Grapevine) to promote to hotels and corporations.
- Support the Grapevine Wine Pouring Society and the Craft Beer Guild of Grapevine and the participation of those organizations in festivals and other City events.
- Expand volunteer opportunities and participation of civic and service groups.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
GrapeFest attendance	260,001	261,000	250,000	250,000	250,000
GrapeFest People's Choice attendance	7,547	7,032	7,400	7,400	7,425
Main Street Fest attendance	168,480	141,570	158,000	95,000	150,000
Jazz Wine Train Attendance	750	882	740	800	825
Attendance at New Vintage tastings	773	497	710	0	1,200
Attendance at New Vintage Blessing	300	100	300	0	100
Number of Events and Activities Serviced	151	135	167	145	160
Wine Pouring Society Activities	57	58	55	45	55
Craft Brew Guild Activities supported	NA	NA	15	12	15
Number of Dirty Dozen activities	11	9	12	8	10
Number of service groups worked with	130	120	75	75	85

**CVB - FESTIVALS 115-350-005
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Festivals							
41100 Salaries-Full Time	331,848	305,231	378,919	378,161	375,875	23%	-1%
41107 Salaries-Overtime	-	883	-	-	-	-100%	
41108 Salaries-Inter-Departmental	220,479	198,554	190,000	189,620	199,000	0%	5%
41180 Salaries-Part Time Hourly, Ot	5,296	1,269	12,901	12,875	9,524	651%	-26%
41190 Wages-Contract Labor	-	6,855	-	-	-	-100%	
41224 Pars Benefits	70	30	168	168	124	313%	-26%
41236 TMRS Benefits	102,269	79,750	108,985	108,767	72,159	-10%	-34%
41247 Medicare	7,760	6,129	8,522	8,505	4,703	-23%	-45%
41271 Salaries-Longevity	2,448	1,904	1,344	1,341	1,632	-14%	21%
41273 Salaries-Sick Leave Buy Back	4,664	9,288	3,534	3,527	5,909	-36%	67%
Personnel Subtotal	674,834	609,893	704,373	702,964	668,926	10%	-5%
44525 Utilities	-	(21)	-	-	-	-100%	
44582 Festivals Expenses	3,052,578	3,130,447	3,648,511	1,350,000	3,519,840	12%	-4%
Services Subtotal	3,052,578	3,130,426	3,648,511	1,350,000	3,519,840	12%	-4%
48840 Buildings	-	365,517	-	-	-	-100%	
48910 Motor Vehicles	-	44,373	-	-	-	-100%	
Capital Outlay	-	409,890	-	-	-	-100%	
Festivals	3,727,412	4,150,209	4,352,884	2,052,964	4,188,766	1%	-4%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	3,727,412	3,740,319	4,352,884	2,052,964	4,188,766	12%	-4%

Comments/Justification

41108 Salaries-Inter-Departmental

199,000

Salaries for Police, Fire, Public Works and other City Departments that assist with Main Street Fest and GrapeFest.

44582 Festivals Expenses

3,519,840

All Main Street Fest and GrapeFest expenses, other than Personnel and Interdepartmental salaries, Operating expenses, Rentals, Entertainment and Other professional services.

**FY 2020-21 PROPOSED OPERATING BUDGET
 CONVENTION & VISITORS BUREAU FUND
 GRAPEVINE VINTAGE RAILROAD DIVISION SUMMARY
 115-350-007**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	596,308	681,335	905,284	709,612	687,049
Services	1,854,903	2,090,963	1,873,750	1,750,000	1,766,550
Total	2,451,211	2,772,298	2,779,034	2,459,612	2,453,599

OBJECTIVES

- Promote the Historic Cotton Belt Railroad District, the Historic Downtown District, and Grapevine as a visitor destination.
- Increase revenues to cover operating expenses of the vintage diesel and excursion steam train.
- Expand onboard food and beverage, photo and merchandise opportunities.
- Create a Grapevine Vintage Railroad merchandising effort.
- Develop programs to increase ridership for special holidays.
- Ensure that the Grapevine Vintage Railroad with the vintage diesel and steam excursion train remains a premier family attraction.
- Participate with local hotels, attractions, merchants and restaurants to promote Grapevine leisure and group visitors.

<u>Performance Indicators</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Total annual passengers	102,906	98,141	115,000	85,000	115,000
Charters	23	14	30	20	30
Number of Train Operations (a run out and back is considered one operation)	369	359	365	320	365
Trackage Inspections	12	0	12	7	12
Train Safety Meetings	NA	NA	250	173	250
Conductor/Engineer training hours	244	92	120	120	120

CVB - GRAPEVINE VINTAGE RAILROAD 115-350-007

EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Grapevine Vintage Railroad							
41100 Salaries-Full Time	303,169	339,728	490,019	400,000	366,773	8%	-25%
41107 Salaries-Overtime	31,523	24,157	10,250	25,000	10,000	-59%	-2%
41108 Salaries-Inter-Departmental	16,246	14,101	14,500	15,000	14,000	-1%	-3%
41180 Salaries-Part Time Hourly, Ot	168,241	216,638	232,474	200,000	211,508	-2%	-9%
41224 Pars Benefits	2,601	3,055	3,021	2,000	2,750	-10%	-9%
41236 TMRS Benefits	60,940	67,833	140,056	60,000	71,418	5%	-49%
41247 Medicare	7,440	8,534	10,952	7,000	7,896	-7%	-28%
41271 Salaries-Longevity	2,820	2,716	1,728	612	240	-91%	-86%
41273 Salaries-Sick Leave Buy Back	3,328	4,573	2,284	-	2,464	-46%	8%
Personnel Subtotal	596,308	681,335	905,284	709,612	687,049	1%	-24%
44582 Train Expenditures	1,854,903	2,090,963	1,873,750	1,750,000	1,766,550	-16%	-6%
Services Subtotal	1,854,903	2,090,963	1,873,750	1,750,000	1,766,550	-16%	-6%
Grapevine Vintage Railroad	2,451,211	2,772,298	2,779,034	2,459,612	2,453,599	-11%	-12%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	1,854,903	2,090,963	1,873,750	1,750,000	1,766,550	-16%	-6%

Comments/Justification

41108 Salaries-Inter-Departmental

14,000

Police, Fire, Public Works and Other City Department employee salaries for North Pole Express and Day Out with Thomas.

44582 Train Expenditures

1,766,550

All Train division expenses except salaries and Interdepartmental salaries; Supplies, Uniforms, Memberships, Train parts, Engine repairs, Fuel, Coach repairs, Utilities, North Pole Express Expenses and Day Out with Thomas expenses and Trackage leases, etc.

**FY 2020-21 PROPOSED OPERATING BUDGET
 CONVENTION & VISITORS BUREAU FUND
 SISTER CITIES DIVISION SUMMARY
 115-350-010**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Supplies	2,615	5,882	22,050	15,537	4,950
Total	2,615	5,882	22,050	15,537	4,950

OBJECTIVES

- To promote cultural and educational exchange programs between Grapevine and the sister cities.
- To promote professional, business and economic exchanges between the sister cities.
- To promote opportunities for tourism between citizens of the sister cities.
- To foster economic benefits from the sister city program.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Outbound student programs	NA	2	3	3	3
Inbound student programs	1	1	3	3	3
Official programs outbound	9	2	3	3	2
Official programs inbound	NA	6	4	4	1
Unofficial exchanges outbound	NA	NA	3	3	3
Unofficial exchanges inbound	NA	NA	3	3	3
Number of participants in sister city committees and programs	774	709	600	500	600

**CVB - SISTER CITIES 115-350-010
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Sister City							
42200 Operating Supplies-Sister City	2,615	5,882	22,050	15,537	4,950	-16%	-78%
Supplies Subtotal	2,615	5,882	22,050	15,537	4,950	-16%	-78%
Sister City	2,615	5,882	22,050	15,537	4,950	-16%	-78%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	2,615	5,882	22,050	15,537	4,950	-16%	-78%

Comments/Justification

42200 Operating Supplies-Sister City 4,950
Fundraising expenses, Grants, Sister City program costs.

**FY 2020-21 PROPOSED OPERATING BUDGET
 CONVENTION & VISITORS BUREAU FUND
 GRAPEVINE WINE POURING SOCIETY / CRAFT BREW GUILD DIVISION SUMMARY
 115-350-011**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Supplies	31,691	8,864	15,100	10,640	10,550
Total	31,691	8,864	15,100	10,640	10,550

OBJECTIVES

- To serve as Grapevine's ambassadors and a strong volunteer base for festivals and events.
- To create an awareness of Grapevine's wine and craft brew related attractions and events.
- To enhance the Grapevine experience for festival attendees, convention attendees, and visitors.
- To develop a group of knowledgeable, TABC-certified wine and craft brew pourers through training.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Number of events serviced by the Grapevine Wine Pouring Society	38	43	37	32	37
Number of hours of service provided by Grapevine wine pourers	3,099	4,386	3,100	2,900	3,100
Average attendance at monthly Grapevine Wine Pouring Society meetings	88	97	85	85	90
Number of TABC certifications	64	56	65	65	65
Number of events serviced by the Grapevine Craft Brew Guild	NA	NA	6	4	8
Number of hours of service provided by Grapevine Craft Brew Guild	NA	NA	400	400	450
Average attendance at monthly Grapevine Craft Brew Guild meetings	NA	NA	25	25	28
Number of TABC certifications	NA	NA	40	18	13

CVB - WINE POURING SOCIETY / CRAFT BREW GUILD 115-350-011
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Wine Pouring Society							
42200 Operating Supplies-Winepouring	29,042	8,730	10,100	9,000	8,950	3%	-11%
42220 Clothing Supplies	2,649	135	5,000	1,640	1,600	1085%	-68%
Supplies Subtotal	31,691	8,864	15,100	10,640	10,550	19%	-30%
Wine Pouring Society	31,691	8,864	15,100	10,640	10,550	19%	-30%
Less Salaries, Vehicle Mtnc & Fuel, Ins, Admin Fees	31,691	8,864	15,100	10,640	10,550	19%	-30%

Comments/Justification

- 42200 Operating Supplies-Winepouring** 8,950
 Miscellaneous supplies, Name badges and program/mission costs for Wine Pouring Society and Craft Brew Guild.
- 42220 Clothing Supplies** 1,600
 Wine Pouring Society vests and Craft Brew Guild uniforms.

**FY 2020-21 PROPOSED OPERATING BUDGET
 CONVENTION & VISITORS BUREAU FUND
 VISITOR SHUTTLE SYSTEM DIVISION SUMMARY
 216-350-012**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	299,738	329,636	487,622	343,597	508,404
Supplies	53,591	51,897	70,400	49,606	29,200
Maintenance	-	-	4,000	-	1,000
Services	300,997	282,695	273,217	217,117	231,540
Insurance	-	60,229	62,732	44,267	85,282
Capital Outlay	-	-	31,000	-	-
Total	654,326	724,457	928,971	654,588	855,426

OBJECTIVES

- Connect hotel and airport guests with Grapevine's dining venues, shopping and attractions.
- Connect commuter rail ridership with Grapevine's dining venues, shopping and attractions.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Total Ridership for the year	48,938	38,586	55,000	28,820	55,000
Economic Impact of ridership	\$4,282,600	\$3,376,450	\$4,812,500	\$2,522,275	\$4,812,500

**CVB - SHUTTLE SERVICES 216-350-012
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Shuttle Services Fund							
41100 Salaries-Full Time	147,618	167,200	328,580	195,000	355,582	113%	8%
41107 Salaries-Overtime	2,156	6,489	10,250	9,244	10,000	54%	-2%
41180 Salaries-P/T Hourly, Ot	105,294	105,668	63,016	60,000	63,016	-40%	0%
41224 Pars Benefits	923	1,015	819	817	819	-19%	0%
41236 TMRS Benefits	35,617	38,856	75,516	70,000	69,567	79%	-8%
41247 Medicare	3,694	4,003	5,905	5,000	5,360	34%	-9%
41271 Salaries - Longevity	2,260	1,548	1,200	1,200	720	-53%	-40%
41273 Salaries - Slbb	2,176	4,857	2,336	2,336	3,340	-31%	43%
Personnel Subtotal	299,738	329,636	487,622	343,597	508,404	54%	4%
42200 Operating Supplies	2,704	2,444	3,900	3,892	2,700	10%	-31%
42220 Clothing Supplies	750	1,921	1,500	1,400	1,500	-22%	0%
42281 Apparatus & Tools	2,559	4,872	15,000	5,200	5,000	3%	-67%
42285 Motor Vehicle Fuel	47,578	42,660	50,000	39,114	20,000	-53%	-60%
Supplies Subtotal	53,591	51,897	70,400	49,606	29,200	-44%	-59%
43350 Building Maintenance	-	-	2,000	-	1,000	-	-50%
43430 Motor Vehicle Maintenance	-	-	2,000	-	-	-	-100%
Maintenance Subtotal	-	-	4,000	-	1,000	-	-150%
44505 Training & Travel	-	396	600	-	300	-24%	-50%
44525 Utilities	2,683	3,019	2,500	2,000	3,000	-1%	20%
44540 Professional Services	35,699	49,089	66,000	20,000	26,623	-46%	-60%
44560 Marketing & Promotion	3,257	4,601	5,000	-	4,500	-2%	-10%
44573 Leases & Rentals	15,609	-	4,000	-	2,000	-	-50%
44627 Insurance, Fleet & It	243,749	225,590	195,117	195,117	195,117	-14%	0%
Services Subtotal	300,997	282,695	273,217	217,117	231,540	-18%	-15%
45554 Worker'S Comp. Ins. Premium	-	3,693	3,727	3,727	2,949	-20%	-21%
45664 Health Insurance Claims	-	47,434	47,434	34,071	54,239	14%	14%
45670 Retiree Insurance Premiums	-	-	-	-	2,992	-	-
45671 Retiree Insurance Claims	-	-	-	-	5,993	-	-
45674 Health Insurance Premiums	-	9,102	9,102	4,000	13,779	51%	51%
45675 Insurance Non Health	-	-	2,469	2,469	5,330	-	116%
Insurance	-	60,229	62,732	44,267	85,282	42%	36%
48850 Shuttle Shelter-Improv Ot Bldg	-	-	13,000	-	-	-	-100%
48860 Machinery & Equipment	-	-	18,000	-	-	-	-100%
Capital Outlay Subtotal	-	-	31,000	-	-	-	-100%
Shuttle Services Fund	654,326	724,457	928,971	654,588	855,426	18%	-8%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	63,261	66,342	133,500	32,492	46,623	-30%	-65%

CVB - SHUTTLE SERVICES 216-350-012

Comments/Justification

42200 Operating Supplies Brochures, Name badges, Tickets, Miscellaneous supplies.	2,700
42220 Clothing Supplies Driver uniforms	1,500
42281 Apparatus & Tools Camera upgrades and Signage changes.	5,000
42285 Motor Vehicle Fuel Shuttle fuel	20,000
43350 Building Maintenance Maintenance for Shuttle Shelters	1,000
43430 Motor Vehicle Maintenance State Inspection and Bus Tags	-
44505 Training & Travel Miscellaneous training	300
44525 Utilities Phone and Radios	3,000
44540 Professional Services Airport access fees, Weekly shuttle washing and Paycom fees.	26,623
44560 Marketing & Promotion Visitor Shuttle guides and Maps.	4,500
44573 Leases & Rentals Substitute equipment rental	2,000

**FY 2020-21 PROPOSED OPERATING BUDGET
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
CONVENTION AND LEISURE INCENTIVES FUND**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING FUND BALANCE:	10,774,995	13,131,802	13,706,975	13,706,975	11,375,757
OPERATING REVENUE:					
Occupancy Taxes - Gaylord	1,962,405	2,242,812	2,106,352	1,300,000	1,534,054
Occupancy Taxes - Great Wolf	499,584	-	-	-	-
Occupancy Taxes - All (1%)	2,836,114	2,965,201	2,814,858	1,300,000	2,050,059
Interest Income	186,823	79,413	75,000	50,000	50,000
Miscellaneous	(5,750)	3,440	-	5,000	75,000
Total Operating Revenue	5,479,177	5,290,865	4,996,210	2,655,000	3,709,113
TRANSFERS IN:	-	-	-	-	-
TOTAL REVENUE AND TRANSFERS	5,479,177	5,290,865	4,996,210	2,655,000	3,709,113
OPERATING EXPENDITURES:					
Personnel	-	-	-	-	-
Supplies	100,263	101,199	100,000	99,800	60,000
Services	3,022,107	4,614,493	4,896,210	4,886,418	4,656,651
Total Operating Expenditures	3,122,370	4,715,692	4,996,210	4,986,218	4,716,651
TRANSFERS OUT:	-	-	-	-	-
TOTAL EXPENDITURES AND TRANSFERS	3,122,370	4,715,692	4,996,210	4,986,218	4,716,651
SURPLUS / (DEFICIT)	2,356,807	575,173	-	(2,331,218)	(1,007,538)
ENDING FUND BALANCE:	13,131,802	13,706,975	13,706,975	11,375,757	10,368,219
RESERVES:					
Reserved for Incentive Packages	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000
Total Reserves	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000
UNRESERVED FUND BALANCE	8,431,802	9,006,975	9,006,975	6,675,757	5,668,219

CONVENTION AND LEISURE INCENTIVES FUND (215)

REVENUE DETAIL

Account/Description		2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
		Actual	Actual	Budget	Estimate	Proposed	from FY19 Actual	from FY20 Budget
31710	Hotel Tax Incentives 1%	5,298,104	5,208,013	4,921,210	1,300,000	3,584,113	-31%	-27%
	HOTEL TAX INCENTIVE	5,298,104	5,208,013	4,921,210	1,300,000	3,584,113	-31%	-27%
39230	Interest Earned	186,823	79,413	75,000	50,000	50,000	-37%	-33%
	INTEREST INCOME	186,823	79,413	75,000	50,000	50,000	-37%	-33%
39250	Change In Investment Value	(5,750)	3,440	-	-	-	-100%	
34814	Sponsor Income	-	-	-	5,000	75,000		
	MISCELLANEOUS	(5,750)	3,440	-	5,000	75,000	2080%	
	TOTAL CVB INCENTIVES REVENUE	5,479,177	5,290,865	4,996,210	2,655,000	3,709,113	-30%	-26%

**FY 2020-21 PROPOSED OPERATING BUDGET
CONVENTION AND LEISURE INCENTIVES FUND
215-225-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Supplies	100,263	101,199	100,000	99,800	60,000
Services	3,022,107	4,614,493	4,896,210	4,886,418	4,656,651
Total	3,122,370	4,715,692	4,996,210	4,986,218	4,716,651

OBJECTIVES

- To incentivize and promote group convention and leisure business focusing on city-wide conventions, need dates and holiday patterns.
- Utilize international representation companies to increase visitation to Grapevine from international markets.
- Educate meeting planners on the benefits of the 215 incentive program.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Number of bookings generated through financial incentives	N/A	84	85	88	95
Number of room nights booked through financial incentives	N/A	126,575	115,000	140,000	145,000
Economic impact of bookings with financial incentives	N/A	\$ 71M	\$ 72M	\$ 80M	\$ 84M
Economic impact of social, military, educational, religious and fraternal meetings booked	N/A	\$ 31M	\$ 38M	\$ 40M	\$ 42M
Number of total impressions for incentive marketing from print/digital/TV/radio	N/A	69M	100M	100M	100M

**CONVENTION AND LEISURE INCENTIVES FUND 215-225-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Cvb Incentives Fund							
42200 Operating Supplies	100,263	101,199	100,000	99,800	60,000	-41%	-40%
Supplies Subtotal	100,263	101,199	100,000	99,800	60,000	(0)	-40%
44560 Marketing & Promotion	1,833,151	2,580,396	2,743,034	2,737,548	2,909,902	13%	6%
44686 Community Distributions	1,188,956	2,034,097	2,153,176	2,148,870	1,746,749	-14%	-19%
Services Subtotal	3,022,107	4,614,493	4,896,210	4,886,418	4,656,651	(0)	-5%
Cvb Incentives Fund	3,122,370	4,715,692	4,996,210	4,986,218	4,716,651	0%	-6%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	3,122,370	4,715,692	4,996,210	4,986,218	4,716,651	0%	-6%

Comments/Justification

42200 Operating Supplies SummerBlast fireworks and Misc pop up requests.	60,000
44560 Marketing & Promotion Sponsorship agreements	2,909,902
44686 Community Distributions Gaylord and Grapevine Mills marketing agreements	1,746,749

**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
STORMWATER DRAINAGE UTILITY FUND**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING FUND BALANCE:	1,552,470	1,860,977	1,989,073	1,989,073	2,059,504
OPERATING REVENUE:					
Drainage Utility Fees	1,435,920	1,571,370	1,440,000	1,437,120	1,420,000
Interest Income	21,420	25,969	22,500	22,455	22,500
Interest Income - 2000 C.O.	5,899	8,017	7,500	7,485	7,500
Miscellaneous	(567)	1,302	-	-	-
Total Operating Revenue	1,462,672	1,606,659	1,470,000	1,467,060	1,450,000
TRANSFERS IN:	-	-	-	-	-
TOTAL REVENUE AND TRANSFERS	1,462,672	1,606,659	1,470,000	1,467,060	1,450,000
OPERATING EXPENDITURES:					
Personnel	533,062	509,937	559,846	558,726	544,184
Supplies	19,676	21,894	29,700	29,641	29,700
Maintenance	115,988	138,868	125,000	124,750	125,000
Services	313,125	198,377	204,525	204,116	206,792
Insurance	-	159,824	162,060	161,736	120,166
Capital Outlay	62,911	342,343	210,000	209,660	210,000
Total Operating Expenditures	1,044,762	1,371,243	1,291,131	1,288,629	1,235,842
TRANSFERS OUT:					
Transfer to General Fund - Admin Fee	109,407	112,059	112,000	108,000	108,750
Total Transfers Out	109,407	112,059	112,000	108,000	108,750
TOTAL EXPENDITURES AND TRANSFERS	1,154,169	1,483,302	1,403,131	1,396,629	1,344,592
SURPLUS / (DEFICIT)	308,503	123,357	66,869	70,431	105,408
ENDING FUND BALANCE:	1,860,977	1,989,073	2,055,942	2,059,504	2,164,912
FUND BALANCE REQUIREMENT:	189,284	243,262	230,113	229,047	220,513

* Fund balance requirement is 16.4% of total budgeted expenditures (60 days of operation).
The FY 2020-21 projected Ending Fund Balance represents 639 days of operation.

STORMWATER DRAINING UTILITY FUND (116)

REVENUE DETAIL

Account/Description	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	from FY19 Actual	from FY20 Budget
DRAINAGE UTILITY FEE	1,435,920	1,571,370	1,440,000	1,437,120	1,420,000	-10%	-1%
39230 Interest Income	21,420	25,969	22,500	22,455	22,500	-13%	0%
39230 Interest Income	5,899	8,017	7,500	7,485	7,500	-6%	0%
INTEREST INCOME	27,320	33,987	30,000	29,940	30,000	-12%	0%
39250 Change In Investment Value	(567)	1,302	-	-	-	-100%	
MISCELLANEOUS	(567)	1,302	-	-	-	-100%	
TOTAL STORMWATER DRAINING UTILITY FUND	1,462,672	1,606,659	1,470,000	1,467,060	1,450,000	-10%	-1%

**FY 2020-21 PROPOSED OPERATING BUDGET
 STORMWATER DRAINAGE UTILITY FUND
 DEPARTMENTAL SUMMARY**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Stormwater Drainage Utility System (SDUS) - Operations	1,154,169	1,483,302	1,403,131	1,396,629	1,344,592
Total	1,154,169	1,483,302	1,403,131	1,396,629	1,344,592

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

SDUS - OPERATIONS	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Street Foreman	1.0	1.0	1.0	1.0	1.0
Crew Leader	1.0	1.0	1.0	1.0	1.0
Equipment Operator III	2.0	2.0	2.0	2.0	2.0
Equipment Operator II	2.0	2.0	2.0	2.0	2.0
Equipment Operator I	1.0	1.0	1.0	1.0	1.0
GIS Engineer Specialist	1.0	1.0	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	8.0	8.0	8.0	8.0	8.0

**FY 2020-21 PROPOSED OPERATING BUDGET
 STORMWATER DRAINAGE UTILITY FUND
 SDUS - OPERATIONS DIVISION SUMMARY
 116-535-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	533,062	509,937	559,846	558,726	544,184
Supplies	19,676	21,894	29,700	29,641	29,700
Maintenance	115,988	138,868	125,000	124,750	125,000
Services	313,125	198,377	204,525	204,116	206,792
Insurance	-	159,824	162,060	161,736	120,166
Capital Outlay	62,911	342,343	210,000	209,660	210,000
Transfers	109,407	112,059	112,000	108,000	108,750
Total	1,154,169	1,483,302	1,403,131	1,396,629	1,344,592

OBJECTIVES

- Excavate, re-grade and re-sod 12,000 linear feet of roadside ditches and outfalls.
- Clean, reset and replace 800 linear feet of reinforced concrete pipe.
- Inspect and clean 950 restricted underground storm sewer structures.
- Respond to citizen concerns in a timely manner, reducing the possibility of recurring flood situations.
- Repair damaged gutter lines reducing the amount of ponding water on curb and gutter streets.
- Perform required erosion control on above-ground drainage facilities.
- Clean and remove brush and debris along bridge embankments at road crossings, reducing the possibility of damage to bridge structures.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Ditch excavation (linear feet)	11,047	11,490	12,000	12,000	13,000
Reset reinforced concrete pipe (linear feet)	1305	510	800	800	700
Clean storm sewer structures (ea.)	953	787	950	950	900
Clean debris adjacent to bridges (times / year)	4	4	4	4	4
Sweeping miles	21,524	25,056	17,000	17,000	18,000

**STORMWATER DRAINAGE UTILITY FUND 116-535-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Administration							
41100 Salaries-Full Time	419,255	399,351	447,770	446,874	432,335	8%	-3%
41107 Salaries-Overtime	10,494	7,559	9,612	9,593	9,378	24%	-2%
41236 TMRS Benefits	83,418	78,709	82,972	82,806	85,246	8%	3%
41247 Medicare	6,177	5,959	6,493	6,480	5,986	0%	-8%
41271 Salaries-Longevity	8,544	6,904	4,512	4,503	3,696	-46%	-18%
41273 Salaries-Sick Leave Buy Back	5,174	11,455	8,487	8,470	7,543	-34%	-11%
Personnel Subtotal	533,062	509,937	559,846	558,726	544,184	7%	-3%
Supplies							
42200 Operating Supplies	965	504	2,750	2,745	2,750	446%	0%
42220 Clothing Supplies	2,871	2,541	2,950	2,944	2,950	16%	0%
42281 Apparatus And Tools	1,281	2,932	4,000	3,992	4,000	36%	0%
42285 Motor Vehicle Fuel	14,559	15,917	20,000	19,960	20,000	26%	0%
Supplies Subtotal	19,676	21,894	29,700	29,641	29,700	36%	0%
Maintenance							
43301 Transportation Infrast. Maint.	115,941	138,868	125,000	124,750	125,000	-10%	0%
43430 Motor Vehicle Maintenance	47	-	-	-	-		
Maintenance Subtotal	115,988	138,868	125,000	124,750	125,000	-10%	0%
Services							
44500 It License & Maint Fees	671	-	-	-	-		
44505 Travel, Training And Dues	17	2,455	2,300	2,295	2,300	-6%	0%
44525 Utilities	-	-	1,300	1,297	1,300		0%
44535 Financial Service Fees	1,017	884	1,017	1,015	1,017	15%	0%
44540 Professional Services	30,206	41,686	64,609	64,480	66,876	60%	4%
44627 Insurance, Fleet & It Charges	281,214	153,352	135,299	135,028	135,299	-12%	0%
Services Subtotal	313,125	198,377	204,525	204,116	206,792	4%	1%
Insurance							
45554 Worker's Comp Ins Premium	-	9,061	8,005	7,989	4,357	-52%	-46%
45664 Health Insurance Claims	-	126,490	126,490	126,237	81,359	-36%	-36%
45670 Retiree Insurance Premiums	-	-	-	-	2,992		
45671 Retiree Insurance Claims	-	-	-	-	5,993		
45674 Health Insurance Premiums	-	24,273	24,273	24,224	20,668	-15%	-15%
45675 Insurance - Non Health	-	-	3,292	3,285	4,797		46%
Insurance	-	159,824	162,060	161,736	120,166	-25%	-26%
Capital Outlay							
48860 Machinery, Equip, Implements	37,880	142,138	40,000	40,000	-	-100%	-100%
48941 Storm Drain Improvements	25,031	200,205	170,000	169,660	210,000	5%	24%
Capital Outlay Subtotal	62,911	342,343	210,000	209,660	210,000	-39%	0%
Administration	1,044,760	1,253,275	1,291,131	1,288,549	1,235,842	-1%	-4%
54100 Transfer To General Fund	109,407	112,059	112,000	108,000	108,750	-3%	-3%
Transfers	109,407	112,059	112,000	108,000	108,750	-3%	-3%
Non-Departmental	109,407	112,059	112,000	111,776	108,750	-3%	-3%
Storm Drainage Utility Fund	1,154,169	1,483,302	1,403,131	1,396,629	1,344,592	-9%	-4%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	215,927	532,213	413,926	413,178	416,193	-22%	1%

STORMWATER DRAINAGE UTILITY FUND 116-535-001

Comments/Justification

42200 Operating Supplies	2,750
Office supplies, Surveying supplies and Printing supplies.	
42220 Clothing Supplies	2,950
Work boots, Pants, Shirts and hats for crew, Winter wear, Safety vests and gloves.	
42281 Apparatus And Tools	4,000
Minor tools (Shovels, Hammers, Drills, Saws, Chains, Chokers, Straps, Wrenches, etc.), Air Compressor for Gabion Basket, Binder tool, and Cordless tool set for Foreman truck.	
43301 Transportation Infrast. Maint.	125,000
Operating budget for SDUS Maintenance Crew, Ditching, Inlet repairs, Creek channel cleaning, Erosion control, Storm sewer replacement and General storm system cleaning and maintenance.	
44505 Travel, Training And Dues	2,300
ESRI Training for Cartagraph Tech, Training for Foreman and Two Operators (TPWA Short Course and Local COG Traffic and Safety Courses).	
44525 Utilities	1,300
Mobile phone charges for one Foreman.	
44535 Financial Service Fees	1,017
Audit Fees	
44540 Professional Services	66,876
Regional storm water management dues, ISWM fees, Engineering services, Surveying fees, Lab fees, Paycom fees.	
48941 Storm Drain Improvements	210,000
Cimmeron Trail Drainage \$210,000	

**FY 2020-21 PROPOSED OPERATING BUDGET
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
CRIME CONTROL & PREVENTION DISTRICT**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING FUND BALANCE:	(343,841)	(759,398)	(1,045,343)	(1,045,343)	(3,817,190)
OPERATING REVENUE:					
Sales Tax (1/2 cent)	13,670,499	14,563,884	14,808,290	12,000,000	12,290,880
Commercial Vehicle Enforcement	106,396	80,510	107,000	106,786	107,000
Interest Income	64,703	187,402	100,000	99,800	35,000
Miscellaneous	28,316	33,878	6,500	6,500	11,400
Total Operating Revenue	13,869,915	14,865,674	15,021,790	12,213,086	12,444,280
TRANSFERS IN:					
Transfer from General Fund	2,235,000	3,056,630	3,406,824	3,406,824	5,363,892
Total Transfers In	2,235,000	3,056,630	3,406,824	3,406,824	5,363,892
TOTAL REVENUE AND TRANSFERS	16,104,915	17,922,304	18,428,614	15,619,910	17,808,172
OPERATING EXPENDITURES:					
Personnel	12,392,580	12,918,238	13,379,045	13,352,287	12,957,073
Supplies	518,211	573,055	566,339	565,206	566,339
Maintenance	200,695	113,535	154,300	153,991	134,300
Insurance	-	2,911,128	3,068,318	3,062,181	2,869,848
Services	3,408,984	1,674,119	1,260,612	1,258,091	1,280,612
Total Operating Expenditures	16,520,470	18,190,075	18,428,614	18,391,757	17,808,172
TOTAL EXPENDITURES AND TRANSFERS	16,520,470	18,190,075	18,428,614	18,391,757	17,808,172
SURPLUS / (DEFICIT)	(415,555)	(267,771)	-	(2,771,847)	-
ENDING FUND BALANCE:	(759,398)	(1,045,343)	(1,045,343)	(3,817,190)	(3,817,190)

CRIME CONTROL & PREVENTION DISTRICT (117,217)

REVENUE DETAIL

Account/Description	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	from FY19	from FY20
31204 Sales Taxes	13,670,499	14,563,884	14,808,290	12,000,000	12,290,880	-16%	-17%
SALES TAXES	13,670,499	14,563,884	14,808,290	12,000,000	12,290,880	-16%	-17%
35206 Enforcement	106,396	80,510	107,000	106,786	107,000	33%	0%
COMM VEHICLE ENFORCEMENT	106,396	80,510	107,000	106,786	107,000	33%	0%
INTEREST INCOME	64,703	187,402	100,000	99,800	35,000	-81%	-65%
35124 D/Fw Child Safety Fee	-	90	-	-	-	-100%	
35223 City Child Safety Fee	800	475	-	-	400	-16%	
35325 School Crossing Guard	-	6,967	-	-	4,500	-35%	
39210 Intergovernmental Revenues	20,742	13,605	-	-	-	-100%	
39999 Miscellaneous Revenues	6,774	12,741	6,500	6,500	6,500	-49%	0%
MISCELLANEOUS	28,316	33,878	6,500	6,500	11,400	-66%	75%
53100 Transfers In - General Fund	2,235,000	3,056,630	3,406,824	3,406,824	5,363,892	75%	57%
TRANSFERS IN	2,235,000	3,056,630	3,406,824	3,406,824	5,363,892	75%	57%
TOTAL CCPD REVENUE	16,104,915	17,922,304	18,428,614	15,619,910	17,808,172	-1%	-3%

**FY 2020-21 PROPOSED OPERATING BUDGET
 CRIME CONTROL AND PREVENTION DISTRICT
 DEPARTMENTAL SUMMARY**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Uniform Operations	10,628,438	11,816,979	11,270,964	11,248,422	11,100,745
Criminal Investigations	2,663,284	2,440,574	2,867,929	2,862,193	2,431,869
Technical Services	2,975,206	3,006,477	3,231,403	3,224,940	3,248,037
Jail Operations	2,562	648,782	738,807	737,329	716,010
Commercial Vehicle Enforcement	250,980	298,746	319,511	318,872	311,511
Total	16,520,470	18,211,558	18,428,614	18,391,757	17,808,172

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

<u>POLICE</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Police Captain	3.0	3.0	3.0	3.0	3.0
Lieutenant	4.0	4.0	4.0	4.0	4.0
Sergeant	12.0	12.0	12.0	12.0	12.0
Senior Officer	30.0	31.0	31.0	31.0	31.0
Police Officer	34.0	34.0	34.0	34.0	34.0
Jail Supervisor	1.0	1.0	1.0	1.0	1.0
Jailer	11.0	11.0	11.0	11.0	11.0
Public Safety Communications Manager	1.0	1.0	1.0	1.0	1.0
Dispatch Supervisor	3.0	3.0	3.0	3.0	3.0
Telecommunicator	14.0	14.0	14.0	14.0	14.0
Technical Services Specialist	1.0	1.0	1.0	1.0	2.0
Records Supervisor	1.0	-	-	-	-
Records Specialist	5.0	5.0	5.0	5.0	5.0
Crime Scene Technician II	2.0	2.0	2.0	2.0	2.0
Crime Analyst	1.0	1.0	1.0	1.0	1.0
Warrant Clerk	1.0	1.0	1.0	1.0	-
Secretary	4.0	4.0	4.0	4.0	4.0
Records & Property Manager	1.0	1.0	1.0	1.0	1.0
Property/Evidence Technician	2.0	2.0	2.0	2.0	2.0
TOTAL FULL-TIME POSITIONS	131.0	131.0	131.0	131.0	131.0

**FY 2020-21 PROPOSED OPERATING BUDGET
 CRIME CONTROL AND PREVENTION DISTRICT
 UNIFORM OPERATIONS DIVISION SUMMARY
 117-209-002**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	8,051,813	7,808,649	7,590,285	7,575,104	7,614,859
Supplies	338,948	242,825	207,392	206,977	207,392
Maintenance	1,724	1,050	5,000	4,990	5,000
Services	2,235,953	892,865	439,484	438,605	439,484
Insurance	-	2,871,590	3,028,803	3,022,745	2,834,010
Total	10,628,438	11,816,979	11,270,964	11,248,422	11,100,745

OBJECTIVES

- Encourage compliance with applicable traffic laws through enforcement.
- Provide proactive enforcement response to specific crime patterns and traffic concerns.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Calls for Service	47,751	43,402	86,000	73,639	86,000
Traffic Stops	45,000	27,566	30,000	30,000	30,000
Traffic Citations	13,269	11,705	14,000	14,000	14,000
DWI Arrests	350	321	350	350	350

**CRIME CONTROL & PREVENTION DISTRICT - UNIFORM OPERATIONS &
NON-DEPARTMENTAL 117-209-002, 999
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Uniform Operations							
41100 Salaries-Full Time	5,638,628	5,456,318	5,483,034	5,472,068	5,509,273	1%	0%
41107 Salaries-Overtime	480,677	388,953	352,304	351,599	343,712	-12%	-2%
41180 Salaries-P/T,Hourly,O/T	155,775	171,980	113,898	113,670	111,122	-35%	-2%
41190 Wages-Contract Labor	11,530	12,664	-	-	-	-100%	
41210 Uniform Allowance	1,200	1,477	7,200	7,186	1,200	-19%	-83%
41212 Certification Pay	56,397	57,852	58,050	57,934	54,240	-6%	-7%
41224 Pars Benefits	1,869	2,028	1,481	1,478	1,417	-30%	-4%
41236 TMRS Benefits	1,242,682	1,181,158	1,172,003	1,169,659	1,163,804	-1%	-1%
41247 Medicare	93,798	90,260	91,649	91,466	91,361	1%	0%
41271 Salaries-Longevity	70,940	53,532	39,260	39,181	36,720	-31%	-6%
41272 Salaries-Holiday Pay	239,961	246,878	205,001	204,591	200,000	-19%	-2%
41273 Salaries-Slbb	58,356	145,549	66,405	66,272	102,010	-30%	54%
Personnel Subtotal	8,051,813	7,808,649	7,590,285	7,575,104	7,614,859	-2%	0%
42200 Operating Supplies	46,574	34,676	34,435	34,366	34,435	-1%	0%
42220 Clothing Supplies	99,028	-	-	-	-		
42252 Educational & Rec.	267	67	1,495	1,492	1,495	2131%	0%
42281 Apparatus And Tools	26,247	26,919	21,462	21,419	21,462	-20%	0%
42285 Motor Vehicle Fuel	166,832	181,163	150,000	149,700	150,000	-17%	0%
Supplies Subtotal	338,948	242,825	207,392	206,977	207,392	-15%	0%
43465 Misc Equipment Maint.	1,724	1,050	5,000	4,990	5,000	376%	0%
Maintenance Subtotal	1,724	1,050	5,000	4,990	5,000	376%	0%
44505 Training, Travel And Dues	80,518	37,992	60,555	60,434	60,555	59%	0%
44525 Utilities	-	(200)	-	-	-	-100%	
44535 Financial Service Fees	10,283	10,174	10,283	10,262	10,283	1%	0%
44540 Professional Services	14,712	11,854	15,350	15,319	15,350	29%	0%
44627 Insurance, Fleet And It	2,130,440	833,045	612,242	611,018	612,242	-27%	0%
44701 Salary Savings	-	-	(258,946)	(258,428)	(258,946)		0%
Services Subtotal	2,235,953	892,865	439,484	438,605	439,484	-51%	0%
45554 Worker'S Comp. Ins. Premium	-	96,822	97,025	96,831	99,992	3%	3%
45664 Health Insurance Claims	-	1,913,155	1,913,155	1,909,329	1,735,649	-9%	-9%
45670 Retiree Insurance Premiums	-	119,987	119,987	119,747	137,625	15%	15%
45671 Retiree Insurance Claims	-	374,503	374,503	373,754	275,684	-26%	-26%
45674 Health Insurance Premiums	-	367,123	367,123	366,389	440,914	20%	20%
45675 Insurance Non Health	-	-	157,010	156,696	144,146		
Insurance Subtotal	-	2,871,590	3,028,803	3,022,745	2,834,010	-1%	-6%
Uniform Operations	10,628,438	11,816,979	11,270,964	11,248,422	11,100,745	-6%	-2%
Less Salaries, Vehicle Fuel, and Rentals	2,409,793	3,827,167	3,530,679	3,523,618	3,335,886	-13%	-6%

**CRIME CONTROL & PREVENTION DISTRICT - UNIFORM OPERATIONS &
NON-DEPARTMENTAL 117-209-002, 999**

Comments/Justification

42200 Operating Supplies	34,435
Sanitation supplies \$2,870; General supplies \$10,285; Canine supplies \$2,330; Evidence supplies \$2,225; Traffic supplies \$1,100; SWAT supplies \$625; NETCAST payment \$15,000.	
42252 Educational & Rec.	1,495
Law Enforcement reference books and materials.	
42281 Apparatus And Tools	21,462
General equipment (traffic cones, fingerprint kits, first aid kits, badges) \$2,380; Traffic Division equipment (accident reconstruction equip, helmet mics/transmitters) \$5,157; canine equipment (bite suits, harness) \$2,000; bike patrol equipment \$2,665; school crossing guard equipment \$485; SWAT equipment \$8,775.	
43465 Misc Equipment Maint.	5,000
Radar Repair/Recalibrations.	
44505 Training, Travel And Dues	60,555
Management training \$2,575; Travel costs (Parking, Per diem, Mileage) \$2,850; Training luncheons \$300; FBINAA \$950; Patrol training \$34,000, Patrol investigations training \$9,220; ATV recertification \$250; Patrol bicycle and mechanic courses \$1,250; Traffic Division training \$3,150; Canine training (USPCA Annual Narcotics Certification and Conference, NPCA Narcotics Certification) \$2,400; Street Crimes training \$450; IACP dues \$750; TPA dues (58) \$1,740; IMPMBA dues \$150; FBINA dues \$70; TTPOA dues \$150; NTPOA \$150; THAN \$150.	
44535 Financial Service Fees	10,283
Department annual audit fee	
44540 Professional Services	15,350
Towing fees \$1,500; Medical expenses for prisoners \$7,000; Canine vet expenses \$6,250; Biohazard decontamination \$600.	

**FY 2020-21 PROPOSED OPERATING BUDGET
 CRIME CONTROL AND PREVENTION DISTRICT
 CRIMINAL INVESTIGATIONS DIVISION SUMMARY
 117-209-003**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	2,224,975	2,310,171	2,762,029	2,756,505	2,325,969
Supplies	29,094	29,457	28,200	28,144	28,200
Services	409,215	100,946	77,700	77,545	77,700
Total	2,663,284	2,440,574	2,867,929	2,862,193	2,431,869

OBJECTIVES

- Conduct follow-up investigation an all cases involving an arrest, including traffic and alcohol-related offenses.
- Provide follow-up investigation of all cases with a high solvability factor.
- Track all registered sex offenders in the city to ensure compliance.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Follow-up investigation for 100% of all applicable arrests	1,300	1,387	1,200	1,200	1,200
Follow-up investigation for 100% of all high solvability cases	1,720	1,720	1,650	1,650	1,650
Track all registered sex offenders in the city to ensure compliance.	18	18	15	15	15

CRIME CONTROL & PREVENTION DISTRICT - CRIMINAL INVESTIGATIONS 117-209-003

EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Criminal Investigations							
41100 Salaries-Full Time	1,693,416	1,739,166	2,105,270	2,101,059	1,778,598	2%	-16%
41107 Salaries-Overtime	47,448	57,694	66,624	66,491	65,000	13%	-2%
41210 Uniform Allowance	22,476	20,687	54,000	53,892	25,200	22%	-53%
41212 Certification Pay	24,306	22,846	21,181	21,139	20,700	-9%	-2%
41236 TMRS Benefits	348,603	358,734	425,059	424,209	356,788	-1%	-16%
41247 Medicare	25,044	27,069	33,239	33,173	27,489	2%	-17%
41271 Salaries-Longevity	34,076	23,624	17,360	17,325	16,224	-31%	-7%
41272 Salaries-Holiday Pay	625	-	2,870	2,864	2,800		-2%
41273 Salaries-Slbb	28,981	60,351	36,426	36,353	33,170	-45%	-9%
Personnel Subtotal	2,224,975	2,310,171	2,762,029	2,756,505	2,325,969	1%	-16%
Supplies							
42200 Operating Supplies	3,636	3,941	4,150	4,142	4,150	5%	0%
42220 Clothing Supplies	103	361	-	-	-	-100%	
42252 Education & Rec Supplies	508	910	1,100	1,098	1,100	21%	0%
42281 Apparatus And Tools	7,813	12,099	12,950	12,924	12,950	7%	0%
42285 Motor Vehicle Fuel	17,034	12,146	10,000	9,980	10,000	-18%	0%
Supplies Subtotal	29,094	29,457	28,200	28,144	28,200	-4%	0%
Services							
44505 Training, Travel And Dues	27,549	29,062	27,615	27,560	27,615	-5%	0%
44525 Utilities	-	(416)	-	-	-	-100%	
44540 Professional Services	70,564	72,598	75,240	75,090	95,240	31%	27%
44573 Leases And Rental	12,288	(298)	20,000	19,960	-	-100%	-100%
44627 Insurance, Fleet And It	298,814	-	-	-	-		
44701 Salary Savings	-	-	(45,155)	(45,065)	(45,155)		0%
Services Subtotal	409,215	100,946	77,700	77,545	77,700	-23%	0%
Criminal Investigations	2,663,284	2,440,574	2,867,929	2,862,193	2,431,869	0%	-15%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	110,173	118,555	75,900	75,748	95,900	-19%	26%

Comments/Justification

- 42200 Operating Supplies** 4,150
 Crime scene and Crime lab supplies \$1,400; Bio-Hazard supplies \$350; Crime lab chemicals \$1,500; Lab safety gear \$900.
- 42252 Education & Rec Supplies** 1,100
 Reference materials - Criminal Law and Crime Scene Reference Publications
- 42281 Apparatus And Tools** 12,950
 Miscellaneous (hard drives, memory, software) \$4,000. Forensic Hardware and Equipment \$2,800. Crime Lab and Crime Scene Equipment \$6,150.
- 44505 Training, Travel And Dues** 27,615
 Investigations Training - \$18,200; Crime Scene and Crime Lab Training and Certification - \$2,800; Travel Expenses - \$4,640; Professional Associations - \$1,975.
- 44540 Professional Services** 95,240
 Evidence processing fees \$74,600; Investigative computer fees \$17,070; Misc. wrecker fees \$1,370; Toll tags \$2,000; CJIS Software maintenance \$200.

**FY 2020-21 PROPOSED OPERATING BUDGET
 CRIME CONTROL AND PREVENTION DISTRICT
 TECHNICAL SERVICES DIVISION SUMMARY
 117-209-004**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	1,862,403	1,937,271	2,071,723	2,067,580	2,088,357
Supplies	149,814	284,234	290,832	290,250	290,832
Maintenance	198,971	112,485	143,300	143,013	123,300
Services	764,018	672,487	725,548	724,097	745,548
Total	2,975,206	3,006,477	3,231,403	3,224,940	3,248,037

OBJECTIVES

- Provide a maximum of a 3-minute response time for Priority 1 calls for service, measured from the beginning of the telephone call to the dispatch of the appropriate unit.
- Provide a maximum of a 4-minute response time to dispatch non-emergency calls for service.
- Conduct five education programs with the Citizen's Police Academy, Grapevine-Colleyville Independent School District and other service organizations.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Average response time for all Priority 1 calls (minutes)	3:00	1:42	3:00	3:00	3:00
Average response time for non-emergency calls (minutes)	4:00	5:25	6:00	6:00	6:00
Education programs conducted	7	3	5	5	5

CRIME CONTROL & PREVENTION DISTRICT - TECHNICAL SERVICES 117-209-004

EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Technical Services							
41100 Salaries-Full Time	1,378,883	1,412,596	1,624,326	1,621,077	1,629,610	15%	0%
41107 Salaries-Overtime	89,425	107,403	32,063	31,999	31,282	-71%	-2%
41180 Salaries-P/T,Hourly,O/T	4,383	-	-	-	-		
41210 Uniform Allowance	1,200	1,154	3,600	3,593	1,200	4%	-67%
41212 Certification Pay	9,359	8,620	5,252	5,241	9,300	8%	77%
41224 Pars Benefits	57	-	-	-	-		
41236 TMRS Benefits	291,962	297,392	320,109	319,469	325,420	9%	2%
41247 Medicare	21,889	22,460	25,032	24,982	23,316	4%	-7%
41271 Salaries-Longevity	15,880	14,676	9,556	9,537	8,832	-40%	-8%
41272 Salaries-Holiday Pay	32,500	31,121	32,800	32,734	32,000	3%	-2%
41273 Salaries-Slbb	16,865	41,849	18,985	18,947	27,397	-35%	44%
Personnel Subtotal	1,862,403	1,937,271	2,071,723	2,067,580	2,088,357	8%	1%
Supplies							
42200 Operating Supplies	95,319	91,112	89,345	89,166	89,345	-2%	0%
42210 Computer Equip & Supplies	23,263	34,110	10,700	10,679	10,700	-69%	0%
42220 Clothing Supplies	73	114,105	131,067	130,805	131,067	15%	0%
42252 Education & Rec	332	1,377	2,000	1,996	2,000	45%	0%
42261 Postage And Related Charges	7,584	8,429	8,400	8,383	8,400	0%	0%
42281 Apparatus And Tools	22,492	33,414	48,320	48,223	48,320	45%	0%
42285 Motor Vehicle Fuel	751	749	1,000	998	1,000	34%	0%
42290 Furniture & Fixtures	-	938	-	-	-	-100%	
Supplies Subtotal	149,814	284,234	290,832	290,250	290,832	2%	0%
Maintenance							
43465 Misc Equipment Maint.	198,971	112,485	143,300	143,013	123,300	10%	-14%
Maintenance Subtotal	198,971	112,485	143,300	143,013	123,300	10%	-14%
Services							
44500 It License & Maint Fees	135,248	130,533	177,350	176,995	177,350	36%	0%
44505 Training, Travel And Dues	11,283	21,129	26,540	26,487	26,540	26%	0%
44525 Utilities	164,856	155,727	215,070	214,640	215,070	38%	0%
44535 Financial Service Fees	1,653	2,214	1,880	1,876	1,880	-15%	0%
44540 Professional Services	232,860	359,936	333,250	332,584	353,250	-2%	6%
44573 Leases And Rental	2,385	2,948	8,500	8,483	8,500	188%	0%
44627 Insurance, Fleet And It	215,733	-	-	-	-		
44701 Salary Savings	-	-	(37,042)	(36,968)	(37,042)		0%
Services Subtotal	764,018	672,487	725,548	724,097	745,548	11%	3%
Technical Services	2,975,206	3,006,477	3,231,403	3,224,940	3,248,037	8%	1%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	893,934	1,065,509	1,150,180	1,147,880	1,150,180	8%	0%

Comments/Justification

42200 Operating Supplies

89,345

Printer, Fax, Copier cartridges \$3,250; Office supplies for PD \$13,000; Copy machine costs \$35,000; Arrest folders \$2,000; Ticket writer supplies \$3,500; Forms \$9,700; CDs/DVDs \$5,000; Subscriptions \$130; Computer cleaning supplies \$300; Batteries \$400; Evidence processing and packaging supplies \$3,300; Evidence testing kits \$1,700; Evidence sealer \$500; Nitrile PPE gloves \$5,250; Less lethal tools \$1,125; Flashlight equipment \$4,550; Electronic equipment \$640.

CRIME CONTROL & PREVENTION DISTRICT - TECHNICAL SERVICES 117-209-004

Comments/Justification

42210 Computer Equip & Supplies	10,700
Replacement Monitors - \$2,500; Replacement Printers - \$2,200; Replacement CVE Computers - \$6,000.	
42220 Clothing Supplies	131,067
Uniforms \$64,040; Volunteers uniforms \$5,050; Honor guard uniforms \$1,675; Uniform cleaning \$48,842; Traffic Division gear \$9,460; Go bags \$2,000.	
42252 Education & Rec	2,000
National Telecommunicator Week \$1,500; Communications reference manuals \$500.	
42261 Postage And Related Charges	8,400
Postage and shipping charges	
42281 Apparatus And Tools	48,320
Replacement Parts (Computer, Printer, Accessories) \$10,000; Dispatch headsets and batteries \$3,000; Cameras with license for bulk storage \$5,000; Rimage media kit \$2,500; Supplies for tablets, MVS \$5,000; Cables for vehicles \$4,500; Tools and supplies for computer workroom \$300; UPS desktop batteries \$2,000; Taser cartridges and batteries \$7,620; SWAT ballistic vests \$8,400.	
43465 Misc Equipment Maint.	123,300
Radio Hardware Consortium - \$62,000; Radio Repair Not Covered By Contract - \$10,000; FRED Maintenance \$4,300; Cellbrite Maintenance - \$3,700; Patrol Car Equip Reinstall - \$11,200; Cradlepoint Maintenance - \$11,000; Replacement Air Conditioner At Radio Tower (1/6th) - \$1,100; Taser X26 Warranty - \$20,000; Radio Tower Maintenance - \$20,000.	
44500 It License & Maint Fees	177,350
Windows software licenses \$23,000; Cry Wolf Software Maintenance \$6,800; Netmotion Software maintenance \$7,500; Mobile Iron software maintenance \$6,000; Criticall maintenance \$1,600; Adobe Creative Cloud \$13,000; CRIMES maintenance \$55,000; GFI Languard Software \$800; GetData forensic explorer \$600; IAPro maintenance \$1,750; PetPoint \$5,400; CrimeView \$5,500; Cellular Evidence recovery\$6,600; Laser Fiche \$15,000; Power Details software maintenance \$1,500; Magnet Forensics Internet Evidence Finder \$1,100; IT Nexus AVL support \$1,000; Input Ace Software \$2,000; Cell Hawk \$5,000; QueTel Quartermaster Software\$12,800; IBM Software for CVE \$400; ADORE software maintenance \$4,000; Crash Data Retrieval software \$1,000.	
44505 Training, Travel And Dues	26,540
Continuing emergency communication training - \$10,000; TLETS trainer certification - \$750; Microsoft continuing education - \$6,000; NETarrant County Records Assoc - \$450; Notary Public licenses - \$975; Motorola Texas user group - \$60; IACP - \$175; FBINAA - \$125; FirstNet Association Dues - \$45; APCO - \$1,140; TCJIUG - \$90; NENA \$1,330; Evidence and Property training - \$3,300; TAPEIT - \$150; NENA; ENP recertification \$300; Sex Offender conference - \$1,500; IAPE Dues - \$150	
44525 Utilities	215,070
Cell phone and data charges \$80,000; DSL/Broadband at PSB \$38,300; Outreach Center broadband \$2,600; Outreach Center phones \$840; Outreach Center water \$1,200; Outreach Center electric \$3,600; Modem Line for Tlets \$730; ATT language line \$2,500; Security system at radio site \$1,100; T1 lines for radio \$25,200; Monthly phone charges at PSB \$59,000.	

CRIME CONTROL & PREVENTION DISTRICT - TECHNICAL SERVICES 117-209-004

Comments/Justification

44540 Professional Services

353,250

Large storage server maintenance \$7,200; Database management \$20,000; Radio system management \$142,000; Avid maintenance \$1,500; Crimereports.com \$1,800; Sharepoint support \$33,000; Radio interop \$14,000; Brazos tech ticket writers maintenance \$30,000; Rave emergency paging \$3,500; Axon Bwc \$5,000; Axon fleet \$48,000; Lexipol \$7,000; Welink media sonar \$6,000; Vigilant Alpr database \$8,400; Console cleaning \$3,000; Covert Track \$600; Drug destruction \$2,500; Schneider access control maintenance \$16,000; TV Eyes subscription \$3,600; Filmstro Pro subscription \$150.

44573 Leases And Rental

8,500

Postage machine lease \$6,000; Video camera tower rental for festivals \$2,500.

**FY 2020-21 PROPOSED OPERATING BUDGET
 CRIME CONTROL AND PREVENTION DISTRICT
 JAIL OPERATIONS DIVISION SUMMARY
 117-209-008**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	2,562	625,539	693,582	692,195	670,785
Supplies	-	17,115	36,245	36,173	36,245
Services	-	6,128	8,980	8,962	8,980
Total	2,562	648,782	738,807	737,329	716,010

OBJECTIVES

- Provide quality and efficient detention services.
- Maintain adequate levels of sanitation throughout the jail and provide nutritional meals to inmates.
- Maintain compliance of safety.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Hourly check of inmates	N/A	8,760	8,500	8,700	8,700
Weekly jail inspection and daily checks	N/A	417	417	417	417
Inmate evacuation drills	N/A	12	12	12	12

**CRIME CONTROL & PREVENTION DISTRICT - JAIL OPERATIONS 117-209-008
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Jail Operations							
41100 Salaries-Full Time	812	464,411	527,295	526,240	525,750	13%	0%
41107 Salaries-Overtime	-	21,784	43,000	42,914	25,000	15%	-42%
41236 TMRS Benefits	154	96,472	107,257	107,042	101,142	5%	-6%
41247 Medicare	12	7,253	8,387	8,370	7,228	0%	-14%
41271 Salaries-Longevity	1,584	3,004	2,208	2,204	2,304	-23%	4%
41272 Salaries-Holiday Pay	-	21,029	-	-	-	-100%	
41273 Salaries-Slbb	-	11,586	5,435	5,424	9,361	-19%	72%
Personnel Subtotal	2,562	625,539	693,582	692,195	670,785	7%	-3%
Supplies							
42200 Operating Supplies	-	17,015	28,640	28,583	28,640	68%	0%
42220 Clothing Supplies	-	100	-	-	-	-100%	
42281 Apparatus And Tools	-	-	7,605	7,590	7,605		0%
Supplies Subtotal	-	17,115	36,245	36,173	36,245	112%	0%
Services							
44505 Training, Travel And Dues	-	4,239	7,000	6,986	7,000	65%	0%
44540 Professional Services	-	1,889	1,980	1,976	1,980	5%	0%
Services Subtotal	-	6,128	8,980	8,962	8,980	47%	0%
Jail Operations	2,562	648,782	738,807	737,329	716,010	10%	-3%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	-	23,243	45,225	45,135	45,225		

Comments/Justification

- 42200 Operating Supplies** **28,640**
 Inmate food \$15,000; Blankets \$1,600; Mattresses \$2,470; Hand cleaner \$975; Cotton cleaning pads \$60; Trash bags \$225; Toiletries \$300; Hygiene supplies \$2,000; Inmate clothing \$3,810; Suicide prevention supplies \$1,000; Laundry detergent \$1,200.
- 42281 Apparatus And Tools** **7,605**
 First Aid kits \$300; Label printer \$440; Portable fingerprint scanner \$1,200; Intox accessories \$215; Jail maintenance equipment \$4,650.
- 44505 Training, Travel And Dues** **7,000**
 CJIS Conference \$2,250; Sex Offender Conference \$750; Intox Certification \$400; Mental health training \$1,500; Jail conference \$1,500; Cell block survival training \$600.
- 44540 Professional Services** **1,980**
 Medical services \$300; Disinfecting services \$1,680.

**FY 2020-21 PROPOSED OPERATING BUDGET
 CRIME CONTROL AND PREVENTION DISTRICT
 COMMERCIAL VEHICLE ENFORCEMENT DIVISION SUMMARY
 217-209-009**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	250,827	257,672	261,426	260,903	257,103
Supplies	355	462	3,670	3,663	3,670
Maintenance	-	-	6,000	5,988	6,000
Services	(202)	1,074	8,900	8,882	8,900
Insurance	-	39,538	39,515	39,436	35,838
Total	250,980	298,746	319,511	318,872	311,511

OBJECTIVES

- Improve the safety of the roadways / freeways within the City limits of Grapevine.
- Stop and inspect commercial vehicles for safety violations (mechanical issues, equipment violations, etc.).

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Commercial Vehicle Enforcement Revenue	\$121,186	\$121,186	\$150,000	\$106,396	\$107,000

**CRIME CONTROL & PREVENTION DISTRICT
COMMERCIAL VEHICLE ENFORCEMENT 217-209-009, 217-209-999
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Police-Comm Veh Enforcement							
41100 Salaries-Full Time	193,208	198,564	214,190	213,762	203,965	3%	-5%
41107 Salaries-Overtime	1,443	2,097	-	-	-	-100%	
41210 Uniform Allowance	-	35	-	-	-	-100%	
41212 Certification Pay	2,640	2,577	330	329	3,960	54%	1100%
41236 TMRS Benefits	39,348	39,856	40,562	40,481	39,612	-1%	-2%
41247 Medicare	2,941	3,024	3,172	3,166	3,052	1%	-4%
41271 Salaries-Longevity	2,784	2,364	1,452	1,449	2,592	10%	79%
41272 Salaries-Holiday Pay	5,205	5,766	-	-	-	-100%	
41273 Sick Leave Buy-Back	3,258	3,389	1,720	1,717	3,922	16%	128%
Personnel Subtotal	250,827	257,672	261,426	260,903	257,103	0%	-2%
42200 Operating Supplies	136	83	1,400	1,397	1,400	1587%	0%
42220 Clothing Supplies	-	100	1,770	1,766	1,770	1670%	0%
42281 Apparatus And Tools	219	279	500	499	500	79%	0%
Supplies Subtotal	355	462	3,670	3,663	3,670	694%	0%
43430 Motor Vehicle Maintenance	-	-	6,000	5,988	6,000		0%
Maintenance Subtotal	-	-	6,000	5,988	6,000		
44505 Training, Travel & Dues	(202)	1,077	8,900	8,882	8,900	726%	0%
44525 Utilities	-	(3)	-	-	-	-100%	
Services Subtotal	(202)	1,074	8,900	8,882	8,900	729%	0%
45554 Worker'S Comp. Ins. Premium	-	1,848	1,825	1,821	1,829	-1%	0%
45664 Health Insurance Claims	-	31,622	31,622	31,559	27,120	-14%	-14%
45674 Health Insurance Premiums	-	6,068	6,068	6,056	6,889	14%	14%
Insurance Subtotal	-	39,538	39,515	39,436	35,838	-9%	-9%
Uniform Operations and Non- Deptl	250,980	298,746	319,511	318,872	311,511	4%	-3%
Less Salaries, Vehicle Fuel, and Rentals	153	41,074	58,085	57,969	54,408	32%	-6%

**FY 2020-21 PROPOSED OPERATING BUDGET
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
LAKE PARKS SPECIAL REVENUE FUND**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING FUND BALANCE:	(2,359,485)	(2,290,551)	(3,418,748)	(3,418,748)	(2,742,032)
OPERATING REVENUE:					
Boat Ramp Fees	97,783	61,037	92,800	92,614	50,000
Pavilion Fees	67,153	42,525	56,000	55,888	56,000
Camping Fees	1,947,840	923,070	2,240,000	2,235,520	2,260,000
Entrance Fees	234,154	89,260	155,000	154,690	205,000
Recreation Fees	125,966	153,212	338,000	337,324	298,000
Merchandise and Other Sales	68,895	63,853	88,000	87,824	101,000
Total Operating Revenue	2,541,791	1,332,958	2,969,800	2,963,860	2,970,000
TRANSFERS IN:	-	-	-	-	-
TOTAL REVENUE AND TRANSFERS	2,541,791	1,332,958	2,969,800	2,963,860	2,970,000
OPERATING EXPENDITURES:					
Personnel	286,052	380,182	440,402	439,521	377,262
Supplies	206,257	137,688	184,250	183,882	178,150
Maintenance	261,517	475,584	301,750	301,147	310,750
Services	1,489,300	1,193,851	1,062,416	1,060,291	1,092,029
Insurance	-	56,853	86,629	86,456	79,603
Capital Outlay	15,629	58,318	156,000	155,848	152,000
Finance Charges	-	-	-	-	-
Total Operating Expenditures	2,258,755	2,302,476	2,231,447	2,227,144	2,189,794
TRANSFERS OUT:					
Transfer to General Fund - Admin Fee	163,088	107,023	689,893	60,000	689,893
Total Transfers Out	163,088	107,023	689,893	60,000	689,893
TOTAL EXPENDITURES AND TRANSFERS	2,421,843	2,409,499	2,921,340	2,287,144	2,879,687
SURPLUS / (DEFICIT)	119,948	(1,076,541)	48,460	676,716	90,313
ENDING FUND BALANCE:	(2,290,551)	(3,418,748)	(3,370,288)	(2,742,032)	(2,651,719)

LAKE PARKS FUND (119)
REVENUE DETAIL

Account/Description	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	from FY19	from FY20
34141 Boat Ramp Fees	93,103	58,112	40,000	39,920	-	-100%	-100%
34141 Boat Ramp Fees	-	-	17,400	17,365	12,000		-31%
34141 Boat Ramp Fees	-	-	18,000	17,964	21,000		17%
34141 Boat Ramp Fees	-	-	2,900	2,894	5,000		72%
34141 Boat Ramp Fees	4,680	2,925	11,600	11,577	7,000	139%	-40%
34141 Boat Ramp Fees	-	-	2,900	2,894	5,000		72%
BOAT RAMP FEES	97,783	61,037	92,800	92,614	50,000	-18%	-46%
34142 Pavilion Fees	67,153	39,395	-	-	-	-100%	
34142 Pavilion Fees	-	685	11,000	10,978	11,000	1506%	0%
34142 Pavilion Fees	-	2,445	30,000	29,940	30,000	1127%	0%
34142 Pavilion Fees	-	-	15,000	14,970	15,000		0%
PAVILION FEES	67,153	42,525	56,000	55,888	56,000	32%	0%
34143 Camping Fees	(416,526)	122,902	-	-	-	-100%	
34143 Camping Fees	2,352,278	791,333	2,200,000	2,195,600	2,220,000	181%	1%
34143 Camping Fees	12,088	8,834	40,000	39,920	40,000	353%	0%
CAMPING FEES	1,947,840	923,070	2,240,000	2,235,520	2,260,000	145%	1%
34144 Entrance Fees	54,914	10,778	-	-	-	-100%	
34144 Entrance Fees	85,977	46,963	75,000	74,850	75,000	60%	0%
34144 Entrance Fees	-	-	5,000	4,990	5,000		0%
34144 Entrance Fees	93,263	31,519	75,000	74,850	125,000	297%	67%
ENTRANCE FEES	234,154	89,260	155,000	154,690	205,000	130%	32%
34145 Recreation Fees	63,326	49,563	10,000	9,980	10,000	-80%	0%
34145 Recreation Fees	875	447	5,000	4,990	5,000	1019%	0%
34145 Recreation Fees	55,186	82,788	320,000	319,360	210,000	154%	-34%
34145 Recreation Fees	-	6,735	-	-	-	-100%	
34145 Go Wild Program Revenue	-	810	2,000	1,996	500	-38%	-75%
34146 Go Wild Field Trip Revenue	-	2,824	1,000	998	2,500	-11%	150%
34312 Lake Parks Event Fees	6,579	10,046	-	-	70,000	597%	
RECREATION FEES	125,966	153,212	338,000	337,324	298,000	95%	-12%

LAKE PARKS FUND (119)

REVENUE DETAIL

Account/Description	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	from FY19	from FY20
39951 Sale Of Merchandise	63,238	46,847	-	-	-	-100%	
39951 Sale Of Merchandise	70	49	5,000	4,990	5,000	10054%	0%
39951 Sale Of Merchandise	-	-	58,000	57,884	60,000		3%
39951 Sale Of Merchandise	519	699	-	-	11,000	1473%	
39995 (Over)/Short	(242)	831	-	-	-	-100%	
39999 Miscellaneous Income	5,310	14,267	25,000	24,950	25,000	75%	0%
39999 Miscellaneous Income	-	927	-	-	-	-100%	
39999 Miscellaneous Income	-	233	-	-	-	-100%	
MERCHANDISE AND OTHER SALES	68,895	63,853	88,000	87,824	101,000	58%	15%
TOTAL LAKE PARKS REVENUE	2,541,791	1,332,958	2,969,800	2,963,860	2,970,000	123%	0%

**FY 2020-21 PROPOSED OPERATING BUDGET
LAKE PARKS FUND
DEPARTMENTAL SUMMARY**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Lake Parks Administration	881,002	837,327	1,351,079	719,864	1,290,276
Rockledge	83,572	71,440	65,700	65,569	65,700
Katie's Woods	32,842	49,597	37,000	36,926	37,000
Vineyards Campgrounds & Cabins	881,922	911,404	923,000	921,154	929,000
Oak Grove	61,444	99,921	57,300	57,185	71,300
McPherson Slough	32,490	25,488	38,700	38,623	39,700
Lakeview	56,192	37,213	53,700	53,593	51,700
Meadowmere	443,397	419,979	382,861	382,095	383,061
Disaster Recovery	-	1,745	-	-	-
Go Wild Education	-	7,037	12,000	11,976	11,950
Total	2,472,861	2,461,151	2,921,340	2,286,984	2,879,687

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

LAKE PARKS FUND	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Park Event Manager	0.5	0.5	1.0	1.0	1.0
Campground Supervisor	1.0	1.0	1.0	1.0	1.0
Park Crew Worker	1.0	1.0	1.0	1.0	1.0
Outdoor Program Coordinator	-	1.0	1.0	1.0	1.0
Environmental Education Coordinator	-	-	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	2.5	3.5	5.0	5.0	5.0

**FY 2020-21 PROPOSED OPERATING BUDGET
LAKE PARKS FUND
LAKE PARKS ADMINISTRATION DIVISION SUMMARY
119-312-009**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	237,064	323,182	341,341	340,658	278,201
Supplies	26,214	21,161	24,100	24,052	28,600
Maintenance	5,578	3,435	2,000	1,996	500
Services	449,058	325,673	207,116	206,702	213,479
Insurance	-	56,853	86,629	86,456	79,603
Transfers	163,088	107,023	689,893	60,000	689,893
Total	881,002	837,327	1,351,079	719,864	1,290,276

OBJECTIVES

- Obtain and maintain high national, state, and professional campground ratings.
- Market / advertise / promote campground to meet 65% occupancy goal.
- Develop a Lake Parks wide marketing program to reduce subsidation of non campground parks.
- Develop additional lake park recreation programs & opportunities to maximize participation & revenue opportunities
- Provide outdoor learning experiences for GCISD and surrounding districts to enhance awareness and good stewardship of Grapevine parks and natural environment

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Campground occupancy rate	72%	29%	72%	50% *	72%
Annual boat ramp passes sold (resident / non-resident)	421 / 122	424 / 122	550 / 225	150 / 80 *	550 / 250
Pavilion rentals / revenue	206 / \$47,783	123	250 / \$60,000	100 / \$25,000 *	250 / \$60,000
Lake Parks revenue	\$2,541,791	\$1,506,311	\$2,575,000	\$1,500,000 *	\$2,600,000
Lake Park Recreation Program participation	5,907	4,323	NA***	NA***	NA
Outdoor Rec rentals / revenue	\$15,000	\$12,398	\$20,000	\$5,000 *	\$20,000
Outdoor Program participation	N/A	NA	7,500	1 000 *	8,000
Environmental Education Program Participation/Field Trips	NA	NA	2,000 / 12	250 / 4 **	800/10

- * Decreases due to flood impact / extended closures from COVID-19
- ** All Spring / Summer field trips and programs canceled
- *** Changing performance indicator into two more area specific targets
- **** Data not available at this time

LAKE PARKS - ADMINISTRATION 119-312-009
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Administration							
41100 Salaries-Full Time	171,025	235,150	267,473	266,938	213,139	-9%	-20%
41107 Salaries-Overtime	14,159	18,880	8,199	8,183	8,000	-58%	-2%
41108 Salaries-Inter Departmental	-	447	-	-	-	-100%	
41180 Salaries-P/T, Hourly, Ot	10,900	480	5,398	5,387	4,866	914%	-10%
41190 Wages-Contract Labor	-	9,990	-	-	-	-100%	
41224 Pars Benefits	142	7	63	63	63	800%	0%
41236 TMRS	35,412	48,219	52,755	52,649	42,638	-12%	-19%
41247 Medicare	2,795	3,705	4,125	4,117	3,356	-9%	-19%
41271 Salaries-Longevity	1,632	556	456	455	1,320	137%	189%
41273 Salaries-Slbb	999	5,718	2,872	2,866	4,099	-28%	43%
41276 Phone Allowance	-	30	-	-	720	2300%	
Personnel Subtotal	237,064	323,182	341,341	340,658	278,201	-14%	-18%
42200 Operating Supplies	7,177	7,317	10,000	9,980	10,000	37%	0%
42205 Grounds Maintenance	2,977	90	-	-	-	-100%	
42220 Clothing Supplies	1,186	2,783	1,000	998	1,000	-64%	0%
42252 Education & Recreation	9,377	1,645	3,000	2,994	10,000	508%	233%
42261 Postage And Related Charges	10	15	100	100	100	567%	0%
42281 Apparatus & Tools	1,684	4,639	5,000	4,990	5,000	8%	0%
42285 Motor Vehicle Fuel	3,803	4,672	5,000	4,990	2,500	-46%	-50%
Supplies Subtotal	26,214	21,161	24,100	24,052	28,600	35%	19%
43301 Transportation Infrastructure	-	49	-	-	-	-100%	
43350 Building Maintenance	1,640	1,053	-	-	-	-100%	
43355 Recreation Facilities Maint.	2,748	2,221	-	-	-	-100%	
43430 Motor Vehicle Maintenance	1,134	112	1,000	998	500	346%	-50%
43465 Misc. Equipment Maint.	56	-	1,000	998	-		-100%
Maintenance Subtotal	5,578	3,435	2,000	1,996	500	-85%	-75%
44505 Training, Travel & Dues	4,614	5,422	10,350	10,329	10,350	91%	0%
44525 Utilities	169,374	118,212	-	-	-	-100%	
44535 Financial Services Fees	72,034	34,438	60,000	59,880	60,000	74%	0%
44540 Professional Services	67,653	26,914	10,000	9,980	17,863	-34%	79%
44560 Marketing & Promotion	50	535	2,500	2,495	1,000	87%	-60%
44565 Advertising Publ & Subscript	-	56,440	57,000	56,886	57,000	1%	0%
44573 Leases & Rentals	15,593	12,181	30,000	29,940	30,000	146%	0%
44627 Insurance, Fleet & It Charges	119,740	71,531	37,266	37,191	37,266	-48%	0%
Services Subtotal	449,058	325,673	207,116	206,702	213,479	-34%	3%
45554 Worker'S Comp. Ins. Premium	-	317	885	883	805	154%	-9%
45664 Health Insurance Claims	-	47,434	47,434	47,339	40,679	-14%	-14%
45674 Health Insurance Premiums	-	9,102	9,102	9,084	10,334	14%	14%
45675 Insurance Non Health	-	-	29,208	29,150	27,785		-5%
Insurance	-	56,853	86,629	86,456	79,603	40%	-8%

**LAKE PARKS - ADMINISTRATION 119-312-009
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
54100 Oper. Tsfers Out To General Fd Transfers	163,088 163,088	107,023 107,023	689,893 689,893	60,000 60,000	689,893 689,893	545% 545%	0% 0%
Administration	881,002	837,327	1,351,079	719,864	1,290,276	54%	-5%
Less Salaries, Vehicle Fuel, and Rentals	624,542	497,292	974,738	344,275	979,575	97%	0%

Comments/Justification

42200 Operating Supplies Office, Administration and General Lake Parks operating supplies	10,000
42220 Clothing Supplies Staff shirts and jackets	1,000
42252 Education & Recreation Lake Park Recreation programs and activity supplies, Event supplies including Jurassic Gardens.	10,000
42281 Apparatus & Tools Misc. tools and equipment	5,000
42285 Motor Vehicle Fuel Supplies for Lake Park vehicles	2,500
44505 Training, Travel & Dues NRPA, IAAPA, ARVC (conference & dues), TACO (conference & dues), Trail conference school or equivalent, and Hospitality.	10,350
44535 Financial Services Fees Bank Credit Card Fees	60,000
44540 Professional Services Bank Credit Card Fees	17,863
44560 Marketing & Promotion Various print and digital media for General Lake Parks promotion.	1,000
44573 Leases & Rentals General equipment and Jurassic Garden Dinosaur exhibit rental, events, and Programs installations and maintenance.	30,000

**FY 2020-21 PROPOSED OPERATING BUDGET
 LAKE PARKS FUND
 ROCKLEDGE DIVISION SUMMARY
 119-312-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel					
Supplies	3,019	248	3,950	3,942	2,950
Maintenance	1,134	293	8,250	8,234	9,250
Services	79,419	70,899	53,500	53,393	53,500
Total	83,572	71,440	65,700	65,569	65,700

**LAKE PARKS - ROCKLEDGE PARK 119-312-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Rockledge Park							
42200 Operating Supplies	376	248	950	948	950	283%	0%
42205 Grounds Maintenance	-	-	1,000	998	1,000		0%
42281 Apparatus & Tools	2,643	-	2,000	1,996	1,000		-50%
Supplies Subtotal	3,019	248	3,950	3,942	2,950	1090%	-25%
43350 Building Maintenance	1,134	293	2,000	1,996	2,000	583%	0%
43355 Recreation Facilities Maint	-	-	5,000	4,990	6,000		20%
43430 Motor Vehicle Maintenance	-	-	250	250	250		0%
43465 Misc. Equipment Maint	-	-	1,000	998	1,000		0%
Maintenance Subtotal	1,134	293	8,250	8,234	9,250	3057%	12%
44505 Training, Travel & Dues	849	315	-	-	-	-100%	
44525 Utilities	5,526	6,465	10,000	9,980	9,000	39%	-10%
44540 Professional Services	55,481	46,128	28,000	27,944	27,000	-41%	-4%
44560 Marketing & Promotion	-	-	500	499	500		0%
44573 Leases & Rentals	17,563	17,991	15,000	14,970	17,000	-6%	13%
Services Subtotal	79,419	70,899	53,500	53,393	53,500	-25%	0%
Rockledge Park	83,572	71,440	65,700	65,569	65,700	-8%	0%
Less Salaries, Vehicle Mtnc & Fuel, Ins, Admin Fees	83,572	71,440	65,450	65,319	65,450	-8%	0%

Comments/Justification

42200 Operating Supplies	950
Office, Store, and Park amenity cleaning, promotion, Signage and General park operating supplies for RockledgePark.	
42205 Grounds Maintenance	1,000
Fire Ant control, Weed control, Fertilizer and Janitorial cleaners.	
42281 Apparatus & Tools	1,000
Trash cans, Tools and equipment for Rockledge.	
43350 Building Maintenance	2,000
Restroom and Pavilion maintenance	
43355 Recreation Facilities Maint	6,000
Picnic tables, Fire rings, BBQ grills, Signage, Shade/picnic pavilions.	
44540 Professional Services	27,000
Tree maintenance, Janitorial, Mowing and litter pick-up.	

LAKE PARKS - ROCKLEDGE PARK 119-312-001

Comments/Justification

44560 Marketing & Promotion	500
Park promotion and advertising	
44573 Leases & Rentals	17,000
Port-A-Potties, Golf cart and Misc. rental equipment.	

**FY 2020-21 PROPOSED OPERATING BUDGET
 LAKE PARKS FUND
 KATIE'S WOODS DIVISION SUMMARY
 119-312-002**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Supplies	-	184	5,500	5,489	4,000
Maintenance	411	17,324	11,000	10,978	13,000
Services	32,431	32,089	20,500	20,459	20,000
Total	32,842	49,597	37,000	36,926	37,000

**LAKE PARKS - KATIE'S WOODS 119-312-002
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Katie'S Woods							
42200 Operating Supplies	-	184	1,500	1,497	1,500	715%	0%
42205 Grounds Maintenance	-	-	500	499	500		0%
42281 Apparatus & Tools	-	-	3,500	3,493	2,000		-43%
Supplies Subtotal	-	184	5,500	5,489	4,000	2074%	-27%
43350 Building Maintenance	411	10	1,000	998	1,000	9900%	0%
43355 Recreation Facilities Maint	-	17,314	10,000	9,980	12,000	-31%	20%
Maintenance Subtotal	411	17,324	11,000	10,978	13,000	-25%	18%
44525 Utilities	-	-	500	499	-		-100%
44540 Professional Services	31,289	32,089	20,000	19,960	20,000	-38%	0%
44573 Leases & Rentals	1,142	-	-	-	-		
Services Subtotal	32,431	32,089	20,500	20,459	20,000	-38%	-2%
Katie's Woods	32,842	49,597	37,000	36,926	37,000	-25%	0%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	31,700	49,597	37,000	36,926	37,000	-25%	0%

Comments/Justification

42200 Operating Supplies	1,500
Signage and Other general park operating supplies.	
42205 Grounds Maintenance	500
Fire Ant control, Weed control, Fertilizer and Janitorial cleaners.	
42281 Apparatus & Tools	2,000
Trash cans, Recycling bins and tools, Small equipment.	
43350 Building Maintenance	1,000
Katie's Woods restroom maintenance	
43355 Recreation Facilities Maint	12,000
Picnic tables, Fire rings, Bbq grills, Docks/repair and Shade/picnic Pavilion repair, Boat ramp repair.	
44540 Professional Services	20,000
Tree maintenance, Trash, Janitorial services and Mowing.	

**FY 2020-21 PROPOSED OPERATING BUDGET
 LAKE PARKS FUND
 VINEYARDS DIVISION SUMMARY
 119-312-003**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	550	4,168	-	-	-
Supplies	121,308	78,608	91,000	90,818	90,000
Maintenance	72,429	283,479	165,000	164,670	169,000
Services	672,006	493,796	607,000	605,786	610,000
Capital Outlay	15,629	51,353	60,000	59,880	60,000
Total	881,922	911,404	923,000	921,154	929,000

LAKE PARKS - VINEYARDS CAMPGROUNDS 119-312-003
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Vineyards Campgrounds							
41190 Wages-Contract Labor	550	4,168	-	-	-	-100%	
Personnel Subtotal	550	4,168	-	-	-	-100%	
42200 Operating Supplies	28,373	20,808	24,000	23,952	25,000	20%	4%
42205 Grounds Maintenance	6,226	6,029	7,000	6,986	9,000	49%	29%
42220 Clothing Supplies	4,741	230	3,000	2,994	3,000	1204%	0%
42252 Education & Recreation	5,980	8,642	7,000	6,986	9,000	4%	29%
42281 Apparatus & Tools	21,870	19,144	10,000	9,980	8,000	-58%	-20%
42285 Motor Vehicle Supplies	-	593	-	-	-	-100%	
42300 Exp. Merchandise - (Cogs)	54,118	23,162	40,000	39,920	36,000	55%	-10%
Supplies Subtotal	121,308	78,608	91,000	90,818	90,000	14%	-1%
43350 Building Maintenance	13,830	93,352	45,000	44,910	44,000	-53%	-2%
43355 Recreation Facilities Maint	56,268	186,922	120,000	119,760	125,000	-33%	4%
43430 Motor Vehicle Maintenance	1,325	2,357	-	-	-	-100%	
43465 Misc. Equipment Maint.	1,006	848	-	-	-	-100%	
Maintenance Subtotal	72,429	283,479	165,000	164,670	169,000	-40%	2%
44505 Training, Travel & Dues	2,287	3,618	-	-	-	-100%	
44525 Utilities	15,342	14,743	122,000	121,756	120,000	714%	-2%
44540 Professional Services	568,130	407,984	400,000	399,200	410,000	0%	3%
44560 Marketing & Promotion	55,736	40,149	45,000	44,910	45,000	12%	0%
44573 Leases & Rentals	30,511	27,302	40,000	39,920	35,000	28%	-13%
Services Subtotal	672,006	493,796	607,000	605,786	610,000	24%	0%
48860 Machinery, Equipment	15,629	51,353	60,000	59,880	60,000	17%	0%
Capital Outlay Subtotal	15,629	51,353	60,000	59,880	60,000	17%	0%
Vineyards Campgrounds	881,922	911,404	923,000	921,154	929,000	2%	1%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	851,411	884,102	883,000	881,234	894,000	1%	1%

Comments/Justification

42200 Operating Supplies	25,000
Office, Cabin, Amenity, Store supplies, Print of collateral material/marketing pieces and General park operation supplies.	
42205 Grounds Maintenance	9,000
Fire Ant control, Pest, Weed control, Fertilize and Janitorial cleaner.	
42220 Clothing Supplies	3,000
Camp Host shirts/uniform	
42252 Education & Recreation	9,000
Misc. guest events and Activities/supplies, Food & beverage (i.e. S'mores, Donuts, Hotdogs, etc.).	
42281 Apparatus & Tools	8,000
Trash cans, Kayaks, Rental bikes outdoor furniture and tools.	

LAKE PARKS - VINEYARDS CAMPGROUNDS 119-312-003

Comments/Justification

43350 Building Maintenance	44,000
Maintenance on Cabins, Gate House, and Camp Store.	
43355 Recreation Facilities Maint	125,000
Picnic tables, Fire rings, BBQ grills, Docks/repair, Signage, Shade/picnic site, Pavilion repair, RV site work, and Sand.	
44540 Professional Services	410,000
Camp Hosts, Tree maintenance, Janitorial, Mowing, Cabin cleaning, Contractors/Camp Hosts, Laundry services and Misc. contractor services.	
44560 Marketing & Promotion	45,000
Various print and digital marketing and promotions for The Vineyards.	
44573 Leases & Rentals	35,000
Port-a-potties, Golf Crts and Misc. rental equipment.	
48860 Machinery, Equipment	60,000
Cabin Replacement and Machinery	

**FY 2020-21 PROPOSED OPERATING BUDGET
 LAKE PARKS FUND
 OAK GROVE DIVISION SUMMARY
 119-312-004**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Supplies	635	1,164	1,000	998	-
Maintenance	10,455	6,553	7,500	7,485	7,500
Services	50,354	85,239	33,800	33,732	53,800
Capital Outlay	-	6,965	15,000	14,970	10,000
Total	61,444	99,921	57,300	57,185	71,300

**LAKE PARKS - OAK GROVE PARK 119-312-004
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Oak Grove Park							
42200 Operating Supplies	-	1,095	1,000	998	-	-100%	-100%
42220 Clothing Supplies	-	69	-	-	-	-100%	
42281 Apparatus & Tools	635	-	-	-	-		
Supplies Subtotal	635	1,164	1,000	998	-	-100%	-100%
43350 Building Maintenance	3,331	-	-	-	-		
43355 Recreation Facilities Maint	7,124	6,553	7,500	7,485	7,500	14%	0%
Maintenance Subtotal	10,455	6,553	7,500	7,485	7,500	14%	0%
44525 Utilities	-	-	800	798	800		0%
44540 Professional Services	44,168	75,112	27,000	26,946	47,000	-37%	74%
44560 Marketing & Promotion	-	3,000	-	-	-	-100%	
44573 Leases & Rentals	6,186	7,127	6,000	5,988	6,000	-16%	0%
Services Subtotal	50,354	85,239	33,800	33,732	53,800	-37%	59%
48860 Machinery, Equipment	-	6,965	15,000	14,970	10,000	44%	-33%
Capital Outlay Subtotal	-	6,965	15,000	14,970	10,000	44%	-33%
Oak Grove Park	61,444	99,921	57,300	57,185	71,300	-29%	24%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	55,258	92,794	51,300	51,197	65,300	-30%	27%

Comments/Justification

43355 Recreation Facilities Maint Picnic tables, Fire rings, BBQ grills, docks/repair, signage, shade/picnic pavilions.	7,500
44540 Professional Services Tree Maintenance, Trash, Janitorial & Mowing	47,000
44573 Leases & Rentals Port-A-Pottie rentals and Misc. equipment rental for Oak Grove.	6,000
48860 Machinery, Equipment Solar lighting and Trawick Boat ramp upgrade.	10,000

**FY 2020-21 PROPOSED OPERATING BUDGET
 LAKE PARKS FUND
 MCPHERSON SLOUGH DIVISION SUMMARY
 119-312-005**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Supplies	579	181	500	499	-
Maintenance	-	-	3,500	3,493	3,500
Services	31,911	25,307	19,700	19,661	20,200
Capital Outlay	-	-	15,000	14,970	16,000
Total	32,490	25,488	38,700	38,623	39,700

**LAKE PARKS - MCPHERSON SLOUGH 119-312-005
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Mcperson Slough							
42200 Operating Supplies	579	181	500	499	-	-100%	-100%
Supplies Subtotal	579	181	500	499	-	-100%	-100%
43355 Recreation Facilities Maint	-	-	3,500	3,493	3,500		0%
Maintenance Subtotal	-	-	3,500	3,493	3,500		0%
44525 Utilities	-	-	500	499	-		-100%
44540 Professional Services	27,812	21,031	15,000	14,970	16,000	-24%	7%
44573 Leases & Rentals	4,099	4,276	4,200	4,192	4,200	-2%	0%
Services Subtotal	31,911	25,307	19,700	19,661	20,200	-20%	3%
48860 Machinery, Equipment	-	-	15,000	14,970	16,000		7%
Capital Outlay Subtotal	-	-	15,000	14,970	16,000		7%
Mcperson Slough	32,490	25,488	38,700	38,623	39,700	56%	3%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	28,391	21,212	34,500	34,431	35,500	67%	3%

Comments/Justification

43355 Recreation Facilities Maint	3,500
Picnic tables, Fire rings, BBQ grills, Docks/repair, Signage shade/picnic and Pavilion maintenance.	
44540 Professional Services	16,000
Tree maintenance, Mowing and Misc. contractor services.	
44573 Leases & Rentals	4,200
Port-A-Potties and miscellaneous equipment.	

**FY 2020-21 PROPOSED OPERATING BUDGET
 LAKE PARKS FUND
 LAKEVIEW DIVISION SUMMARY
 119-312-006**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Supplies	2,169	348	4,500	4,491	2,500
Maintenance	16,523	17,476	11,000	10,978	11,000
Services	37,500	19,389	18,200	18,164	18,200
Capital Outlay	-	-	20,000	19,960	20,000
Total	56,192	37,213	53,700	53,593	51,700

**LAKE PARKS - LAKEVIEW PARK 119-312-006
LAKEVIEW PARK**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Lakeview Park							
42200 Operating Supplies	291	-	1,500	1,497	-		-100%
42205 Grounds Maintenance	160	-	500	499	500		0%
42252 Education & Recreation	1,718	348	1,500	1,497	1,000	187%	-33%
42281 Apparatus & Tools	-	-	1,000	998	1,000		0%
Supplies Subtotal	2,169	348	4,500	4,491	2,500	618%	-44%
43350 Building Maintenance	269	24	1,000	998	1,000	4067%	0%
43355 Recreation Facilities Maint	16,254	17,452	10,000	9,980	10,000	-43%	0%
Maintenance Subtotal	16,523	17,476	11,000	10,978	11,000	-37%	0%
44525 Utilities	-	-	200	200	200		0%
44540 Professional Services	29,256	19,389	15,000	14,970	15,500	-20%	3%
44560 Marketing & Promotion	-	-	500	499	-		-100%
44573 Leases & Rentals	8,244	-	2,500	2,495	2,500		0%
Services Subtotal	37,500	19,389	18,200	18,164	18,200	-6%	0%
48860 Machinery, Equipment	-	-	20,000	19,960	20,000		0%
Capital Outlay Subtotal	-	-	20,000	19,960	20,000		0%
Lakeview Park	56,192	37,213	53,700	53,593	51,700	39%	-4%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	56,192	37,213	53,700	53,593	51,700		

Comments/Justification

42205 Grounds Maintenance Fire Ant control, Weed control, Fertilizer and Janitorial cleaners.	500
42252 Education & Recreation Outdoor program activity supplies	1,000
42281 Apparatus & Tools Trash cans, Sports equipment and Tools.	1,000
43350 Building Maintenance Restroom/facility maintenance	1,000
43355 Recreation Facilities Maint Picnic tables, Fire rings, BBQ grills, Docks/repair, Signage, Shade/picnic and Pavilion repair and Playground maintenances/surfacing.	10,000
44540 Professional Services Tree maintenance, Janitorial, Mowing, Litter and misc. contractor services.	15,500

**FY 2020-21 PROPOSED OPERATING BUDGET
 LAKE PARKS FUND
 MEADOWMERE DIVISION SUMMARY
 119-312-007**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	98,131	100,772	99,061	98,863	99,061
Supplies	52,333	31,038	44,300	44,211	40,000
Maintenance	156,312	147,636	93,500	93,313	97,000
Services	136,621	140,533	100,000	99,800	101,000
Capital Outlay	-	-	46,000	45,908	46,000
Total	443,397	419,979	382,861	382,095	383,061

**LAKE PARKS - MEADOWMERE PARK 119-312-007
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Meadowmere Park							
41107 Salaries-Overtime	-	55	-	-	-	-100%	
41180 Salaries-P/T, Hourly, Ot	47,141	51,363	81,671	81,508	81,671	59%	0%
41236 TMRS Benefits	-	-	15,144	15,114	15,144		0%
41224 Pars Benefits	613	668	1,062	1,060	1,062	59%	0%
41247 Medicare	684	746	1,184	1,182	1,184	59%	0%
41190 Wages-Contract Labor	49,693	47,940	-	-	-	-100%	
Personnel Subtotal	98,131	100,772	99,061	98,863	99,061	-2%	0%
42200 Operating Supplies	5,866	3,958	5,000	4,990	5,000	26%	0%
42205 Grounds Maintenance	9,913	2,427	12,000	11,976	8,000	230%	-33%
42220 Clothing Supplies	1,092	1,474	800	798	1,000	-32%	25%
42252 Education & Recreation	12,270	7,913	10,000	9,980	10,000	26%	0%
42261 Postage And Related Charges	-	58	-	-	-	-100%	
42281 Apparatus & Tools	22,893	15,116	12,000	11,976	12,000	-21%	0%
42285 Motor Vehicle Fuel	15	92	500	499	-	-100%	-100%
42300 Cost Of Goods Sold	284	-	4,000	3,992	4,000		0%
Supplies Subtotal	52,333	31,038	44,300	44,211	40,000	29%	-10%
43465 Misc. Equipment Maint.	-	23	-	-	-	-100%	
43350 Building Maintenance	13,425	19,594	7,000	6,986	7,000	-64%	0%
43355 Recreation Facilities Maint	142,763	128,019	86,500	86,327	90,000	-30%	4%
43430 Motor Vehicle Maintenance	124	-	-	-	-		
Maintenance Subtotal	156,312	147,636	93,500	93,313	97,000	-34%	4%
44505 Training, Travel & Dues	-	1,355	-	-	-	-100%	
44525 Utilities	15,362	15,559	20,000	19,960	17,000	9%	-15%
44540 Professional Services	103,416	104,881	67,000	66,866	70,000	-33%	4%
44560 Marketing & Promotion	5,472	5,481	6,000	5,988	5,000	-9%	-17%
44573 Leases & Rentals	12,371	13,257	7,000	6,986	9,000	-32%	29%
Services Subtotal	136,621	140,533	100,000	99,800	101,000	-28%	1%
48860 Machinery, Equipment	-	-	46,000	45,908	46,000		0%
Capital Outlay Subtotal	-	-	46,000	45,908	46,000		0%
Meadowmere Park	443,397	419,979	382,861	382,095	383,061	-9%	0%
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	332,880	305,858	276,300	275,747	275,000	-10%	0%

Comments/Justification

42200 Operating Supplies Gate House, Amenity and General park operational supplies.	5,000
42205 Grounds Maintenance Fire Ant control, Weed control, Fertilizer and Janitorial cleaners and Paint.	8,000
42220 Clothing Supplies Host 7 camp staff shirts/uniform	1,000

LAKE PARKS - MEADOWMERE PARK 119-312-007

Comments/Justification

42252 Education & Recreation Outdoor recreation program supplies	10,000
42281 Apparatus & Tools Trash cans, Kayaks, Outdoor recreation equipment, Furniture and tools.	12,000
42300 Cost Of Goods Sold Items purchased for resale through Gate House and Rental Building	4,000
43350 Building Maintenance Restrooms, Rental building and Gate House maintenance.	7,000
43355 Recreation Facilities Maint Picnic tables, Fire rings, BBQ grills, Docks/repair, Signage shade/picnic Pavilion replace/repair and Sand.	90,000
44540 Professional Services Tree maintenance, Janitorial, Mowing, Litter & misc. contractor services.	70,000
44560 Marketing & Promotion Marketing and promotion for outdoor recreation programs, Dove Creek Day Camp and activities.	5,000
44573 Leases & Rentals Port-A-Potties and misc. equipment	9,000
48860 Machinery, Equipment Custom container building, Communications and/or Water access upgrades (Custom Docks, Skids) and Automated pay stations.	46,000

**FY 2020-21 PROPOSED OPERATING BUDGET
 LAKE PARKS FUND
 DISASTER RECOVERY DIVISION SUMMARY
 119-312-008**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Maintenance	-	1,745	-	-	-
Total	-	1,745	-	-	-

LAKE PARKS - DISASTER RECOVERY 119-312-8

EXPENDITURE DETAIL

		2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
		Actual	Actual	Budget	Estimate	Proposed	from	from
							FY19	FY20
							Actual	Budget
Disaster Recovery								
43355	Disaster Recov-Facility Maint.	-	1,745	-	-	-		
Maintenance Subtotal		-	1,745	-	-	-		
Disaster Recovery		-	1,745	-	-	-		
Less Salaries, Vehicle Mtnc & Fuel, Ins, Admin Fees		-	1,745	-	-	-		

Comments/Justification

This cost center was used during the flood.

**FY 2020-21 PROPOSED OPERATING BUDGET
 LAKE PARKS FUND
 Go Wild Education
 119-312-010**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Supplies	-	4,756	9,400	9,381	10,100
Services	-	2,281	2,600	2,595	1,850
Total	-	7,037	12,000	11,976	11,950

LAKE PARKS - DISASTER RECOVERY 119-312-10

EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
Go Wild Education							
42200 Operating Supplies	-	2,052	2,000	1,996	4,000		
42205 Grounds Maintenance	-	108	2,800	2,794	800		
42220 Clothing Supplies	-	859	300	299	300		
42252 Education & Recreation	-	1,286	3,500	3,493	4,200		
42281 Apparatus & Tools	-	451	800	798	800		
Supplies Subtotal	-	4,756	9,400	9,381	10,100		
Services Subtotal							
44505 Training, Trav & Dues	-	245	750	749	-		
44540 Professional Services	-	2,036	1,350	1,347	1,350		
44560 Marketing & Promotion	-	-	500	499	500		
Services Subtotal	-	2,281	2,600	2,595	1,850		
Go Wild Education	-	7,037	12,000	11,976	11,950		
Less Salaries, Vehicle Mtn & Fuel, Ins, Admin Fees	-	7,037	12,000	11,976	11,950		

Comments/Justification

42200 Operating Supplies	4,000
Program general operating supplies	
42220 Clothing Supplies	300
Staff/Field trip guide shirts	
42252 Education & Recreation	4,200
Field trip and activity supplies	
44560 Marketing & Promotion	500
Program and activity promotion items	

**FY 2020-21 PROPOSED OPERATING BUDGET
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
4B TRANSIT FUND**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING FUND BALANCE:	357	8,784	16,961	16,961	26,961
OPERATING REVENUE:					
Sales Tax	9,815,379	10,476,439	11,106,218	9,000,000	9,218,161
Interest Income	8,427	8,176	10,000	7,000	10,000
Total Operating Revenue	9,823,806	10,484,616	11,116,218	9,007,000	9,228,161
TRANSFERS IN:					
TOTAL REVENUE AND TRANSFERS	9,823,806	10,484,616	11,116,218	9,007,000	9,228,161
OPERATING EXPENDITURES:					
Contractual Services - Trinity Metro	9,466,562	10,046,960	10,641,732	8,532,514	8,754,020
Total Operating Expenditures	9,466,562	10,046,960	10,641,732	8,532,514	8,754,020
TRANSFERS OUT:					
Transfer to Visitor Shuttle Fund	348,816	429,479	464,486	464,486	464,141
Total Transfers Out	348,816	429,479	464,486	464,486	464,141
TOTAL EXPENDITURES AND TRANSFERS	9,815,378	10,476,439	11,106,218	8,997,000	9,218,161
SURPLUS / (DEFICIT)	8,428	8,177	10,000	10,000	10,000
ENDING FUND BALANCE:	8,784	16,961	26,961	26,961	36,961

4B TRANSIT FUND (120)**REVENUE DETAIL**

	2017-18	2018-19	2019-20	2019-20	2020-21	Change from FY19	Change from FY20
	Actual	Actual	Budget	Estimate	Proposed	Actual	Budget
SALES TAX	9,815,379	10,476,439	11,106,218	9,000,000	9,218,161	-12%	-17%
INTEREST INCOME	8,427	8,176	10,000	7,000	10,000	22%	0%
TOTAL 4B TRANSIT	9,823,806	10,484,616	11,116,218	9,007,000	9,228,161	-12%	-17%

**FY 2020-21 PROPOSED OPERATING BUDGET
 4B ECONOMIC DEVELOPMENT FUNDS
 DEPARTMENTAL SUMMARY**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
4B Transit (Trinity Metro)	9,815,378	10,476,439	11,106,218	8,996,071	9,218,161
Total	9,815,378	10,476,439	11,106,218	8,996,071	9,218,161

**FY 2020-21 PROPOSED OPERATING BUDGET
 4B ECONOMIC DEVELOPMENT FUNDS
 4B TRANSIT SUMMARY
 FUND 120**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Services	9,466,562	10,046,960	10,641,732	8,532,514	8,754,020
Transfers	348,816	429,479	464,486	463,557	464,141
Total	9,815,378	10,476,439	11,106,218	8,996,071	9,218,161

OBJECTIVES

- Provide funding for the development of commuter rail service. Voters approved a 3/8-cent sales tax increase that commenced on April 1, 2007.
- Accumulate funding for the land acquisition, design, construction and operation of a passenger rail station.
- Provide funding for 50% of the operations of the Grapevine Visitor Shuttle system.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Contractual payments to Trinity Metro	\$9,077,750	\$9,466,562	\$10,389,140	\$10,168,779	\$10,655,156
Transfers to Grapevine Visitor Shuttle system	\$348,816	\$429,479	\$464,486	\$463,557	\$464,141

ECONOMIC DEVELOPMENT - 120
EXPENDITURE DETAIL

	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	from	from
						FY19	FY20
						Actual	Budget
4-B Transit							
44688 Intergovt. Expenditures	9,466,562	10,046,960	10,641,732	8,532,514	8,754,020	-13%	-18%
Services Subtotal	9,466,562	10,046,960	10,641,732	8,532,514	8,754,020	-13%	-18%
54216 Transfers To Visitor Shuttle	348,816	429,479	464,486	464,486	464,141	8%	0%
Transfers	348,816	429,479	464,486	463,557	464,141	8%	0%
Total 4-B Transit	9,815,378	10,476,439	11,106,218	8,996,071	9,218,161	-12%	-17%

**FY 2020-21 PROPOSED OPERATING BUDGET
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
ECONOMIC DEVELOPMENT FUND (122, 124)**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING FUND BALANCE:	17,500,237	5,201,059	5,773,970	5,773,970	6,339,885
OPERATING REVENUE:					
Sales Tax	4,256,509	4,393,875	4,402,073	3,000,000	3,653,721
Interest Income	179,326	144,127	125,000	90,000	110,000
Miscellaneous	16,930,000	4,232,422	-	-	-
Total Operating Revenue	21,365,834	8,770,425	4,527,073	3,090,000	3,763,721
TRANSFERS IN:	627,905	-	-	-	-
TOTAL REVENUE AND TRANSFERS	21,993,739	8,770,425	4,527,073	3,090,000	3,763,721
OPERATING EXPENDITURES:					
Personnel Services	487,265	512,099	523,466	522,419	533,637
Supplies	6,678	9,233	6,300	6,287	5,600
Maintenance	-	6,712	-	-	-
Services	1,098,204	707,735	2,231,816	286,004	1,481,620
Insurance	-	66,293	58,097	57,981	51,141
Debt Service	17,212,082	-	-	-	-
Total Operating Expenditures	18,804,229	1,302,072	2,819,679	872,692	2,071,998
TRANSFERS OUT	14,591,741	1,736,070	1,707,394	1,651,394	1,691,723
TOTAL EXPENDITURES AND TRANSFERS	33,395,970	3,038,142	4,527,073	2,524,086	3,763,721
SURPLUS / (DEFICIT)	(11,402,231)	5,732,283	-	565,915	-
ENDING FUND BALANCE AVAILABLE:	5,201,059	5,773,970	5,773,970	6,339,885	6,339,885

ECONOMIC DEVELOPMENT FUNDS (122,124)

REVENUE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
SALES TAX	4,256,509	4,393,875	4,402,073	3,000,000	3,653,721	-17%	-17%
39230 Interest Income	75,803	-	-	-	-		
39250 Change In Investment Value	(3,526)	-	-	-	-		
39230 Interest Income	107,049	144,127	125,000	90,000	110,000	-24%	-12%
INTEREST INCOME	179,326	144,127	125,000	90,000	110,000	-24%	-12%
53122 Transfers From 4B Capital	2,458,550	-	-	-	-		
53177 Transfers From 4B Capital	627,905	-	-	-	-		
TRANSFERS IN	3,086,455	-	-	-	-		
39998 Other Financing Sources	16,930,000	-	-	-	-		
BOND	16,930,000	-	-	-	-		
39950 Sale Of Capital Assets	-	4,208,462	-	-	-	-100%	
39999 Miscellaneous Revenues	-	23,960	-	-	-	-100%	
MISCELLANEOUS	-	4,232,422	-	-	-	-100%	
TOTAL ECONOMIC DEV	24,452,290	8,770,425	4,527,073	3,090,000	3,763,721	-57%	-17%

**FY 2020-21 PROPOSED OPERATING BUDGET
 4B ECONOMIC DEVELOPMENT FUNDS
 DEPARTMENTAL SUMMARY**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
4B Capital Improvements and 4B Economic Development	33,395,970	3,038,142	4,527,073	2,524,086	3,763,721
Total	33,395,970	3,038,142	4,527,073	2,524,086	3,763,721

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

<u>ECONOMIC DEVELOPMENT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Director of Economic Development	1.0	1.0	1.0	1.0	1.0
Development Manager	1.0	1.0	1.0	2.0	2.0
Economic Development Coordinator	1.0	1.0	1.0	-	-
Administrative Secretary	0.5	0.5	0.5	0.5	0.5
TOTAL ECONOMIC DEVELOPMENT	3.5	3.5	3.5	3.5	3.5

**FY 2020-21 PROPOSED OPERATING BUDGET
4B CAPITAL IMPROVEMENTS AND
4B ECONOMIC DEVELOPMENT SUMMARY
FUNDS 122 AND 124**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel Services	487,265	512,099	523,466	522,419	533,637
Supplies	6,678	9,233	6,300	6,287	5,600
Maintenance	-	6,712	-	-	-
Services	1,098,204	707,735	2,231,816	286,004	1,481,620
Insurance	-	66,293	58,097	57,981	51,141
Transfers	14,591,741	1,736,070	1,707,394	1,651,394	1,691,723
Bond Expense	17,212,082	-	-	-	-
Total	33,395,970	3,038,142	4,527,073	2,524,086	3,763,721

OBJECTIVES

The Economic Development Department provides assistance in business attraction, relocation, and retention for the City of Grapevine. The department will plan, market, and direct the business recruitment, retention, and expansion programs for the City. Identifying quality business prospects and creating and executing successful marketing campaigns to attract those businesses to Grapevine is a top priority.

Departmental goals include maintaining positive relationships with developers, brokers, and other business professionals in order to encourage business expansion consistent with the City's mission and vision. The department also serves as a liaison between new businesses and City departments to assist with required permitting, utility service arrangements, building and fire codes, and zoning and occupancy issues.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Support Targeted real estate development:					
- Complete a market and site context analysis on 185 acre City owned tract	1	1	0	0	1
Business retention and new business development:					
- Local business visits	45	50	100	100	120
- Broker meetings	10	10	20	20	30
- Presentations to Chamber of Commerce and ED partnership meetings	12	12	12	12	12
- Network and retention events attended	18	15	18	18	20
- Leads obtained from network and retention events	35	50	35	35	60
- Trade shows attended	5	5	5	5	5
- Social media posts	1,000	250	200	200	300
Market analysis and trends:					
- Retail and transit oriented development study	1	0	0	0	1

ECONOMIC DEVELOPMENT - 122, 124

EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
ECONOMIC DEVELOPMENT							
41100 Salaries-Full Time	387,388	404,614	423,562	422,715	423,166	5%	0%
41107 Salaries-Overtime	26	9	-	-	-	-100%	
41190 Wages-Contract Labor	10,702	6,615	-	-	7,000	6%	
41236 TMRS Benefits	74,962	78,173	80,564	80,403	82,296	5%	2%
41247 Medicare	5,694	5,980	6,300	6,287	6,341	6%	1%
41271 Salaries-Longevity	2,544	2,324	1,368	1,365	1,776	-24%	30%
41273 Salaries-Sick Leave Buy Back	1,749	10,474	7,472	7,457	8,138	-22%	9%
41275 Car Allowance	4,200	3,850	4,200	4,192	4,200	9%	0%
41276 Phone Allowance	-	60	-	-	720	1100%	
Personnel Subtotal	487,265	512,099	523,466	522,419	533,637	4%	2%
42200 Operating Supplies	6,480	9,034	5,000	4,990	5,000	-45%	0%
42200 Operating Supplies	-	3,042	-	-	-	-100%	
42261 Postage And Related Charges	160	177	300	299	100	-44%	-67%
42285 Motor Vehicle Fuel	38	22	1,000	998	500	2173%	-50%
Supplies Subtotal	6,678	9,233	6,300	6,287	5,600	-39%	-11%
43350 Building Maintenance	-	6,712	-	-	-	-100%	
Maintenance	-	6,712	-	-	-	-100%	
44500 It License & Maint Fees	-	309	-	-	-	-100%	
44505 Travel, Training And Dues	69,096	56,464	30,000	29,940	27,500	-51%	-8%
44525 Utilities	-	22,005	-	-	-	-100%	
44525 Utilities	(185)	98	5,000	4,990	4,000	3982%	-20%
44535 Financial Services Fees	4,373	13,372	2,373	-	-	-100%	-100%
44535 Financial Services Fees	-	2,632	-	-	-	-100%	
44540 Professional Services	207,420	381,961	215,000	95,000	95,000	-75%	-56%
44540 Professional Services	-	199,130	-	-	-	-100%	
44560 Marketing & Promotion	47,381	64,622	55,000	54,890	70,000	8%	27%
44565 Advertising Publ & Subscript	13,317	5,015	90,000	89,820	-	-100%	-100%
44687 Chapter 380 Rebate	-	-	-	-	600,000		
44627 Insurance, Fleet & It Charges	63,039	14,289	11,387	11,364	-	-100%	-100%
44686 Community Distributions	674,000	148,200	1,823,056	-	685,120	362%	-62%
44535 Financial Service Fees	13,673	1,240	-	-	-	-100%	
44540 Professional Serv.-Gpv Garden	6,021	-	-	-	-		
Services Subtotal	1,098,204	707,735	2,231,816	286,004	1,481,620	109%	-34%
45541 Property Insurance	-	9,637	-	-	-	-100%	
45554 Worker's Comp Ins Premium	-	120	121	121	128	7%	6%
45664 Health Insurance Claims	-	47,434	47,434	47,339	40,679	-14%	-14%
45674 Health Insurance Premiums	-	9,102	9,102	9,084	10,334	14%	14%
45675 Insurance Non Health	-	-	1,440	1,437	-		-100%
Insurance Subtotal	-	66,293	58,097	57,981	51,141	-23%	-12%
54100 Transfers To General Fund	326,478	339,626	306,000	250,000	291,204	-14%	-5%
54130 Transfers To Debt Service	1,592,714	1,396,444	1,401,394	1,401,394	1,400,519	0%	0%
54177 Transfers To Gen Facilities	4,475,249	-	-	-	-		
54177 Transfers To General Fac. Cap.	8,214,599	-	-	-	-		
Transfers	14,591,741	1,736,070	1,707,394	1,651,394	1,691,723	-3%	-1%

ECONOMIC DEVELOPMENT - 122, 124

EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change from FY19 Actual	Change from FY20 Budget
(continued from previous page)							
54710 Premium On Issuance Of Debt	(26,057)	-	-	-	-		
44998 Other Financing Use	17,024,629	-	-	-	-		
47905 Bond Issuance Expense	213,510	-	-	-	-		
Bond Expense Subtotal	17,212,082	-	-	-	-		
Total Economic Development	33,395,970	3,031,430	4,527,073	2,524,086	3,763,721	24%	-17%
Less Salaries, Vehicle Maint & Fuel, Insurance and Admin Fee	32,582,189	2,113,390	3,638,510	1,692,688	2,887,239	37%	-21%

Comments/Justification

42200 Operating Supplies General Office Supplies	5,000
44505 Travel, Training And Dues ED Director \$10,000 for ICSC (Texas and National) plus Local Conferences, ED Manager \$10,000 for ICSC (Texas and National) plus Local Conferences, and ED Coordinator \$7,500 for ICSC (Texas and National) plus Local Conferences.	27,500
44560 Marketing & Promotion Items for marketing outreach to address opportunities for new investment in Grapevine, Investment promotion and marketing materials, and development of electronic data and information including our website.	70,000
44686 Community Distributions Payments associated with incentives for Chapter 380 agreements.	685,120

SECTION 3

**FY 2020-21 PROPOSED OPERATING BUDGET
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
UTILITY ENTERPRISE FUND**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING UNRESTRICTED FUND BALANCE:	17,230,681	16,629,044	14,139,853	14,139,853	14,931,772
OPERATING REVENUE:					
Water Sales	16,577,391	14,607,637	15,700,000	15,668,600	15,650,000
Wastewater Sales	8,371,685	8,033,819	8,000,000	7,984,000	8,000,000
Tap & Inspection Fees	143,010	151,124	77,000	76,846	85,000
Reconnects & Transfers	201,264	196,299	203,000	202,594	203,000
Interest Income	302,191	307,081	300,000	299,400	300,000
Miscellaneous Income	7,170,113	6,935,920	200,500	200,099	200,500
Total Operating Revenue	32,765,654	30,231,881	24,480,500	24,431,539	24,438,500
TRANSFERS IN/CONTRIBUTIONS:	6,506	556,794	-	-	-
TOTAL REVENUE AND TRANSFERS	32,772,160	30,788,674	24,480,500	24,431,539	24,438,500
OPERATING EXPENDITURES:					
Personnel	3,334,962	3,609,966	3,847,850	3,840,154	3,892,334
Supplies	684,184	699,016	890,960	889,178	1,184,760
Maintenance	1,016,244	920,689	1,512,100	1,509,076	1,525,900
Services	14,008,448	11,543,196	13,300,200	13,273,600	13,266,549
Debt Service	584,747	1,534,798	1,130,569	1,128,308	1,122,619
Insurance	-	920,619	952,109	950,205	1,027,743
Capital Outlay	369,658	544,005	450,000	449,100	330,000
Total Expenditures	19,998,243	19,772,289	22,083,788	22,039,620	22,349,905
TRANSFERS OUT:	8,003,880	6,843,710	1,865,000	1,600,000	1,817,850
TOTAL EXPENDITURES AND TRANSFERS	28,002,123	26,615,999	23,948,788	23,639,620	24,167,755
SURPLUS / (DEFICIT)	4,770,037	4,172,675	531,712	791,919	270,745
ENDING UNRESTRICTED WORKING CAPITAL:	16,629,044	14,139,853	14,671,565	14,931,772	15,202,517
WORKING CAPITAL REQUIREMENT:	3,199,719	3,163,566	3,533,406	3,526,339	3,575,985

* Working capital requirement is 16% of total net budgeted expenditures or 60 days of operation.
The FY 2020-21 projected Ending Working Capital Balance represents 248 days of operation.

UTILITY ENTERPRISE FUND (200)
REVENUE DETAIL

Account/Description	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	From FY19	From FY20
34505 Water Sales	16,267,722	14,469,501	15,500,000	15,469,000	15,500,000	7%	0%
34506 Raw Water Sales	309,669	138,137	200,000	199,600	150,000	9%	-25%
WATER SALES	16,577,391	14,607,637	15,700,000	15,668,600	15,650,000	7%	0%
WASTEWATER SALES	8,371,685	8,033,819	8,000,000	7,984,000	8,000,000	0%	0%
34533 Water Tap Fees	39,200	38,065	30,000	29,940	25,000	-34%	-17%
34535 Utility Inspection Fees	96,615	104,712	40,000	39,920	50,000	-52%	25%
34564 Wastewater Tap Fees	7,195	8,347	7,000	6,986	10,000	20%	43%
TAP & INSPECTION FEES	143,010	151,124	77,000	76,846	85,000	-44%	10%
34536 Reconnect & Transfer Charges	14,509	12,724	13,000	12,974	13,000	2%	0%
34539 Penalties On Non Payments	186,755	183,574	190,000	189,620	190,000	4%	0%
RECONNECTS & TRANSFERS	201,264	196,299	203,000	202,594	203,000	3%	0%
39230 Interest On Investments	305,681	286,519	300,000	299,400	300,000	5%	0%
39249 Other General Interest	6,761	6,317	-	-	-	-100%	
39250 Chg. In Investment Value	(10,250)	14,244	-	-	-	-100%	
INTEREST INCOME	302,191	307,081	300,000	299,400	300,000	-2%	0%
39270 Refund Tra	2,239,882	606,251	175,000	174,650	175,000	-71%	0%
39285 Contributions	-	326,170	-	-	-	-100%	
39951 Sale Of Material, Labor	275	2,038	500	499	500	-75%	0%
39990 Contrib. Capital-Donated Asset	4,909,757	5,982,472	-	-	-	-100%	
39995 (Over)/Short	10	10	-	-	-	-100%	
39999 Miscellaneous Revenues	20,190	18,980	25,000	24,950	25,000	32%	0%
MISCELLANEOUS	7,170,113	6,935,920	200,500	200,099	200,500	-97%	0%
53122 Transfers From 4B Capital	6,506	-	-	-	-		
53201 Transfers From Utility Capital	-	556,794	-	-	-	-100%	
TRANSFERS/CONTRIBUTIONS	6,506	556,794	-	-	-	-100%	
UTILITY ENTERPRISE	32,772,160	30,788,674	24,480,500	24,431,539	24,438,500	-21%	0%

**FY 2020-21 Proposed OPERATING BUDGET
UTILITY ENTERPRISE FUND
DEPARTMENTAL SUMMARY**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Water Distribution	1,407,702	1,454,383	1,700,420	1,727,798	1,869,342
Water Treatment	11,158,322	9,540,886	11,012,327	10,990,302	10,950,255
Utility Billing	642,793	630,453	701,745	700,342	667,402
Wastewater Collection	1,002,390	1,245,354	1,127,928	1,125,672	1,211,019
Wastewater Treatment	2,948,976	2,841,325	3,501,644	3,494,641	3,560,984
Utility Administrative Services	10,172,985	10,172,222	4,904,724	4,633,645	4,908,753
Permanent Capital Maintenance	644,280	628,368	1,000,000	998,000	1,000,000
Total	27,977,448	26,512,991	23,948,788	23,670,400	24,167,755

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

<u>PUB WKS - WATER DISTRIBUTION</u>	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate	2019-20 Proposed
Director of Public Works	0.5	0.5	0.5	0.5	0.5
Assistant Public Works Director/Operations	0.5	0.5	0.5	0.5	0.5
Administrative Secretary	0.5	0.5	0.5	0.5	0.5
WO System Data Coordinator	0.5	0.5	0.5	0.5	0.5
GIS Engineering Coordinator	0.5	0.5	0.5	0.5	0.5
SCADA Administrator	1.0	1.0	1.0	1.0	1.0
Utility Field Operations Foreman	1.0	1.0	1.0	1.0	1.0
Water Crew Leader	2.0	2.0	2.0	2.0	2.0
Senior Meter Reader	1.0	1.0	1.0	1.0	1.0
Meter Reader	2.0	2.0	2.0	2.0	2.0
Construction Inspector I	1.0	1.0	1.0	1.0	1.0
Equipment Operator I	3.0	3.0	3.0	3.0	2.0
Customer Service Technician	1.0	1.0	1.0	1.0	1.0
Lift Station Operator	-	-	-	-	1.0
TOTAL FULL-TIME POSITIONS	14.5	14.5	14.5	14.5	14.5

PUB WKS - WATER TREATMENT

W/WW Plant Manager	0.5	0.5	0.5	0.5	0.5
Utility Manager	1.0	1.0	1.0	1.0	1.0
Chief Water Plant Operator	-	-	-	-	1.0
Assistant Water Plant Manager	1.0	1.0	1.0	1.0	-
Water Quality Tech	1.0	1.0	1.0	1.0	1.0
Water Plant Shift Supervisor	2.0	2.0	2.0	2.0	-
Plant Operator	5.0	5.0	5.0	5.0	7.0
Plant Mechanic II	1.0	1.0	1.0	1.0	1.0
Plant Operator Apprentice	1.0	1.0	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	12.5	12.5	12.5	12.5	12.5

**FY 2020-21 Proposed OPERATING BUDGET
UTILITY ENTERPRISE FUND
DEPARTMENTAL SUMMARY**

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

<u>PUB WKS - WW COLLECTION</u>	2016-17	2017-18	2018-19	2018-19	2019-20
	Actual	Actual	Budget	Estimate	Proposed
Utility Field Operations Supt.	1.0	1.0	1.0	1.0	1.0
Sr. Civil Engineer	0.5	0.5	0.5	0.5	0.5
GIS Engineering Coordinator	0.5	0.5	0.5	0.5	0.5
Lift Station Supervisor	-	-	1.0	1.0	1.0
Lift Station Specialist	1.0	1.0	-	-	-
Equipment Operator III	1.0	1.0	1.0	1.0	1.0
Equipment Operator II	1.0	1.0	1.0	1.0	1.0
Equipment Operator I	2.0	2.0	2.0	2.0	2.0
Crew Leader	2.0	2.0	2.0	2.0	2.0
Crew Worker / Line Locator	1.0	1.0	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	10.0	10.0	10.0	10.0	10.0
<u>PUBLIC WORKS - WW TREATMENT</u>					
Deputy Director of Public Works	0.5	0.5	0.5	0.5	0.5
Wastewater Plant Manager	0.5	0.5	0.5	0.5	0.5
Assistant WW Plant Manager	1.0	1.0	1.0	1.0	1.0
Chief Operator	1.0	1.0	1.0	1.0	1.0
Plant Operator	4.0	4.0	5.0	5.0	4.0
Plant Operator Trainee / Apprentice	1.0	1.0	-	-	1.0
Plant Mechanic II	1.0	1.0	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	9.0	9.0	9.0	9.0	9.0
<u>UTILITY BILLING</u>					
Accounting Manager	0.5	0.5	0.5	0.5	0.5
Accountant	-	-	-	-	-
Utility Billing Supervisor	-	-	1.0	1.0	1.0
Utility Billing Customer Service Supervisor	1.0	1.0	-	-	-
Utility Billing Technician	1.0	1.0	1.0	1.0	1.0
Financial Program Analyst II	-	1.0	1.0	1.0	1.0
Billing Clerk	2.0	1.0	1.0	1.0	1.0
A/P Clerk	0.5	0.5	0.5	0.5	0.5
TOTAL FULL-TIME POSITIONS	5.0	5.0	5.0	5.0	5.0
TOTAL UTILITY FUND	51.0	51.0	51.0	51.0	51.0

**FY 2020-21 Proposed OPERATING BUDGET
 UTILITY ENTERPRISE FUND
 WATER DISTRIBUTION DIVISION SUMMARY
 200-530-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	1,020,494	1,061,650	1,084,640	1,082,471	1,095,882
Supplies	156,333	162,017	178,600	178,243	459,600
Maintenance	149,571	147,943	162,800	162,474	162,800
Services	81,304	82,773	104,380	104,171	151,060
Capital Outlay	-	-	170,000	200,439	-
Total	1,407,702	1,454,383	1,700,420	1,727,798	1,869,342

OBJECTIVES

- Maintain meter accuracy within the field.
- Decrease downtime for planned and emergency shutoffs.
- Update water maps and coordinate valve locations utilizing GPS data collectors.

<u>PERFORMANCE INDICATORS</u>	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate	2019-20 Proposed
Meter change outs due to failure or inaccuracy (< 1% of total meters)	<140	<140	<140	<140	<140
Meter reading accuracy	99%	99%	99%	98%	98%
Cycle main line valves system wide	1,000	2,247	1,500	1,500	1,500
Emergency callout response time (minutes)	30	30	30	30	30
Water meter change outs (per month)	118	118	118	125	125
Average number of days for work order completion (exclude taps)	N/A	<10	<10	<10	<10
GIS Update quarterly	N/A	N/A	N/A	100%	100%

WATER & SEWER UTILITY - WATER DISTRIBUTION 200-530-001
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change From FY19 Actual	Change From FY20 Budget
Water Distribution							
41100 Salaries-Full Time	778,879	795,610	869,950	868,210	865,040	9%	-1%
41107 Salaries-Overtime	46,340	48,423	21,543	21,500	21,018	-57%	-2%
41190 Wages-Contract Labor	3,214	26,483	-	-	-	-100%	
41212 Certification Pay	2,331	2,571	2,280	2,275	1,800	-30%	-21%
41236 TMRS Benefits Benefits	157,519	159,470	169,060	168,722	171,167	7%	1%
41247 Medicare	11,759	12,113	13,220	13,194	12,700	5%	-4%
41271 Salaries-Longevity	9,000	7,628	5,352	5,341	6,048	-21%	13%
41273 Salaries-Sick Leave Buy Back	11,452	9,117	1,135	1,133	15,289	68%	1247%
41275 Car Allowance	-	175	2,100	2,096	2,100	1100%	0%
41276 Phone Allowance	-	60	-	-	720	1100%	
Personnel Subtotal	1,020,494	1,061,650	1,084,640	1,082,471	1,095,882	3%	1%
42200 Operating Supplies	115,510	6,885	6,200	6,188	6,200	-10%	0%
42205 Grounds Maintenance	883	2,340	6,500	6,487	6,500	178%	0%
42220 Clothing Supplies	4,135	5,029	7,300	7,285	7,300	45%	0%
42261 Postage And Related Charges	(4,703)	175	300	299	300	71%	0%
42281 Apparatus And Tools	22,554	18,097	17,800	17,764	17,800	-2%	0%
42285 Motor Vehicle Supplies	17,954	18,079	20,000	19,960	20,000	11%	0%
42311 Water Meters	-	111,412	120,500	120,259	401,500	260%	233%
Supplies Subtotal	156,333	162,017	178,600	178,243	459,600	184%	157%
43301 Transportation Infrastructure	55,488	48,569	60,000	59,880	60,000	24%	0%
43350 Building Maintenance	-	728	-	-	-	-100%	
43360 Water Supply Infrast. Maint.	84,821	97,212	63,100	62,974	63,100	-35%	0%
43430 Motor Vehicle Maintenance	-	38	30,000	29,940	30,000	78847%	0%
43465 Misc. Equip. Maint.	9,262	1,396	9,700	9,681	9,700	595%	0%
Maintenance Subtotal	149,571	147,943	162,800	162,474	162,800	10%	0%
44500 It License & Maint Fees	8,512	23,322	20,700	20,659	53,100	128%	157%
44505 Travel, Training And Dues	11,272	11,693	14,780	14,750	14,780	26%	0%
44525 Utilities	11,051	8,452	11,100	11,078	25,380	200%	129%
44540 Professional Services	49,577	38,254	53,400	53,293	53,400	40%	0%
44573 Leases & Rentals	892	1,052	4,400	4,391	4,400	318%	0%
Services Subtotal	81,304	82,773	104,380	104,171	151,060	82%	45%
48875 Software & Other Intangibles	-	-	-	30,779	-		
48910 Motor Vehicles	-	-	170,000	169,660	-		-100%
Capital Outlay Subtotal	-	-	170,000	200,439	-		-100%
Water Distribution	1,407,702	1,454,383	1,700,420	1,727,798	1,869,342	29%	10%
Less Salaries and Fuel	369,254	374,654	425,780	424,928	753,460	101%	77%

WATER & SEWER UTILITY - WATER DISTRIBUTION 200-530-001

Comments/Justification

41276 Phone Allowance	720
Warehouse supplies, office supplies, printing, advertising and copies	
42200 Operating Supplies	6,200
Warehouse supplies, office supplies, printing, advertising and copies	
42205 Grounds Maintenance	6,500
Allowance for sod	
42220 Clothing Supplies	7,300
Safety boots, uniform shirts, uniform pants, jacket/coverall and T-shirts	
42261 Postage And Related Charges	300
Postage for repaired/returned items	
42281 Apparatus And Tools	17,800
Street saw blades, trash pump & hoses, minor hand tools, cut off saw blades, 6" and 4" hoses, stihl cut off saw and metal locators	
43301 Transportation Infrastructure	60,000
Wash rock, cushion sand, pavement repairs and cast iron fittings	
43360 Water Supply Infrast. Maint.	63,100
Maint and repair of water lines, water tower maint, materials and fittings and water meter repair	
43430 Motor Vehicle Maintenance	30,000
Motor vehicle maintenance and supplies	
43465 Misc. Equip. Maint.	9,700
Metal detector maintenance, street saw maintenance, cut-off saw maintenance, chainsaw maintenance, jackhammer maintenance, portable pump maintenance, whacker packer maintenance and Datamatic maintenance agreement	
44500 It License & Maint Fees	53,100
Cartegraph annual license, BIS consulting services data management; ESRI - ArcGIS for water and wastewater departments, general software license, H2O Map (Innovyze), GPS software, IT pipes and Iconics software SCADA	
44505 Travel, Training And Dues	14,780
Water/Wastewater class, WUA Membership dues, BPAT License renewal, Class C license renewal, license training, Texas excavation safety system dues; Per Diem for 3 attendees and 12 classes, TWUA training seminar, USC and Cartegraph Conference	
44525 Utilities	25,380
Cell phone service for all Water and Wastewater divisions	
44540 Professional Services	53,400
Engineering professional services, water tower inspection, water tower cleaning, laboratory fees, fire line sprinkler inspection, AWWA membership for public works director and dart license agreement	
44573 Leases & Rentals	4,400
Equipment rentals for equipment under repair	

**FY 2020-21 Proposed OPERATING BUDGET
UTILITY ENTERPRISE FUND
WATER TREATMENT DIVISION SUMMARY
200-530-002**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	730,058	865,083	995,293	993,302	936,452
Supplies	283,904	261,043	425,700	424,849	423,800
Maintenance	72,434	60,446	79,400	79,241	79,400
Services	9,952,057	8,354,314	9,511,934	9,492,910	9,510,603
Capital Outlay	119,869	-	-	-	-
Total	11,158,322	9,540,886	11,012,327	10,990,302	10,950,255

OBJECTIVES

- Provide water conservation education to effectively manage water resources.
- Comply with EPA and the TCEQ regulations.
- Monitoring system to ensure water quality adheres to TCEQ regulations.
- Maintain turbidity <0.10 NTUs
- Maintain levels below 80 mg/l for TTHMs and 60 mg/l for HHA5s.
- Total organic compounds compliance, using any of the three methods required by the TCEQ.
- Ensure plant is run efficiently regarding cost per million gallons of water treated.

<u>PERFORMANCE INDICATORS</u>	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate	2019-20 Proposed
Distribution System PSI	N/A	N/A	N/A	>35	>35
Inactivation Ratio	N/A	N/A	N/A	>1.0	>1.0
DLQOR CL residuals	N/A	N/A	N/A	>0.5 / <4.0	>0.5 / <4.0
Distribution system bacteriological samples per month	50.000	50.000	50.000	50.000	50.000
Average NTU / turbidity level	<0.10	<0.10	<0.10	<0.15	<0.15
THM / HHA5s formation limit	<50/30	<50/30	<50/30	<50/30	<50/30
Flush Deadend Mains monthly	N/A	N/A	N/A	100%	100%
TOC compliance	1.000	1.000	1.000	1.000	1.000
Clean and inspect all ground and elevated storage tanks yearly	N/A	N/A	1x	1x	1x
Maintenance costs (quarterly) per million gallons of water treated	<\$38.00	60.940	<\$47.00	<\$47.00	<\$47.00

WATER & SEWER UTILITY - WATER TREATMENT 200-530-002

EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change From FY19 Actual	Change From FY20 Budget
Water Treatment							
41100 Salaries-Full Time	542,842	646,276	794,292	792,703	741,813	15%	-7%
41107 Salaries-Overtime	41,992	54,434	21,638	21,595	21,111	-61%	-2%
41212 Certification Pay	3,882	4,127	4,560	4,551	3,060	-26%	-33%
41236 TMRS Benefits Benefits	113,304	134,263	154,453	154,144	146,002	9%	-5%
41247 Medicare	8,504	10,252	12,078	12,054	11,249	10%	-7%
41271 Salaries-Longevity	6,288	5,108	3,240	3,234	3,432	-33%	6%
41272 Salaries-Holiday Pay	-	964	-	-	-	-100%	
41273 Salaries-Sick Leave Buy Back	13,246	9,569	5,032	5,022	9,425	-2%	87%
41276 Phone Allowance	-	90	-	-	360	300%	
Personnel Subtotal	730,058	865,083	995,293	993,302	936,452	8%	-6%
Supplies							
42200 Operating Supplies	33,002	42,239	46,800	46,706	46,800	11%	0%
42205 Grounds Maintenance	233,221	12,772	9,900	9,880	9,900	-22%	0%
42220 Clothing Supplies	4,405	3,716	6,600	6,587	6,600	78%	0%
42261 Postage And Related Charges	2,660	747	2,500	2,495	2,500	235%	0%
42281 Apparatus And Tools	5,855	3,435	4,500	4,491	4,500	31%	0%
42285 Motor Vehicle Supplies	4,761	5,993	5,000	4,990	5,000	-17%	0%
42310 Treatment Plant Chemicals	-	192,141	350,400	349,699	348,500	81%	-1%
Supplies Subtotal	283,904	261,043	425,700	424,849	423,800	62%	0%
Maintenance							
43350 Building Maintenance	8,371	5,335	10,000	9,980	10,000	87%	0%
43360 Water Supply Infrast. Maint.	55,118	53,375	59,400	59,281	59,400	11%	0%
43370 W/W Treatment Infrast. Maint.	8,945	1,448	-	-	-	-100%	
43430 Motor Vehicle Maintenance	-	-	8,000	7,984	8,000		0%
43465 Misc. Equip. Maint.	-	288	2,000	1,996	2,000	594%	0%
Maintenance Subtotal	72,434	60,446	79,400	79,241	79,400	31%	0%
Services							
44500 It License & Maint Fees	23,701	8,921	27,000	26,946	18,900	112%	-30%
44505 Travel, Training And Dues	10,947	14,784	9,615	9,596	11,615	-21%	21%
44525 Utilities	208,206	170,323	254,800	254,290	251,800	48%	-1%
44540 Professional Services	148,881	128,886	254,300	253,791	262,069	103%	3%
44573 Leases & Rentals	410	640	1,900	1,896	1,900	197%	0%
44598 Purchase/Storage/Treatment	9,559,912	8,030,760	8,964,319	8,946,390	8,964,319	12%	0%
Services Subtotal	9,952,057	8,354,314	9,511,934	9,492,910	9,510,603	14%	0%
Capital Outlay							
48910 Motor Vehicles	119,869	-	-	-	-		
Capital Outlay Subtotal	119,869	-	-	-	-		
Water Treatment	11,158,322	9,540,886	11,012,327	10,990,302	10,950,255	15%	-1%
Less Salaries and Fuel	10,423,503	8,669,810	10,012,034	9,992,010	10,008,803	15%	0%

Comments/Justification

41276 Phone Allowance

Phone allowance for water treatment

360

WATER & SEWER UTILITY - WATER TREATMENT 200-530-002

Comments/Justification

42200 Operating Supplies	46,800
Laboratory supplies, reagent for TCEQ NAP, CCR notice printing, office supplies, advertising, janitorial supplies and mechanical supplies	
42205 Grounds Maintenance	9,900
Weed killer and mowing	
42220 Clothing Supplies	6,600
Safety boots, uniform shirts and pants, jackets and coveralls, slickers and boots, goggles and gloves	
42261 Postage And Related Charges	2,500
Covers monthly TCEQ reporting and chemical shipments from suppliers	
42281 Apparatus And Tools	4,500
Water conservation plan devices, pH probes and minor hand tools	
42310 Treatment Plant Chemicals	348,500
Treatment plant chemicals	
43350 Building Maintenance	10,000
Filter and chemical maintenance cleaning	
43360 Water Supply Infrast. Maint.	59,400
Routine repair/prevent maintenance of pumps, Routine repair/prevent maintenance of motors, Routine repair/prevent maintenance electrical equipment, Instrument calibration and general maintenance of equipment, Oil & grease, water tower maintenance and raw water pump maintenance	
44500 It License & Maint Fees	18,900
Iconics software license renewal, general software license, historian, PLC software and Kepware	
44505 Travel, Training And Dues	11,615
Training inc. cross training, mechanic training, TWUA membership dues, TCEQ operator license renewal, per diem 5 days and /11 classes, AWWA utility manager, TWUA training seminar (WTP Manager - Staff), 1/2 PE License, utility manger water conference and SCADA administrator training	
44525 Utilities	251,800
Estimated electricity, local phone/Verizon services	
44540 Professional Services	262,069
Engineering professional services, TCEQ inspection fees, outside laboratory fees, water conservation brochures & info, LT2 cryptosporidium testing, lake Grapevine reservoir accounting plan, clearwell inspection fees and transfer well cleaning & inspection	
44573 Leases & Rentals	1,900
Equip rental for repairs, crane truck and Oxygen & Acetylene gasses	
44598 Purchase/Storage/Treatment	8,964,319
TRA purchased treated water, CORPS Lake storage O&M & Security, City of Dallas raw water purchase, and the City of Dallas increase rates	

**FY 2020-21 Proposed OPERATING BUDGET
 UTILITY ENTERPRISE FUND
 UTILITY BILLING DIVISION SUMMARY
 200-530-003**

<u>EXPENDITURES BY OBJECT</u>	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate	2019-20 Proposed
Personnel	327,686	336,150	371,745	371,002	337,402
Supplies	77,948	66,445	74,000	73,852	74,000
Services	237,159	227,858	256,000	255,488	256,000
Total	642,793	630,453	701,745	700,342	667,402

OBJECTIVES

- Post customer collections and process work orders in a timely and accurate manner.
- Present a courteous and friendly demeanor to the public at all times.
- Monitor water and sewer reading routes on a regular basis to ensure that billings are accurate and reports are reconciled monthly.
- Process all billing cycles in a timely manner.
- Investigate, resolves and responds to customers complaints in a professional manner.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Average active residential accounts per month	12,483	12,585	12,550	12,578	12,600
Average active non-residential accounts per month	2,259	2,324	2,400	2,312	2,325
Average number of customers using IVR for their utility bill payment monthly	N/A	N/A	N/A	426	450
Average number of customer using Lockbox for their utility bill payment monthly	N/A	N/A	N/A	2,406	3,000

WATER & SEWER UTILITY - UTILITY BILLING 200-530-003

EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change From FY19 Actual	Change From FY20 Budget
Utility Billing							
41100 Salaries-Full Time	230,712	247,255	292,819	292,233	262,084	6%	-10%
41107 Salaries-Overtime	4,113	4,629	3,881	3,873	3,787	-18%	-2%
41180 Salaries-Part Time Hourly, Ot	33,212	26,642	10,463	10,442	9,939	-63%	-5%
41190 Wages-Contract Labor	6,673	-	-	-	-		
41224 Pars Benefits	432	346	136	136	130	-62%	-4%
41236 TMRS Benefits Benefits	44,990	47,391	57,720	57,605	50,937	7%	-12%
41247 Medicare	3,889	4,008	4,514	4,505	4,093	2%	-9%
41271 Salaries-Longevity	2,044	1,560	1,396	1,393	1,392	-11%	0%
41273 Salaries-Sick Leave Buy Back	1,621	4,319	816	814	5,040	17%	518%
Personnel Subtotal	327,686	336,150	371,745	371,002	337,402	0%	-9%
42200 Operating Supplies	6,120	3,601	7,000	6,986	7,000	94%	0%
42261 Postage And Related Charges	64,684	60,371	60,000	59,880	60,000	-1%	0%
42281 Apparatus And Tools	7,144	2,473	7,000	6,986	7,000	183%	0%
Supplies Subtotal	77,948	66,445	74,000	73,852	74,000	11%	0%
44500 It License & Maint Fees	36,705	16,586	25,000	24,950	25,000	51%	0%
44505 Travel, Training And Dues	2,533	2,329	6,000	5,988	6,000	158%	0%
44525 Utilities	38	-	-	-	-		
44535 Financial Service Fees	164,474	181,068	180,000	179,640	180,000	-1%	0%
44540 Professional Services	33,409	27,875	45,000	44,910	45,000	61%	0%
Services Subtotal	237,159	227,858	256,000	255,488	256,000	12%	0%
Utility Billing	642,793	630,453	701,745	700,342	667,402	6%	-5%
Less Salaries and Fuel	315,107	294,303	330,000	329,340	330,000	12%	0%

Comments/Justification

42200 Operating Supplies UB office supplies	7,000
42261 Postage And Related Charges Bill postage by Dataprose	60,000
42281 Apparatus And Tools Small tools and equipment	7,000
44500 It License & Maint Fees STW charges	25,000

WATER & SEWER UTILITY - UTILITY BILLING 200-530-003

Comments/Justification

44505 Travel, Training And Dues **6,000**
Conferences, mileage reimbursement, Memberships

44540 Professional Services **45,000**
Dataprose printing charges,

**FY 2020-21 Proposed OPERATING BUDGET
UTILITY ENTERPRISE FUND
WASTEWATER COLLECTION DIVISION SUMMARY
200-531-001**

<u>EXPENDITURES BY OBJECT</u>	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate	2019-20 Proposed
Personnel	639,263	685,884	741,013	739,531	748,399
Supplies	60,174	58,691	61,260	61,137	61,260
Maintenance	40,336	46,375	122,200	121,956	121,400
Services	59,291	124,406	133,455	133,188	114,960
Capital Outlay	203,326	329,998	70,000	69,860	165,000
Total	1,002,390	1,245,354	1,127,928	1,125,672	1,211,019

OBJECTIVES

- Prevention of Sanitary Sewer Overflows to protect our water supply.
- Maintain sewer lines to allow for continuous flow of wastewater.
- Update wastewater maps to provide accurate data for inspection, repair and location.
- Maintain and/or repair 226.6 miles of sanitary sewer lines and 3,218 manholes.

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Reportable sanitary sewer overflows	-	32	-	-	-
Linear feet of sewer lines cleaned	607,200	317,477	607,200	607,200	607,200
Sewer manholes inspected annually	322	N/A	322	433	433
TV inspection of sewer lines in linear feet	53,000	21,658	53,000	53,000	53,000
Emergency callout response time (min.)	30	30	30	30	30
GIS Update quarterly	N/A	N/A	N/A	100%	100%

**WATER & SEWER UTILITY - WASTEWATER COLLECTION 200-531-001
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change From FY19 Actual	Change From FY20 Budget
Wastewater Collections							
41100 Salaries-Full Time	448,436	510,742	570,005	568,865	572,767	12%	0%
41107 Salaries-Overtime	66,192	48,217	37,970	37,894	37,045	-23%	-2%
41190 Wages-Contract Labor	5,041	2,949	-	-	-	-100%	
41212 Certification Pay	1,805	2,405	2,880	2,874	2,880	20%	0%
41236 TMRS Benefits Benefits	97,538	105,110	115,115	114,885	113,384	8%	-2%
41247 Medicare	7,263	7,780	9,002	8,984	9,025	16%	0%
41271 Salaries-Longevity	4,128	4,716	2,208	2,204	3,048	-35%	38%
41273 Salaries-Sick Leave Buy Back	8,860	3,965	3,833	3,825	9,530	140%	149%
41276 Phone Allowance	-	-	-	-	720		
Personnel Subtotal	639,263	685,884	741,013	739,531	748,399	9%	1%
Supplies							
42200 Operating Supplies	2,898	2,224	3,700	3,693	3,700	66%	0%
42205 Grounds Maintenance	56	-	4,200	4,192	4,200		0%
42220 Clothing Supplies	2,684	1,965	4,600	4,591	4,600	134%	0%
42261 Postage And Related Charges	146	149	360	359	360	142%	0%
42281 Apparatus And Tools	23,245	19,814	18,400	18,363	18,400	-7%	0%
42285 Motor Vehicle Supplies	31,145	34,539	30,000	29,940	30,000	-13%	0%
Supplies Subtotal	60,174	58,691	61,260	61,137	61,260	4%	0%
Maintenance							
43301 Transportation Infrastructure	27,368	33,186	60,000	59,880	59,200	78%	-1%
43350 Building Maintenance	52	86	-	-	-	-100%	
43370 W/W Treatment Infrast. Maint.	9,526	10,527	28,500	28,443	28,500	171%	0%
43430 Motor Vehicle Maintenance	-	4	30,000	29,940	30,000	749900%	0%
43465 Misc. Equip. Maint.	3,390	2,572	3,700	3,693	3,700	44%	0%
Maintenance Subtotal	40,336	46,375	122,200	121,956	121,400	162%	-1%
Services							
44500 It License & Maint Fees	14,422	16,143	23,100	23,054	6,900	-57%	-70%
44505 Travel, Training And Dues	4,107	2,388	9,655	9,636	9,655	304%	0%
44525 Utilities	17,300	96,144	50,000	49,900	42,800	-55%	-14%
44540 Professional Services	21,344	9,731	46,000	45,908	50,905	423%	11%
44573 Leases & Rentals	2,118	-	4,700	4,691	4,700		0%
Services Subtotal	59,291	124,406	133,455	133,188	114,960	-8%	-14%
Capital Outlay							
48910 Motor Vehicles	203,326	329,998	70,000	69,860	165,000	-50%	136%
Capital Outlay Subtotal	203,326	329,998	70,000	69,860	165,000	-50%	136%
Wastewater Collections	1,002,390	1,245,354	1,127,928	1,125,672	1,211,019	-3%	7%
Less Salaries and Fuel	331,982	524,931	356,915	356,201	432,620	-18%	21%

Comments/Justification

41276 Phone Allowance Phone allowance	720
42200 Operating Supplies Warehouse supplies, office supplies, advertising, printing and janitorial services	3,700
42205 Grounds Maintenance Sod, barriers, plants for lift stations and contract services	4,200

WATER & SEWER UTILITY - WASTEWATER COLLECTION 200-531-001

Comments/Justification

42220 Clothing Supplies	4,600
Safety boots, uniform shirts and pants, jackets and coveralls, rain gear and boots	
42281 Apparatus And Tools	18,400
Sewer machine, hoses, gas detectors, minor hand tools, sewer cleaning, nozzles, Milltronics/digital displays and radar, crane slings and rigging equipment	
42285 Motor Vehicle Supplies	30,000
Sewer machine, hoses, gas detectors, minor hand tools, sewer cleaning, nozzles, Milltronics/digital displays and radar, crane slings and rigging equipment	
43301 Transportation Infrastructure	59,200
Wash rock, cushion sand, pavement repairs and cast iron fittings	
43370 W/W Treatment Infrast. Maint.	28,500
Maintenance and repair of water lines, lift station maintenance, motor repairs and miscellaneous lift station electric equipment maintenance	
43430 Motor Vehicle Maintenance	30,000
Maintenance and repair	
43465 Misc. Equip. Maint.	3,700
Calibration of test meter, test and calibrate flow meter, gas detector maintenance, metal detector maintenance and lift station generator maintenance and repair	
44500 It License & Maint Fees	6,900
Granite XP Cues camera and software for truck	
44505 Travel, Training And Dues	9,655
One class per year, TWUA membership dues, license renewal, license training, Texas excavation safety system dues, Per Diem 9 classes and 4 days, Training seminar (USC), 1/2 PE License, Civil Engineer AWWA membership and annual Cartegraph conference	
44525 Utilities	42,800
Local phone and electrical services	
44540 Professional Services	50,905
Engineering Professional Services, SCADA repairs and troubleshooting and Paycom fees	
44573 Leases & Rentals	4,700
Trackhoes, cranes, oxygen and acetylene	

**FY 2020-21 Proposed OPERATING BUDGET
UTILITY ENTERPRISE FUND
WASTEWATER TREATMENT DIVISION SUMMARY
200-531-002**

<u>EXPENDITURES BY OBJECT</u>	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate	2019-20 Proposed
Personnel	617,461	645,902	655,159	653,849	774,199
Supplies	100,948	143,816	143,900	143,612	160,100
Maintenance	131,411	137,017	161,400	161,077	161,400
Services	2,099,156	1,888,563	2,331,185	2,326,523	2,300,285
Capital Outlay	-	26,027	210,000	209,580	165,000
Total	2,948,976	2,841,325	3,501,644	3,494,641	3,560,984

OBJECTIVES

- Comply at all times with the requirements of the TPDES permit and EPA regulations
- Maintain wastewater plant equipment to operate efficiently and to insure equipment downtime is reduced.
- Provide biosolids that that meet applicable standards for their disposal through TCLP testing

<u>PERFORMANCE INDICATORS</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Ammonia mg/l Summer / Ammonia mg/l Winter Ammonia Nitrogen Seasonal (Permit)	<1.5 / 3.0	<1.5 / 3.0	<1.5 / 3.0	1	1
BOD mg/l	<5	<5	<5	3	3
E-Coli MPN	N/A	N/A	N/A	N/A	<126
TSS mg/l	<5	<5	<5	2	2
Daily average flow (million gallons per day)	<4.00	<4.00	<4.00	3	3
Average peak flow (million gallons per day)	<5.75	<12.02	<12.00	7.585	7.585
Quarterly maintenance costs per million gallons treated	<\$66.75	<\$66.75	<\$120.00	\$65.00	\$65.00
Pass annual biosolid TCLP testing	N/A	N/A	N/A	N/A	100%

WATER & SEWER UTILITY - WASTEWATER TREATMENT 200-531-002
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change From FY19 Actual	Change From FY20 Budget
Wastewater Treatment							
41100 Salaries-Full Time	459,437	486,329	513,051	512,025	606,431	25%	18%
41107 Salaries-Overtime	27,695	23,662	23,227	23,181	22,600	-4%	-3%
41190 Wages-Contract Labor	15,803	19,865	-	-	-	-100%	
41212 Certification Pay	2,691	3,371	2,640	2,635	2,040	-39%	-23%
41236 TMRS Benefits Benefits	94,215	97,287	101,909	101,705	120,242	24%	18%
41247 Medicare	7,051	7,356	7,969	7,953	9,308	27%	17%
41271 Salaries-Longevity	2,780	1,800	1,936	1,932	2,400	33%	24%
41273 Salaries-Sick Leave Buy Back	5,689	4,307	2,327	2,322	8,358	94%	259%
41275 Car Allowance	2,100	1,925	2,100	2,096	2,100	9%	0%
41276 Phone Allowance	-	120	-	-	720	500%	
Personnel Subtotal	617,461	645,902	655,159	653,849	774,199	20%	18%
Supplies							
42200 Operating Supplies	39,416	37,205	45,700	45,609	45,700	23%	0%
42205 Grounds Maintenance	48,413	41,188	25,500	25,449	25,500	-38%	0%
42220 Clothing Supplies	3,761	5,926	6,000	5,988	11,200	89%	87%
42261 Postage And Related Charges	404	481	500	499	500	4%	0%
42281 Apparatus And Tools	7,596	14,988	14,200	14,172	14,200	-5%	0%
42285 Motor Vehicle Supplies	1,358	1,505	3,000	2,994	3,000	99%	0%
42310 Treatment Plant Chemicals	-	42,523	49,000	48,902	60,000	41%	22%
Supplies Subtotal	100,948	143,816	143,900	143,612	160,100	11%	11%
Maintenance							
43350 Building Maintenance	5,562	5,298	6,000	5,988	6,000	13%	0%
43370 W/W Treatment Infrast. Maint.	125,849	131,719	146,900	146,606	71,500	-46%	-51%
43380 Lift Station Maintenance	-	-	-	-	75,400		
43430 Motor Vehicle Maintenance	-	-	8,500	8,483	8,500		0%
Maintenance Subtotal	131,411	137,017	161,400	161,077	161,400	18%	0%
Services							
44500 It License & Maint Fees	5,536	7,583	9,400	9,381	1,300	-83%	-86%
44505 Travel, Training And Dues	4,699	8,797	13,200	13,174	13,200	50%	0%
44525 Utilities	264,793	182,730	303,440	302,833	296,840	62%	-2%
44540 Professional Services	271,378	211,089	436,700	435,827	420,500	99%	-4%
44573 Leases & Rentals	864	-	1,500	1,497	1,500		0%
44598 Purchase/Storage/Treatment	1,551,886	1,478,364	1,566,945	1,563,811	1,566,945	6%	0%
Services Subtotal	2,099,156	1,888,563	2,331,185	2,326,523	2,300,285	22%	-1%
Capital Outlay							
48910 Motor Vehicles	-	26,027	210,000	209,580	165,000	534%	-21%
Capital Outlay Subtotal	-	26,027	210,000	209,580	165,000	534%	-21%
Wastewater Treatment	2,948,976	2,841,325	3,501,644	3,494,641	3,560,984	25%	2%
Less Salaries and Fuel	2,330,157	2,193,918	2,843,485	2,837,798	2,783,785	27%	-2%

WATER & SEWER UTILITY - WASTEWATER TREATMENT 200-531-002

Comments/Justification

41276 Phone Allowance	720
Phone allowance for two phones	
42200 Operating Supplies	45,700
Laboratory supplies, printing, office supplies, advertising, janitorial supplies and mechanical supplies	
42205 Grounds Maintenance	25,500
Weed killer and lift station mowing contract	
42220 Clothing Supplies	11,200
Safety boots, Non-FR employee uniforms, slickers, boots, goggles, masks and gloves	
42261 Postage And Related Charges	500
TCEQ reports and shipment costs for repairs	
42281 Apparatus And Tools	14,200
Specialty tools, power tools, minor hand tools, milltronics/digital display & radar, laptops, Ipad and upgrades to laptops and iPads.	
42285 Motor Vehicle Supplies	3,000
Fuel charges	
42310 Treatment Plant Chemicals	60,000
Polymer for belt and gravity press and calcium hypochlorite	
43350 Building Maintenance	6,000
Control GB, BO Blower maintenance and cleaning	
43370 W/W Treatment Infrast. Maint.	71,500
Routine repair/prevent maintenance of pumps, routine repair/prevent maintenance of motors, routine repair/prevent maintenance of blowers, routine repair/prevent maintenance electric equipment, generator maintenance and annual testing, general up-keep of equipment, oil & grease, UV bulbs, dewatering parts pump repair kits and miscellaneous maintenance	
43380 Lift Station Maintenance	75,400
General up-keep of equipment, oil & grease, pump repair kits, Misc. Maintenance Generator maintenance and repair, lift station maintenance, lift station motor repairs and lift station miscellaneous electrical equipment.	
43430 Motor Vehicle Maintenance	8,500
Motor vehicle maintenance and supplies	

WATER & SEWER UTILITY - WASTEWATER TREATMENT 200-531-002

Comments/Justification

44500 It License & Maint Fees	1,300
Software charges and general software licenses	
44505 Travel, Training And Dues	13,200
Two training classes per year 10 employees, TWUA membership dues, NACWA membership, wastewater license testing, Per diem, two fays and 20 classes, plant manager training classes/Utility Manager, WEF, TWUA dues and Lift station supervisor electrical training	
44525 Utilities	296,840
Estimated electricity for budget year	
44540 Professional Services	420,500
Engineering professional services, generator annual contract, TCEQ inspection fees, outside laboratory fees, hepatitis shot, instrument calibration, safety training, Republic hauling/dumpster/trailers, W & WW monitoring and update model, SCADA repair & troubleshooting and Dart license agreement	
44573 Leases & Rentals	1,500
Rental of equipment and oxygen & acetylene gasses	
44598 Purchase/Storage/Treatment	1,566,945
TRA treatment (est 1.5 MGD) \$2.862 per thousand gallons	

**FY 2020-21 Proposed OPERATING BUDGET
 UTILITY ENTERPRISE FUND
 ADMINISTRATIVE SERVICES DIVISION SUMMARY
 200-533-001**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Supplies	4,877	7,004	7,500	7,485	6,000
Maintenance	-	809	1,300	1,297	900
Services	1,579,481	865,282	948,246	946,350	933,641
Insurance	-	920,619	952,109	950,205	1,027,743
Capital Outlay	24,675	-	-	-	-
Utility Bond Expense	584,747	1,534,798	1,130,569	1,128,308	1,122,619
Transfers	8,003,880	6,843,710	1,865,000	1,600,000	1,817,850
Total	10,197,660	10,172,222	4,904,724	4,633,645	4,908,753

OBJECTIVES

- Account for the accumulation of resources for, and the payment of, long-term debt principal and interest for revenue bonds and obligations under capital leases when due throughout the year and administrative overhead costs.
- Also accounts for supplies, training, travel, software and other project expenses of the City's Geographic Information System (GIS).

WATER & SEWER UTILITY - ADMINISTRATIVE SERVICES 200-533-001, 130, 999
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change From FY19 Actual	Change From FY20 Budget
Administration							
42200 Operating Supplies	1,726	2,272	2,500	2,495	2,000	-12%	-20%
42210 Computer Equip & Supplies	3,151	4,732	5,000	4,990	4,000	-15%	-20%
Supplies Subtotal	4,877	7,004	7,500	7,485	6,000	-14%	-20%
43465 Misc. Equip. Maint.	-	809	1,300	1,297	900	11%	-31%
Maintenance Subtotal	-	809	1,300	1,297	900	11%	-31%
44500 It License & Maint Fees	83,582	79,591	91,715	91,532	90,110	13%	-2%
44505 Travel, Training And Dues	7,055	9,068	10,000	9,980	7,000	-23%	-30%
44535 Financial Service Fees	16,611	17,758	16,611	16,578	16,611	-6%	0%
44540 Professional Services	46,116	33,436	75,000	74,850	65,000	94%	-13%
44627 Insurance, Fleet And It	1,426,117	725,429	754,920	753,410	754,920	4%	0%
Services Subtotal	1,579,481	865,282	948,246	946,350	933,641	8%	-2%
45554 Worker'S Comp. Ins. Premium	-	24,000	22,006	21,962	19,545	-19%	-11%
45664 Health Insurance Claims	-	600,825	600,825	599,623	623,749	4%	4%
45670 Retiree Insurance Premiums	-	19,998	19,998	19,958	35,902	80%	80%
45671 Retiree Insurance Claims	-	160,501	160,501	160,180	71,918	-55%	-55%
45674 Health Insurance Premiums	-	115,295	115,295	115,064	158,453	37%	37%
45675 Insurance Non Health	-	-	33,484	33,417	118,176		253%
Insurance Subtotal	-	920,619	952,109	950,205	1,027,743	12%	8%
47601 Interest Expense-Bonds	108,673	(27,157)	287,569	286,994	259,619	-1056%	-10%
47602 Principal Payment-Bonds	475,000	-	840,000	838,320	860,000		2%
47900 Fiscal Agent Charges	-	-	3,000	2,994	3,000		0%
47904 Arbitrage Calculation	1,074	711	-	-	-	-100%	
47700 Principal - 2010 Go Refunding	-	420,000	-	-	-	-100%	
47700 Principal - 2012 Go Refunding	-	60,000	-	-	-	-100%	
47700 Principal - 2015 Go Refunding	-	355,000	-	-	-	-100%	
47800 Interest - 2010 Go Refunding	-	44,200	-	-	-	-100%	
47800 Interest - 2012 Go Refunding	-	600	-	-	-	-100%	
47800 Interest - 2015 Go Refunding	-	8,875	-	-	-	-100%	
47700 Principal - 2015 Co	-	400,000	-	-	-	-100%	
47800 Interest - 2015 Co	-	272,569	-	-	-	-100%	
Utility Bond Expense Subtotal	584,747	1,534,798	1,130,569	1,128,308	1,122,619	-27%	-1%
48870 Technology Infrastructure	24,675	-	-	-	-		
Capital Outlay Subtotal	24,675	-	-	-	-		
54100 Oper. Tsfers Out To General Fd	1,919,146	1,743,710	1,865,000	1,600,000	1,817,850	4%	-3%
54115 Transfer Out To Fund 115	-	100,000	-	-	-	-100%	
54177 Transfer Out to Cap Proj	1,000,000	5,000,000	-	-	-	-100%	
54201 Transfer Out To Fund 201	5,084,734	-	-	-	-		
Transfers	8,003,880	6,843,710	1,865,000	1,600,000	1,817,850	-73%	-3%
Administration	10,172,985	10,172,222	4,904,724	4,633,645	4,908,753	-52%	0%
Less Salaries, Fuel, and Insurance	8,746,868	8,526,174	3,197,695	2,930,030	3,126,090	-63%	-2%

WATER & SEWER UTILITY - ADMINISTRATIVE SERVICES 200-533-001, 130, 999

Comments/Justification

<p>42200 Operating Supplies Plotter paper, ink, print heads, office supplies</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">2,000</td> </tr> </table>	2,000
2,000		
<p>42210 Computer Equip & Supplies Upgrade/replace broken and/or obsolete hardware</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">4,000</td> </tr> </table>	4,000
4,000		
<p>43465 Misc. Equip. Maint. Plotter maintenance</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">900</td> </tr> </table>	900
900		
<p>44500 It License & Maint Fees 3GIS Fiber Management Software Maintenance: \$7,560, Adobe: \$400, Camtasia & Snagit: \$200, Clean My Org: \$1,000, Community Analyst: \$250, ESRI ELA: \$55,000, GeoSystems Enterprise Monitor: \$1,400, NCTCOG Orthos: \$15,000, Nearmap: \$5,000, TAD Tool Maintenance: \$900, Trimble PathFinder Office Maintenance: \$300, InfoGroup Business Data: \$2,600, GeoJobe Admin Tools for ArcGIS Online: \$500</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">90,110</td> </tr> </table>	90,110
90,110		
<p>44505 Travel, Training And Dues ESRI User Conference: \$5,000, South Central Arc User Group Conference: \$2,000</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">7,000</td> </tr> </table>	7,000
7,000		
<p>44535 Financial Service Fees Annual Audit Fee</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">16,611</td> </tr> </table>	16,611
16,611		
<p>44540 Professional Services GIS professional services: \$25,000, LEAF: \$30,000, security services: \$10,000</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">65,000</td> </tr> </table>	65,000
65,000		

**FY 2020-21 Proposed OPERATING BUDGET
 UTILITY ENTERPRISE FUND
 PERMANENT CAPITAL MAINTENANCE DIVISION SUMMARY
 200-534-000**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Maintenance	622,492	528,099	985,000	983,030	1,000,000
Capital Outlay	21,788	100,269	-	-	-
Total	644,280	628,368	985,000	983,030	1,000,000

WATER & SEWER UTILITY - PERMANENT CAPITAL MAINTENANCE 200-534-000
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change From FY19 Actual	Change From FY20 Budget
Permenant Capital Maintenance							
41190 Wages - Contract Labor	-	15,177	-	-	-	-100%	
Personnel Subtotal	-	15,177	-	-	-	-100%	
43360 Water Supply Infrast. Maint.	244,503	233,935	560,000	558,880	500,000	114%	-11%
43370 W/W Treatment Infrast. Maint.	377,989	294,164	425,000	424,150	500,000	70%	18%
Maintenance Subtotal	622,492	528,099	985,000	983,030	1,000,000	89%	2%
44540 Professional Services	-	-	15,000	14,970	-		-100%
Services Subtotal	-	-	15,000	14,970	-		-100%
48860 Machinery And Equipment	21,788	100,269	-	-	-	-100%	
Capital Outlay Subtotal	21,788	100,269	-	-	-	-100%	
Perm. Capital Maintenance	644,280	628,368	1,000,000	998,000	1,000,000	59%	0%
Less Salaries and Fuel	644,280	628,368	1,000,000	998,000	1,000,000	59%	0%

**FY 2020-21 PROPOSED OPERATING BUDGET
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
GOLF FUND**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
BEGINNING WORKING CAPITAL:	(1,086,616)	(856,471)	(856,471)	(856,471)	(828,687)
OPERATING REVENUES:					
Cart and Club Rentals	657,058	644,914	664,000	662,672	637,440
Tournament Fees	2,250	1,920	4,000	3,992	3,840
Driving Range	198,286	192,725	193,654	193,267	185,908
Golf Pro Shop Sales	247,092	244,364	245,000	244,510	230,000
Golf Course Green Fees	1,430,023	1,426,621	1,425,000	1,422,150	1,369,556
Annual Green Fee Memberships	273,157	266,750	326,000	325,348	312,960
Restaurant % of Sales	35,889	31,396	37,000	36,926	35,520
Lesson Income	27,366	15,381	35,000	34,930	33,600
Interest Income	2,712	2,962	3,000	2,994	3,000
Golf Sub-Lease	244,961	267,491	242,000	241,516	232,320
Miscellaneous Income	13,361	235,333	23,608	23,561	22,664
Total Operating Revenue	3,132,154	3,329,856	3,198,262	3,191,865	3,066,808
TRANSFERS IN/CONTRIBUTIONS:					
	-	-	-	-	-
TOTAL REVENUES AND TRANSFERS	3,132,154	3,329,856	3,198,262	3,191,865	3,066,808
OPERATING EXPENDITURES:					
Personnel	1,357,987	1,337,802	1,490,231	1,487,251	1,485,633
Supplies	392,073	819,182	385,600	384,829	387,000
Maintenance	103,274	107,131	110,400	110,179	112,333
Services	830,566	333,792	404,045	403,237	395,135
Insurance	-	426,979	457,986	457,070	432,156
Capital Outlay	87,051	149,104	242,000	241,516	145,000
Total Operating Expenditures	2,770,951	3,173,990	3,090,262	3,084,081	2,957,257
TRANSFERS OUT:					
Transfer to General Fund - Admin Fee	107,254	106,997	108,000	80,000	108,000
Total Transfers Out	107,254	106,997	108,000	80,000	108,000
TOTAL EXPENDITURES AND TRANSFERS	2,878,205	3,280,987	3,198,262	3,164,081	3,065,257
SURPLUS / (DEFICIT)	253,949	48,869	-	27,784	1,551

* Fund balance requirement is 25% of total net budgeted expenses or 90 days of operation.
City Council has suspended the fund balance requirement for the Golf Fund for FY 2020-21.

GOLF (210)
REVENUE DETAIL

	2017-18	2018-19	2019-20	2019-20	2020-21	Change	Change
	Actual	Actual	Budget	Estimate	Proposed	From	From
						FY19	FY20
						Actual	Budget
34600 Golf Club Rental Revenues	23,308	25,099	24,000	23,952	23,040	-8%	-4%
34606 Cart Rentals	633,750	619,815	640,000	638,720	614,400	-1%	-4%
CART AND CLUB RENTALS	657,058	644,914	664,000	662,672	637,440	-1%	-4%
34607 Tournament Fees	2,250	1,920	4,000	3,992	3,840	100%	-4%
TOURNAMENT FEES	2,250	1,920	4,000	3,992	3,840	100%	-4%
34610 Driving Range	144,245	139,237	143,654	143,367	137,908	-1%	-4%
34602 Range Credit Card Revenues	54,041	53,488	50,000	49,900	48,000	-10%	-4%
DRIVING RANGE	198,286	192,725	193,654	193,267	185,908	-4%	-4%
34616 Golf Merchandise Sales	247,092	244,344	245,000	244,510	230,000	-6%	-6%
34617 Golf Sale Other Club	-	20	-	-	-	-100%	-
GOLF PRO SHOP SALES	247,092	244,364	245,000	244,510	230,000	-6%	-6%
34620 Golf Course-Green Fees	1,430,023	1,426,621	1,425,000	1,422,150	1,369,556	-4%	-4%
GOLF COURSE GREEN FEES	1,430,023	1,426,621	1,425,000	1,422,150	1,369,556	-4%	-4%
34622 Annual Green Fee Memberships	273,157	266,750	326,000	325,348	312,960	17%	-4%
GREEN FEE MEMBERSHIPS	273,157	266,750	326,000	325,348	312,960	17%	-4%
34625 Restaurant % Of Sales	35,889	31,396	37,000	36,926	35,520	13%	-4%
RESTAURANT SALES %	35,889	31,396	37,000	36,926	35,520	13%	-4%
34630 Lesson Income	27,366	15,381	35,000	34,930	33,600	118%	-4%
LESSON INCOME	27,366	15,381	35,000	34,930	33,600	118%	-4%
39230 Interest On Investments	1,103	1,058	1,200	1,198	1,200	13%	0%
39231 Interest Earned-'98 Bds	832	798	900	898	900	13%	0%
39232 Int On Invest '02 Tax Note	777	1,106	900	898	900	-19%	0%
INTEREST INCOME	2,712	2,962	3,000	2,994	3,000	1%	0%
34635 Golf-Sub-Lease	244,961	267,491	242,000	241,516	232,320	-13%	-4%
GOLF SUB-LEASE	244,961	267,491	242,000	241,516	232,320	-13%	-4%
39280 Gain Or Loss On Sale Of Assets	(1,596)	-	-	-	-	-	-
39950 Sales Of Fixed Assets	-	3,450	-	-	-	-100%	-
39995 (Over)/Short	119	4	-	-	-	-100%	-
39999 Miscellaneous Revenues	14,837	231,880	23,608	23,561	22,664	-90%	-4%
MISCELLANEOUS	13,361	235,333	23,608	23,561	22,664	-90%	-4%
TOTAL GOLF	3,132,154	3,329,856	3,198,262	3,191,865	3,066,808	-8%	-4%

**FY 2020-21 PROPOSED OPERATING BUDGET
GOLF ENTERPRISE FUND
DEPARTMENTAL SUMMARY**

<u>EXPENDITURES BY DIVISION</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Pro Shop	1,535,381	1,596,044	1,793,855	1,762,483	1,674,818
Course Maintenance	1,342,824	1,684,943	1,404,407	1,401,598	1,390,439
Total	2,878,205	3,280,987	3,198,262	3,164,081	3,065,257

POSITION SUMMARY BY DEPARTMENT

PERSONNEL - FULL TIME EQUIVALENTS (FTE)

GOLF FUND - PRO SHOP	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate	2019-20 Proposed
Director of Golf	1.0	1.0	1.0	1.0	1.0
Assistant Director of Golf/Head Pro	1.0	1.0	1.0	1.0	1.0
Assistant Golf Pro	4.0	4.0	4.0	4.0	4.0
TOTAL FULL-TIME POSITIONS	6.0	6.0	6.0	6.0	6.0
GOLF FUND - GOLF MAINTENANCE					
Greens Superintendent	1.0	1.0	1.0	1.0	1.0
Assistant Greens Superintendent	1.0	1.0	1.0	1.0	1.0
Groundskeeper	10.0	10.0	10.0	10.0	10.0
Golf Course Mechanic	1.0	1.0	1.0	1.0	1.0
TOTAL FULL-TIME POSITIONS	13.0	13.0	13.0	13.0	13.0

**FY 2020-21 Proposed OPERATING BUDGET
 GOLF ENTERPRISE FUND
 PRO SHOP DIVISION SUMMARY
 210-340-1**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	657,858	646,398	704,268	702,859	697,038
Supplies	185,198	194,583	172,700	172,355	172,700
Maintenance	15,629	32,888	33,900	33,832	33,833
Services	562,247	188,199	182,001	181,637	191,091
Insurance	-	426,979	457,986	457,070	432,156
Capital Outlay	7,195	-	135,000	134,730	40,000
Transfers	107,254	106,997	108,000	80,000	108,000
Total	1,535,381	1,596,044	1,793,855	1,762,483	1,674,818

OBJECTIVES

- Improve public image and appreciation of the facility.
- Maintain the number of tournaments held by different customer groups.
- Continue to develop and increase junior participation in golfing activities.
- Maintain rounds of golf played.
- Improve golf sales.
- Provide customer service training for staff members with special emphasis on team building

<u>Performance Indicators</u>	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate	2019-20 Proposed
Number of tournaments held annually	130	130	130	130	130
Number of participants in junior golf activities	775	775	775	775	775
Number of participants in special community development	1,900	1,900	1,900	1,900	1,900
Number of staff training sessions held	12	12	12	12	12
Annual rounds of golf played	64,424	64,382	65,000	65,000	65,000

GOLF - PRO SHOP 210-340-001, 000
EXPENDITURE DETAIL

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change From FY19 Actual	Change From FY20 Budget
Pro Shop							
41100 Salaries-Full Time	405,628	428,384	442,340	441,455	444,212	4%	0%
41107 Salaries-Overtime	36,203	16,754	40,000	39,920	40,000	139%	0%
41180 Salaries-Part Time Hourly, Ot	74,572	82,020	78,000	77,844	78,000	-5%	0%
41190 Wages-Contract Labor	22,110	9,134	14,000	13,972	14,000	53%	0%
41224 Pars Benefits	969	1,066	990	988	981	-8%	-1%
41236 TMRS Benefits Benefits	87,619	85,138	106,668	106,455	95,706	12%	-10%
41247 Medicare	7,438	7,538	8,341	8,324	8,468	12%	2%
41271 Salaries-Longevity	4,660	4,060	2,400	2,395	2,928	-28%	22%
41273 Salaries-Sick Leave Buy Back	14,459	8,454	7,329	7,314	8,543	1%	17%
41275 Car Allowance	4,200	3,850	4,200	4,192	4,200	9%	0%
Personnel Subtotal	657,858	646,398	704,268	702,859	697,038	8%	-1%
42200 Operating Supplies	4,573	4,055	7,000	6,986	7,000	73%	0%
42220 Clothing Supplies	1,105	1,689	-	-	-	-100%	
42261 Postage And Related Charges	21	28	700	699	700	2400%	0%
42281 Apparatus And Tools	-	2,259	4,000	3,992	4,000	77%	0%
42300 Merchandise-(Cogs)	179,499	186,552	161,000	160,678	161,000	-14%	0%
Supplies Subtotal	185,198	194,583	172,700	172,355	172,700	-11%	0%
43350 Building Maintenance	8,919	13,207	9,900	9,880	9,900	-25%	0%
43465 Misc. Equip. Maint.	6,710	5,291	6,000	5,988	6,000	13%	0%
43466 Range Main & Pro Shop Svs	-	14,390	18,000	17,964	17,933	25%	0%
Maintenance Subtotal	15,629	32,888	33,900	33,832	33,833	3%	0%
44505 Travel, Training And Dues	2,310	-	-	-	-		
44525 Utilities	27,178	25,260	33,000	32,934	33,000	31%	0%
44535 Financial Services Fees	91,989	85,362	93,500	93,313	93,500	10%	0%
44540 Professional Service	46,689	22,637	26,500	26,447	35,594	57%	34%
44565 Advert, Publications & Subscr	6,556	-	-	-	-		
44572 Range Maint & Pro Shop Svs	6,367	-	-	-	-		
44573 Leases And Rentals	12,960	4,320	14,004	13,976	14,000	224%	0%
44627 Insurance, Fleet And It	368,198	50,620	27,889	27,833	27,889	-45%	0%
44701 Contingency Reserve	-	-	(12,892)	(12,866)	(12,892)		0%
Services Subtotal	562,247	188,199	182,001	181,637	191,091	2%	5%
45554 Worker'S Comp. Ins. Premium	-	13,114	12,819	12,793	12,839	-2%	0%
45664 Health Insurance Claims	-	268,790	268,790	268,252	230,516	-14%	-14%
45670 Retiree Insurance Premiums	-	39,996	39,996	39,916	35,902	-10%	-10%
45671 Retiree Insurance Claims	-	53,500	53,500	53,393	71,918	34%	34%
45674 Health Insurance Premiums	-	51,579	51,579	51,476	58,559	14%	14%
45675 Insurance Non Health	-	-	31,302	31,239	22,422		
Insurance Subtotal	-	426,979	457,986	457,070	432,156	1%	-6%
48810 Land Improvements	-	-	135,000	134,730	40,000		-70%
48860 Machinery And Equipment	7,195	-	-	-	-		
Capital Outlay Subtotal	7,195	-	135,000	134,730	40,000		-70%
54100 Transfers To General Fund	107,254	106,997	108,000	80,000	108,000	1%	0%
Transfers Subtotal	107,254	106,997	108,000	80,000	108,000	1%	0%
Pro Shop	1,535,381	1,596,044	1,793,855	1,762,483	1,674,818	5%	-7%
Less Salaries, Vehicle Mtn & Fuel, Ins, and Admin Fee	402,071	365,050	495,712	494,721	409,735	12%	-17%

GOLF - PRO SHOP 210-340-001, 000

Comments/Justification

42200 Operating Supplies	7,000
Date Processing Supplies - \$3,000, Office Supplies - \$2,000, Copy Machine - \$500, Printing & Copier - \$500, Janitorial & Misc. Supplies - \$1,000	
42261 Postage And Related Charges	700
Postage for Inventory Returns and Regular Postage Costs - \$700	
42281 Apparatus And Tools	4,000
Minor Tools - \$1,500, Power Washer Parts - \$2,000, Outside Speakers - \$500	
42300 Merchandise-(Cogs)	161,000
Merchandise Cost of Goods Sold - 70% on sales of \$230,000 = \$161,000	
43350 Building Maintenance	9,900
City Facilities Maint. cost - \$4,000, Building Supplies - \$1,000, Pest Control - \$1,500, HVAC Maint. - \$1,500, Roof Inspection - \$1,900	
43465 Misc. Equip. Maint.	6,000
Fleet Golf Carts, Range Cart, Office Equipment Maint. & Repairs	
43466 Range Maintenance and Pro Shop Services	17,933
Range Balls - \$10,000, Range Baskets - \$1,433, Oil & Gas for Picker - \$2,000, Range Lights replacement & Service - \$3,000, Tokens - \$500, Range sled parts - \$1,000	
44525 Utilities	33,000
Phone & TV Cable - \$2,500, Verizon Cell Phone Service - \$2,500, GEXA Energy - \$22,000, Water Service - \$6,000	
44535 Financial Services Fees	93,500
Fore Up fee - \$8,500, Audit Fee - \$2,000, Credit Card Processing Fee - Credit Card Processing Fee - \$83,000	
44540 Professional Service	35,594
Internet (Frontier) \$15,000, Alarm Maint. (Texas Fire & Protection) \$2,500, Cleaning Service \$2,500, GHIn Handicap Fee \$7,000, Paycom fees \$8,594	
44573 Leases And Rentals	14,000
Golf Cart GPS - 12 x \$1,166.67 = 14,000	
48810 Land Improvements	40,000
Capital to be determined	

**FY 2020-21 Proposed OPERATING BUDGET
 GOLF ENTERPRISE FUND
 COURSE MAINTENANCE DIVISION SUMMARY
 210-340-2**

<u>EXPENDITURES BY OBJECT</u>	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed
Personnel	700,129	691,404	785,963	784,391	788,595
Supplies	206,875	624,599	212,900	212,474	214,300
Maintenance	87,645	74,243	76,500	76,347	78,500
Services	268,319	145,593	222,044	221,600	204,044
Capital Outlay	79,856	149,104	107,000	106,786	105,000
Total	1,342,824	1,684,943	1,404,407	1,401,598	1,390,439

OBJECTIVES

- Continue to improve the care and operation of maintenance equipment.
- Conduct monthly training/safety meetings to emphasize proper operation and maintenance of equipment.
- Continue to improve the overall playability of the course.
- Continue to improve putting quality through frequent aerification, top dressing and verticutting primarily during the Bermuda grass growing season.
- Improve the upkeep and appearance of the maintenance facility and adjacent areas.

<u>Performance Indicators</u>	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate	2019-20 Proposed
Number of employee training/safety meetings	12	12	12	12	12
Number of greens aerifications annually	10	10	10	10	10
Number of greens top dressings annually	9	10	10	10	10
Number of greens verticuts annually	16	18	18	18	18
Number of maintenance facility inspections conducted annually	12	12	12	12	12

**GOLF - COURSE MAINTENANCE 210-340-002
EXPENDITURE DETAIL**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate	2020-21 Proposed	Change From FY19 Actual	Change From FY20 Budget
Course Maintenance							
41100 Salaries-Full Time	508,828	535,688	589,748	588,569	587,334	10%	0%
41107 Salaries-Overtime	37,026	18,318	40,000	39,920	40,000	118%	0%
41180 Salaries-Part Time Hourly, Ot	9,255	9,097	9,000	8,982	9,000	-1%	0%
41190 Wages-Contract Labor	9,071	522	6,059	6,047	6,059	1061%	0%
41224 Pars Benefits	120	118	133	133	553	369%	316%
41236 TMRS Benefits Benefits	106,605	104,991	121,355	121,112	120,747	15%	-1%
41247 Medicare	8,109	8,059	9,490	9,471	9,920	23%	5%
41271 Salaries-Longevity	8,208	7,016	4,368	4,359	4,896	-30%	12%
41273 Salaries-Sick Leave Buy Back	12,907	7,595	5,810	5,798	10,086	33%	74%
Personnel Subtotal	700,129	691,404	785,963	784,391	788,595	14%	0%
42200 Operating Supplies	11,076	14,189	14,000	13,972	14,000	-1%	0%
42205 Grounds Maintenance	153,965	153,776	164,000	163,672	164,000	7%	0%
42220 Clothing Supplies	2,683	4,142	4,400	4,391	4,400	6%	0%
42281 Apparatus And Tools	13,998	431,094	8,500	8,483	9,900	-98%	16%
42285 Motor Vehicle Supplies	25,153	21,398	22,000	21,956	22,000	3%	0%
Supplies Subtotal	206,875	624,599	212,900	212,474	214,300	-66%	1%
43301 Transportation Infrastructure	12,397	1,726	4,500	4,491	4,500	161%	0%
43350 Building Maintenance	11,302	4,449	6,000	5,988	6,000	35%	0%
43355 Recreation Facilities Maint.	20,268	22,346	22,000	21,956	22,000	-2%	0%
43430 Motor Vehicle Maintenance	-	101	-	-	-	-100%	
43465 Misc. Equip. Maint.	43,678	45,621	44,000	43,912	46,000	1%	5%
Maintenance Subtotal	87,645	74,243	76,500	76,347	78,500	6%	3%
44505 Travel, Training And Dues	2,125	1,869	1,900	1,896	1,900	2%	0%
44525 Utilities	256,594	140,980	227,500	227,045	209,500	49%	-8%
44540 Professional Service	8,888	1,301	5,050	5,040	5,050	288%	0%
44573 Leases And Rentals	712	1,443	2,900	2,894	2,900	101%	0%
44701 Salary Savings	-	-	(15,306)	(15,275)	(15,306)		0%
Services Subtotal	268,319	145,593	222,044	221,600	204,044	40%	-8%
48860 Machinery And Equipment	79,856	149,104	107,000	106,786	105,000	-30%	-2%
Capital Outlay Subtotal	79,856	149,104	107,000	106,786	105,000	-30%	-2%
Course Maintenance	1,342,824	1,684,943	1,404,407	1,401,598	1,390,439	-17%	-1%
Less Salaries, Vehicle Mtnc & Fuel	617,542	972,040	596,444	595,251	579,844	-40%	-3%

Comments/Justification

42200 Operating Supplies 14,000
Office supplies, cleaning supplies, golf course supplies, cups, flags and tee markers

42205 Grounds Maintenance 164,000
Includes all chemicals, fertilizer, seed, sod, topdressing sand and trap sand

GOLF - COURSE MAINTENANCE 210-340-002

Comments/Justification

42220 Clothing Supplies	4,400
Includes all uniforms, jackets, rain suits, hats, rubber boots and safety equipment	
42281 Apparatus And Tools	9,900
Trimmers, chain saw, spreaders and miscellaneous hand and mechanic tools	
42285 Motor Vehicle Supplies	22,000
Oil, gas, diesel and lubricants	
43301 Transportation Infrastructure	4,500
Maintenance and repairs of golf course infrastructure including cart paths, bridges and entrance gates	
43350 Building Maintenance	6,000
Maintenance of golf buildings	
43355 Recreation Facilities Maint.	22,000
Maintenance and repair of irrigation system and pumps	
43465 Misc. Equip. Maint.	46,000
Repair and maintenance of course equipment	
44505 Travel, Training And Dues	1,900
Dues for local, state and national associations for the superintendent and assistant. Also fees for sprayers licenses and for education required for renewals	
44525 Utilities	209,500
Electricity and Fresh & Raw Water for Golf Course, Internet and Phone service; Increased Water Rate	
44540 Professional Service	5,050
Spanish translation, toro irrigation support, audubon dues, pesticide software and soil testing	
44573 Leases And Rentals	2,900
Rental of ditch digging, stump and grinder equipment	
48860 Machinery And Equipment	105,000
For purchase of a 200 gallon self propelled sprayer and greens mower	

SECTION 4

**COMMUNITY DISTRIBUTIONS
 FY 2020-21 PROPOSED BUDGET**

General Fund - City Manager's Office / Non-Departmental	FY20 Adopted	FY21 Proposed
Alliance for Children	\$ 9,238	\$ 9,238
GRACE	35,000	35,000
Rotary Flags Program	7,500	7,500
Metroport Meals on Wheels	22,000	22,000
Grapevine Chamber of Commerce	35,000	35,000
One Safe Place	10,000	10,000
6 Stones	30,000	30,000
DFW Revenue Share Agreement	800,000	154,000
Miscellaneous Community Events	1,000	1,000
Total General Fund	\$ 949,738	\$ 303,738

Convention & Visitors Bureau Fund / Administration	FY20 Adopted	FY21 Proposed
July 4th Fireworks, various parades and grants	\$ 158,000	\$ 110,000
Total Convention & Visitors Bureau Fund	\$ 158,000	\$ 110,000

VEHICLE REPLACEMENT SCHEDULE FY21

Item	Dept.	Unit #	Unit Description	
1	Police 209-2	93103	2013 PPV Caprice	\$85,000
2	Police 209-2	93113	2013 PPV Caprice	85,000
3	Police 209-2	94210	2010 PPV Tahoe	85,000
4	Police 209-2	94026	2016 PPV Tahoe	85,000
5	Police 209-2	94036	2016 PPV Tahoe	85,000
6	Police 209-2	94007	2007 Dodge Charger - low use vehicle	50,000
7	Police 209-2	97113	2013 Harley-Davidson - low use motorcycle	39,000
8	Fire 210-3	10413	2012 Ford F450 Ambulance - Low maintenance costs	350,000
9	Fire 210-3	10UT2	2002 Ford F450 Brush Truck - Low mileage & usage - remount cost \$5	150,000
10	Park/Rec 312-4	12168	2008 Chevy Malibu Low use, low maintenance cost	45,000
	PW 415-3	15240	2000 CAT RR250 Reclaimer machine is obsolete	450,000
11	PW 415-2	15225	2005 Chevy Trailblazer - low use vehicle	<u>30,000</u>
			General Fund Total	\$1,539,000
12	Water 531-1	31131	2011 Ford F350 Crane Truck	\$165,000
13	Water 530-2	31121	2011 Ford F550 Crane Truck	<u>165,000</u>
			Utility Fund Total	\$330,000
			TOTAL	\$1,869,000