

CITY OF GROVES

ANNUAL FISCAL BUDGET

2019 – 2020



CITY OF GROVES

CITY COUNCIL

Brad P. Bailey

Mayor

Chris Borne

Councilmember, Ward I

Karen Theis

Councilmember, Ward II

Sidney Badon

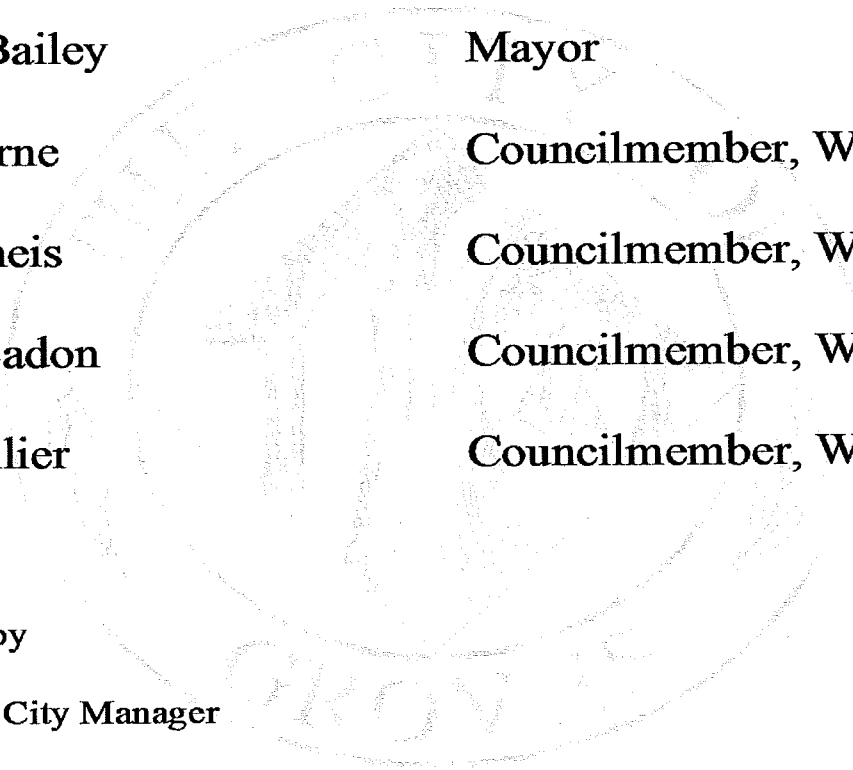
Councilmember, Ward III

Kyle Hollier

Councilmember, Ward IV

Submitted by

D. E. Sosa, City Manager



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Annual Fiscal Budget
2019-2020
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INTRODUCTION

Mission Statement

The goals of the City Government are to create a strong, safe and clean community, foster a high quality of life, promote neighborhood strength and integrity, to support sound community and economic development and to conserve and wisely utilize City resources to safeguard the health, safety and welfare of City Residents.



CITY OF GROVES

P.O. BOX 846 • GROVES, TEXAS 77619
(409) 962-4471 • FAX (409) 963-3388

August 15, 2019

The Honorable Mayor
And City Council members
City of Groves
Groves, Texas 77619

Gentlemen:

The following are the highlights of the City of Groves 2019-2020 budget. In light of the challenges and competing needs of the city it is important to comment on the dedication and productivity of the city's employees. Every department has risen to the challenges created by the circumstances of natural disasters, a difficult but improving economy, land locked city trying to preserve its identity, and the issues of growing our local economy. The city is still seeing expanding new housing and development that will create and expand revenue streams. The city's largest commercial property, the former K Mart has been sold for use as a warehouse and laydown yard. This will also help the city's revenue stream in 2021. It is in large part the council's leadership and progressive attitude coupled with the employee's commitment to productivity, savings, and service that has allowed the city to move forward. However, it is important to remember that our resources are limited and tax rates, utility rates, and sales tax rebates have their limits. The city will be making deliberate efforts in the coming fiscal year **to reduce costs and restructure the work force where practical.**

After four consecutive years of values increasing, and the 2018-2019 budget showing a decrease in values due to Hurricane Harvey. This budget has resumed the increase in values. New construction has placed over **\$58,000,000** of value on the tax rolls since 2015.

The 2019 certified tax roll shows values for the 2020 budget to be **\$778,091,705** up by **\$56,689,420** from the current values of **\$721,402,285**. This one year increase is equivalent to the total of the last 4 years combined. The city's new real estate values continue to improve primarily through new residential and commercial construction. This increase includes the new construction, increased existing values, as well as reclaiming nearly \$10,000,000 of lost value after Harvey in the 2019 budget.

This budget's objective is to fund the services required by the citizens at a competitive cost and within available financing resources. Managements challenge remains to increase and improve productivity, efficiency, city services, and infrastructure. As well as, recognize and develop employee strengths, contributions, and compensation, while maintaining fair and just tax and user rates. In addressing these objectives the city strives to act in the best interest of the Citizens of Groves. We feel that this budget is a positive step in the attainment of the objectives and challenges listed.

Submitted herewith is the proposed budget for the fiscal year October 1, 2019 through September 30, 2020.

The attached document with supporting schedules is submitted pursuant to the provisions of Section I, Article VII of the Charter of the City of Groves, and it is the proposed financial plan for operating the City during the forthcoming fiscal year.

Total revenues for general fund are estimated to be **\$10,696,410** for 2019/2020. Total revenues for 2018/2019 were **\$10,226,754** this represents an increase of **\$469,656** over last year's operating revenues for general fund. This increase is primarily made up new values, increased existing values, higher sales tax estimates and higher franchise fee transfers.

TAX VALUES

The Jefferson County Appraisal District has estimated the 2018-19 net taxable value to be **\$778,091,705**, an increase of **\$56,689,420** in value from the **\$721,402,285** in values of 2018-19. New taxable value of new improvements residential and commercial is **\$12,589,100**.

The total effective tax rate is **71.14 cents** or **4.86** cents more than the current rate of **76.00 cents**. It is recommended that the tax rate of **76.16** cents be adopted. This would be **5.02** cents above the effective rate and **0.16** of a cent above the current rate of **76.00 cents**. Of this amount **68.80 cents** will be allocated to the General Fund, for maintenance and operations. The remaining amount of **7.36** cents will go to Interest & Sinking Fund for debt retirement. The proposed tax rate of **76.16** cents will increase the amount of tax paid on **\$100,000** of value by **\$1.60** per year.

GENERAL FUND

This year General Fund costs will increase by **\$469,656** over the current budget. The increase in expenditures is primarily due to a proposed **3% COLA** to the wage and salary plan. In addition the city is recommending that the lowest level step for labor on the wage and salary plan be eliminated. This will allow the city to be more competitive on the entry level employee that is becoming harder to find and keep under the current economy and labor market. The estimated cost for these increases is **\$243,000**. In addition this budget increases the street program allotment by **\$100,000** and capital outlay is **\$170,000** over last fiscal year budgeted amount.

Capital Outlay: Equipment replacement this year is proposed in the amount of **\$540,200** for all departments in general fund. These are capital acquisitions with the exception of heavy equipment that must be purchased in order to continue the work program and insure the productivity of the city departments. These items range from books for the library to computer software to purchase of patrol cars and utility trucks to fire fighter equipment.

SOLID WASTE FUND

Revenues are estimated at **\$1,680,000** this represents no change in the current rates. Expenditures including transfers to other funds are also projected at **\$1,680,000**. The current rate for these sanitation services will remain at **\$19.96** in this budget.

Capital Outlay: There is a major purchase of a trash truck scheduled for the 2019-2020 budget in the amount of **\$200,000**. All of the current trash trucks have been in service since Hurricane Rita in 2005 and have been in service over 6 tropical storms or hurricanes.

Transfers: There is one transfer in the amount of **\$391,000** to city franchise fee. The city has treated this fund as we treat any utility and require a franchise fee. This allows a continued stream of funds that will go to general government for those administrative services provided to the employees in that fund as well as the support of all other general government services in the 2018-2019 budget.

SYSTEMS FUND

Total revenues are projected from all sources except transfers are expected to be **\$5,021,290**. This estimate is up **\$219,290** from last year's estimate as it reflects a **.10** increase on the water and sewer per thousand rate for each customer. This increase will add \$1.00 to the average water bill of 6000 gallons consumption and generate an additional estimated **\$80,000**. This also reflects a **.01** increase in the fee the city charges to treat port o let water brought in from commercial and industrial locations. This will generate an additional **\$100,000** in revenues and fund a full time attendant at the septage disposal location as well as another full time employee in utilities.

Capital Outlay: There is **\$126,000** budgeted to Capital Outlay for the Systems Fund. There is an additional **\$150,000** budgeted for new meters and parts to repair and replace aging meters in the system.

Transfers: Transfers from Systems are **\$1,509,000** to general fund as a franchise fee and **\$0** to debt service. Sales tax fund will provide **\$0** to debt service and the **EDC** Fund will provide **\$0** to the Interest & Sinking Fund for debt service.

DEBT RETIREMENT

Certificates of Obligation: The debt service is set up to pay the refinanced 1996 series certificates for the construction of the city waste water plant. Those bonds were paid and the city saw a drop in debt service which includes the city Emergency Operations Center and Police Station from **\$1,627,448 to \$572,750**. The debt service requirements for this budget are **\$581,900**; this will be paid totally with property tax revenue. The other funds that paid into debt service, **systems, sales tax fund**, and the **EDC fund** no longer need to pay any debt service.

In the 2019-2020 debt service will be **\$581,900** it will remain at that level for the next 9 years. In as much as the EDC sales tax will no longer be encumbered I would recommend

that this funding source be seriously considered to fund the debt service on the future Fire Station.

PERSONNEL

Wages & Benefits: It is important to recognize the contributions of all the city employees. These contributions and dedication to their jobs insures a productive work force and a well-maintained city. The city employees are a valuable resource and should be treated accordingly. This budget recommends the funding of a **3% COLA** across the wage and salary plan.

In keeping with the goals of the city wage and salary plan we are recommending that the lowest entry level labor step be dropped. This will allow current and future entry level labor employees to obtain a more competitive wage. In light of the economy and current labor markets this will help the city retain these employees and the investment that has been made in them.

Health Insurance: The city elected to go out to bid for health insurance for the 2020 fiscal year. The city received 5 quotes including a quote from the current carrier TML. The lowest and best quote was United Health Care with lower employee and dependent premiums. This will allow the city to budget a 3% Cola for all employees and should allow employees to pay less for dependent coverage. The city will see a **\$94,000** decrease in health care costs as a result of this new health insurance carrier.

SALES TAX STATUS

The allocation of Sales Tax Revenue was the foremost concern in the preparation of this budget, as these funds are intertwined into all major areas of the budget. Although current sales tax revenues are higher than last year they also seem to be stable. The city is expecting revenue from sales tax to be in the **\$2,161,500** range for 2020.

Basically, our Sales Tax revenues flow into two areas in the budget. The first area is the Economic Development Corp. Fund, which receives the amount derived from the ½ cent sales tax that was adopted by the voters pursuant to Section 4-B of the Development Corporation Act of 1979. This amount was specifically dedicated to the retirement of debt applicable to the construction of the Wastewater Treatment Facility. That use for EDC funds will no longer be necessary. It will be my recommendation to the EDC board and city council that we use these uncommitted EDC funds for debt service on a new fire station. As the city is a type B EDC city these funds can be used to design, build, and pay debt service on public safety buildings. I will be asking city council and the EDC board to approve items on future agendas to allow the city to move in this direction. The second stream of revenue flows into the General Fund, and is used to partially cover the various operations in that fund.

This budget predicts a slight increase in sales tax for the 2020 budget. In the 2018 fiscal year the sales tax was up by 25%. The expansion projects announced for local plants with associated construction estimates in the billions of dollars gives us confidence that this revenue stream will be strong and stable for the next several years. It is prudent to make realistic but cautious predictions about the future of this revenue stream. General Fund

allocation will be predicted at **\$1,441,000**. The EDC amount will also set proportionally at **\$720,500**.

It is difficult, if not impossible; to accurately predict factors that may affect buying trends and private business decisions that may be made in the next year. The sales tax predictions shown are the best estimates that could be achieved through a studied assessment of all information that was available at the time that this budget was formulated. In addition the proactive reaction of the city and chamber has helped to improve the business climate in the city.

CONCLUSION

- This budget should be reviewed in light of the objectives it was designed to accomplish:
- Identification and funding of infrastructure issues such as streets and drainage, water and sewer, as well as neighborhood preservation, the Peace and Dignity program.
- The careful review of current operations and the search for new revenue sources and maximizing of current revenue sources.
- The continuation of quality city services at a reasonable cost by reviewing current procedures and making improvements to operations.
- The Councils concern to balance the service demand and the ability of taxpayers to pay for that demand by establishing a reasonable tax rate of **76.16** cents. An increase of **4.86** cents above the effective rate of **71.14** cents. This budget has an M and O rate of **68.80** cents and an I and S rate of **7.36** cents.
- Recognition of the value and needs of all employees and their role in the efficient delivery of services; Employee initiated ideas have allowed for the cultivation of new revenue sources, purchasing savings, and much improved productivity.
- The timely replacement of capital and the maintenance and improvement of facilities for continued optimum use; the septage treatment program is expected to continue to generate additional revenue for this budget.
- Conformation of long-term goals designed to meet the basic infrastructure and utility needs of the city today and for the future.

The insight and guidance that was provided by members of the Council during the formative stages of this budget is appreciated.

Respectfully submitted,



D.E. Sosa
City Manager

ORDINANCE NO. 2019-12

ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF GROVES FOR THE 2019-2020 FISCAL YEAR, APPROPRIATING FUNDS FOR DISBURSEMENT FOR THE VARIOUS PURPOSES AND USES OF THE CITY, PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Charter of the City of Groves provides that the City Council shall adopt an appropriation ordinance each year, after public hearing and publication as provided in said Charter, showing the estimated income of the City from all sources and the disbursements for the various purposes for the fiscal year 2019-2020; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GROVES:

SECTION 1: - That the proposed budget for the fiscal year October 1, 2019 through September 30, 2020, of the City of Groves has been duly filed with the City Council of said City.

SECTION 2: - That proper public notice of the public hearings of such budget was made stating the place, date, and hour of such hearings, which were held in the Groves City Council Chamber in the City of Groves, Texas, 3947 Lincoln Avenue, on the 19th day of August, 2019, immediately following the regularly scheduled City Council meeting at 5:30 p.m., and on the 5th day of September, 2019, at 5:30 p.m., as required by law.

SECTION 3: - That the estimated amount of revenues to be made available from all sources for the fiscal year October 1, 2019, through September 30, 2020, is \$19,425,600.

SECTION 4: - That the sum of \$19,425,600 is appropriated and shall be disbursed for the following purposes and uses:

General Government – Mayor & City Council.....	\$ 72,591
General Government – City Manager	\$ 366,954
General Government – Human Resources.....	\$ 290,152
General Government – Finance	\$ 489,193

Municipal Court	\$ 130,575
Library.....	\$ 325,626
Parks & Recreation.....	\$ 204,616
Police	\$ 3,565,652
Fire.....	\$ 1,746,037
Animal Control.....	\$ 77,570
Animal Shelter.....	\$ 27,050
Emergency Management.....	\$ 17,301
Inspections & Permits	\$ 240,253
Public Works & Administration	\$ 369,012
Garage.....	\$ 388,576
Warehouse	\$ 6,676
Streets	\$ 1,624,665
City Property Maintenance.....	\$ 484,911
Special Items – General Fund	\$ 269,000
Solid Waste.....	\$ 1,289,000
Special Items – Solid Waste.....	\$ 391,000
Water Plant	\$ 1,138,194
Wastewater Plant.....	\$ 1,028,912
Customer Service	\$ 432,672
Water Distribution.....	\$ 880,802
Special Items – Systems Fund.....	\$ 1,540,710
General Obligation Debt Service	\$ 581,900

Special Items – Sales Tax Fund\$ 1,446,000
TOTAL\$19,425,600

SECTION 5: - That the proposed budget for the fiscal year aforesaid, submitted to the City Council and on file and of record, is hereby adopted and approved.

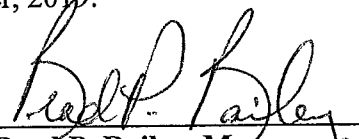
SECTION 6: - That pursuant to **Article VII, Section 2** of the City Charter, following the final public hearing, a summary of the information in this ordinance was published in the official newspaper of the city, that is, the Port Arthur News.

SECTION 7: - That this Annual Appropriation Ordinance is hereby adopted at least ten (10) days after its publication, and not later than September 30, 2019, as provided in the Charter of the City of Groves.

SECTION 8: - That if any provision, section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall for any reason be held to be unconstitutional, void, or invalid, such invalidity shall not affect the validity of the remaining provisions of this ordinance; and to this end all provisions of this ordinance are declared to be severable.

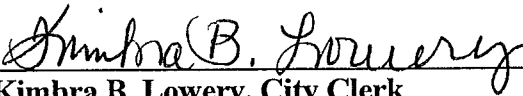
SECTION 9: - That this ordinance shall be in effect from and after its passage.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 16th day of September, 2019.



Brad P. Bailey, Mayor
City of Groves

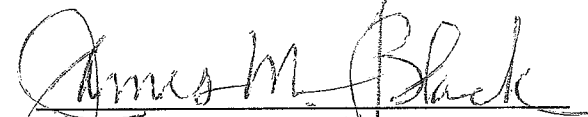
ATTEST:



Kimbra B. Lowery, City Clerk

The foregoing ordinance, including all the provisions thereof, is hereby approved as

to form and legality.


James M. Black, City Attorney

ORDINANCE NO. 2019-13

AN ORDINANCE APPROVING THE TAX ASSESSMENT ROLLS FOR THE YEAR 2019, LEVYING AND ASSESSING TAXES FOR THE SUPPORT OF THE CITY OF GROVES AND THE MUNICIPAL GOVERNMENT THEREOF; APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND LEVYING AND ASSESSING A HOTEL OCCUPANCY TAX; PROVIDING THE DATE FOR THE COLLECTION OF TAXES; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, pursuant to the provisions of the Tax Code of the State of Texas, the tax assessment rolls to be used for the collection of taxes for the captioned year, wherein the value of all property situated within the City of Groves, subject to ad valorem taxes for the year 2019, was fixed by Angela Bellard, Chief Appraiser of Jefferson County Appraisal District, at a total value of \$862,021,410; now therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GROVES:

SECTION 1: - That the tax assessment roll furnished to the City Council by the Tax Assessor of the City, based upon the certified roll furnished to the Tax Assessor by Angela Bellard, Chief Appraiser of Jefferson County Appraisal District, certifying a total value of \$862,021,410, less all exemptions provided by either State law or City ordinance in the amount of \$83,929,705, for a total taxable value of \$778,091,705, shall become the tax assessment roll of the City of Groves for the year 2019.

SECTION 2: - That there is hereby levied for the current year 2019, and there shall be collected for the use and support of the municipal government of the City of Groves, and to provide interest and sinking funds for the fiscal year ending September 30, 2020, upon all property, real, personal, and mixed, within the corporate limits of said City subject to taxation, a tax of

76.1621 cents on each \$100.00 valuation of property; said tax being so levied and apportioned to the specific purposes hereinafter set forth:

(a) For the maintenance and support of the general government (General Fund), 68.8000 cents on each \$100 valuation of property; THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.06 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$7.40, and

(b) For the Interest & Sinking Fund, 7.3621 cents of each \$100 valuation of property.

SECTION 3: - That the Jefferson County Tax Assessor-Collector (who, pursuant to contract, is the Tax Assessor-Collector for the City of Groves) is hereby directed to prepare Tax Statements and proceed with the collections of the 2019 taxable year, and the amounts collected shall be deposited in the Depository of the City of Groves, to be distributed in accordance with this Ordinance.

SECTION 4: - That there is hereby levied a hotel occupancy tax as provided by State law which shall be collected as provided by State law.

SECTION 5: - That except as provided by Sections 31.031, 31.032 and 31.04 of the Property Tax Code, the ad valorem taxes hereby levied for the year 2019 shall become due and payable on receipt of the tax bill and are delinquent if not paid before February 1, 2020, as provided by Section 31.02 of the Property Tax Code.

(a) As provided by Section 33.01 of the Property Tax Code, after delinquency, the following penalty shall be due and payable thereon, to-wit: During the month of February, six percent (6%); during the month of March, seven percent (7%); during the month of April, eight percent (8%); during the month of May, nine percent (9%); during the month of June, ten percent (10%); and on and after the first day of July, twelve percent (12%).

(b) The split-payment option for payment of taxes as authorized by Section 31.03 of the Property Tax Code, is hereby revoked.

(c) A delinquent tax also accrues interest at a rate of one percent (1%) for each month or portion of a month the tax remains unpaid, to compensate the taxing unit for revenue lost because of the delinquency, as provided by Section 33.01 of the Property Tax Code.

(d) The additional penalties for collection costs provided by Sections 33.07 and 33.08 of the Property Tax Code are also adopted.

(e) The Tax Assessor-Collector shall, as of July 1, 2020, compile a list of the lands, lots, and/or property on which any taxes for the year 2019 are delinquent, charging against the same all unpaid taxes assessed against the owner thereof on the rolls for that year.

Penalties, interest, and costs accrued against any land, lots, and/or property need not be entered by the Tax Assessor-Collector on said list, but in each and every instance, all such penalties, interest, and costs shall be and remain a statutory charge with the same force and effect as if entered on said

list. Also, the Tax Assessor-Collector shall calculate and charge all such penalties, interest, and costs on all delinquent tax receipts issued by her.

Said list, on the rolls or books on file in the office of the Tax Assessor-Collector, shall be prima facie evidence that all the requirements of the law have been complied with as to regularity of listing, assessing, and levying all taxes therein set out, and that the amount assessed against said real estate is a true and correct charge. If the description of the real estate in said list or assessment rolls or books is not sufficient to identify the same, but a sufficient description exists in the office of the Tax Assessor-Collector, then such description shall be admissible as evidence of the description of the property.

SECTION 6: - That all receipts of the City not specifically apportioned by this ordinance are hereby made payable to the General Fund of said City.

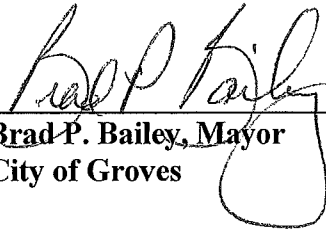
SECTION 7: - That the tax rate and the calculations used to determine the tax rate together with the estimated amount of Interest and Sinking Fund balances and the estimated amount of Maintenance and Operation, or General Fund balances, remaining at the end of the current fiscal year which are not encumbered with or by corresponding existing debt obligation, was published in the Port Arthur News, a newspaper of general circulation within the City of Groves, in a manner designated to come to the attention of all owners of property in the City, as provided by Section 26.04 (e), V.T.C.A. Tax Code.

SECTION 8: - That if any provision, section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall for any reason be held to be unconstitutional, void, or

invalid, such invalidity shall not affect the validity of the remaining provisions of this ordinance; and to this end all provisions of this ordinance are declared to be severable.

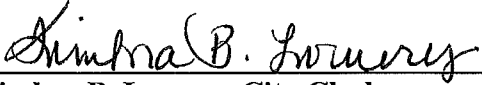
SECTION 9: - That this ordinance shall be in effect from and after its passage.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 16th day of September, 2019.



Brad P. Bailey, Mayor
City of Groves

ATTEST:

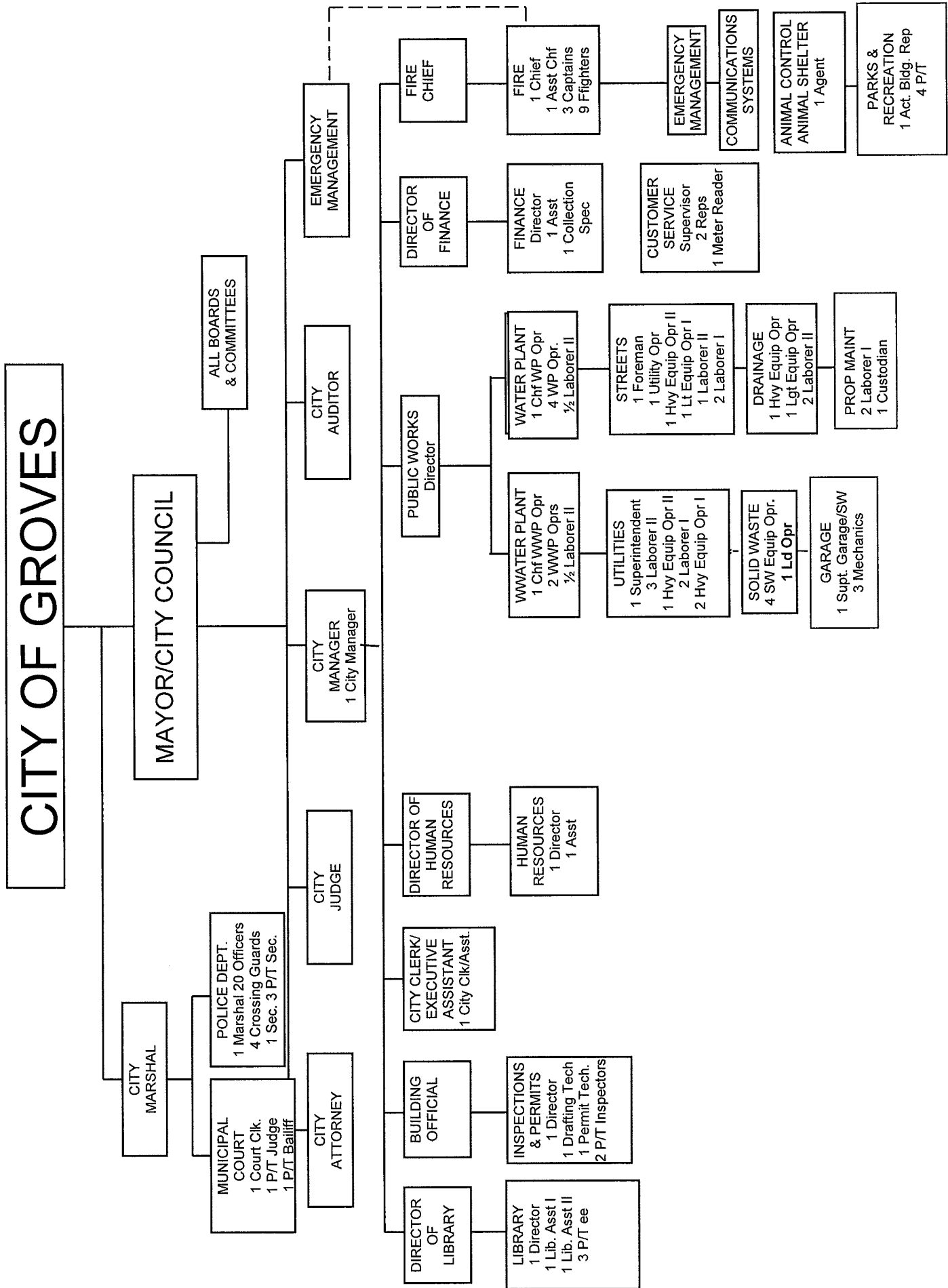


Kimbra B. Lowery, City Clerk

The foregoing ordinance, including all the provisions thereof, is hereby approved as to form and legality.



James M. Black, City Attorney



BUDGET SUMMARIES

**City of Groves
Annual Fiscal Budget
2019-2020**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Revenue	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
General Fund	\$ 9,396,689	\$ 10,226,754	\$ 10,280,729	\$ 10,696,410
Solid Waste Fund	1,586,829	1,682,000	1,534,680	1,680,000
Systems Fund	4,930,029	4,802,000	4,307,507	5,021,290
Sales Tax Fund	1,498,361	1,404,500	1,332,145	1,446,000
Debt Service Fund	1,650,848	579,653	588,872	581,900
Total Revenue	<u>\$ 19,062,756</u>	<u>\$ 18,694,907</u>	<u>\$ 18,043,933</u>	<u>\$ 19,425,600</u>
Expenditures				
General Fund	\$ 9,177,118	\$ 10,226,754	\$ 9,518,395	\$ 10,696,410
Solid Waste Fund	2,801,326	1,682,000	1,639,305	1,680,000
Systems Fund	4,178,140	4,802,000	4,627,233	5,021,290
Sales Tax Fund	1,189,071	1,404,500	1,588,100	1,446,000
Debt Service Fund	1,627,448	579,653	572,653	581,900
Total Expenditures	<u>\$ 18,973,103</u>	<u>\$ 18,694,905</u>	<u>\$ 17,945,686</u>	<u>\$ 19,425,600</u>
Revenues Over(Under) Expenditures	<u>\$ 89,653</u>	<u>\$ -</u>	<u>\$ 98,247</u>	<u>\$ -</u>

**City of Groves
Annual Fiscal Budget
2019-2020**

SUMMARY STATEMENT OF EXPENDITURES BY DEPARTMENT

	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
General Fund				
Mayor & Council	\$ 89,985	\$ 72,585	\$ 124,420	\$ 72,591
City Manager	334,870	343,989	359,595	366,954
Human Resources	290,498	242,058	262,898	290,152
Finance	441,236	478,407	460,219	489,193
Municipal Court	150,811	135,065	103,375	130,575
Library	336,362	345,036	250,944	325,626
Parks & Recreation	192,407	211,939	167,273	204,616
Police	3,052,943	3,406,788	3,234,164	3,565,652
Fire	1,563,756	1,661,117	1,612,133	1,746,037
Animal Control	73,438	80,377	73,599	77,570
Emergency Management	7,639	23,305	9,741	17,301
Animal Shelter	21,588	36,300	19,652	27,050
Inspections & Permits	170,724	196,026	206,128	240,253
Public Works & Administration	337,131	342,814	334,652	369,012
Garage	362,248	384,651	358,280	388,576
Warehouse	6,614	7,126	3,849	6,676
Streets	964,312	1,475,700	1,218,296	1,624,665
City Property Maintenance	481,834	513,971	503,063	484,911
Special Items	298,722	269,500	216,114	269,000
Total General Fund	\$ 9,177,118	\$ 10,226,754	\$ 9,518,395	\$ 10,696,410
Solid Waste Fund				
Solid Waste	\$ 2,391,337	\$ 1,291,888	\$ 1,249,191	\$ 1,289,000
Administration	409,989	390,112	390,112	391,000
Total Solid Waste Fund	\$ 2,801,326	\$ 1,682,000	\$ 1,639,305	\$ 1,680,000
Systems Fund				
Water Plant	\$ 1,019,978	\$ 1,093,040	\$ 965,319	\$ 1,138,194
Wastewater Plant	863,741	987,661	895,482	1,028,912
Customer Service	235,716	263,958	307,633	432,672
Water Distribution	658,681	823,057	823,882	880,802
Administration	1,400,024	1,634,284	1,634,917	1,540,710
Total Systems Fund	\$ 4,178,140	\$ 4,802,001	\$ 4,627,233	\$ 5,021,290
Sales Tax Fund				
Transfers	\$ 1,189,071	\$ 1,404,500	\$ 1,588,100	\$ 1,446,000
Total Sales Tax Fund	\$ 1,189,071	\$ 1,404,500	\$ 1,588,100	\$ 1,446,000
Interest & Sinking Fund				
Debt Retirement	\$ 1,627,448	\$ 579,653	\$ 572,653	\$ 581,900
Total I & S Fund	\$ 1,627,448	\$ 579,653	\$ 572,653	\$ 581,900
Total Expenditures	\$ 18,973,103	\$ 18,694,908	\$ 17,945,686	\$ 19,425,600

GENERAL FUND

**City of Groves
Annual Fiscal Budget
2019-2020**

GENERAL FUND SUMMARY #01

Beginning Year Gross Fund Balance 10-01-18	\$	(419,264)
 FYE 2019		
Current Estimated Revenues	\$	10,280,729
Current Estimated Expenses		<u>(9,518,395)</u>
 Projected Gross Fund Balance 9-30-19	 \$	 <u>343,070</u>
 FYE 2020		
Estimated Gross Fund Balance 10-01-19	\$	343,070
Proposed Revenues		<u>10,696,410</u>
Total FYE 2020 Resources	\$	<u>11,039,480</u>
 Proposed M&O Expenditures	 \$	 (10,139,710)
Proposed Capital Outlay		<u>(556,700)</u>
Total Proposed Expenditures	\$	<u>(10,696,410)</u>
 Gross Fund Balance	 \$	 <u>343,070</u>
 Restricted/Designated Fund Balance Items:		
Municipal Court Security	\$	26,110
Municipal Court Technology		42,793
Hotel Occupancy		<u>177,009</u>
	\$	<u>245,912</u>
 Projected Undesignated Fund Balance 9-30-20	 \$	 <u>97,158</u>

**City of Groves
Annual Fiscal Budget
2019-2020**

STATEMENT OF REVENUES AND EXPENDITURES

General Fund

Revenue	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Current Taxes	\$ 4,411,237	\$ 4,845,000	\$ 4,749,364	\$ 5,300,000
Delinquent Taxes	122,197	120,000	105,583	120,000
Hotel Tax	149,039	100,000	58,745	75,000
Liquor License	2,410	3,000	4,953	3,500
Penalties & Interest	91,275	90,000	90,053	85,000
Permits	188,083	145,500	181,951	175,500
Franchise Fees	769,366	906,000	666,625	800,000
License Fees	28,248	22,000	19,217	22,200
Demolition Revenue	37	1,000	87	500
Animal Control	13,992	19,000	15,912	18,500
Grass Cutting	6,912	8,000	11,060	8,000
Recreation Fees	12,233	20,500	10,280	12,500
Library Income	35,777	13,000	12,738	13,500
Fines & Court Costs	305,555	346,000	170,296	342,000
Miscellaneous	2,055,990	2,178,254	2,555,045	2,244,210
Earnings of Investments	15,267	5,000	40,720	30,000
Transfers In	1,189,071	1,404,500	1,588,100	1,446,000
Total Revenue	\$ 9,396,689	\$ 10,226,754	\$ 10,280,729	\$ 10,696,410
Expenditures				
Personnel Services	\$ 6,764,463	\$ 7,077,958	\$ 6,955,379	\$ 7,265,960
Supplies	233,271	250,200	232,959	286,300
Maintenance	130,133	167,450	130,751	156,100
Services	566,056	1,068,900	720,319	1,136,600
Miscellaneous	1,249,402	1,252,646	1,182,911	1,294,750
Capital Outlay	233,793	409,600	296,076	556,700
Total Expenditures	\$ 9,177,118	\$ 10,226,754	\$ 9,518,395	\$ 10,696,410
Revenues Over(Under) Expenditures	\$ 219,571	\$ -	\$ 762,334	\$ -

**City of Groves
Annual Fiscal Budget
2019-2020**

STATEMENT OF REVENUES

General Fund	01-4-00
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Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Taxes					
310-48	Delinquent Taxes	\$ 122,197	\$ 120,000	\$ 105,583	\$ 120,000
310-49	Current Taxes	4,411,237	4,845,000	4,749,364	5,300,000
312-10	Hotel Tax	149,039	100,000	58,745	75,000
312-15	Liquor License	2,410	3,000	4,953	3,500
319-00	Current Penalty & Interest	40,072	45,000	37,958	40,000
319-10	Delinquent Penalty & Interest	51,203	45,000	52,095	45,000
Total Taxes		\$ 4,776,158	\$ 5,158,000	\$ 5,008,698	\$ 5,583,500
Permits, Fees & Other					
322-10	Building Permits	\$ 138,448	\$ 100,000	\$ 124,054	\$ 120,000
322-15	Electrical Permits	20,798	20,000	26,515	25,000
322-20	Plumbing Permits	18,207	15,000	21,983	20,000
322-60	Cert of Occupancy - Residential	2,700	2,000	2,000	2,000
322-65	Cert of Occupancy - Commercial	-	1,000	100	1,000
322-70	Rental Property Inspecc Fees	7,930	7,500	7,299	7,500
322-80	Franchise Fees	769,366	906,000	666,625	800,000
322-90	License Fees	14,870	10,000	8,710	10,000
322-95	Demolition Revenue	37	1,000	87	500
325-11	License Fee - Gen Contactor Renewal	1,430	2,000	1,755	2,000
325-20	License Fee - Elect - Master	2,600	3,000	-	2,000
325-21	License Fee - Elect - Journeyman	510	500	-	500
325-30	License fees-Plumber	-	-	75	200
325-40	License Fee - Mechanical	2,175	1,500	1,425	1,500
325-50	License Fee - Firealarm/suppr	450	500	300	500
338-10	Animal Shelter Reimbursement	8,841	10,000	6,070	8,000
338-11	Crematorium Reimbursement	2,771	7,000	5,542	8,000
344-90	Return Check Fee	-	-	25	-
345-50	Animal Control	2,380	2,000	4,300	2,500
346-00	Grass Cutting	6,912	8,000	11,060	8,000
347-50	Recreation Building Rentals	11,647	20,000	9,865	12,000
347-51	Library Building Rentals	670	1,000	600	1,000
347-60	Library Fees	5,921	4,500	3,587	4,500
347-61	Library Copy Machine	4,626	3,000	3,987	3,500
347-62	Library Miscellaneous	4,560	4,500	4,564	4,500
347-80	Class Fees	586	500	415	500
350-50	Birth/Death Certificates	1,988	2,000	2,450	2,000
351-10	Municipal Court Fees	280,780	325,000	140,356	300,000
352-10	Warrant Fees	18,286	16,000	21,626	35,000
353-10	Court Restitution	(274)	-	10	-
359-10	Misc. Police Grants	1,000	1,000	3,000	2,000
359-11	Misc. Fire Grants	-	1,000	-	-
359-12	Sane Exam Reimbursement	3,775	2,000	2,854	3,000
359-13	National Night Out Grants	13,541	10,000	950	6,000

360-00	Miscellaneous	35,327	35,500	80,984	35,000
361-10	Earnings on Investments	15,267	5,000	40,720	30,000
361-30	Hebert Grant	20,000	-	-	-
362-10	Trailer Licenses-Annual	428	500	162	500
362-20	Trailer Licenses-Monthly	5,785	4,000	6,790	5,000
369-10	Insurance Reimbursement	47,189	20,000	1,328	10,000
369-30	Sale of Equipment	12,000	10,000	-	5,000
369-50	Sale of Park ILand	2,126	120,000	-	100,000
Total Permits, Fees & Other		\$ 1,485,653	\$ 1,682,500	\$ 1,212,173	\$ 1,578,700
Miscellaneous					
370-01	PD Leose State Grant	\$ 1,843	\$ 2,000	\$ 1,824	\$ 2,000
370-01	2017 Jag Grant	25,123	20,000	-	-
377-00	Forest Service Grant	8,341	2,000	6,125	2,000
380-00	City Franchise Fee	1,385,000	1,807,754	1,807,754	1,909,210
380-10	EDC Administration Fee	125,000	150,000	150,000	175,000
906-25	Other - FEMA	400,500	-	506,055	-
Total Miscellaneous		\$ 1,945,807	\$ 1,981,754	2,471,758	\$ 2,088,210
Operating Transfers In					
390-30	Transfer from Sales Tax Fund	\$ 1,189,071	\$ 1,404,500	\$ 1,588,100	\$ 1,446,000
Total Operating Transfers		\$ 1,189,071	\$ 1,404,500	\$ 1,588,100	\$ 1,446,000
Total General Fund Revenue		\$ 9,396,689	\$ 10,226,754	\$ 10,280,729	\$ 10,696,410

City Council

The City Council, as a legislative and policy representative of the citizens, establishes policies as a guide for all City activities. Every operation within the City is conceived within the framework of the Ordinances and Resolutions adopted by the elected City Council.

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

General Fund
Department - City Council 01-5-01

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 6,938	\$ 1,700	\$ 6,344	\$ 1,700
01-040	Social Security	1,625	130	1,523	130
01-080	Workers Compensation	40	55	38	61
01-100	Expense Allowance	5,760	19,200	5,520	19,200
	Total Personnel Services	\$ 14,363	\$ 21,085	\$ 13,425	\$ 21,091
Supplies					
02-010	Office Supplies	\$ 362	\$ 300	\$ 109	\$ 300
02-040	Miscellaneous Supplies	357	200	-	200
02-050	Data Supplies	175	-	-	-
	Total Supplies	\$ 894	\$ 500	\$ 109	\$ 500
Services					
04-200	Communication	\$ 533	\$ 500	\$ 597	\$ 500
	Total Utilities & Telephone	\$ 533	\$ 500	\$ 597	\$ 500
Miscellaneous					
06-330	City Attorney	\$ 60,888	\$ 36,000	\$ 95,107	\$ 36,000
07-010	Travel & Training	8,381	8,000	7,545	8,000
07-020	TML Conference	420	1,000	-	1,000
07-030	TML Region 16 Meetings	-	300	-	300
07-390	Insurance & Bonds	94	200	395	200
07-420	Contingencies	4,412	5,000	7,242	5,000
	Total Miscellaneous	\$ 74,195	\$ 50,500	\$ 110,289	\$ 50,500
Department Total		\$ 89,985	\$ 72,585	\$ 124,420	\$ 72,591

City Manager

The City Manager coordinates and directs the activities of various City functions so policies of the City Council will be carried out in an efficient and economical manner. He is responsible to and serves at the will and pleasure of the City Council; he may be removed at any time by a majority vote of that body.

He is the Chief Administrative Officer of the City and is charged with the responsibility of properly executing the laws, ordinances and policies adopted by the governing body. He acts as the Budget Officer for the City.

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

General Fund
Department - City Manager 01-5-02

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 222,460	\$ 229,504	\$ 230,404	\$ 236,346
01-040	Social Security	15,872	17,557	16,420	18,080
01-050	TMRS	22,247	21,550	22,413	22,027
01-070	Hospitalization	21,867	21,839	21,469	19,639
01-080	Workers Compensation	433	485	314	534
01-160	ICMA	9,234	9,180	9,727	9,454
01-250	Life Insurance	1,168	1,174	1,155	1,174
	Total Personnel Services	\$ 293,281	\$ 301,289	\$ 301,902	\$ 307,254
Supplies					
02-010	Office Supplies	\$ 3,771	\$ 3,000	\$ 2,915	\$ 3,000
02-040	Miscellaneous Supplies	2,422	1,800	1,896	1,800
02-050	Data Processing Supplies	-	-	1,736	2,000
02-100	Postage	12	-	-	3,000
	Total Supplies	\$ 6,205	\$ 4,800	\$ 6,547	\$ 9,800
Maintenance					
03-020	Furniture & Fixtures	\$ 252	\$ 500	\$ 494	\$ 500
03-030	Equipment Maint. & Repair	837	500	633	500
	Total Maintenance	\$ 1,089	\$ 1,000	\$ 1,127	\$ 1,000
Services					
04-200	Communication	\$ 3,666	\$ 3,000	\$ 3,536	\$ 3,000
	Total Services	\$ 3,666	\$ 3,000	\$ 3,536	\$ 3,000
Miscellaneous					
06-050	Ordinance Codification	\$ 839	\$ 2,000	\$ 1,419	\$ 2,000
06-090	Dues & Subscriptions	6,854	6,500	6,686	6,500
07-010	Training	2,921	2,000	5,166	4,000
07-050	Auto	7,477	8,400	6,900	8,400
07-080	Election	807	5,000	17,169	15,000
07-390	Insurance & Bonds	11,731	10,000	9,143	10,000
	Total Miscellaneous	\$ 30,629	\$ 33,900	\$ 46,483	\$ 45,900
Department Total		\$ 334,870	\$ 343,989	\$ 359,595	\$ 366,954

Human Resources

Functions of the Human Resource Department includes recruitment of employees at all levels, risk management, safety, insurance, job analysis, job classification, compensation administration, evaluation and maintenance of benefits, personnel policy administration and development, grievance resolution, worker's compensation administration, maintenance of personnel files and records, labor negotiations, maintaining employee data base.

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

General Fund
Dept. - Human Resources 01-5-03

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 137,239	\$ 139,266	\$ 143,020	\$ 143,409
01-040	Social Security	10,200	10,654	10,543	10,971
01-050	TMRS	13,302	13,077	13,333	13,366
01-070	Hospitalization	22,104	21,644	21,381	19,594
01-080	Workers Compensation	419	295	162	325
01-160	ICMA	5,294	5,571	4,962	5,736
	Life Insurance	897	901	885	901
	Total Personnel Services	\$ 189,455	\$ 191,408	\$ 194,286	\$ 194,302
Supplies					
02-010	Office Supplies	\$ 1,306	\$ 1,500	\$ 998	\$ 1,500
02-040	Miscellaneous Supplies	455	1,000	970	1,000
02-050	Data Processing Supplies	437	500	-	500
02-100	Postage & Rental	10,514	14,000	13,485	14,000
	Total Supplies	\$ 12,712	\$ 17,000	\$ 15,453	\$ 17,000
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 1,500	\$ 607	\$ 1,000
03-030	Equipment Maint. & Repair	14	800	-	800
	Total Maintenance	\$ 14	\$ 2,300	\$ 607	\$ 1,800
Services					
04-200	Communication	\$ 2,643	\$ 2,000	\$ 2,732	\$ 2,000
	Total Services	\$ 2,643	\$ 2,000	\$ 2,732	\$ 2,000
Miscellaneous					
06-090	Dues & Subscriptions	\$ -	\$ 500	\$ 470	\$ 500
06-140	Advertising & Publicity	-	50	-	50
06-146	State Fees	92	150	119	150
06-270	Contract Services	-	-	-	30,000
07-010	Training	1,177	4,000	527	4,000
07-015	EAP	1,499	1,600	911	1,600
07-020	Safety Program	96	4,500	295	4,500
07-390	Insurance & Bonds	326	1,000	548	1,000
07-450	Service Awards	1,747	1,050	952	1,050
07-620	Pre-employment Screening	2,198	4,000	5,030	4,200
07-621	Random Drug Testing	775	1,000	810	1,000
07-622	Post Accident Testing	144	500	1,003	1,000
07-650	Legal Fees	77,620	10,000	39,155	25,000
	Total Miscellaneous	\$ 85,674	\$ 28,350	\$ 49,820	\$ 74,050
Capital Outlay					
09-770	Equipment	\$ -	\$ 1,000	\$ -	\$ 1,000
	Total Capital Outlay	\$ -	\$ 1,000	\$ -	\$ 1,000
Department Total		\$ 290,498	\$ 242,058	\$ 262,898	\$ 290,152

Finance

The Finance Department is responsible for the financial administration, accounting, treasury, cash management, and utility billing functions of the City. The Director of Finance administers all fiscal affairs of the City, including duties and responsibilities pertaining to the City's accounting system, disbursement of funds, collection of revenue, financial reporting, etc. The Department manages the annual audit, assists the City Manager in preparation of the annual budget and advises management on all aspects of financial planning and debt management of the City.

The Director of Finance is the designated Computer Network Administrator for the City. Responsibilities include overall administration, maintenance, monitoring and security of all computers owned by the City.

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

General Fund
Department - Finance 01-5-05

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 191,958	\$ 200,369	\$ 198,462	\$ 206,321
01-040	Social Security	14,987	15,328	14,434	15,783
01-050	TMRS	21,279	18,815	18,755	19,229
01-070	Hospitalization	30,956	34,933	30,734	31,408
01-080	Workers Compensation	328	415	280	457
01-160	ICMA	7,723	8,015	8,116	8,253
01-250	Life Insurance	1,234	1,242	1,221	1,242
	Total Personnel Services	\$ 268,465	\$ 279,117	\$ 272,002	\$ 282,693
Supplies					
02-010	Office Supplies	\$ 389	\$ 1,000	\$ 510	\$ 500
02-040	Miscellaneous Supplies	753	-	32	-
02-050	Data Processing Supplies	2,259	2,000	335	2,000
	Total Supplies	\$ 3,401	\$ 3,000	\$ 877	\$ 2,500
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 500	\$ 980	\$ 1,000
	Total Maintenance	\$ -	\$ 500	\$ 980	\$ 1,000
Services					
04-200	Communication	\$ 659	\$ 1,000	\$ 3,294	\$ 1,000
	Total Services	\$ 659	\$ 1,000	\$ 3,294	\$ 1,000
Miscellaneous					
06-020	City Auditor	\$ 26,500	\$ 28,000	\$ 20,250	\$ 30,000
06-060	Single Appraisal Payment	50,184	57,000	54,344	55,000
06-090	Dues & Subscriptions	827	2,000	1,853	2,000
06-185	Lien Filing Fees	4,290	5,000	4,890	6,000
06-195	Lot Cleanup/Grass Cutting	4,406	5,000	7,690	5,000
06-270	Contract Services	16,900	18,000	17,166	19,000
06-300	Collection Contract	3,297	3,500	3,316	3,500
07-010	Training	480	490	-	500
07-390	Insurance & Bonds	334	800	1,214	1,000
	Total Miscellaneous	\$ 107,218	\$ 119,790	\$ 110,723	\$ 122,000
Capital Outlay					
09-900	Computer System/Software	\$ 61,493	\$ 75,000	\$ 72,343	\$ 80,000
	Total Capital Outlay	\$ 61,493	\$ 75,000	\$ 72,343	\$ 80,000
Department Total		\$ 441,236	\$ 478,407	\$ 460,219	\$ 489,193

Municipal Court

Municipal Court enforces Class C misdemeanor criminal laws and ordinances of the City. It supports the local community by providing efficient and effective services through the promotion of justice. The Municipal Court is responsible for maintaining accurate records of all cases.

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

General Fund	
Department - Municipal Court	01-5-13

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 94,809	\$ 72,880	\$ 59,262	\$ 74,078
01-020	Overtime	1,735	4,000	1,553	2,000
01-040	Social Security	7,550	5,575	4,713	5,667
01-050	TMRS	6,966	6,843	3,757	6,904
01-070	Hospitalization	12,189	12,794	12,516	11,769
01-080	Workers Compensation	152	195	86	215
01-160	ICMA	572	-	-	-
01-250	Life Insurance	247	242	-	242
	Total Personnel Services	\$ 124,220	\$ 102,529	\$ 81,887	\$ 100,875
Supplies					
02-010	Office Supplies	\$ 644	\$ 1,300	\$ 252	\$ 750
02-040	Miscellaneous Supplies	-	300	-	250
02-050	Data Processing Supplies	-	1,250	264	1,000
02-120	Contract Labor - Judge	120	3,400	320	1,000
	Total Supplies	\$ 764	\$ 6,250	\$ 836	\$ 3,000
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 300	\$ -	\$ 250
03-030	Equipment Maint. & Repair	-	700	-	500
	Total Maintenance	\$ -	\$ 1,000	\$ -	\$ 750
Services					
05-200	Communication	\$ 533	\$ 1,000	\$ 720	\$ 750
	Total Services	\$ 533	\$ 1,000	\$ 720	\$ 750
Miscellaneous					
06-010	City Prosecutor	\$ 12,000	\$ 12,000	\$ 11,000	\$ 12,000
06-090	Dues & Subscriptions	1,246	1,500	662	1,400
07-010	Training	1,066	2,500	1,386	2,500
07-390	Insurance & Bonds	235	286	186	300
	Total Miscellenous	\$ 14,547	\$ 16,286	\$ 13,234	\$ 16,200
Capital Outlay					
09-230	Court Security	\$ 4,900	\$ 3,000	\$ 4,600	\$ 4,000
09-240	Court Technology	5,847	5,000	2,098	5,000
	Total Capital Outlay	\$ 10,747	\$ 8,000	\$ 6,698	\$ 9,000
Department Total		\$ 150,811	\$ 135,065	\$ 103,375	\$ 130,575

Library

To provide books and other reading material for the use of Citizens in order to broaden the cultural life of the individual and to encourage reading for the purpose of self improvement and relaxation.

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

General Fund	
Department - Library	01-5-21

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 181,013	\$ 189,171	\$ 129,719	\$ 170,360
01-040	Social Security	13,261	14,472	9,860	13,033
01-050	TMRS	14,752	14,544	10,174	12,709
01-070	Hospitalization	27,788	30,733	23,663	27,508
01-080	Workers Compensation	363	455	333	501
01-160	ICMA	4,195	4,501	2,681	5,455
01-250	Life Insurance	860	1,010	320	1,010
	Total Personnel Services	\$ 242,232	\$ 254,886	\$ 176,750	\$ 230,576
Supplies					
02-010	Office Supplies	\$ 2,660	\$ 2,500	\$ 2,342	\$ 2,700
02-040	Miscellaneous Supplies	25,390	5,000	3,036	5,000
02-100	Postage	474	500	384	500
	Total Supplies	\$ 28,524	\$ 8,000	\$ 5,762	\$ 8,200
Maintenance					
03-010	Building & Grounds	\$ 3,196	\$ 3,500	\$ 3,224	\$ 4,500
03-020	Ofc. Furniture, Fixture M&R	-	450	-	450
03-030	Equipment Maint. & Repair	2,965	4,000	1,594	3,000
	Total Maintenance	\$ 6,161	\$ 7,950	\$ 4,818	\$ 7,950
Services					
04-010	Electricity	\$ 8,796	\$ 10,000	\$ 7,542	\$ 9,000
04-100	Natural Gas	1,449	1,800	1,222	1,200
04-200	Communication	7,119	7,500	6,894	7,500
	Total Services	\$ 17,364	\$ 19,300	\$ 15,658	\$ 17,700

**City of Groves
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EXPENDITURE DETAIL

General Fund	
Department - Library	01-5-21

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Miscellaneous					
06-080	Periodicals	\$ 860	\$ 1,300	\$ 769	\$ 1,300
06-090	Dues & Subscriptions	75	850	970	400
06-270	Contract Services	10,324	10,000	9,459	11,000
07-010	Training	-	750	199	1,000
07-200	Reading Clubs	1,801	3,000	3,013	3,500
07-390	Insurance & Bonds	12,575	13,000	12,761	13,000
	Total Miscellaneous	<u>\$ 25,635</u>	<u>\$ 28,900</u>	<u>\$ 27,171</u>	<u>\$ 30,200</u>
Capital Outlay					
09-040	Books	14,540	15,000	13,034	16,000
09-240	Audiotapes	1,517	5,000	4,609	6,000
09-770	Equipment	389	3,000	3,142	4,000
09-860	Building Maint & Projects	-	3,000	-	5,000
	Total Capital Outlay	<u>\$ 16,446</u>	<u>\$ 26,000</u>	<u>\$ 20,785</u>	<u>\$ 31,000</u>
Department Total		<u>\$ 336,362</u>	<u>\$ 345,036</u>	<u>\$ 250,944</u>	<u>\$ 325,626</u>

Parks and Recreation

The Parks and Recreation Department is responsible for developing and supervising a comprehensive recreation program for the benefit of Groves citizens as well as scheduling and supervising private rentals of the activity building.

**City of Groves
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EXPENDITURE DETAIL

General Fund
Department - Parks & Recreation 01-5-25

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 83,252	\$ 93,182	\$ 82,953	\$ 95,525
01-020	Overtime	17	1,000	103	1,000
01-040	Social Security	6,389	7,128	6,339	7,308
01-050	TMRS	4,389	4,457	3,589	3,269
	Hospitalization	9,124	9,044	9,641	7,869
01-080	Workers Compensation	4,774	125	2,742	138
01-160	ICMA	1,769	1,899	1,495	1,403
01-250	Life Insurance	344	354	331	354
	Total Personnel Services	\$ 110,058	\$ 117,189	\$ 107,193	\$ 116,866
Supplies					
02-010	Office Supplies	\$ 87	\$ 300	\$ 407	\$ 300
02-020	Minor Apparatus & Tools	-	500	-	500
02-040	Miscellaneous Supplies	853	3,000	1,584	2,000
02-050	Data Processing Supplies	-	500	-	500
02-160	Building Deposit Refunds	3,780	8,000	1,900	4,000
02-180	Recreation Supplies	-	500	123	500
	Total Supplies	\$ 4,720	\$ 12,800	\$ 4,014	\$ 7,800
Maintenance					
03-010	Building & Grounds	\$ 6,940	\$ 8,000	\$ 1,468	\$ 6,000
03-020	Furniture & Fixtures	181	250	-	250
03-030	Equipment Maint. & Repair	92	100	-	100
03-070	Parks	-	5,000	-	2,500
	Total Maintenance	\$ 7,213	\$ 13,350	\$ 1,468	\$ 8,850
Utilities & Telephone					
04-020	Electricity-City Parks	\$ 5,885	\$ 5,000	\$ 5,040	\$ 5,000
04-030	Electricity-Ball Parks	6,163	5,000	2,654	5,000
04-040	Electricity-Activity Building	8,035	9,000	4,556	9,000
04-200	Communication	1,175	1,000	1,365	1,000
	Total Services	\$ 21,258	\$ 20,000	\$ 13,615	\$ 20,000

**City of Groves
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EXPENDITURE DETAIL

General Fund
Department - Parks & Recreation 01-5-25

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Materials & Contracts					
05-010	Summer Program	\$ 8,165	\$ 10,000	\$ 9,000	\$ 10,000
	Total Materials & Contracts	<u>\$ 8,165</u>	<u>\$ 10,000</u>	<u>\$ 9,000</u>	<u>\$ 10,000</u>
Miscellaneous					
06-090	Dues & Subscriptions	\$ -	\$ 100	\$ -	\$ 100
07-390	Insurance & Bonds	7,381	3,500	7,434	7,000
07-600	Mo Pmt - Sr Citizens Association	24,000	24,000	22,000	24,000
	Total Miscellaneous	<u>\$ 31,381</u>	<u>\$ 27,600</u>	<u>\$ 29,434</u>	<u>\$ 31,100</u>
Capital Outlay					
09-770	Equipment	\$ -	\$ 3,000	\$ -	\$ 2,500
09-860	Building Maintenance & Repairs	9,612	8,000	2,549	7,500
	Total Capital Outlay	<u>\$ 9,612</u>	<u>\$ 11,000</u>	<u>\$ 2,549</u>	<u>\$ 10,000</u>
Department Total		<u>\$ 192,407</u>	<u>\$ 211,939</u>	<u>\$ 167,273</u>	<u>\$ 204,616</u>

Police

The function of the City of Groves Police Department is to enforce City Ordinances, state and federal laws to maintain public order and improve quality of life. This includes the protection of life and property, preservation of peace and suppression of disorder, crime prevention and traffic safety.

**City of Groves
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EXPENDITURE DETAIL

General Fund	
Department - Police	01-5-31

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 1,492,791	\$ 1,819,071	\$ 1,625,019	\$ 1,813,431
01-020	Overtime	173,979	40,000	175,217	140,000
01-040	Social Security	126,116	128,795	134,655	138,691
01-050	TMRS	157,784	156,213	167,317	166,989
01-070	Hospitalization	219,547	258,498	230,003	227,673
01-080	Workers Compensation	25,705	32,700	24,516	35,970
01-160	ICMA	45,412	42,782	50,083	45,269
01-240	Unemployment Compensation	(1,881)	-	-	-
01-250	Life Insurance	8,251	9,129	8,881	9,129
	Total Personnel Services	<u>\$ 2,247,704</u>	<u>\$ 2,487,188</u>	<u>\$ 2,415,691</u>	<u>\$ 2,577,152</u>
Supplies					
02-010	Office Supplies	\$ 1,259	\$ 4,000	\$ 1,740	\$ 3,000
02-020	Minor Apparatus & Tools	3,938	7,500	12,260	10,000
02-030	Vehicle Supplies	60,133	50,000	57,592	70,000
02-040	Miscellaneous Supplies	2,501	2,000	2,002	2,000
02-050	Data Processing Supplies	9,614	8,000	9,229	10,000
02-051	System Maintenance and Support	-	6,000	17,502	15,000
	Total Supplies	<u>\$ 77,445</u>	<u>\$ 77,500</u>	<u>\$ 100,325</u>	<u>\$ 110,000</u>
Maintenance					
03-010	Building & Grounds	\$ 3,445	\$ 2,000	\$ 2,012	\$ 2,000
03-020	Furniture & Fixtures	-	200	-	200
03-030	Equipment Maint. & Repair	5,005	6,000	3,717	5,000
03-040	Motor Vehicles	12,542	15,000	17,304	12,000
	Total Maintenance	<u>\$ 20,992</u>	<u>\$ 23,200</u>	<u>\$ 23,033</u>	<u>\$ 19,200</u>
Utilities & Telephone					
04-010	Electricity	\$ 17,210	\$ 20,000	\$ 13,463	\$ 19,000
04-100	Natural Gas	4,318	3,500	3,676	3,500
04-200	Communication	23,814	27,000	24,251	25,000
04-201	Regional Radio Maintenance	9,742	15,000	-	10,000
	Total Services	<u>\$ 55,084</u>	<u>\$ 65,500</u>	<u>\$ 41,390</u>	<u>\$ 57,500</u>

**City of Groves
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EXPENDITURE DETAIL

General Fund	
Department - Police	01-5-31

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Miscellaneous					
06-090	Dues & Subscriptions	\$ 6,892	\$ 5,000	\$ 7,022	\$ 5,000
06-120	Central Dispatching	499,023	510,000	460,214	526,000
06-140	Sane Examinations	4,491	4,000	4,792	4,000
06-160	Jail Contract	27,513	30,000	34,526	35,000
07-010	Training	3,537	10,000	8,842	10,000
07-012	Training - LEOSE Eligible	252	1,800	2,077	1,800
07-050	Auto Allowance/Reimburse	69	3,600	-	-
07-290	Uniform Allowance	9,045	11,000	16,037	11,000
07-295	Body Armor - BJP Eliogible	-	3,000	-	3,000
07-304	2017 Port Security Grant	-	30,000	-	-
07-306	2017 Jag Grant	25,123	-	-	-
07-390	Insurance & Bonds	45,440	70,000	46,181	60,000
07-420	Contingencies	12,851	5,000	5,224	5,000
	Total Miscellaneous	<u>\$ 634,236</u>	<u>\$ 683,400</u>	<u>\$ 584,915</u>	<u>\$ 660,800</u>
Debt Retirement					
08-040	Principal Payment on Debt	\$ 16,500	\$ -	\$ -	\$ -
08-050	Interest	\$ 982	\$ -	\$ -	\$ -
	Total Debt Retirement	<u>\$ 17,482</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Outlay					
09-010	Capital Outlay	\$ -	\$ -	\$ 92.00	\$ -
09-140	Automobile	-	70,000	68,718	140,000
09-760	Auto Equipment	-	-	-	1,000
	Total Capital Outlay	<u>\$ -</u>	<u>\$ 70,000</u>	<u>\$ 68,810</u>	<u>\$ 141,000</u>
Department Total		<u>\$ 3,052,943</u>	<u>\$ 3,406,788</u>	<u>\$ 3,234,164</u>	<u>\$ 3,565,652</u>

Fire

The City of Groves Fire Department is comprised of both paid and volunteer firefighters. This department is responsible for the protection of life and property from fire within the City. This responsibility includes firefighting activities and non-firefighting activities.

**City of Groves
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EXPENDITURE DETAIL

General Fund
Department - Fire 01-5-32

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 964,783	\$ 1,014,956	\$ 1,011,724	\$ 1,043,820
01-020	Overtime	79,654	60,000	89,253	75,000
01-040	Social Security	78,670	77,607	82,572	79,816
01-050	TMRS	101,111	95,259	103,933	97,239
01-070	Hospitalization	133,444	144,744	132,826	129,494
01-080	Workers Compensation	19,077	19,500	14,089	21,450
01-160	ICMA	27,149	28,673	30,510	29,490
01-250	Life Insurance	5,665	5,778	5,549	5,778
	Total Personnel Services	\$ 1,409,553	\$ 1,446,517	\$ 1,470,456	\$ 1,482,087
Supplies					
02-010	Office Supplies	\$ 1,000	\$ 2,000	\$ 911	\$ 2,000
02-020	Minor Apparatus & Tools	3,427	10,000	310	10,000
02-030	Vehicle Supplies	13,316	14,500	12,761	14,500
02-035	Class A Foam	1,640	2,000	820	2,000
02-040	Miscellaneous Supplies	3,671	5,900	3,902	5,900
02-050	Data Processing Supplies	-	-	1,736	2,000
02-130	Medical Supplies	737	1,800	1,462	1,800
	Total Supplies	\$ 23,791	\$ 36,200	\$ 21,902	\$ 38,200
Maintenance					
03-010	Building & Grounds	\$ 2,298	\$ 4,000	\$ 4,208	\$ 4,000
03-020	Furniture & Fixtures	435	500	-	500
03-030	Equipment Maint. & Repair	9,820	18,500	21,681	18,500
03-040	Motor Vehicles	199	2,500	311	2,500
03-100	SCBA Yearly Maint. & Inspection	5,489	4,550	5,346	4,550
03-105	Bunker Gear Inspections	692	1,000	3,335	3,500
03-110	Inspections - Pumpers	1,513	3,000	2,192	3,000
03-120	Certification Testing	325	3,000	350	3,000
03-220	Radio Maintenance	-	800	-	800
	Total Maintenance	\$ 20,771	\$ 37,850	\$ 37,423	\$ 40,350
Services					
04-010	Electricity	\$ 9,833	\$ 9,000	\$ 7,803	\$ 9,000
04-100	Natural Gas	3,329	3,500	2,736	3,500
04-200	Communication	4,325	5,500	4,545	7,000
	Total Services	\$ 17,487	\$ 18,000	\$ 15,084	\$ 19,500

**City of Groves
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EXPENDITURE DETAIL

General Fund	
Department - Fire	01-5-32

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Miscellaneous					
06-090	Dues & Subscriptions	\$ 655	\$ 2,000	\$ 1,750	\$ 2,000
06-100	Payments to Volunteers	3,900	3,900	3,575	3,900
07-010	Training	5,078	7,000	1,987	6,000
07-100	State Certification	1,641	1,500	1,493	1,500
07-170	Lamar Training	-	2,000	-	2,000
07-180	A&M Fire School	5,336	5,000	5,453	5,500
07-190	Sabine Chiefs Association	250	250	250	250
07-210	Fire Prevention	1,593	800	145	800
07-220	State Convention	506	500	709	750
07-250	Volunteer Pension	5,607	8,000	8,064	8,000
07-260	Uniform Service	4,754	9,500	7,061	9,500
07-390	Insurance & Bonds	22,205	25,000	19,693	25,000
07-420	Contingencies	1,355	-	-	-
	Total Miscellaneous	\$ 52,880	\$ 65,450	\$ 50,180	\$ 65,200
Capital Outlay					
09-010	Capital Outlay	\$ -	\$ 12,800	\$ 3,767	\$ 12,800
09-470	Air Packs	19,875	20,000	274	20,000
09-690	Bunker Sets	6,356	6,200	5,044	6,700
09-730	Fire Equipment	1,651	10,000	1,968	53,100
09-770	Equipment	11,392	8,100	6,035	8,100
	Total Capital Outlay	\$ 39,274	\$ 57,100	\$ 17,088	\$ 100,700
Department Total		\$ 1,563,756	\$ 1,661,117	\$ 1,612,133	\$ 1,746,037

Animal Control

To respond to complaints regarding stray, injured, dead or mistreated animals. To administer and enforce City Ordinances pertaining to animals within the City.

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EXPENDITURE DETAIL

General Fund
Department - Animal Control 01-5-33

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 45,917	\$ 40,068	\$ 44,883	\$ 41,266
01-020	Overtime	1,115	2,000	3,101	2,000
01-040	Social Security	3,558	3,065	3,614	3,157
01-050	TMRS	4,539	3,762	4,521	3,846
01-070	Hospitalization	9,820	9,194	9,626	7,869
01-080	Workers Compensation	947	1,200	986	1,320
01-160	ICMA	547	801	1,428	825
01-250	Life Insurance	304	287	487	287
	Total Personnel Services	\$ 66,747	\$ 60,377	\$ 68,646	\$ 60,570
Supplies					
02-010	Office Supplies	\$ 87	\$ 200	\$ 109	\$ 200
02-020	Minor Apparatus & Tools	192	500	-	500
02-030	Vehicle Supplies	2,652	3,500	1,854	3,500
02-040	Miscellaneous Supplies	282	1,000	288	500
	Total Supplies	\$ 3,213	\$ 5,200	\$ 2,251	\$ 4,700
Maintenance					
03-030	Equipment Maint. & Repair	\$ 105	\$ 4,000	\$ -	\$ 2,000
03-040	Motor Vehicles	321	500	466	500
	Total Maintenance	\$ 426	\$ 4,500	\$ 466	\$ 2,500
Miscellaneous					
07-010	Training	\$ 1,146	\$ 2,500	\$ 462	\$ 2,000
07-017	Veteranarian Fees	459	1,000	336	1,000
07-020	Spay/Neuter Program	-	5,000	-	5,000
07-260	Uniform Service	367	600	468	600
07-390	Insurance & Bonds	1,080	1,200	970	1,200
	Total Miscellaneous	\$ 3,052	\$ 10,300	\$ 2,236	\$ 9,800
	Department Total	\$ 73,438	\$ 80,377	\$ 73,599	\$ 77,570

Emergency Management

The purpose of the Emergency Management Department is to avoid or lessen the impact of conditions caused by accidental or natural disasters, civil disorder, nuclear attack, radioactive fallout and industrial disasters in order to protect lives and property. This department has the responsibility to prepare for implementation of emergency functions to prevent, minimize, repair and recover from injury and damage as a result of a disaster situation.

**City of Groves
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EXPENDITURE DETAIL

General Fund
Dept. - Emergency Mgmt. 01-5-34

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 5,086	\$ 5,011	\$ 4,988	\$ 5,011
01-040	Social Security	372	383	362	383
01-050	TMRS	492	471	471	467
01-070	Hospitalization	589	-	553	-
01-080	Workers Compensation	-	55	-	55
01-250	Life Insurance	-	35	-	35
01-160	ICMA	204	200	204	200
	Total Personnel Services	\$ 6,743	\$ 6,155	\$ 6,578	\$ 6,151
Maintenance					
03-030	Equipment Maint. & Repair	\$ -	\$ 50	\$ -	\$ 50
	Total Maintenance	\$ -	\$ 50	\$ -	\$ 50
Services					
04-200	Communication	\$ -	\$ 600	\$ -	\$ 600
	Total Services	\$ -	\$ 600	\$ -	\$ 600
Miscellaneous					
06-090	Dues & Subscriptions	\$ -	\$ 500	\$ 126	\$ 500
07-005	Reverse 911	-	6,000	2,123	4,000
07-010	Training	580	2,000	212	1,500
07-120	State Emergency Mgmt Conf	-	3,000	702	2,000
07-390	Insurance and Bonds	5	-	-	-
	Total Sundry	\$ 585	\$ 11,500	\$ 3,163	\$ 8,000
Capital Outlay					
09-770	Equipment	\$ 311	\$ 5,000	\$ -	\$ 2,500
	Total Capital Outlay	\$ 311	\$ 5,000	\$ -	\$ 2,500
Department Total		\$ 7,639	\$ 23,305	\$ 9,741	\$ 17,301

Animal Shelter

The Animal Shelter is a joint operation of the City of Groves and the City of Port Neches which provides for the housing and care of animals that are sick, injured, running loose or abandoned within the city limits of Groves and Port Neches.

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EXPENDITURE DETAIL

General Fund	
Department - Animal Shelter	01-5-35

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 76	\$ -	\$ 133	\$ -
01-020	Overtime	5,555	8,250	5,588	8,250
01-040	Social Security	421	-	422	-
01-050	TMRS	545	-	541	-
01-070	Hospitalization	1,281	-	1,334	-
01-160	ICMA	19	-	101	-
	Total Personnel Services	\$ 7,897	\$ 8,250	\$ 8,119	\$ 8,250
Supplies					
20-020	Minor Apparatus & Tools	\$ -	\$ 50	\$ -	\$ 50
02-040	Miscellaneous Supplies	1,657	2,000	929	2,000
	Total Supplies	\$ 1,657	\$ 2,050	\$ 929	\$ 2,050
Maintenance					
03-010	Building & Grounds	\$ 1,651	\$ 2,000	\$ 647	\$ 2,000
03-260	Crematorium Maintenance	89	2,500	604	1,000
	Total Maintenance	\$ 1,740	\$ 4,500	\$ 1,251	\$ 3,000
Services					
04-010	Electricity	\$ -	\$ 500	\$ -	\$ 250
04-060	Electricity-Crematorium	2,509	2,500	2,387	2,500
04-110	Natural Gas-Crematorium	6,761	7,000	5,809	7,000
04-200	Communication	607	500	738	1,000
	Total Services	\$ 9,877	\$ 10,500	\$ 8,934	\$ 10,750
Miscellaneous					
07-390	Insurance & Bonds	\$ 417	\$ 1,000	\$ 419	\$ 500
	Total Miscellaneous	\$ 417	\$ 1,000	\$ 419	\$ 500
Capital Outlay					
09-770	Equipment	-	10,000	-	2,500
	Total Capital Outlay	\$ -	\$ 10,000	\$ -	\$ 2,500
	Department Total	\$ 21,588	\$ 36,300	\$ 19,652	\$ 27,050

Inspections and Permits

The function of the Inspections and Permits Department is to administrate, interpret and enforce zoning, building, housing, plumbing and electrical codes; issue all building, plumbing and electrical permits in accordance with the ordinances and codes of the City; inspect all building, plumbing and electrical work performed in the City.

This department acts as a local repository where flood insurance, maps and rate schedules are made available for public inspection and to work in conjunction with, and attend meetings of the Board of Adjustments and Appeals, Planning and Zoning Commission and Zoning Board of Adjustments.

**City of Groves
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EXPENDITURE DETAIL

General Fund
Department - Inspections 01-5-38

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 120,326	\$ 128,590	\$ 135,093	\$ 132,310
01-020	Overtime	2,372	-	3,976	2,500
01-040	Social Security	9,351	9,837	10,559	10,122
01-050	TMRS	11,870	12,075	12,677	12,331
01-070	Hospitalization	18,204	18,044	18,936	15,694
01-080	Workers Compensation	502	450	457	495
01-160	ICMA	2,397	2,426	2,575	2,497
01-250	Life Insurance	169	804	146	804
	Total Personnel Services	\$ 165,191	\$ 172,226	\$ 184,419	\$ 176,753
Supplies					
02-010	Office Supplies	\$ 87	\$ 600	\$ 176	\$ 500
02-030	Vehicle Supplies	2,551	1,500	2,703	2,000
02-040	Miscellaneous Supplies	130	200	36	150
02-050	Data Processing Supplies	238	500	-	500
	Total Supplies	\$ 3,006	\$ 2,800	\$ 2,915	\$ 3,150
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 100	\$ -	\$ 250
03-030	Equipment Maint. & Repair	-	100	-	300
03-040	Motor Vehicles	133	500	486	2,500
	Total Maintenance	\$ 133	\$ 700	\$ 486	\$ 3,050
Services					
04-200	Communication	\$ 1,353	\$ 1,000	\$ 1,864	\$ 1,500
	Total Services	\$ 1,353	\$ 1,000	\$ 1,864	\$ 1,500
Miscellaneous					
06-090	Dues & Subscriptions	\$ 115	\$ 300	\$ 198	\$ 800
07-010	Training	235	1,000	1,278	2,000
07-270	Contract Services	-	2,000	2,202	2,000
07-390	Insurance & Bonds	691	1,000	641	1,000
	Total Miscellaneous	\$ 1,041	\$ 4,300	\$ 4,319	\$ 5,800

**City of Groves
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EXPENDITURE DETAIL

General Fund
Department - Inspections 01-5-38

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Capital Outlay					
09-560	Abatements & Demolition Program	\$ -	\$ 15,000	\$ 12,125	\$ 25,000
09-840	Vehicles	-	-	-	25,000
	Total Capital Outlay	\$ -	\$ 15,000	\$ 12,125	\$ 50,000
Department Total		<u>\$ 170,724</u>	<u>\$ 196,026</u>	<u>\$ 206,128</u>	<u>\$ 240,253</u>

Public Works Administration

Public Works Administration furnishes field engineering for all construction and maintenance functions, prepares field surveys for planning projects, acquires necessary rights-of-way, drafts and maintains all City maps and engineering drawings, inspects subdivision developments, coordinates work of contractors with City efforts, and performs other tasks which may be assigned by the City Manager.

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

General Fund
Dept. - Public Works Admin. 01-5-41

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 196,278	\$ 191,684	\$ 202,937	\$ 221,756
01-040	Social Security	14,304	14,664	14,627	16,964
01-050	TMRS	18,481	17,999	18,552	18,393
01-070	Hospitalization	30,985	31,033	31,984	27,508
01-080	Workers Compensation	344	450	276	495
01-160	ICMA	7,288	7,149	8,065	7,361
01-250	Life Insurance	765	1,235	847	1,235
	Total Personnel Services	\$ 268,445	\$ 264,214	\$ 277,288	\$ 293,712
Supplies					
02-010	Office Supplies	\$ 1,021	\$ 500	\$ 301	\$ 500
02-020	Minor Apparatus & Tools	-	50	-	50
02-030	Vehicle Supplies	578	1,000	267	750
02-040	Miscellaneous Supplies	864	-	388	-
02-050	Data Processing Supplies	328	1,000	384	750
	Total Supplies	\$ 2,791	\$ 2,550	\$ 1,340	\$ 2,050
Maintenance					
03-010	Building & Grounds	\$ 2,322	\$ 2,000	\$ 749	\$ 2,000
03-020	Furniture & Fixtures	-	1,000	49	500
03-030	Equipment Maint. & Repair	3,773	3,500	1,870	3,500
03-040	Motor Vehicles	90	300	29	250
	Total Maintenance	\$ 6,185	\$ 6,800	\$ 2,697	\$ 6,250
Services					
04-010	Electricity	\$ 42,575	\$ 42,500	\$ 30,782	\$ 42,500
04-100	Natural Gas	1,446	1,500	1,540	1,500
04-200	Communication	7,045	6,000	5,738	6,000
	Total Services	\$ 51,066	\$ 50,000	\$ 38,060	\$ 50,000

**City of Groves
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EXPENDITURE DETAIL

General Fund	
Dept. - Public Works Admin.	01-5-41

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Miscellaneous					
06-027	Contract Services	\$ 446	\$ 5,000	\$ 3,527	\$ 5,000
06-090	Dues & Subscriptions	1,031	1,000	892	1,000
06-190	Janitorial Services	593	5,000	1,147	2,000
07-010	Training	1,419	1,000	400	1,000
07-050	Secretary Auto Reimbursement	-	250	-	-
07-390	Insurance & Bonds	5,155	6,000	7,630	7,000
	Total Miscellaneous	\$ 8,644	\$ 18,250	\$ 13,596	\$ 16,000
Capital Outlay					
09-860	Building Maint & Repairs	\$ -	\$ 1,000	\$ 1,671	\$ 1,000
	Total Capital Outlay	\$ -	\$ 1,000	\$ 1,671	\$ 1,000
Department Total		\$ 337,131	\$ 342,814	\$ 334,652	\$ 369,012

Garage

The Garage maintains equipment used in the City's operations which includes reconditioning, overhauling, tune-ups, paint and body work, brake and front-end repair and all other work associated with the maintenance of automobiles, trucks, tractors, motor graders, pumps, etc., owned by the City of Groves.

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EXPENDITURE DETAIL

General Fund	
Department - Garage	01-5-42

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 231,162	\$ 231,051	\$ 231,760	\$ 237,894
01-020	Overtime	3,704	4,000	2,452	4,000
01-040	Social Security	16,667	17,639	16,357	18,162
01-050	TMRS	22,857	21,651	22,235	22,127
01-070	Hospitalization	45,307	47,233	46,457	43,133
01-080	Workers Compensation	6,360	7,900	5,344	8,690
01-160	ICMA	7,292	7,171	7,444	7,384
01-250	Life Insurance	2,090	1,486	1,584	1,486
	Total Personnel Services	\$ 335,439	\$ 338,131	\$ 333,633	\$ 342,876
Supplies					
02-020	Minor Apparatus & Tools	\$ 2,084	\$ 2,000	\$ 2,569	\$ 2,500
02-030	Vehicle Supplies	2,452	3,000	2,976	3,000
02-040	Miscellaneous Supplies	3,773	2,500	3,196	3,000
02-060	Small Parts Stock	549	700	546	700
	Total Supplies	\$ 8,858	\$ 8,200	\$ 9,287	\$ 9,200
Maintenance					
03-010	Building & Grounds	\$ 471	\$ 2,500	\$ 858	\$ 1,500
03-020	Furniture & Fixtures	-	500	18	500
03-030	Equipment Maint. & Repair	956	1,000	876	1,500
03-040	Motor Vehicles	770	600	401	600
	Total Maintenance	\$ 2,197	\$ 4,600	\$ 2,153	\$ 4,100
Services					
04-100	Natural Gas	2,128	2,000	2,325	2,200
04-200	Communication	846	1,000	1,417	1,000
	Total Services	\$ 2,974	\$ 3,000	\$ 3,742	\$ 3,200
Contractual					
05-220	Disposal-Regulated Waste	\$ -	\$ 200	\$ -	\$ -
	Total Contractual	\$ -	\$ 200	\$ -	\$ -

**City of Groves
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EXPENDITURE DETAIL

General Fund	
Department - Garage	01-5-42

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Miscellaneous					
07-010	Training	\$ -	\$ -	\$ -	\$ 2,500
07-260	Uniform Services	3,028	3,200	3,619	3,200
07-270	Tool Allowance	1,080	4,320	1,035	2,000
07-390	Insurance & Bonds	4,677	5,000	4,811	5,000
	Total Miscellaneous	<u>\$ 8,785</u>	<u>\$ 12,520</u>	<u>\$ 9,465</u>	<u>\$ 12,700</u>
Capital Outlay					
09-010	Capital Outlay	\$ -	\$ 10,000	\$ -	\$ 10,000
09-770	Equipment	3,995	8,000	-	6,500
	Total Capital Outlay	<u>\$ 3,995</u>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ 16,500</u>
Department Total		<u><u>\$ 362,248</u></u>	<u><u>\$ 384,651</u></u>	<u><u>\$ 358,280</u></u>	<u><u>\$ 388,576</u></u>

Warehouse

The Warehouse is responsible for purchasing inventory items of the best quality at the lowest possible price, maintaining proper inventory levels, and distributing inventory as required by the various departments of the City.

The Warehouse is to maintain proper safekeeping of inventory assets.

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EXPENDITURE DETAIL

General Fund	
Department - Warehouse	01-5-43

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-250	Life Insurance	\$ -	\$ 26	\$ -	\$ 26
	Total Personnel Services	<u>\$ -</u>	<u>\$ 26</u>	<u>\$ -</u>	<u>\$ 26</u>
Supplies					
02-010	Office Supplies	\$ 87	\$ 500	\$ 588	\$ 500
20-020	Minor Apparatus & Tools	-	50	40	50
02-050	Data Processing Supplies	-	100	-	-
	Total Supplies	<u>\$ 87</u>	<u>\$ 650</u>	<u>\$ 628</u>	<u>\$ 550</u>
Maintenance					
03-010	Building & Grounds	\$ -	\$ 500	\$ 266	\$ 400
03-020	Furniture & Fixtures	-	50	-	-
03-030	Equipment Maint. & Repair	660	100	-	100
	Total Maintenance	<u>\$ 660</u>	<u>\$ 650</u>	<u>\$ 266</u>	<u>\$ 500</u>
Services					
04-100	Natural Gas	\$ 2,920	\$ 2,500	\$ 2,382	\$ 2,500
04-200	Communication	571	700	573	600
	Total Services	<u>\$ 3,491</u>	<u>\$ 3,200</u>	<u>\$ 2,955</u>	<u>\$ 3,100</u>
Miscellaneous					
07-390	Insurance & Bonds	\$ 2,376	\$ 2,600	\$ -	\$ 2,500
	Total Miscellaneous	<u>\$ 2,376</u>	<u>\$ 2,600</u>	<u>\$ -</u>	<u>\$ 2,500</u>
Department Total		<u><u>\$ 6,614</u></u>	<u><u>\$ 7,126</u></u>	<u><u>\$ 3,849</u></u>	<u><u>\$ 6,676</u></u>

Streets

The Street Department is responsible for the streets located within the city limits of the City of Groves, not including state highways that run through the City, and to implement the annual construction program which consists of rebuilding approximately five to six miles of streets per year.

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EXPENDITURE DETAIL

General Fund	
Department - Streets	01-5-44

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 424,557	\$ 434,847	\$ 435,860	\$ 452,605
01-020	Overtime	34,863	17,000	33,063	25,000
01-040	Social Security	33,945	33,266	34,263	34,624
01-050	TMRS	44,447	40,832	44,228	42,183
01-070	Hospitalization	98,591	101,861	99,272	90,261
01-080	Workers Compensation	19,316	21,700	12,440	23,870
01-160	ICMA	8,268	9,279	8,419	9,473
01-250	Life Insurance	3,136	2,915	2,799	2,899
	Total Personnel Services	\$ 667,123	\$ 661,700	\$ 670,344	\$ 680,915
Supplies					
02-020	Minor Apparatus & Tools	\$ 534	\$ 2,000	\$ 1,847	\$ 2,000
02-030	Vehicle Supplies	29,044	35,000	31,240	35,000
02-040	Miscellaneous Supplies	8,309	5,000	3,082	4,000
02-050	Data Processing Supplies	165	1,000	-	500
02-080	Streets & Traffic Signs	9,736	10,000	9,674	15,000
	Total Supplies	\$ 47,788	\$ 53,000	\$ 45,843	\$ 56,500
Maintenance					
03-020	Furniture & Fixtures	\$ 169.00	\$ 500	\$ 18	\$ 250
03-030	Equipment Maint. & Repair	19,419	20,000	26,786	20,000
03-040	Motor Vehicles	1,831	2,000	1,441	2,000
03-160	Traffic Signals	4,464	6,000	1,293	5,000
03-180	Street Striping	4,585	10,000	1,359	7,500
	Total Maintenance	\$ 30,468	\$ 38,500	\$ 30,897	\$ 34,750
Contractual					
05-030	Equipment Rental	\$ 12,006	\$ 15,000	\$ 25,005	\$ 20,000
05-070	Culverts and Drain Boxes	14,101	40,000	75,277	20,000
05-079	Stormwater Permits	17,493	17,500	19,944	17,500
05-100	Streets Materials	150,119	600,000	301,864	700,000
	Total Contractual	\$ 193,719	\$ 672,500	\$ 422,090	\$ 757,500

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EXPENDITURE DETAIL

General Fund
Department - Streets 01-5-44

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Miscellaneous					
06-270	Contract Services	\$ 8,600	\$ 15,000	\$ 34,664	\$ 20,000
07-010	Training	-	2,000	164	500
07-260	Uniform Allowance	3,642	3,000	2,314	3,000
07-390	Insurance & Bonds	12,972	20,000	11,980	20,000
	Total Miscellaneous	<u>\$ 25,214</u>	<u>\$ 40,000</u>	<u>\$ 49,122</u>	<u>\$ 43,500</u>
Capital Outlay					
09-770	Equipment	\$ -	\$ 10,000	\$ -	\$ 51,500
	Total Capital Outlay	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ 51,500</u>
Department Total		<u><u>\$ 964,312</u></u>	<u><u>\$ 1,475,700</u></u>	<u><u>\$ 1,218,296</u></u>	<u><u>\$ 1,624,665</u></u>

City Property Maintenance

The City Property Maintenance Department maintains the grounds for all City facilities, including City Hall, library, activity building, police station, animal shelter, public works, water plants, water towers and wastewater plants.

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EXPENDITURE DETAIL

General Fund	
Department - Property Maint.	01-5-46

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 234,661	\$ 246,280	\$ 257,169	\$ 264,690
01-020	Overtime	4,194	2,500	4,536	5,000
01-040	Social Security	17,117	18,840	18,703	20,249
01-050	TMRS	23,133	23,126	22,812	24,669
01-070	Hospitalization	66,647	68,833	66,877	62,683
01-080	Workers Compensation	189	3,000	274	3,300
01-160	ICMA	1,606	1,627	1,578	1,755
01-250	Life Insurance	-	1,465	811	1,465
	Total Personnel Services	\$ 347,547	\$ 365,671	\$ 372,760	\$ 383,811
Supplies					
02-010	Office Supplies	\$ 15	\$ 100	\$ 6	\$ 100
02-020	Minor Apparatus & Tools	431	600	543	2,000
02-030	Motor Vehicle Supplies	12,609	8,000	11,355	9,000
02-040	Miscellaneous Supplies	(5,640)	1,000	2,037	-
	Total Supplies	\$ 7,415	\$ 9,700	\$ 13,941	\$ 11,100
Maintenance					
03-030	Equipment Maint. & Repair	\$ 14,884	\$ 10,000	\$ 8,126	\$ 10,000
03-040	Motor Vehicles	10,705	1,000	3,243	2,500
03-070	Parks	649	5,000	7,089	5,000
03-230	Parks Restroom Repairs	-	1,000	-	500
	Total Maintenance	\$ 26,238	\$ 17,000	\$ 18,458	\$ 18,000
Utilities & Telephone					
04-200	Communication	\$ -	\$ 100	\$ -	\$ -
	Total Utilities and Telephone	\$ -	\$ 100	\$ -	\$ -
Materials & Contracts					
05-030	Equipment Rental	\$ -	\$ 500	\$ -	\$ 500
05-150	Texas Department of Corrections	5,733	12,000	1,056	7,500
	Total Materials & Contracts	\$ 5,733	\$ 12,500	\$ 1,056	\$ 8,000

Miscellaneous					
07-260	Uniform Allowance	\$ 1,044	\$ 1,500	\$ 1,481	\$ 1,500
07-390	Insurance & Bonds	1,942	5,000	1,360	2,500
	Total Miscellaneous	<u>\$ 2,986</u>	<u>\$ 6,500</u>	<u>\$ 2,841</u>	<u>\$ 4,000</u>
Capital Outlay					
09-010	Capital Outlay	\$ 91,915	\$ 100,000	\$ 94,007	\$ 50,000
09-770	Equipment	-	2,500	-	10,000
	Total Capital Outlay	<u>\$ 91,915</u>	<u>\$ 102,500</u>	<u>\$ 94,007</u>	<u>\$ 60,000</u>
Department Total		<u><u>\$ 481,834</u></u>	<u><u>\$ 513,971</u></u>	<u><u>\$ 503,063</u></u>	<u><u>\$ 484,911</u></u>

Miscellaneous

**City of Groves
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EXPENDITURE DETAIL

General Fund
Department - Special Items 01-5-99

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Maintenance					
03-010	Buildings & Grounds	\$ 5,846	\$ 3,000	\$ 4,621	\$ 3,000
	Total Maintenance	\$ 5,846	\$ 3,000	\$ 4,621	\$ 3,000
Services					
04-010	Electricity	\$ 4,043	\$ 5,000	\$ 5,183	\$ 5,000
04-090	Street Lighting	166,408	170,000	130,809	165,000
	Total Services	\$ 170,451	\$ 175,000	\$ 135,992	\$ 170,000
Miscellaneous					
06-026	Hurricane Harvey	\$ 13,986	\$ -	\$ -	\$ -
06-080	Bank Fees	5,052	-	28	-
06-090	Dues & Subscriptions	4,829	5,000	4,829	5,000
06-140	Advertising & Publicity	7,171	3,000	4,843	4,000
06-150	Chamber of Commerce	60,000	60,000	30,000	60,000
06-260	Hotel Tax Expenditure	21,953	20,000	24,790	25,000
07-400	Healthy Initiatives	-	2,000	300	1,000
07-410	Flu Shots	722	1,500	340	1,000
07-420	Contingencies	8,712	-	10,371	-
	Total Miscellaneous	\$ 122,425	\$ 91,500	\$ 75,501	\$ 96,000
Total Special Items		\$ 298,722	\$ 269,500	\$ 216,114	\$ 269,000

SOLID WASTE FUND

**City of Groves
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SOLID WASTE FUND SUMMARY #05

Beginning Year Gross Fund Balance 10-01-18	\$	885,260
 FYE 2019		
Current Estimated Revenues	\$	1,534,680
Current Estimated Expenses		<u>(1,639,303)</u>
 Projected Gross Fund Balance 9-30-19	 \$	 <u>780,637</u>
 FYE 2020		
Estimated Gross Fund Balance 10-01-19	\$	780,637
Proposed Revenues		<u>1,680,000</u>
Total FYE 2020 Resources	\$	2,460,637
 Proposed M&O Expenditures	 \$	 (1,480,000)
Proposed Capital Outlay		<u>(200,000)</u>
Total Proposed Expenditures	\$	<u>(1,680,000)</u>
 Projected Undesignated Fund Balance 9-30-20	 \$	 <u>780,637</u>

**City of Groves
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SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Solid Waste Fund

Revenue	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Solid Waste	\$ 1,557,301	\$ 1,596,000	\$ 1,510,774	\$ 1,658,000
Garbage Bags	11,483	12,000	11,783	12,000
Miscellaneous	1,308,535	74,000	12,123	10,000
Total Revenue	\$ 2,877,319	\$ 1,682,000	\$ 1,534,680	\$ 1,680,000
Expenditures				
Personnel Services	\$ 362,015	\$ 332,211	\$ 341,126	\$ 351,650
Supplies	111,213	97,000	112,274	117,800
Maintenance	90,710	76,100	66,695	78,100
Utilities	5,179	5,100	3,672	5,200
Contractual Services	1,807,246	465,000	421,324	515,000
Miscellaneous	424,963	416,589	409,229	412,250
Capital Outlay	-	290,000	284,983	200,000
Total Expenditures	\$ 2,801,326	\$ 1,682,000	\$ 1,639,303	\$ 1,680,000
Revenues Over(Under) Expenditures	\$ 75,993	\$ -	\$ (104,623)	\$ -

**City of Groves
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STATEMENT OF REVENUES

Solid Waste Fund	05-4-00
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Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Permits, Fees & Other					
344-10	Solid Waste Sales	\$ 1,557,301	\$ 1,596,000	\$ 1,510,774	\$ 1,658,000
344-60	Garbage Bag Sales	11,483	12,000	11,783	12,000
344-96	Miscellaneous Garbage	9,404	6,000	7,808	6,000
360-00	Miscellaneous Income	8,641	4,000	4,315	4,000
360-01	Funds Recovery	-	64,000	-	-
	Total Permits, Fees & Other	<u>\$ 1,586,829</u>	<u>\$ 1,682,000</u>	<u>\$ 1,534,680</u>	<u>\$ 1,680,000</u>
Other Revenue					
906-25	FEMA	\$ 1,290,490	\$ -	\$ -	\$ -
	Total Other Revenue	<u>\$ 1,290,490</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Solid Waste Fund Revenue		<u>\$ 2,877,319</u>	<u>\$ 1,682,000</u>	<u>\$ 1,534,680</u>	<u>\$ 1,680,000</u>

Solid Waste

The Solid Waste Department has the responsibility to collect all types of refuse, including household garbage and dry trash.

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EXPENDITURE DETAIL

Solid Waste Fund	
Department - Solid Waste	05-5-55

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 238,913	\$ 230,260	\$ 235,308	\$ 250,235
01-020	Overtime	22,636	10,000	3,787	10,000
01-040	Social Security	18,908	17,615	18,506	19,048
01-050	TMRS	33,261	21,621	23,451	23,207
01-070	Hospitalization	44,637	39,822	50,250	35,422
01-080	Workers Compensation	(2,050)	7,200	5,753	7,920
01-160	ICMA	3,668	4,211	2,881	4,336
01-250	Life Insurance	2,042	1,482	1,190	1,482
	Total Personnel Services	\$ 362,015	\$ 332,211	\$ 341,126	\$ 351,650
Supplies					
02-010	Office Supplies	\$ 87	\$ 200	\$ 109	\$ -
02-020	Minor Apparatus & Tools	-	100	63	100
02-030	Vehicle Supplies	78,930	60,000	81,628	70,000
02-040	Miscellaneous Supplies	839	1,500	381	500
02-100	Postage	7,200	7,200	7,200	7,200
02-440	Garbage Bags	-	3,000	-	15,000
02-600	Garbage Containers	24,157	25,000	22,893	25,000
	Total Supplies	\$ 111,213	\$ 97,000	\$ 112,274	\$ 117,800
Maintenance					
03-030	Equipment Maint. & Repair	\$ 35	\$ 100	\$ 9	\$ 100
03-040	Motor Vehicles	3,497	1,000	1,166	3,000
03-050	Solid Waste Trucks	87,178	75,000	65,520	75,000
	Total Maintenance	\$ 90,710	\$ 76,100	\$ 66,695	\$ 78,100
Utilities					
04-010	Electricity	\$ 4,919	\$ 5,000	\$ 3,486	\$ 5,000
04-200	Communication	260	100	186	200
	Total Services	\$ 5,179	\$ 5,100	\$ 3,672	\$ 5,200

**City of Groves
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EXPENDITURE DETAIL

Solid Waste Fund	
Department - Solid Waste	05-5-55

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Contractual Services					
05-020	Landfill Fee	\$ 1,477,203	\$ 435,000	\$ 600,433	\$ 450,000
05-050	Container Service	22,853	15,000	61,820	20,000
05-055	Monitoring Fee	293,404	-	(293,404)	-
05-100	Recycling	10,761	15,000	27,944	20,000
05-110	Demolition	3,025	-	2,856	-
05-160	Green Waste Contract	-	-	21,675	25,000
	Total Contractual Services	\$ 1,807,246	\$ 465,000	\$ 421,324	\$ 515,000
Miscellaneous					
06-140	Advertising & Publicity	\$ 224	\$ 500	\$ -	\$ 250
07-260	Uniform Service	695	1,500	957	1,000
07-270	Tool Allowance	(4,004)	500	-	-
07-390	Insurance & Bonds	18,059	23,977	18,160	20,000
	Total Miscellaneous	\$ 14,974	\$ 26,477	\$ 19,117	\$ 21,250
Capital Outlay					
09-770	Equipment	\$ -	\$ 290,000	\$ 284,983	\$ 200,000
	Total Capital Outlay	\$ -	\$ 290,000	\$ 284,983	\$ 200,000
Department Total		\$ 2,391,337	\$ 1,291,888	\$ 1,249,191	\$ 1,289,000

Miscellaneous

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

Solid Waste Fund	
Department - Solid Waste Admin.	05-5-99

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Miscellaneous					
07-100	City Franchise Fee	\$ 410,000	\$ 390,112	\$ 390,112	\$ 391,000
07-420	Contingencies	(11)	-	-	-
	Total Miscellaneous	<u>\$ 409,989</u>	<u>\$ 390,112</u>	<u>\$ 390,112</u>	<u>\$ 391,000</u>
Department Total		<u>\$ 409,989</u>	<u>\$ 390,112</u>	<u>\$ 390,112</u>	<u>\$ 391,000</u>

SYSTEMS FUND

**City of Groves
Annual Fiscal Budget
2019-2019**

SYSTEMS FUND SUMMARY #11

Beginning Year Gross Fund Balance 10-01-18	\$ 1,422,966
 FYE 2019	
Current Estimated Revenues	\$ 4,307,507
Current Estimated Expenses	<u>(4,627,233)</u>
 Projected Gross Fund Balance 9-30-19	 <u>\$ 1,103,240</u>
 FYE 2020	
Estimated Gross Fund Balance 10-01-19	\$ 1,103,240
Proposed Revenues	<u>5,021,290</u>
Total FYE 2020 Resources	\$ 6,124,530
 Proposed M&O Expenditures	 \$ (4,895,290)
Proposed Capital Outlay	<u>(126,000)</u>
Total Proposed Expenditures	\$ (5,021,290)
 Gross Fund Balance	 <u>\$ 1,103,240</u>
 Restricted/Designated Fund Balance Items:	
Customer Deposits	\$ 749,082
	<u>\$ 749,082</u>
 Projected Undesignated Fund Balance 9-30-20	 <u>\$ 354,158</u>

**City of Groves
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2019-2020**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Systems Fund

Revenue	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Septage Hauling	\$ 465,765	\$ 350,000	\$ 340,069	\$ 450,000
Water Taps	22,660	15,000	14,920	15,000
New Service	21,100	25,000	21,924	25,000
Wastewater Taps	19,000	15,000	12,600	12,000
Water Sales	1,879,598	1,895,000	1,558,546	1,935,000
Wastewater Sales	1,863,183	1,895,000	1,540,897	1,935,000
Sewer Maintenance Fee	453,315	432,000	349,772	448,290
System Extensions	7,851	10,000	3,136	5,000
Delinquent Penalties	156,934	163,000	239,232	194,500
Miscellaneous	40,623	2,000	226,411	1,500
Total Revenue	\$ 4,930,029	\$ 4,802,000	\$ 4,307,507	\$ 5,021,290
Expenditures				
Personnel Services	\$ 1,340,462	\$ 1,441,336	\$ 1,388,632	\$ 1,577,330
Supplies	524,831	511,680	463,272	556,500
Maintenance	240,962	458,450	333,971	553,200
Services	252,477	273,250	217,659	274,600
Miscellaneous	1,343,866	1,841,642	1,770,575	1,933,660
Capital Outlay	63,542	70,000	247,482	126,000
Transfers Out	412,000	205,642	205,642	-
Total Expenditures	\$ 4,178,140	\$ 4,802,000	\$ 4,627,233	\$ 5,021,290
Revenues Over(Under) Expenditures	\$ 751,889	\$ -	\$ (319,726)	\$ -

**City of Groves
Annual Fiscal Budget
2019-2020**

STATEMENT OF REVENUES

System Fund	11-4-00
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Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Permits, Fees & Other					
330-50	Septage Hauling	\$ 465,765	\$ 350,000	\$ 340,069	\$ 450,000
344-30	Water Taps	22,660	15,000	14,920	15,000
344-35	New Service Fees	21,100	25,000	21,924	25,000
344-40	Wastewater Taps	19,000	15,000	12,600	12,000
344-50	Water Sales	1,879,598	1,895,000	1,558,546	1,935,000
344-70	Wastewater Sales	1,863,183	1,895,000	1,540,897	1,935,000
344-75	Sewer Maintenance Fee	453,315	432,000	349,772	448,290
344-80	System Extensions	7,851	10,000	3,136	5,000
344-85	Service Fees	(60,543)	12,000	6,240	12,000
344-90	Return Check Fee	1,850	1,000	2,850	2,500
351-30	Delinquent Penalties	215,627	150,000	230,142	180,000
360-00	Miscellaneous Income	76	1,000	125	500
369-30	Sale of Equipment	-	1,000	1,350	1,000
	Total Permits, Fees & Other	<u>\$ 4,889,482</u>	<u>\$ 4,802,000</u>	<u>\$4,082,571</u>	<u>\$5,021,290</u>
Miscellaneous Revenue					
375-11	2017 CDBG Grant	\$ 40,547	\$ -	\$ 224,936	
	Total Miscellaneous Revenue	<u>\$ 40,547</u>	<u>\$ -</u>	<u>\$ 224,936</u>	<u>\$ -</u>
Total Systems Fund Revenue		<u>\$ 4,930,029</u>	<u>\$ 4,802,000</u>	<u>\$ 4,307,507</u>	<u>\$ 5,021,290</u>

Water Plant

The Water Plant Department operates and maintains the water treatment plants, sludge dewatering system and water storage facilities of the City of Groves.

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

Systems Fund
Department - Water Plant 11-5-63

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 247,465	\$ 306,115	\$ 279,392	\$ 317,142
01-020	Overtime	51,803	60,000	56,722	60,000
01-040	Social Security	24,441	23,418	25,933	24,261
01-050	TMRS	41,858	28,744	32,601	29,558
01-070	Hospitalization	57,327	65,578	61,718	58,828
01-080	Workers Compensation	276	9,600	5,497	10,560
01-160	ICMA	8,586	7,434	8,501	7,694
01-250	Life Insurance	1,732	1,951	2,501	1,951
	Total Personnel Services	\$ 433,488	\$ 502,840	\$ 472,865	\$ 509,994
Supplies					
02-010	Office Supplies	\$ 793	\$ 1,000	\$ 195	\$ 750
02-020	Minor Apparatus & Tools	-	1,000	399	500
02-030	Vehicle Supplies	1,497	1,500	2,404	1,500
02-040	Miscellaneous Supplies	122	-	-	-
02-050	Forms and Printing	-	2,400	-	400
02-090	Water Plant Supplies	8,959	8,500	14,281	10,500
02-100	Postage	827	4,500	-	1,000
02-110	Water Purchased	207,759	175,000	154,306	200,000
02-120	Chemicals	174,189	175,000	160,124	190,000
	Total Supplies	\$ 394,146	\$ 368,900	\$ 331,709	\$ 404,650
Maintenance					
03-010	Building & Grounds	\$ 401	\$ 10,000	\$ 7,853	\$ 7,500
03-020	Furniture & Fixtures	250	500	500	500
03-030	Equipment Maint. & Repair	228	500	296	500
03-040	Motor Vehicles	221	200	26	200
03-080	Water Plant	27,638	40,000	18,143	35,000
03-280	Water Tanks	-	2,500	-	2,500
	Total Maintenance	\$ 28,738	\$ 53,700	\$ 26,818	\$ 46,200
Services					
04-010	Electricity	\$ 539	\$ -	\$ 613	\$ -
04-050	Electricity-Water Production	46,640	45,000	34,042	45,000
04-200	Communication	5,201	5,000	5,100	5,000
	Total Services	\$ 52,380	\$ 50,000	\$ 39,755	\$ 50,000

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

Systems Fund	
Department - Water Plant	11-5-63

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Miscellaneous					
06-090	Dues & Subscriptions	\$ 180	\$ 500	\$ 50	\$ 250
06-180	Fees & Permits	15,512	17,500	15,497	17,500
06-220	Laboratory Charges	30,725	17,500	10,716	17,500
06-270	Contract Services	19,388	17,500	16,476	20,000
07-010	Training	2,246	3,000	4,210	3,000
07-100	Certification	222	500	555	500
07-260	Uniform Service	1,986	3,000	1,922	2,500
07-390	Insurance & Bonds	33,339	37,500	36,019	37,500
07-480	Water Utility Assoc. Dues	-	600	-	600
	Total Miscellaneous	\$ 103,598	\$ 97,600	\$ 85,445	\$ 99,350
Capital Outlay					
50-530	Capital Projects	\$ -	\$ -	\$ 8,227	\$ -
09-770	Equipment	7,628	20,000	8,727	28,000
	Total Capital Outlay	\$ 7,628	\$ 20,000	\$ 8,727	\$ 28,000
Department Total		\$ 1,019,978	\$ 1,093,040	\$ 965,319	\$ 1,138,194

Wastewater Plant

The Wastewater Plant operates and maintains the wastewater facilities and lift stations of the City of Groves.

**City of Groves
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EXPENDITURE DETAIL

Systems Fund
Dept. - Wastewater Plant 11-5-64

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 196,349	\$ 163,815	\$ 183,863	\$ 213,557
01-020	Overtime	3,655	7,500	3,943	6,000
01-040	Social Security	14,051	12,532	14,476	16,337
01-050	TMRS	24,371	15,382	18,414	19,904
01-070	Hospitalization	36,709	34,544	36,840	39,189
01-080	Workers Compensation	2,298	3,200	2,077	3,520
01-160	ICMA	7,274	6,553	7,688	7,195
01-250	Life Insurance	790	1,085	1,100	1,360
	Total Personnel Services	\$ 285,497	\$ 244,611	\$ 268,401	\$ 307,062
Supplies					
02-010	Office Supplies	\$ 497	\$ 500	\$ 451	\$ 500
02-011	Supplies-Septage	155	-	-	-
02-020	Minor Apparatus & Tools	247	500	351	250
02-030	Vehicle Supplies	1,830	2,000	1,498	2,000
02-040	Miscellaneous Supplies	7,663	4,000	4,994	4,000
02-100	Postage	-	250	-	-
02-130	Wastewater Plant Supplies	1,054	1,000	278	1,000
02-140	Wastewater Plant Chemicals	70,885	75,000	74,674	90,000
02-200	Water Purchased - P.A.	263	200	299	250
	Total Supplies	\$ 82,594	\$ 83,450	\$ 82,545	\$ 98,000
Maintenance					
03-010	Building & Grounds	\$ 5,475	\$ 500	\$ 290	\$ 500
03-030	Equipment Maint. & Repair	1,077	1,000	1,313	1,000
03-040	Motor Vehicles	894	25,000	25,016	1,000
03-090	Lift Station	11,322	40,000	64,025	92,000
03-110	Plant	56,940	90,000	52,564	70,000
	Total Maintenance	\$ 75,708	\$ 156,500	\$ 143,208	\$ 164,500
Services					
04-010	Electricity	\$ 176,267	\$ 210,000	\$ 157,117	\$ 200,000
04-100	Natural Gas	4,174	5,000	3,774	5,000
04-200	Communication	5,540	5,000	5,873	5,000
	Total Services	\$ 185,981	\$ 220,000	\$ 166,764	\$ 210,000

**City of Groves
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EXPENDITURE DETAIL

Systems Fund
Dept. - Wastewater Plant 11-5-64

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Miscellaneous					
05-170	Sludge Disposal	\$ 128,834	\$ 130,000	\$ 121,970	\$ 130,000
06-090	Dues & Subscriptions	-	100	-	100
06-180	Fees & Permits	42,331	40,000	37,954	40,000
06-220	Laboratory Charges	30,214	25,000	35,656	31,000
07-010	Training	628	1,000	1,250	1,250
07-100	Certification	333	500	111	500
07-260	Uniform Service	1,139	1,250	1,208	1,250
07-390	Insurance & Bonds	30,482	35,000	33,493	35,000
07-480	Water Utility Assoc. Dues	-	250	-	250
	Total Miscellaneous	\$ 233,961	\$ 233,100	\$ 231,642	\$ 239,350
Capital Outlay					
09-010	Capital Outlay	\$ -	\$ 50,000	\$ 2,922	\$ 10,000
	Total Capital Outlay	\$ -	\$ 50,000	\$ 2,922	\$ 10,000
Department Total		\$ 863,741	\$ 987,661	\$ 895,482	\$ 1,028,912

Customer Service

The Customer Service Department is responsible for the cashier functions for the City of Groves including billing and collection of City receivables. This department interacts with various departments by providing billing and collection services for all City Departments.

This department is responsible for reading, maintenance and repair of customer water meters and to compile and maintain customer records.

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

Systems Fund
Department - Customer Service 11-5-66

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-020
Personnel Services					
01-010	Salaries & Wages	\$ 122,485	\$ 117,602	\$ 126,842	\$ 145,529
01-020	Overtime	784	500	6,540	4,000
01-040	Social Security	9,352	8,997	9,931	11,116
01-050	TMRS	14,837	9,970	10,933	13,543
01-070	Hospitalization	27,263	30,644	33,230	39,144
01-080	Workers Compensation	138	200	162	220
01-160	ICMA	570	2,555	3,969	4,070
01-250	Life Insurance	500	760	297	1,050
	Total Personnel Services	\$ 175,929	\$ 171,228	\$ 191,904	\$ 218,672
Supplies					
02-010	Office Supplies	\$ 3,493	\$ 4,000	\$ 2,930	\$ 4,000
02-020	Minor Apparatus & Tools	25	500	104	250
02-030	Vehicle Supplies	2,418	3,000	3,910	3,000
02-040	Miscellaneous Supplies	1,919	480	902	250
02-050	Forms and Printing	1,801	2,500	1,893	2,500
02-100	Postage	14,714	15,000	14,400	15,000
	Total Supplies	\$ 24,370	\$ 25,480	\$ 24,139	\$ 25,000
Maintenance					
03-020	Furniture & Fixtures	\$ 27	\$ 500	\$ 3,006	\$ 250
03-030	Equipment Maint. & Repair	8	500	4,599	5,000
03-040	Motor Vehicles	787	2,500	658	2,500
03-140	Meters	32,919	60,000	79,726	150,000
	Total Maintenance	\$ 33,741	\$ 63,500	\$ 87,989	\$ 157,750
Services					
04-200	Communication	\$ 1,287	\$ 1,500	\$ 1,542	\$ 1,500
	Total Services	\$ 1,287	\$ 1,500	\$ 1,542	\$ 1,500
Miscellaneous					
07-010	Training	\$ 222	\$ 500	\$ 1,288	\$ 1,500
07-260	Uniform Service	149	250	223	250
07-390	Insurance & Bonds	18	1,500	548	1,000
	Total Miscellaneous	\$ 389	\$ 2,250	\$ 2,059	\$ 2,750

**City of Groves
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EXPENDITURE DETAIL

Systems Fund	
Department - Customer Service	11-5-66

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-020
Capital Outlay					
09-140	Automobile	\$ -	\$ -	\$ -	\$ 27,000
	Total Capital Outlay	\$ -	\$ -	\$ -	\$ 27,000
Department Total		\$ 235,716	\$ 263,958	\$ 307,633	\$ 432,672

Water Distribution

The Water Distribution Department is responsible for water line extensions, water taps, replacing deteriorated cast iron lines, flushing lines, repair water breaks, and responds to citizen requests relative to the water distribution system.

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

Systems Fund
Department - Water Distribution 11-5-67

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Personnel Services					
01-010	Salaries & Wages	\$ 261,220	\$ 316,999	\$ 279,004	\$ 341,978
01-020	Overtime	19,986	25,000	19,674	20,000
01-040	Social Security	22,915	24,214	22,194	26,125
01-050	TMRS	36,177	29,721	29,328	31,828
01-070	Hospitalization	73,088	94,255	81,564	86,355
01-080	Workers Compensation	20,468	25,000	14,721	27,500
01-160	ICMA	5,256	5,102	6,796	5,450
01-240	Unemployment Compensation	3,264	-	-	-
01-250	Life Insurance	3,174	2,366	2,181	2,366
	Total Personnel Services	\$ 445,548	\$ 522,657	\$ 455,462	\$ 541,602
Supplies					
02-010	Office Supplies	\$ 231	\$ 250	\$ 246	\$ 250
02-020	Minor Apparatus & Tools	1,663	3,500	3,328	3,000
02-030	Vehicle Supplies	18,810	20,000	16,380	20,000
02-040	Miscellaneous Supplies	2,982	5,000	4,888	5,000
02-050	Data Processing Supplies	35	5,000	-	500
02-100	Postage	-	100	37	100
	Total Supplies	\$ 23,721	\$ 33,850	\$ 24,879	\$ 28,850
Maintenance					
03-020	Furniture & Fixtures	\$ 169	\$ 250	\$ -	\$ 250
03-030	Equipment Maint. & Repair	14,891	10,000	11,647	10,000
03-040	Motor Vehicles	1,019	1,500	1,242	1,500
03-060	Service Lines	29,311	23,000	19,659	23,000
03-240	Manhole Rehab	62	90,000	3,028	90,000
03-270	Water Lines	57,323	60,000	40,380	60,000
	Total Maintenance	\$ 102,775	\$ 184,750	\$ 75,956	\$ 184,750
Services					
04-200	Communication	\$ 569	\$ 750	\$ 566	\$ 600
	Total Services	\$ 569	\$ 750	\$ 566	\$ 600

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

Systems Fund
Department - Water Distribution 11-5-67

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Miscellaneous					
05-030	Equipment Rental	\$ -	\$ 2,000	\$ -	\$ 2,000
06-040	Construction Materials	5,783	30,000	14,471	25,000
06-090	Dues & Subscriptions	-	250	-	-
06-270	Contract Services	3,775	5,000	5,038	5,000
07-010	Training	4,014	5,000	2,162	4,500
07-100	Certification	73	800	513	500
07-260	Uniform Service	1,648	2,500	2,247	2,000
07-390	Insurance & Bonds	14,861	35,000	6,755	25,000
07-480	Water Utility Assoc. Dues	-	500	-	-
	Total Miscellaneous	\$ 30,154	\$ 81,050	\$ 31,186	\$ 64,000
Capital Outlay					
09-601	2017 CDBG Grant	\$ 55,914	\$ -	\$ 235,833	\$ -
09-770	Equipment	-	-	-	61,000
	Total Capital Outlay	\$ 55,914		\$ 235,833	\$ 61,000
Department Total		\$ 658,681	\$ 823,057	\$ 823,882	\$ 880,802

Miscellaneous

**City of Groves
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EXPENDITURE DETAIL

Systems Fund	
Dept. - Miscellaneous	11-5-99

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Services					
04-010	Electricity	\$ 12,260	\$ 1,000	\$ 9,032	\$ 12,500
	Total Services	\$ 12,260	\$ 1,000	\$ 9,032	\$ 12,500
Miscellaneous					
07-100	City Franchise Fee	\$ 975,000	\$ 1,417,642	\$ 1,417,642	\$ 1,518,210
07-420	Contingencies	764	-	300	-
07-580	Subdivider Rebates	-	10,000	2,301	10,000
	Total Miscellaneous	\$ 975,764	\$ 1,427,642	\$ 1,420,243	\$ 1,528,210
Interfund Transfers					
53-040	Transfer to Interest & Sinking	\$ 412,000	\$ -	\$ -	\$ -
09-670	Transfer to Equipment Replace	-	205,642	205,642	-
	Total Interfund Transfers	\$ 412,000	\$ 205,642	\$ 205,642	\$ -
Department Total		\$ 1,400,024	\$ 1,634,284	\$ 1,634,917	\$ 1,540,710

SALES TAX FUND

**City of Groves
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2019-2020**

SALES TAX FUND SUMMARY #21

Beginning Year Gross Fund Balance 10-01-18	\$	255,955
 FYE 2019		
Current Estimated Revenues	\$	1,332,145
Current Estimated Expenses		<u>(1,588,100)</u>
 Projected Gross Fund Balance 9-30-19	 \$	 <u> -</u>
 FYE 2020		
Estimated Gross Fund Balance 10-01-19	\$	-
Proposed Revenues		<u>1,446,000</u>
Total FYE 2020 Resources	\$	1,446,000
 Proposed Transfer to General Fund	 \$	 (1,446,000)
Total Proposed Expenditures	\$	<u>(1,446,000)</u>
 Projected Undesignated Fund Balance 9-30-20	 \$	 <u> -</u>

**City of Groves
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2019-2020**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Sales Tax Fund				
Revenue	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Sales Tax	\$ 1,494,533	\$ 1,400,000	\$ 1,329,321	\$ 1,441,000
Mixed Beverage Tax	3,811	3,500	2,522	4,000
Earnings of Investments	17	1,000	302	1,000
Total Revenue	\$ 1,498,361	\$ 1,404,500	\$ 1,332,145	\$ 1,446,000
Expenditures				
Transfers Out	\$ 1,189,071	\$ 1,404,500	\$ 1,588,100	\$ 1,446,000
Total Expenditures	\$ 1,189,071	\$ 1,404,500	\$ 1,588,100	\$ 1,446,000
Revenues Over(Under) Expenditures	\$ 309,290	\$ -	\$ (255,955)	\$ -

**City of Groves
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STATEMENT OF REVENUES

Sales Tax Fund 21-4-00

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Taxes					
313-00	Sales Tax Receipts	\$ 1,494,533	\$ 1,400,000	\$ 1,329,321	\$ 1,441,000
	Total Taxes	<u>\$ 1,494,533</u>	<u>\$ 1,400,000</u>	<u>\$ 1,329,321</u>	<u>\$ 1,441,000</u>
Miscellaneous					
320-00	Mixed Beverage Tax	\$ 3,811	\$ 3,500	\$ 2,522	\$ 4,000
361-10	Earnings on Investments	17	1,000	302	1,000
	Total Miscellaneous	<u>\$ 3,828</u>	<u>\$ 4,500</u>	<u>\$ 2,824</u>	<u>\$ 5,000</u>
Total Sales Tax Fund Revenue		<u><u>\$ 1,498,361</u></u>	<u><u>\$ 1,404,500</u></u>	<u><u>\$ 1,332,145</u></u>	<u><u>\$ 1,446,000</u></u>

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

Sales Tax Fund	
Department - Sales Tax	21-5-99

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Interfund Transfers					
51-313	Transfer to General Fund	\$ 1,189,071	\$ 1,404,500	\$ 1,588,100	\$ 1,446,000
	Total Interfund Transfers	<u>\$ 1,189,071</u>	<u>\$ 1,404,500</u>	<u>\$ 1,588,100</u>	<u>\$ 1,446,000</u>
Department Total		<u>\$ 1,189,071</u>	<u>\$ 1,404,500</u>	<u>\$ 1,588,100</u>	<u>\$ 1,446,000</u>

INTEREST AND SINKING FUND

**City of Groves
Annual Fiscal Budget
2019-2020**

INTEREST & SINKING FUND SUMMARY #35

Beginning Year Gross Fund Balance 10-01-18	\$	54,623
 FYE 2019		
Current Estimated Revenues	\$	588,872
Current Estimated Expenses		<u>(572,653.00)</u>
 Projected Gross Fund Balance 9-30-19	 \$	 <u>70,842</u>
 FYE 2020		
Estimated Gross Fund Balance 10-01-19	\$	70,842
Proposed Revenues		<u>581,900</u>
Total FYE 2020 Resources	\$	652,742
 Proposed I&S Expenditures	 \$	 (581,900)
Total Proposed Expenditures	\$	<u>(581,900)</u>
 Projected Undesignated Fund Balance 9-30-20	 \$	 <u>70,842</u>

**City of Groves
Annual Fiscal Budget
2019-2020**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Interest & Sinking Fund

Revenue	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Current Taxes	\$ 690,769	\$ 572,653	\$ 553,690	\$ 566,900
Delinquent Taxes	19,083	5,000	15,902	7,000
Current Penalty & Interest	6,275	1,000	4,390	2,000
Delinquent Penalty & Interest	7,283	1,000	7,186	3,000
Interest on Investments	12,868	-	7,704	3,000
Transfers	914,570	-	-	-
Total Revenue	<u>1,650,848</u>	<u>\$ 579,653</u>	<u>\$ 588,872</u>	<u>\$ 581,900</u>
Expenditures				
Principal	\$ 1,475,000	\$ 450,000	\$ 450,000	\$ 460,000
Interest	152,448	122,653	122,653	112,841
Contingencies	-	7,000	-	9,059
Total Expenditures	<u>\$ 1,627,448</u>	<u>\$ 579,653</u>	<u>\$ 572,653</u>	<u>\$ 581,900</u>
Revenues Over(Under) Expenditures	<u>\$ 23,400</u>	<u>\$ -</u>	<u>\$ 16,219</u>	<u>\$ -</u>

**City of Groves
Annual Fiscal Budget
2019-2020**

STATEMENT OF REVENUES

Interest & Sinking Fund	35-4-00
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Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Taxes					
310-49	Current Taxes	\$ 690,769	\$ 572,653	\$ 553,690	\$ 566,900
310-48	Delinquent Taxes	19,083	5,000	15,902	7,000
319-00	Current Penalty & Interest	6,275	1,000	4,390	2,000
319-10	Delinquent Penalty & Interest	7,283	1,000	7,186	3,000
	Total Taxes	<u>\$ 723,410</u>	<u>\$ 579,653</u>	<u>\$ 581,168</u>	<u>\$ 578,900</u>
Permits, Fees & Other					
361-10	Interest on Investments	\$ 12,868	\$ -	\$ 7,704	\$ 3,000
	Total Permits, Fees & Other	<u>\$ 12,868</u>	<u>\$ -</u>	<u>\$ 7,704</u>	<u>\$ 3,000</u>
Operating Transfers In					
390-00	Transfer from Systems Fund	\$ 412,000	\$ -	\$ -	\$ -
390-30	Transfer from EDC	502,570	-	-	-
	Total Operating Transfers	<u>\$ 914,570</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Interest & Sinking Revenue		<u>\$ 1,650,848</u>	<u>\$ 579,653</u>	<u>\$ 588,872</u>	<u>\$ 581,900</u>

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

Interest & Sinking Fund	
Department - Debt Retirement	35-5

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019
Debt Retirement				
84-08-040	Principal	\$ 1,475,000	\$ 450,000	\$ 450,000
84-08-050	Interest	152,448	122,653	122,653
	Total Debt Retirement	<u>\$ 1,627,448</u>	<u>\$ 572,653</u>	<u>\$ 572,653</u>
Department Total		<u>\$ 1,627,448</u>	<u>\$ 572,653</u>	<u>\$ 572,653</u>

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

Interest & Sinking Fund	
Department - Miscellaneous	35-5-99

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Miscellaneous					
07-420	Contingencies	\$ -	\$ 7,000	\$ -	\$ 9,059
	Total Miscellaneous	<u>\$ -</u>	<u>\$ 7,000</u>	<u>\$ -</u>	<u>\$ 9,059</u>
Department Total		<u>\$ -</u>	<u>\$ 7,000</u>	<u>\$ -</u>	<u>\$ 9,059</u>

**GROVES
ECONOMIC
DEVELOPMENT
CORPORATION
FUND**

**City of Groves
Annual Fiscal Budget
2019-2020**

ECONOMIC DEVELOPMENT FUND SUMMARY #30

Beginning Year Gross Fund Balance 10-01-18	\$ 62,700
 FYE 2019	
Current Estimated Revenues	\$ 607,262
Current Estimated Expenses	<u>(283,350)</u>
 Projected Gross Fund Balance 9-30-19	 <u>\$ 386,612</u>
 FYE 2020	
Estimated Gross Fund Balance 10-01-19	\$ 386,612
Proposed Revenues	<u>720,700</u>
Total FYE 2020 Resources	\$ 1,107,312
 Proposed EDC Expenditures	 <u>\$ (342,000)</u>
Total Proposed Expenditures	\$ (342,000)
 Projected Undesignated Fund Balance 9-30-20	 <u>\$ 765,312</u>

**City of Groves
Annual Fiscal Budget
2019-2020**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Economic Development Fund

Revenue	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Sales Taxes	\$ 747,267	\$ 700,000	\$ 585,981	\$ 720,500
Interest on Investments	95	500	21,281	200
Total Revenue	\$ 747,362	\$ 700,500	\$ 607,262	\$ 720,700
Expenditures				
Supplies	\$ -	\$ 7,000	\$ 991	\$ 1,000
Miscellaneous	149,558	245,000	281,747	290,000
Materials & Contracts	-	-	612	1,000
Transfers	502,570	64,000	-	50,000
Total Expenditures	\$ 652,128	\$ 316,000	\$ 283,350	\$ 342,000
Revenues Over(Under) Expenditures	\$ 95,234	\$ 384,500	\$ 323,912	\$ 378,700

**City of Groves
Annual Fiscal Budget
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STATEMENT OF REVENUES

Economic Development Fund 30-4-00

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Taxes					
313-00	Sales Taxes	\$ 747,267	\$ 700,000	\$ 585,981	\$ 720,500
	Total Taxes	<u>\$ 747,267</u>	<u>\$ 700,000</u>	<u>\$ 585,981</u>	<u>\$ 720,500</u>
Permits, Fees & Other					
361-10	Interest on Investments	\$ 95	\$ 500	\$ 206	\$ 200
370-00	Reimbursements	-	-	21,075	-
	Total Fees & Other	<u>\$ 95</u>	<u>\$ 500</u>	<u>\$ 21,281</u>	<u>\$ 200</u>
Total EDC Fund Revenue		<u>\$ 747,362</u>	<u>\$ 700,500</u>	<u>\$ 607,262</u>	<u>\$ 720,700</u>

**City of Groves
Annual Fiscal Budget
2019-2020**

EXPENDITURE DETAIL

Economic Development Fund
Department - Special Items 30-5-99

Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Supplies					
02-040	Miscellaneous Supplies	\$ -	\$ 7,000	\$ 991	\$ 1,000
	Total Services	<u>\$ -</u>	<u>\$ 7,000</u>	<u>\$ 991</u>	<u>\$ 1,000</u>
Miscellaneous					
06-100	Grant Disbursement	\$ 9,868	\$ 85,000	\$ 87,512	\$ 90,000
06-270	Contract Services	14,690	10,000	28,103	11,000
07-100	Administration Fee	125,000	150,000	150,000	175,000
08-060	Fees & Charges	-	-	16,132	14,000
	Total Miscellaneous	<u>\$ 149,558</u>	<u>\$ 245,000</u>	<u>\$ 281,747</u>	<u>\$ 290,000</u>
Materials & Contracts					
05-040	Construction Materials	\$ -	\$ -	\$ 612	\$ 1,000
	Total Materials & Contracts	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 612</u>	<u>\$ 1,000</u>
Transfers					
36-000	Transfers	\$ 502,570	\$ 64,000	\$ -	\$ 50,000
	Total Transfers	<u>\$ 502,570</u>	<u>\$ 64,000</u>	<u>\$ -</u>	<u>\$ 50,000</u>
Department Total		<u><u>\$ 652,128</u></u>	<u><u>\$ 316,000</u></u>	<u><u>\$ 283,350</u></u>	<u><u>\$ 342,000</u></u>

EQUIPMENT REPLACEMENT

**City of Groves
Annual Fiscal Budget
2019-2020**

EQUIPMENT REPLACEMENT FUND SUMMARY #55

Beginning Year Gross Fund Balance 10-01-18	\$ 307,758
FYE 2019	
Current Estimated Revenues	\$ 211,851
Current Estimated Expenses	<u>-</u>
Projected Gross Fund Balance 9-30-19	<u>\$ 519,609</u>
FYE 2020	
Estimated Gross Fund Balance 10-01-19	\$ 519,609
Proposed Revenues	<u>1,500</u>
Total FYE 2020 Resources	\$ 521,109
Projected Undesignated Fund Balance 9-30-20	<u>\$ 521,109</u>

**City of Groves
Annual Fiscal Budget
2019-2020**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Equipment Replacement Fund

Revenue	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Transfers In	\$ -	\$ 205,642	\$ 205,642	\$ -
Interest on Investments	3,094	1,500	6,209	1,500
Total Revenue	<u>\$ 3,094</u>	<u>\$ 207,142</u>	<u>\$ 211,851</u>	<u>\$ 1,500</u>
 Revenues Over(Under) Expenditures	 <u>\$ 3,094</u>	 <u>\$ 207,142</u>	 <u>\$ 211,851</u>	 <u>\$ 1,500</u>

**City of Groves
Annual Fiscal Budget
2019-2020**

STATEMENT OF REVENUES

Equipment Replacement Fund	55-4-00
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Acct #	Account Description	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020
Operating Transfers In					
349-68	Wastewater Collection	\$ -	\$ 205,642	\$ 205,642	\$ -
	Total Operating Transfer:	<u>\$ -</u>	<u>\$ 205,642</u>	<u>\$ 205,642</u>	<u>\$ -</u>
Permits, Fees & Other					
361-10	Interest on Investments	\$ 3,094	\$ 1,500	\$ 6,209	\$ 1,500
	Total Fees & Other	<u>\$ 3,094</u>	<u>\$ 1,500</u>	<u>\$ 6,209</u>	<u>\$ 1,500</u>
Total Equipment Replacement Rev		<u><u>\$ 3,094</u></u>	<u><u>\$ 207,142</u></u>	<u><u>\$ 211,851</u></u>	<u><u>\$ 1,500</u></u>

CAPITAL OUTLAY PURCHASES

**City of Groves
Annual Fiscal Budget
2019-2020**

Proposed Capital Outlay Purchases

General Fund		
Department	Description	Amount
Human Resources	Equipment	\$ 1,000.00
Total Human Resources		\$ 1,000.00
Finance	Computer/Software	\$ 80,000.00
Total Finance		\$ 80,000
Municipal Court	Court Security	\$ 4,000
	Court Technology	5,000
Total Municipal Court		\$ 9,000
Library	Books	\$ 16,000
	Audiotapes	6,000
	Equipment	4,000
	Building Maint. & Projects	5,000
Total Library		\$ 31,000
Parks & Recreation	Equipment	\$ 2,500
	Building Main. & Repairs	7,500
Total Parks & Recreation		\$ 10,000
Police	Automobile	\$ 140,000
	Auto Equipment	1,000
Total Police		\$ 141,000
Fire	Air Packs	\$ 12,800
	Capital Outlay	20,000
	Bunker Sets	6,700
	Fire Equipment	53,100
	Equipment	8,100
Total Fire		\$ 100,700
Emergency Mgmt.	Equipment	\$ 2,500
Total Emergency Mgmt.		\$ 2,500
Animal Shelter	Equipment	\$ 2,500
Total Animal Shelter		\$ 2,500
Inspections & Permits	Abatement & Demolition	\$ 25,000
	Vehicles	25,000

Total Inspections & Permits		50,000
Public Works Admin.	Building Maint. & repairs	\$ 1,000
Total Public Works Admin.		\$ 1,000
Garage	Capital Outlay	\$ 10,000
	Equipment	6,500
Total Garage		\$ 16,500
Streets	Equipment	\$ 51,500
Total Streets		\$ 51,500
Property Maintenance	Capital Outlay	\$ 50,000
	Equipment	10,000
Total Property Maintenance		\$ 60,000
Total General Fund		\$ 556,700
Solid Waste		
Solid Waste	Equipment	\$ 200,000
Total Solid Waste		\$ 200,000
Systems		
Water Plant	Equipment	\$ 28,000
Total Water Plant		\$ 28,000
Customer Service	Automobile	\$ 27,000
Total Customer Service		\$ 27,000
Water Distribution	Equipment	61,000
Total Water Distribution		\$ 61,000
Wastewater Plant	Capital Outlay	\$ 10,000
Total Wastewater Plant		\$ 10,000
Total Systems Fund		\$ 126,000

INTERFUND TRANSFERS

**City of Groves
Annual Fiscal Budget
2019-2020**

Proposed Interfund Transfers

General Fund	Source/Destination	Amount
Transfers In		
General Fund	Sales Tax Fund	\$ 1,446,000
Total Transfers In		<u><u>\$ 1,446,000</u></u>
 Total General Fund Transfers		 <u><u>\$ 1,446,000</u></u>
 Transfers Out		
Sales Tax Fund		
Sales Tax	General Fund	\$ 1,446,000
Total Transfers Out		<u><u>\$ 1,446,000</u></u>
 Total Sales Tax Fund Transfers		 <u><u>\$ 1,446,000</u></u>
 Total Interfund Transfers		 <u><u>\$ 2,892,000</u></u>

DEBT SCHEDULES

City of Groves
Annual Fiscal Budget
2019-2020

SUMMARY OF TOTAL BONDED INDEBTEDNESS

Issue/Series	Maturity	Issue	Balance
Certificates of Obligation 2013	2033	\$ 2,500,000	\$ 2,245,000
Certificates of Obligation 2016	2027	5,915,000	2,710,000
Total		\$ 8,415,000	\$ 4,955,000

City of Groves
Annual Fiscal Budget
2019-2020

SCHEDULE OF DEBT REQUIREMENTS TO MATURITY

Year	Principal	Interest	Total
2020	\$ 460,000	\$ 112,842	\$ 572,842
2021	465,000	102,798	567,798
2022	475,000	92,626	567,626
2023	490,000	82,252	572,252
2024	500,000	71,548	571,548
2025	510,000	60,614	570,614
2026	515,000	49,448	564,448
2027	475,000	38,182	513,182
2028	165,000	27,690	192,690
2029	170,000	23,400	193,400
2030	175,000	18,980	193,980
2031	180,000	14,430	194,430
2032	185,000	9,750	194,750
2033	190,000	4,940	194,940
	\$ 4,955,000	\$ 709,500	\$ 5,664,500

City of Groves
Annual Fiscal Budget
2019-2020

RECAP OF OUTSTANDING DEBT

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2020	\$ 460,000	\$ 56,421	\$ 56,421	\$ 572,842	\$ 4,495,000
2021	465,000	51,399	51,399	567,798	4,030,000
2022	475,000	46,313	46,313	567,626	3,555,000
2023	490,000	41,126	41,126	572,252	3,065,000
2024	500,000	35,774	35,774	571,548	2,565,000
2025	510,000	30,307	30,307	570,614	2,055,000
2026	515,000	24,724	24,724	564,448	1,540,000
2027	475,000	19,091	19,091	513,182	1,065,000
2028	165,000	13,845	13,845	192,690	900,000
2029	170,000	11,700	11,700	193,400	730,000
2030	175,000	9,490	9,490	193,980	555,000
2031	180,000	7,215	7,215	194,430	375,000
2032	185,000	4,875	4,875	194,750	190,000
2033	190,000	2,470	2,470	194,940	-

City of Groves
Annual Fiscal Budget
2019-2020

CERTIFICATES OF OBLIGATION SERIES 2013

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2020	\$ 135,000	\$ 29,185	\$ 29,185	\$ 193,370	\$ 2,110,000
2021	140,000	27,430	27,430	194,860	1,970,000
2022	140,000	25,610	25,610	191,220	1,830,000
2023	145,000	23,790	23,790	192,580	1,685,000
2024	150,000	21,905	21,905	193,810	1,535,000
2025	155,000	19,955	19,955	194,910	1,380,000
2026	155,000	17,940	17,940	190,880	1,225,000
2027	160,000	15,925	15,925	191,850	1,065,000
2028	165,000	13,845	13,845	192,690	900,000
2029	170,000	11,700	11,700	193,400	730,000
2030	175,000	9,490	9,490	193,980	555,000
2031	180,000	7,215	7,215	194,430	375,000
2032	185,000	4,875	4,875	194,750	190,000
2033	190,000	2,470	2,470	194,940	-

City of Groves
Annual Fiscal Budget
2019-2020

CERTIFICATES OF OBLIGATION SERIES 2016

Year	Principal	Interest 1st	Interest 2nd	Total	Amount Outstanding After Payment
2020	\$ 325,000	\$ 27,236	27,236	\$ 379,472	\$ 2,385,000
2021	325,000	23,969	23,969	372,938	2,060,000
2022	335,000	20,703	20,703	376,406	1,725,000
2023	345,000	17,336	17,336	379,672	1,380,000
2024	350,000	13,869	13,869	377,738	1,030,000
2025	355,000	10,352	10,352	375,704	675,000
2026	360,000	6,784	6,784	373,568	315,000
2027	315,000	3,166	3,166	321,332	-

INVESTMENT POLICY

Adopted: 10/09/95
Revised: 12/16/96
Revised: 04/20/98
Revised: 08/23/99
Revised: 10/02/00
Revised: 09/10/01
Revised: 10/08/01
Revised: 09/23/02
Revised: 11/27/06
Revised: 09/14/09

CITY OF GROVES

INVESTMENT POLICY

It is the policy of the City of Groves to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds, including the Public Funds Investment Act of 1995 as stated in Chapter 2256, Government Code and subsequent amendments thereto.

I. SCOPE

This investment policy applies to all transactions involving the financial assets and related activity for all the foregoing funds. However, this policy does not apply to the assets administered for the benefit of the City by outside agencies under deferred compensation or retirement programs. The funds to which this policy applies are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- **General Fund**
- **Special Revenue Funds**
- **Debt Service Funds**
- **Capital Project Funds**
- **Enterprise Fund**
- **Trust and Agency Funds**
- **(any new fund created by the legislative body unless specifically exempted)**

II. OBJECTIVES

The City of Groves shall manage and invest its cash with four objectives, listed in order of priority: Safety, Liquidity, Yield, and Public Trust. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

SAFETY

The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they be from securities defaults or erosion of market value.

LIQUIDITY

The City's investment portfolio shall be structured such that the City is able to meet all operating requirements which might be reasonably anticipated.

YIELD

The City's cash management portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

PUBLIC TRUST

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transactions which might impair public confidence in the City's ability to govern effectively.

III. RESPONSIBILITY AND CONTROL

DELEGATION OF AUTHORITY AND TRAINING

Authority to manage the City's investment program is derived from the Charter of the City of Groves. The Director of Finance and the City Manager are designated as investment officers of the City and are responsible for investment decisions and activities. The investment officers shall exercise the judgement and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs. This does not prohibit an investment officer from using the entity's employees or the services of a contractor of the entity to aid the investment officer in the execution of the officer's duties under this policy.

The investment officers shall attend at least one training session containing at least ten (10) hours of instruction relating to the officer's responsibility under the Act within twelve (12) months after assuming duties. An investment officer also shall attend a training session not less than once in a two-year period and may receive not less than ten (10) hours of instruction relating to investment responsibilities from an independent source approved by the City Council. Such training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with state law pertaining to investment of public funds.

INTERNAL CONTROLS

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss,

theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgements by management.

Accordingly, the Director of Finance shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures.

PRUDENCE

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

- A. The investment of all funds, or funds under the City’s control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.**
- B. Whether the investment decision was consistent with the investment policy of the City.**

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

ETHICS AND CONFLICTS

City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City; and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City’s portfolio, particularly with regard to timing of purchases and sales.

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

IV. REPORTING

QUARTERLY REPORTING

The Director of Finance shall submit a signed quarterly investment report that summarizes investment transactions for all funds covered under this policy for the preceding reporting period.

METHODS

The quarterly investment report shall be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report must:

- A. Describe in detail the investment position of the City on the date of the report;**
- B. Be prepared jointly by all investment officers of the City;**
- C. Be signed by each investment officer of the City;**
- D. Contain a summary statement prepared in compliance with generally accepted accounting principles of each pooled fund group that states the:**
 - (1) beginning market value for the reporting period,**
 - (2) additions and changes to the market value during the period, and**
 - (3) ending market value for the period;**
- E. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested that has a maturity date;**
- F. State the maturity date of each separately invested asset that has a maturity date; and**
- G. State the account or fund or pooled group fund in the City for which each individual investment was acquired.**

ANNUAL AUDIT

If the City invests in other than money market mutual funds, investment pools, or accounts offered by its depository bank in the form of certificates of deposit, money market accounts, or similar accounts, the above required reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the City Council by that auditor.

V. INVESTMENT PORTFOLIO

INVESTMENTS

Assets of the City of Groves may be invested in the following instruments provided, however, that at no time shall assets of the City be invested in any instrument or security not authorized for investment under the Act, as the Act may from time to time be amended.

AUTHORIZED INSTRUMENTS

- A. Obligations, including letters of credit, of the United States of America, its agencies and instrumentalities
- B. Direct obligations of the State of Texas and agencies thereof
- C. Other obligations, the principal of and interest on which are unconditionally guaranteed by the State of Texas or United States of America
- D. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than "A" or its equivalent.
- E. Certificates of Deposit of state and national banks or savings banks domiciled in Texas, or state or federal credit unions in Texas, guaranteed or insured by the Federal Deposit Insurance or its successor or secured by obligations described in A through D above, which are intended to include all direct agency or instrumentally issued mortgage backed securities rated AAA by a nationally recognized rating agency, or by Article 2529b-1, V.T.C.S., and that have a market value of not less than the principal amount of the certificates
- F. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities pledged with a third party, selected by the Director of Finance, other than an agency for the pledgor. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in Texas. Investments in this type of instrument may not exceed \$20,000 in total.
- G. Joint pools of political subdivisions in the State of Texas which invest in instruments and follow practices allowed by current law.
- H. No-load money market mutual funds registered with and regulated by the Securities and Exchange Commission with a dollar-weighted average stated maturity of 90 or fewer days and included in its investment objectives the maintenance of a stable net asset value of \$1 for each share.

No-load mutual funds are also authorized if they are registered with the Securities and Exchange Commission, have an average weighted maturity of less than two years, and

are invested in obligations authorized in this section. Such mutual funds must be continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent and conform to the requirements set forth in current law relating to the eligibility of investment pools to receive and invest funds of investing entities.

Amounts invested in money market mutual funds and no-load mutual funds described above may not exceed \$20,000 in total and must meet the requirements of state law.

UNAUTHORIZED INSTRUMENTS

The City's authorized investments options are more restrictive than those allowed by State law. State law specifically prohibits investment in the following investments securities.

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest
- C. Collateralized mortgage obligations that have a stated final maturity date of more than ten years
- D. Collateralized mortgage obligations, the interest rate of which is determined by an index that adjusts opposite to the changes in a market index

EXISTING INVESTMENTS

The City is not required to liquidate investments that were authorized investments at the time of purchase.

HOLDING PERIOD

The City of Groves intends to match the holding periods of investment funds with liquidity needs of the City. In no case will the average maturity of investments of the City's operating funds exceed one year. This dollar weighted average maturity will be calculated using the stated final maturity dates of each security.

Investments in all funds shall be managed in such a way that the market price losses resulting from interest rate volatility would be offset by coupon income and current income received from the volume of the portfolio during a 12 month period.

RISK AND DIVERSIFICATION

The City of Groves recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity.

Risk is controlled through portfolio diversification which shall be achieved by the following general guidelines.

- A. Risk of issuer default is controlled by limiting investments to those instruments allowed by the Act which are described herein.
- B. Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector and avoidance of over-concentration of assets in specific instruments other than U. S. Treasury Securities and Insured or Collateralized Certificates of Deposits.
- C. Risk of illiquidity due to technical complications shall be controlled by selection of securities dealers as described herein.

The following maximum limits, by instrument, are established for the City's total portfolio:

<u>1. U.S. Treasury Securities</u>	<u>100%</u>
<u>2. Certificates of Deposit</u>	<u>100%</u>
<u>3. Agencies and Instrumentalities</u>	<u>75%</u>
<u>4. Authorized Pools</u>	<u>50%</u>
<u>5. Other Obligations Described in V. B-C</u>	<u>50%</u>
<u>6. Repurchase Agreements</u>	<u>5%</u>
<u>7. Money Market Mutual Funds</u>	<u>5%</u>
<u>7. Collateralized Accounts</u>	<u>100%</u>

MONITORING

Market price of investments acquired with public funds will be based on values listed in the Wall Street Journal.

SETTLEMENT

All transactions, except investment pool funds and mutual funds, are to be settled on a delivery versus payment basis.

VI. SELECTION OF BROKERS/DEALERS

SELECTION OF AUTHORIZED BROKERS

The City Council shall at least annually review, revise, and adopt a list of qualified brokers authorized to engage in investment transactions with the City.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- certification of having read the City's investment policy signed by a qualified representative of the organization

- **acknowledgement that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the entity's entire portfolio or requires an interpretation of subjective investment standards.**

VII. SAFEKEEPING AND CUSTODY

INSURANCE OR COLLATERAL

All deposits and investments of City funds in certificates of deposit or repurchase agreements shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC or FSLIC. Evidence of the pledged collateral shall be maintained by the Director of Finance or a third party financial institution. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. Collateral shall be reviewed monthly to assure that the market value of the pledged securities is adequate. Collateral will be registered in the City's name and held by third party custodian.

SAFEKEEPING AGREEMENT

Collateral pledged to secure deposits of the City shall be held by a Safekeeping Agreement which clearly defines the procedural steps for gaining access to the collateral should the City of Groves determine that the City's funds are in jeopardy. The safekeeping institution, or Trustee, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral.

COLLATERAL DEFINED

The City of Groves shall accept only the following securities as collateral:

- A. FDIC insurance coverage;**
- B. Direct obligations of the United States of America, its agencies and instrumentalities, which have a liquid market with a readily determinable market value.**
- C. Obligations the principal and interest on which are unconditionally guaranteed or insured by the State of Texas; or**
- D. A bond of the State of Texas, or of a county, city or other political subdivision of the State of Texas, having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten years or less.**

SUBJECT TO AUDIT

All collateral shall be subject to inspection and audit by the Director of Finance or the City's independent auditors.

VIII. INVESTMENT POLICY ADOPTION

The City of Groves investment policy shall be adopted by resolution of the City Council. The policy and strategies shall be reviewed on an annual basis by the City Council. The City Council shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies; and the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

IX. INVESTMENT STRATEGY

The City of Groves maintains portfolios which utilize four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios:

- A. Investment strategies for governmental and proprietary fund types, other than debt service and capital projects funds, will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short-to medium-term securities which will complement each other in a laddered or Barbell maturity structure.**
- B. Investment strategies for debt service funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be of high quality and, except as may be required by the bond ordinance specific to an individual issue, of short-to intermediate-term maturities.**
- C. Investment strategies for capital projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date.**
- D. For pooled fund groups, the maximum dollar-weighted average maturity allowed, based on the stated maturity date, for the portfolio may not exceed 365 days.**

GLOSSARY
of
COMMON TREASURY TERMINOLOGY

AGENCIES: Federal agency securities

ASKED: Price at which securities are offered

BID: Price offered for securities

BOOK VALUE: The original acquisition cost of an investment, plus or minus the accrued amortization or accretion.

BROKER: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in inter-dealer markets.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): Official annual report for the City of Groves which includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. Also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY vs. PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

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

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

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., savings and loans, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A Federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Federal funds are traded. This rate is currently pledged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-à-vis member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA'S securities are also highly liquid and widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open-market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks, and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks,

savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U. S. Government. Ginnie Mae securities are backed by FHA, VA, or FMHM mortgages. The term pass-through is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable quantities can be purchased at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): Aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The current face or par value of an investment, multiplied by the net selling price of the security as quoted by a recognized market pricing source quoted on the valuation date.

MASTER REPURCHASE AGREEMENT: To protect investors, many public investors will request that repurchase agreements be preceded by a master repurchase agreement between the investor and the financial institution or dealer. The master agreement should define the nature of the transaction, identify the relationship between the parties, establish normal practices regarding ownership and custody of the collateral securities during the term of the investment, provide remedies in the case of default by either party, and clarify issues of ownership. The master repurchase agreement protects the investor by eliminating the uncertainty of ownership and hence, allowing investors to liquidate collateral if a bank or dealer defaults during the term of the agreement.

MATURITY: Date on which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: Market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: Group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include the Securities and Exchange Commission (SEC), registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence,

discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their own capital as well as the probable income to be derived.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

QUALIFIED REPRESENTATIVE: A person, holding a position with a business organization, who is authorized to act on behalf of the business organization and who is one of the following:

- for a business organization doing business regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers;
- for a state or federal bank, savings bank, or state or federal credit union, a member of the loan committee for the bank or branch of the bank, or a person authorized by corporate resolution to act on behalf of and bind the banking institution; or
- for an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool and to sign the written instrument on behalf of the investment pool; or
- for an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or, if not subject to registration under that Act, registered with the State Securities Board, a person who is an officer or principal of the investment management firm.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be amortized yield to maturity on a bond or the current income return.

REPURCHASE AGREEMENT (RP or REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate for this. Dealers use RP extensively to finance their positions. Exception-when the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: Service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

SEC RULE 15C3-1: See uniform net capital rule.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

TREASURY BILLS: Non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BOND: Long-term U. S. Treasury securities having initial maturities of more than ten years.

TREASURY NOTES: Intermediate-term coupon bearing U. S. Treasury securities having initial maturities from one to ten years.

YIELD: Rate of annual income return on an investment, expressed as a percentage. (a) **Income Yield** is obtained by dividing the current dollar income by the current market price of the security. (b) **Net Yield or Yield to Maturity** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called **NET CAPITAL RULE** and **NET CAPITAL RATIO**. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.