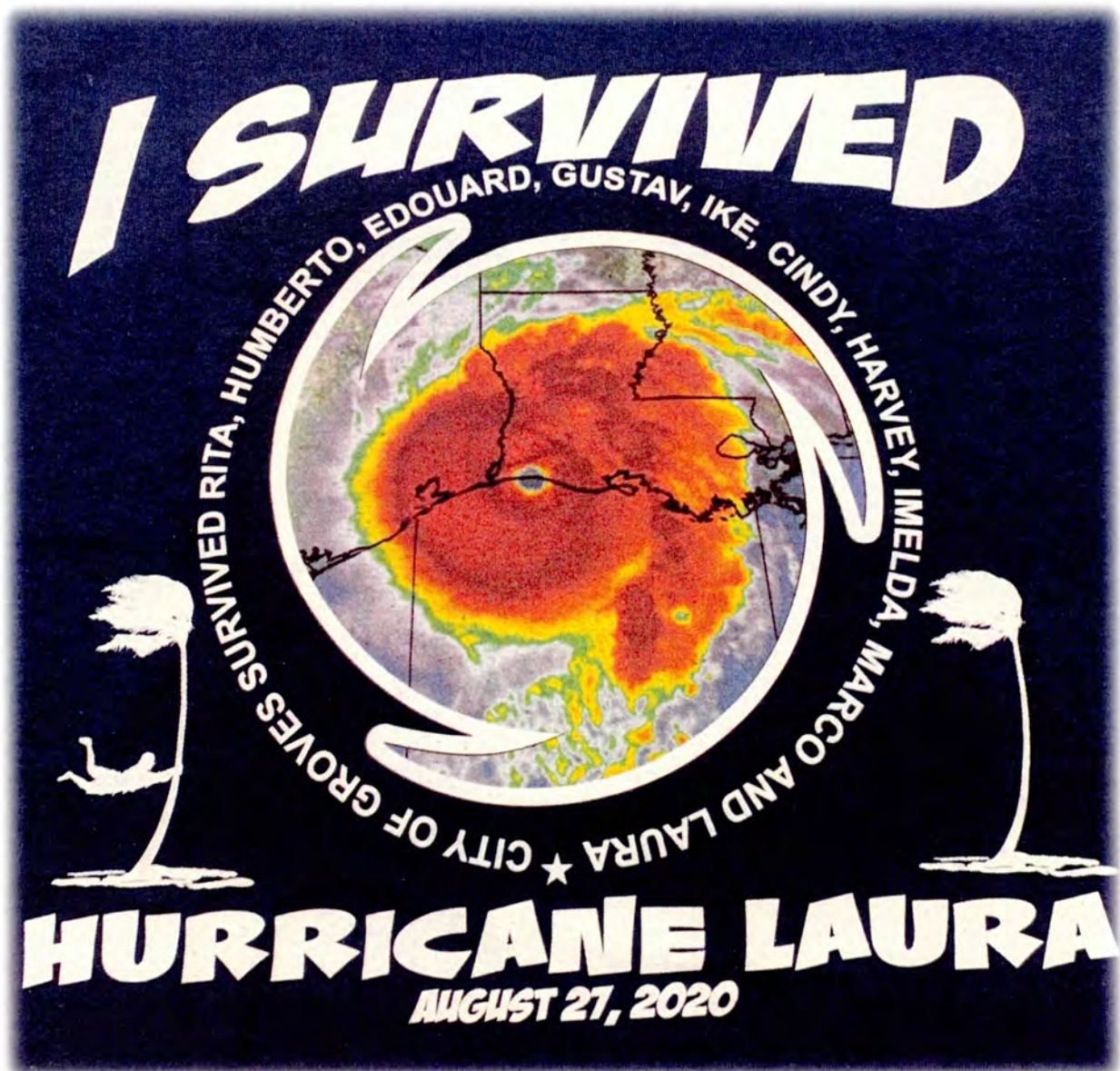


The City of Groves, Texas
Annual Fiscal Budget
2020-2021



CITY OF GROVES

ANNUAL FISCAL BUDGET

2020 – 2021

City of Groves, Texas
2020-2021 Budget
Cover Page

This budget will raise more total property taxes than last year's budget by \$308,899 or 5.77%. Revenue to be raised from new property added to the roll this year is \$77,630.

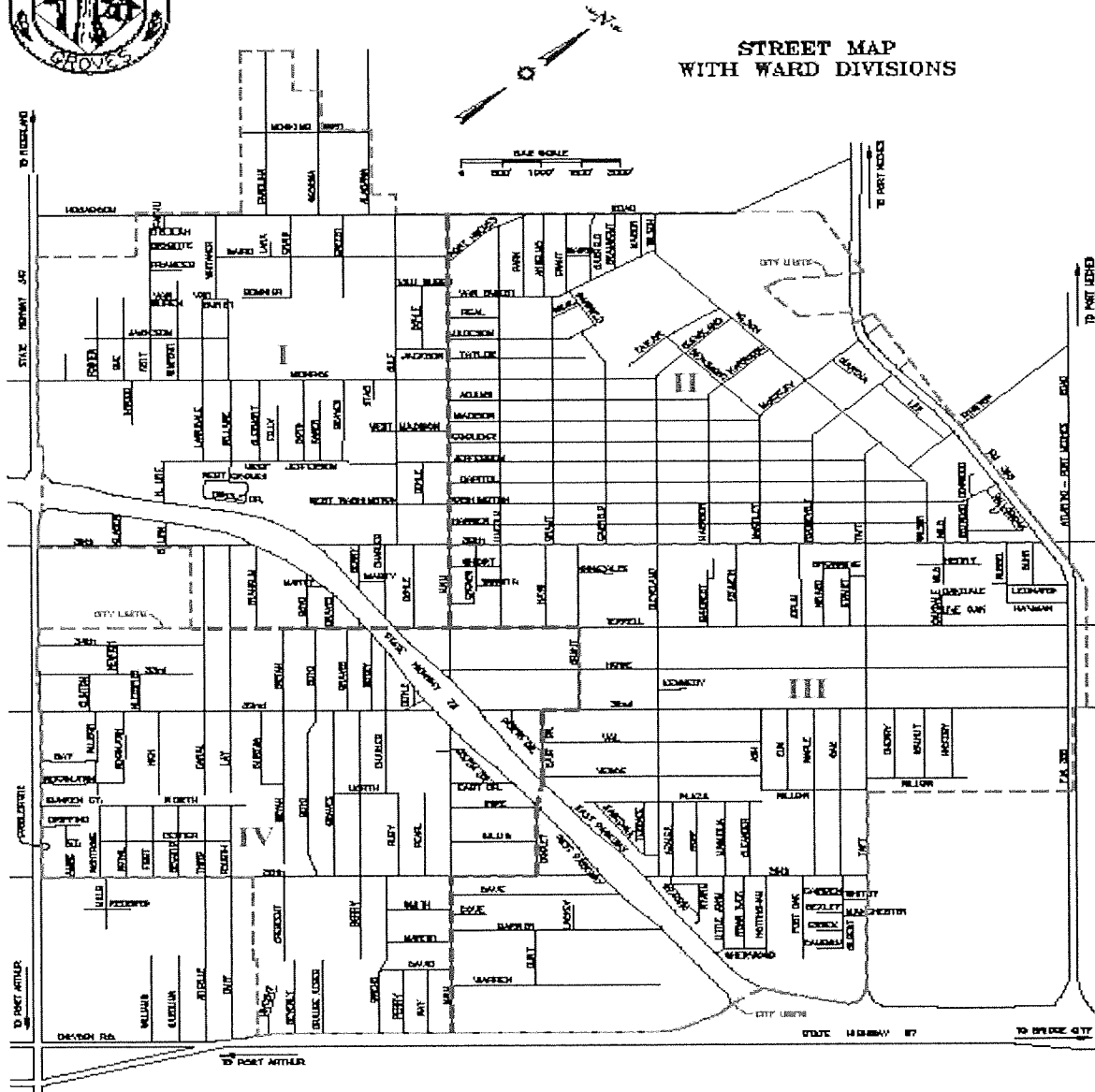
Property Tax Comparison:	FYE 2019-2020	FYE 2020-2021
Adopted Tax Rate	0.761621	0.749185
Effective/No New Revenue Tax Rate	0.711422	0.726057
Effective/No New Revenue M&O Rate	0.637090	0.657335
Rollback/Voter Approved Tax Rate	0.761678	0.749186
Debt Tax Rate	0.073621	0.068845

The total amount of municipal debt obligation secured by property taxes for the City of Groves is \$4,495,000.



CITY OF GROVES

STREET MAP WITH WARD DIVISIONS



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

City of Groves
Annual Fiscal Budget
2020-2021
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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.

August 15, 2020

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

Gentlemen:

The following are the highlights of the City of Groves 2020-2021 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 a pandemic, 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 this budget **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 **\$98,000,000** of value on the tax rolls since 2015.

The 2020 certified tax roll shows values for the 2021 budget to be **\$822,611,319** up by **\$44,519,614** from the current values of **\$778,091,705**. The city's new real estate values continue to improve primarily through new residential and commercial construction. New construction was **\$10,361,939** of the overall value increase. Increased values on existing property was **\$34,157,675**.

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, 2020 through September 30, 2021.

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 **\$11,052,710** for 2019/2020. Total revenues for 2019/2020 were **\$10,696,410** this represent an increase of **\$356,300** over last year's operating revenues for general fund. This increase is primarily made up new values, increased existing values, higher sales tax estimates.

TAX VALUES

The Jefferson County Appraisal District has estimated the 2020-2021 net taxable value to be **\$822,611,319**, an increase of **\$44,519,614** in value from the **\$778,091,705** in values of 2019-20. New taxable value of new improvements residential and commercial is **\$10,361,939**. The county has also determined that in order to pass a tax rate that will be below the **statutory 3.5%** limit, the city must drop the current tax rate by **1.25** cents. This will bring the current tax rate of **76.16** cents to **74.91** cents per \$100.00 of valuation. The M and O rate will be recommended at **68.03** cents and the I and S rate of **6.88** cents.

GENERAL FUND

This year General Fund costs will increase by **\$356,300** over the current budget. The increase in expenditures is primarily due to a proposed STEP INCREASE for eligible employees 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 **\$ 430,000**. The elimination of **1.5** employees and the decision not to fill a vacant position at this time has allowed for a **\$90,000 to \$120,000** reallocation to wage and salary increases making the net cost of this step increase **\$310,000**. This budget adds another **\$126,000** to the street budget for a total line item of **\$826,000**. This line item has nearly tripled since 2018 and incorporates contractors and curb work scheduled for the street program in this budget.

Capital Outlay: Equipment replacement this year is proposed in the amount of **\$415,300** 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 **\$1,725,000** this represents no change in the current rates. Expenditures including transfers to other funds are also projected at **\$1,725,000**. 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 2020-2021 budget in the amount of **\$180,000**. This will be the second replaced in two years as the other was replaced in the current budget. The trash trucks being replaced 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 2020-2021 budget.

SYSTEMS FUND

Total revenues are projected from all sources except transfers are expected to be **\$5,255,700**. This estimate is up **\$231,410** from last year's estimate as it reflects a **1.00** increase on the water and **0.75** sewer base rate for each customer. The city is also recommending that the base rate sewer cover 1500 gallons instead of 2000 gallon under the base rate. This increase will add about **\$3.00** to all water bills. Average water bill of 5000 gallons consumption will be \$70.18 an increase of \$3.12 and generate an additional estimated **\$275,000** in revenue. Past budgets have used 7000 gallons as an average for calculation of revenue. Recent reports have shown that the average bill is closer to between 4,000 and 5,000 gallons. This increase should put the city revenue projections closer to projections using the 5000-gallon average. In an effort to help water customers that qualify for leak adjustments the utility department will also recommend that future water leak adjustments will include discounting the water portion of the bill not just the sewer portion of the bill.

Capital Outlay: There is **\$137,000** budgeted to Capital Outlay for the Systems Fund. There is an additional **\$160,000** budgeted for new meters and parts to repair and replace aging meters in the system.

Transfers: Transfers from Systems are **\$1,518,210** 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 two

years ago 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 **\$572,941**; 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 current debt service.

In the 2019-2020 debt service will be **\$572,841** it will remain at or near that level for the next 9 years. In as much as the EDC sales tax will no longer be encumbered the process is under way to use future EDC revenue to pay debt service on the new fire station. Preliminary numbers indicate that about **\$550,000 to \$600,000** will be required to pay debt service on the new 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 5% step increase for all eligible employees.

Health Insurance: The city elected to go out to bid for health insurance for the 2021 fiscal year. The city received a good BC/BS quotes including a quote from the current carrier. The lowest and best quote was Blue Cross Blue Shield with lower employee and dependent premiums.

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 **\$2,250,000** range for 2021.

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 2021 budget. In the last several years sales tax was up overall and we expect a 6% increase in the current sales tax numbers. We have not seen up to this point any negative impact from Covid 19 on the city sales tax revenue. It is prudent to make realistic but cautious predictions about the future

of this revenue stream. General Fund allocation will be predicted at **\$1,500,000**. The EDC amount will also set proportionally at **\$750,000**.

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 Council's concern to balance the service demand and the ability of taxpayers to pay for that demand by establishing a reasonable tax rate of 74.91 cents. A decrease of 1.25 cents from the current rate of 76.16 cents. This budget has an M and O rate of 68.03 cents and an I and S rate of 6.88 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.
- Confirmation 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. 2020-06

ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF GROVES FOR THE 2020-2021 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 2020-2021; 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, 2020 through September 30, 2021, 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 31st day of August, 2020, at 5:00 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, 2020, through September 30, 2021, is \$20,098,209.

SECTION 4: - That the sum of \$20,098,209 is appropriated and shall be disbursed for the following purposes and uses:

General Government – Mayor & City Council.....	\$ 72,650
General Government – City Manager.....	\$ 377,179
General Government – Human Resources.....	\$ 289,961
General Government – Finance	\$ 528,638
Municipal Court	\$ 133,467

Library.....	\$ 344,010
Parks & Recreation.....	\$ 213,035
Police	\$ 3,710,740
Fire.....	\$ 1,751,150
Animal Control.....	\$ 80,966
Animal Shelter.....	\$ 27,050
Emergency Management.....	\$ 17,236
Inspections & Permits	\$ 257,168
Public Works & Administration	\$ 429,002
Garage.....	\$ 439,406
Warehouse	\$ 6,676
Streets	\$ 1,653,812
City Property Maintenance.....	\$ 330,564
Special Items – General Fund	\$ 390,000
Solid Waste.....	\$ 1,334,000
Special Items – Solid Waste.....	\$ 391,000
Water Plant	\$ 1,255,881
Wastewater Plant.....	\$ 1,062,910
Customer Service	\$ 446,769
Water Distribution.....	\$ 933,930
Special Items – Systems Fund.....	\$ 1,553,210
General Obligation Debt Service	\$ 567,799
Special Items – Sales Tax Fund	\$ 1,500,000
TOTAL	\$20,098,209

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, 2020, 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.

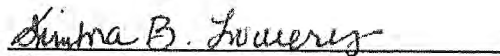
SECTION 9: - That this ordinance shall be in effect from and after its passage.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 14th day of September, 2020.



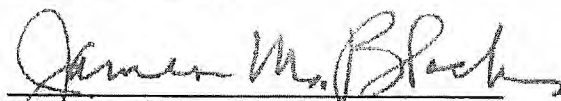
Sidney Badon, Mayor Pro Tem
City of Groves

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. 2020-07

AN ORDINANCE APPROVING THE TAX ASSESSMENT ROLLS FOR THE YEAR 2020, 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 2020, was fixed by Angela Bellard, Chief Appraiser of Jefferson County Appraisal District, at a total value of \$907,472,601; 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 \$907,472,601, less all exemptions provided by either State law or City ordinance in the amount of \$84,861,282, for a total taxable value of \$822,611,319, shall become the tax assessment roll of the City of Groves for the year 2020.

SECTION 2: - That there is hereby levied for the current year 2020, 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, 2021, upon all property, real, personal, and mixed, within the corporate limits of said City subject to taxation, a tax of 74.9185 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), 68.0340 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 3.5 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$23.00, and

(b) For the Interest & Sinking Fund, 6.8845 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 2020 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 2020 shall become due and payable on receipt of the tax bill and are delinquent if not paid before February 1, 2021, 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, 2021, compile a list of the lands, lots, and/or property on which any taxes for the year 2020 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.

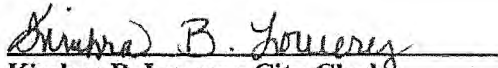
SECTION 9: - That this ordinance shall be in effect from and after its passage.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 14th day of September, 2020.




Sidney Badon, Mayor Pro Tem
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

RESOLUTION NO. 2020-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVES ESTABLISHING A REVIEW OF THE INVESTMENT POLICY OF THE CITY OF GROVES AND RECORDING CHANGES TO THE INVESTMENT POLICY OR INVESTMENT STRATEGIES

WHEREAS, the Public Funds Investment Act, V.T.C.A., Government Code § 2256.005 (e), provides that the governing body of an investing entity shall review its investment policy and investment strategies not less than annually, and further now provides that said governing body shall adopt a written instrument stating that it has reviewed the investment policy and investment strategies and further recording any changes made to the investment policy or investment strategies;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GROVES:

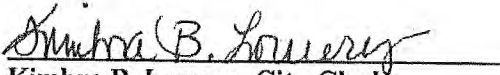
SECTION 1: - That the City Council of the City of Groves has reviewed the Investment Policy of the City of Groves as presented by the Finance Director of the City, and hereby adopts said Investment Policy together with the changes made thereto as recommended by the Finance Director and as provided by the Public Funds Investment Act, as amended.

SECTION 2: - That a copy of said revised Investment Policy of the City of Groves, with any changes made to either the investment policy or investment strategies indicated thereon, is attached hereto as Exhibit "A" and made a part hereof.


PASSED, APPROVED and ADOPTED at a special meeting of the City Council of the City of Groves held on the 14th day of September, 2020.

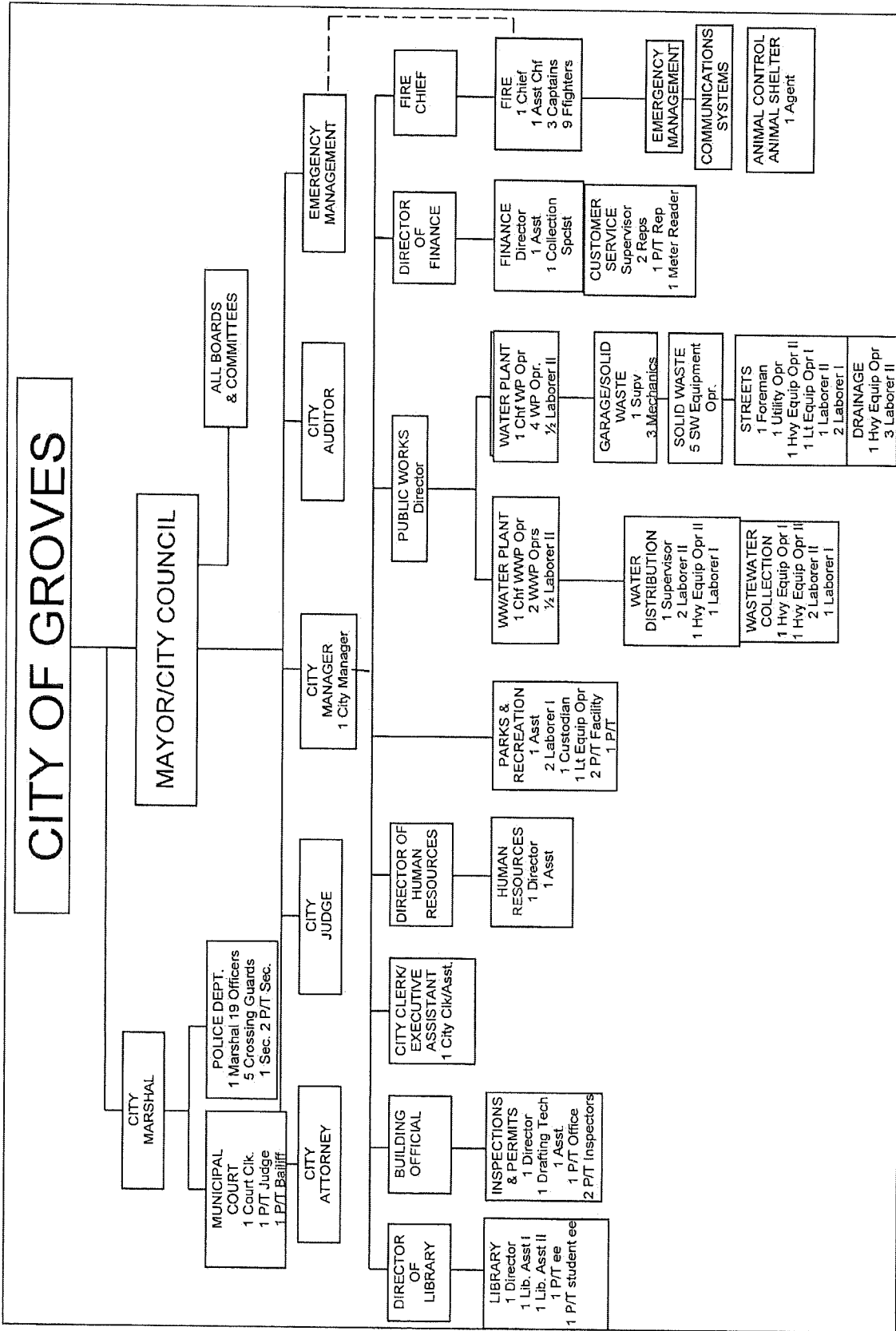

Sidney Badon, Mayor Pro Tem

ATTEST:


Kimbra B. Lowery, City Clerk

APPROVED AS TO FORM:


James M. Black, City Attorney



BUDGET SUMMARIES

**City of Groves
Annual Fiscal Budget
2020-2021**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Revenue	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
General Fund	\$ 10,073,969	\$ 10,696,410	\$ 10,222,254	\$ 11,052,710
Solid Waste Fund	1,620,462	1,680,000	1,587,900	1,725,000
Systems Fund	4,277,568	5,021,290	4,444,453	5,252,700
Sales Tax Fund	1,433,757	1,446,000	1,541,457	1,500,000
Debt Service Fund	589,521	581,900	572,295	567,799
Total Revenue	\$ 17,995,277	\$ 19,425,600	\$ 18,368,359	\$ 20,098,209
Expenditures				
General Fund	\$ 9,866,887	\$ 10,696,410	\$ 10,258,764	\$ 11,052,711
Solid Waste Fund	1,489,077	1,680,000	1,470,595	1,725,000
Systems Fund	4,611,543	5,021,290	4,878,391	5,252,699
Sales Tax Fund	1,588,100	1,446,000	1,446,000	1,500,000
Debt Service Fund	572,653	581,900	572,841	567,799
Total Expenditures	\$ 18,128,260	\$ 19,425,598	\$ 18,626,591	\$ 20,098,209
Revenues Over(Under) Expenditures	\$ (132,983)	\$ -	\$ (258,232)	\$ -

**City of Groves
Annual Fiscal Budget
2020-2021**

SUMMARY STATEMENT OF EXPENDITURES BY DEPARTMENT

General Fund	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Mayor & Council	\$ 125,942	\$ 72,591	\$ 63,071	\$ 72,650
City Manager	367,036	366,954	358,865	377,179
Human Resources	266,439	290,152	252,573	289,961
Finance	473,908	489,193	517,686	528,638
Municipal Court	106,175	130,575	102,612	133,467
Library	262,023	325,626	263,474	344,010
Parks & Recreation	175,294	204,616	145,034	213,036
Police	3,262,731	3,565,652	3,628,567	3,710,740
Fire	1,678,505	1,746,037	1,787,781	1,751,150
Animal Control	75,270	77,570	89,396	80,966
Emergency Management	9,873	17,301	11,371	17,236
Animal Shelter	22,079	27,050	31,785	27,050
Inspections & Permits	211,356	240,253	257,120	257,168
Public Works & Administration	344,433	369,012	341,591	429,002
Garage	367,638	388,576	370,135	439,406
Warehouse	4,041	6,676	7,521	6,676
Streets	1,205,515	1,624,665	1,346,855	1,653,812
City Property Maintenance	655,216	484,911	400,577	330,564
Special Items	253,413	269,000	282,750	390,000
Total General Fund	\$ 9,866,887	\$ 10,696,410	\$ 10,258,764	\$ 11,052,711
Solid Waste Fund				
Solid Waste	\$ 1,098,965	\$ 1,289,000	\$ 1,079,593	\$ 1,334,000
Administration	390,112	391,000	391,000	391,000
Total Solid Waste Fund	\$ 1,489,077	\$ 1,680,000	\$ 1,470,595	\$ 1,725,000
Systems Fund				
Water Plant	\$ 1,148,077	\$ 1,138,194	\$ 1,093,532	\$ 1,255,881
Wastewater Plant	876,353	1,028,912	1,174,122	1,062,909
Customer Service	278,486	432,672	349,872	446,769
Water Distribution	672,092	880,802	730,359	933,930
Administration	1,636,535	1,540,710	1,530,506	1,553,210
Total Systems Fund	\$ 4,611,543	\$ 5,021,291	\$ 4,878,391	\$ 5,252,699
Sales Tax Fund				
Transfers	\$ 1,588,100	\$ 1,446,000	\$ 1,446,000	\$ 1,500,000
Total Sales Tax Fund	\$ 1,588,100	\$ 1,446,000	\$ 1,446,000	\$ 1,500,000
Interest & Sinking Fund				
Debt Retirement	\$ 572,653	\$ 581,900	\$ 572,841	\$ 567,799
Total I & S Fund	\$ 572,653	\$ 581,900	\$ 572,841	\$ 567,799
Total Expenditures	\$ 18,128,260	\$ 19,425,601	\$ 18,626,591	\$ 20,098,209

GENERAL FUND

**City of Groves
Annual Fiscal Budget
2020-2021**

GENERAL FUND SUMMARY #01

Beginning Year Gross Fund Balance 10-01-19	\$	152,945
 FYE 2020		
Current Estimated Revenues	\$	10,222,254
Current Estimated Expenses		<u>(10,258,764)</u>
 Projected Gross Fund Balance 9-30-20	 \$	 <u>116,435</u>
 FYE 2021		
Estimated Gross Fund Balance 10-01-20	\$	116,435
Proposed Revenues		<u>11,052,710</u>
Total FYE 2021 Resources	\$	11,169,145
 Proposed M&O Expenditures	 \$	 (10,637,410)
Proposed Capital Outlay		<u>(415,300)</u>
Total Proposed Expenditures	\$	<u>(11,052,710)</u>
 Gross Fund Balance	 \$	 <u>116,435</u>
 Restricted/Designated Fund Balance Items:		
Municipal Court Security	\$	23,213
Municipal Court Technology		50,075
Hotel Occupancy		<u>209,038</u>
	\$	<u>282,326</u>
 Projected Undesignated Fund Balance 9-30-21	 \$	 <u>(165,891)</u>

City of Groves
Annual Fiscal Budget
2020-2021

STATEMENT OF REVENUES AND EXPENDITURES

General Fund				
Revenue	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2020
Current Taxes	\$ 4,749,680	\$ 5,300,000	\$ 5,161,885	\$ 5,620,000
Delinquent Taxes	105,446	120,000	60,358	120,000
Hotel Tax	62,289	75,000	115,166	90,000
Liquor License	4,953	3,500	3,865	3,500
Penalties & Interest	90,220	85,000	77,533	85,000
Permits	181,951	175,500	190,779	185,500
Franchise Fees	780,561	800,000	727,748	800,000
License Fees	19,217	22,200	21,654	19,500
Demolition Revenue	87	500	181	500
Animal Control	15,190	18,500	16,613	4,000
Grass Cutting	11,060	8,000	7,914	4,000
Recreation Fees	10,280	12,500	6,655	8,500
Library Income	12,738	13,500	8,672	10,000
Fines & Court Costs	345,906	342,000	123,792	334,000
Miscellaneous	2,055,571	2,244,210	2,235,636	2,238,210
Earnings of Investments	40,720	30,000	17,803	30,000
Transfers In	1,588,100	1,446,000	1,446,000	1,500,000
Total Revenue	\$ 10,073,969	\$ 10,696,410	\$ 10,222,254	\$ 11,052,710
Expenditures				
Personnel Services	\$ 7,101,590	\$ 7,265,960	\$ 7,154,986	\$ 7,522,530
Supplies	253,855	286,300	206,187	278,600
Maintenance	142,746	156,100	153,324	178,400
Services	726,961	1,136,600	938,292	1,227,100
Miscellaneous	1,242,730	1,294,750	1,255,669	1,330,780
Capital Outlay	399,005	556,700	550,306	515,300
Total Expenditures	\$ 9,866,887	\$ 10,696,410	\$ 10,258,764	\$ 11,052,710
Revenues Over(Under) Expenditures	\$ 207,082	\$ -	\$ (36,510)	\$ -

**City of Groves
Annual Fiscal Budget
2020-2021**

STATEMENT OF REVENUES

General Fund	01-4-00
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Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Taxes					
310-48	Delinquent Taxes	\$ 105,446	\$ 120,000	\$ 60,358	\$ 120,000
310-49	Current Taxes	4,749,680	5,300,000	5,161,885	5,620,000
312-10	Hotel Tax	62,289	75,000	115,166	90,000
312-15	Liquor License	4,953	3,500	3,865	3,500
319-00	Current Penalty & Interest	38,080	40,000	50,682	40,000
319-10	Delinquent Penalty & Interest	52,140	45,000	26,851	45,000
Total Taxes		<u>\$ 5,012,588</u>	<u>\$ 5,583,500</u>	<u>\$ 5,418,807</u>	<u>\$ 5,918,500</u>
Permits, Fees & Other					
322-10	Building Permits	\$ 124,054	\$ 120,000	\$ 138,160	\$ 130,000
322-15	Electrical Permits	26,515	25,000	24,549	25,000
322-20	Plumbing Permits	21,983	20,000	18,640	20,000
322-60	Cert of Occupancy - Residential	2,000	2,000	2,400	2,000
322-65	Cert of Occupancy - Commercial	100	1,000	300	1,000
322-70	Rental Property Inspec Fees	7,299	7,500	6,730	7,500
322-80	Franchise Fees	780,561	800,000	727,748	800,000
322-90	License Fees	8,710	10,000	12,315	10,000
322-95	Demolition Revenue	87	500	181	500
325-11	License Fee - Gen Contactor Renewal	1,755	2,000	1,625	2,000
325-20	License Fee - Elect - Master	-	2,000	-	-
325-21	License Fee - Elect - Journeyman	-	500	75	-
325-30	License fees-Plumber	75	200	-	-
325-40	License Fee - Mechanical	1,425	1,500	1,650	1,500
325-50	License Fee - Firealarm/suppr	300	500	-	500
338-10	Animal Shelter Reimbursement	5,387	8,000	5,426	-
338-11	Crematorium Reimbursement	5,503	8,000	5,867	-
344-90	Return Check Fee	25	-	-	-
345-50	Animal Control	4,300	2,500	5,320	4,000
346-00	Grass Cutting	11,060	8,000	7,914	4,000
347-50	Recreation Building Rentals	9,865	12,000	4,719	5,000
347-51	Library Building Rentals	600	1,000	600	1,000
347-52	Activity Building Sign Rental	-	-	1,771	3,000
347-60	Library Fees	3,587	4,500	1,876	3,500
347-61	Library Copy Machine	3,987	3,500	2,504	3,500
347-62	Library Miscellaneous	4,564	4,500	3,692	2,000
347-80	Class Fees	415	500	165	500
350-50	Birth/Death Certificates	2,450	2,000	1,955	2,000
351-10	Municipal Court Fees	315,966	300,000	82,495	300,000
352-10	Warrant Fees	21,626	35,000	18,070	25,000
353-10	Court Restitution	10	-	-	-
359-10	Misc. Police Grants	3,000	2,000	15,335	4,000
359-11	Misc. Fire Grants	-	-	8,000	-

359-12	Sane Exam Reimbursement	2,854	3,000	5,937	3,000
359-13	National Night Out Grants	950	6,000	-	3,000
360-00	Miscellaneous	80,640	35,000	24,893	20,000
361-10	Earnings on Investments	40,720	30,000	17,803	30,000
361-30	Hebert Grant	-	-	-	-
362-10	Trailer Licenses-Annual	162	500	150	500
362-20	Trailer Licenses-Monthly	6,790	5,000	5,839	5,000
369-10	Insurance Reimbursement	1,328	10,000	80,190	20,000
369-30	Sale of Equipment	-	5,000	-	5,000
369-50	Sale of Park Land	-	100,000	-	100,000
Total Permits, Fees & Other		\$ 1,500,653	\$ 1,578,700	\$ 1,234,894	\$ 1,544,000
Miscellaneous					
370-01	PD Leose State Grant	\$ 1,824	\$ 2,000	\$ 1,908	\$ 2,000
375-02	2019 Jag Grant	-	-	13,711	-
375-06	2019 SHSP Grant	-	-	8,941	-
377-00	Forest Service Grant	6,125	2,000	5,675	4,000
380-00	City Franchise Fee	1,807,754	1,909,210	1,909,210	1,909,210
380-10	EDC Administration Fee	150,000	175,000	175,000	175,000
906-25	Other - FEMA	6,925	-	8,108	-
Total Miscellaneous		\$ 1,972,628	\$ 2,088,210	2,122,553	\$ 2,090,210
Operating Transfers In					
390-30	Transfer from Sales Tax Fund	\$ 1,588,100	\$ 1,446,000	\$ 1,446,000	\$ 1,500,000
Total Operating Transfers		\$ 1,588,100	\$ 1,446,000	\$ 1,446,000	\$ 1,500,000
Total General Fund Revenue		\$ 10,073,969	\$ 10,696,410	\$ 10,222,254	\$ 11,052,710

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
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - City Council 01-5-01

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 6,705	\$ 1,700	\$ 1,619	\$ 1,700
01-040	Social Security	1,550	130	1,557	130
01-080	Workers Compensation	43	61	-	120
01-100	Expense Allowance	5,794	19,200	9,006	19,200
	Total Personnel Services	\$ 14,092	\$ 21,091	\$ 12,182	\$ 21,150
Supplies					
02-010	Office Supplies	\$ 109	\$ 300	\$ 25	\$ 300
02-040	Miscellaneous Supplies	-	200	239	200
	Total Supplies	\$ 109	\$ 500	\$ 264	\$ 500
Services					
04-200	Communication	\$ 597	\$ 500	\$ 548	\$ 500
	Total Utilities & Telephone	\$ 597	\$ 500	\$ 548	\$ 500
Miscellaneous					
06-330	City Attorney	\$ 95,107	\$ 36,000	\$ 36,000	\$ 36,000
07-010	Travel & Training	7,917	8,000	9,190	8,000
07-020	TML Conference	-	1,000	-	1,000
07-030	TML Region 16 Meetings	-	300	-	300
07-390	Insurance & Bonds	790	200	-	200
07-420	Contingencies	7,330	5,000	4,887	5,000
	Total Miscellaneous	\$ 111,144	\$ 50,500	\$ 50,077	\$ 50,500
Department Total		\$ 125,942	\$ 72,591	\$ 63,071	\$ 72,650

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
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - City Manager 01-5-02

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 235,649	\$ 236,346	\$ 239,554	\$ 248,437
01-040	Social Security	16,821	18,080	17,177	19,005
01-050	TMRS	22,935	22,027	22,739	22,682
01-070	Hospitalization	21,469	19,639	19,027	21,120
01-080	Workers Compensation	356	534	515	669
01-160	ICMA	9,727	9,454	10,124	9,937
01-250	Life Insurance	1,155	1,174	1,206	1,429
	Total Personnel Services	\$ 308,112	\$ 307,254	\$ 310,342	\$ 323,279
Supplies					
02-010	Office Supplies	\$ 2,954	\$ 3,000	\$ 3,735	\$ 3,000
02-040	Miscellaneous Supplies	2,272	1,800	2,331	2,000
02-050	Data Processing Supplies	1,736	2,000	330	1,500
02-100	Postage	-	3,000	-	3,000
	Total Supplies	\$ 6,962	\$ 9,800	\$ 6,396	\$ 9,500
Maintenance					
03-020	Furniture & Fixtures	\$ 494	\$ 500	\$ 1,221	\$ 500
03-030	Equipment Maint. & Repair	685	500	1,071	1,000
	Total Maintenance	\$ 1,179	\$ 1,000	\$ 2,292	\$ 1,500
Services					
04-100	Natural Gas	\$ -	\$ -	\$ 514	\$ 500
04-200	Communication	3,838	3,000	3,770	3,000
	Total Services	\$ 3,838	\$ 3,000	\$ 4,284	\$ 3,500
Miscellaneous					
06-050	Ordinance Codification	\$ 1,419	\$ 2,000	\$ 2,789	\$ 3,000
06-090	Dues & Subscriptions	6,767	6,500	4,453	4,000
07-010	Training	5,204	4,000	3,155	4,000
07-050	Auto	7,243	8,400	6,917	8,400
07-080	Election	17,169	15,000	8,266	10,000
07-390	Insurance & Bonds	9,143	10,000	9,971	10,000
	Total Miscellaneous	\$ 46,945	\$ 45,900	\$ 35,551	\$ 39,400
	Department Total	\$ 367,036	\$ 366,954	\$ 358,865	\$ 377,179

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
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 146,192	\$ 143,409	\$ 145,420	\$ 150,686
01-040	Social Security	10,786	10,971	10,826	11,527
01-050	TMRS	13,628	13,366	13,269	13,758
01-070	Hospitalization	21,381	19,594	19,269	20,475
01-080	Workers Compensation	187	325	515	669
01-160	ICMA	4,962	5,736	5,615	6,027
01-250	Life Insurance	885	901	957	1,139
	Total Personnel Services	\$ 198,021	\$ 194,302	\$ 195,871	\$ 204,281
Supplies					
02-010	Office Supplies	\$ 998	\$ 1,500	\$ 1,307	\$ 1,500
02-040	Miscellaneous Supplies	970	1,000	621	1,000
02-050	Data Processing Supplies	-	500	500	500
02-100	Postage & Rental	12,545	14,000	9,201	14,000
	Total Supplies	\$ 14,513	\$ 17,000	\$ 11,629	\$ 17,000
Maintenance					
03-020	Furniture & Fixtures	\$ 607	\$ 1,000	\$ 428	\$ 1,000
03-030	Equipment Maint. & Repair	-	800	-	800
	Total Maintenance	\$ 607	\$ 1,800	\$ 428	\$ 1,800
Services					
04-200	Communication	\$ 2,926	\$ 2,000	\$ 2,760	\$ 2,000
	Total Services	\$ 2,926	\$ 2,000	\$ 2,760	\$ 2,000
Miscellaneous					
06-090	Dues & Subscriptions	\$ 470	\$ 500	\$ 359	\$ 500
06-140	Advertising & Publicity	-	50	-	50
06-146	State Fees	146	150	63	150
06-270	Contract Services	-	30,000	28,737	32,000
07-010	Training	527	4,000	1,747	2,500
07-015	EAP	1,211	1,600	1,086	1,600
07-020	Safety Program	357	4,500	288	2,500
07-390	Insurance & Bonds	684	1,000	515	1,000
07-450	Service Awards	952	1,050	1,050	1,380
07-620	Pre-employment Screening	5,057	4,200	5,246	5,200
07-621	Random Drug Testing	810	1,000	570	1,000
07-622	Post Accident Testing	1,003	1,000	380	1,000
07-650	Legal Fees	39,155	25,000	1,844	15,000
	Total Miscellaneous	\$ 50,372	\$ 74,050	\$ 41,885	\$ 63,880
Capital Outlay					
09-770	Equipment	\$ -	\$ 1,000	\$ -	\$ 1,000
	Total Capital Outlay	\$ -	\$ 1,000	\$ -	\$ 1,000
Department Total		\$ 266,439	\$ 290,152	\$ 252,573	\$ 289,961

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
2020-2021**

EXPENDITURE DETAIL

General Fund	
Department - Finance	01-5-05

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 203,012	\$ 206,321	\$ 202,561	\$ 216,838
01-020	Overtime	-	-	208	-
01-040	Social Security	14,782	15,783	14,981	16,583
01-050	TMRS	19,179	19,229	18,736	19,791
01-070	Hospitalization	30,734	31,408	27,329	34,582
01-080	Workers Compensation	315	457	515	669
01-160	ICMA	8,116	8,253	8,341	8,671
01-250	Life Insurance	1,221	1,242	1,271	1,504
	Total Personnel Services	\$ 277,359	\$ 282,693	\$ 273,942	\$ 298,638
Supplies					
02-010	Office Supplies	\$ 510	\$ 500	\$ 394	\$ 500
02-040	Miscellaneous Supplies	32	-	48	-
02-050	Data Processing Supplies	1,471	2,000	-	2,000
	Total Supplies	\$ 2,013	\$ 2,500	\$ 442	\$ 2,500
Maintenance					
03-020	Furniture & Fixtures	\$ 980	\$ 1,000	\$ -	\$ 1,000
	Total Maintenance	\$ 980	\$ 1,000	\$ -	\$ 1,000
Services					
04-100	Natural Gas	\$ -	\$ -	\$ 273	\$ -
04-200	Communication	3,353	1,000	1,862	1,000
	Total Services	\$ 3,353	\$ 1,000	\$ 2,135	\$ 1,000
Miscellaneous					
06-020	City Auditor	\$ 27,250	\$ 30,000	\$ 38,735	\$ 32,000
06-060	Single Appraisal Payment	54,344	55,000	46,820	55,000
06-090	Dues & Subscriptions	1,853	2,000	1,672	2,000
06-185	Lien Filing Fees	4,890	6,000	7,080	6,000
06-195	Lot Cleanup/Grass Cutting	7,690	5,000	7,645	5,000
06-270	Contract Services	17,166	19,000	17,236	20,000
06-300	Collection Contract	3,316	3,500	3,299	3,500
07-010	Training	-	500	-	1,000
07-390	Insurance & Bonds	1,351	1,000	907	1,000
	Total Miscellaneous	\$ 117,860	\$ 122,000	\$ 123,394	\$ 125,500
Capital Outlay					
09-900	Computer System/Software	\$ 72,343	\$ 80,000	\$ 117,773	\$ 100,000
	Total Capital Outlay	\$ 72,343	\$ 80,000	\$ 117,773	\$ 100,000
Department Total		\$ 473,908	\$ 489,193	\$ 517,686	\$ 528,638

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
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Municipal Court 01-5-13

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 61,141	\$ 74,078	\$ 59,064	\$ 76,463
01-020	Overtime	1,622	2,000	694	2,000
01-040	Social Security	4,862	5,667	4,906	5,849
01-050	TMRS	3,939	6,904	3,634	6,981
01-070	Hospitalization	12,516	11,769	11,700	11,461
01-080	Workers Compensation	98	215	-	669
01-160	ICMA	-	-	-	-
01-250	Life Insurance	-	242	-	344
	Total Personnel Services	<u>\$ 84,178</u>	<u>\$ 100,875</u>	<u>\$ 79,998</u>	<u>\$ 103,767</u>
Supplies					
02-010	Office Supplies	\$ 252	\$ 750	\$ 11	\$ 750
02-040	Miscellaneous Supplies	-	250	-	250
02-050	Data Processing Supplies	264	1,000	237	1,000
02-120	Contract Labor - Judge	320	1,000	120	1,000
	Total Supplies	<u>\$ 836</u>	<u>\$ 3,000</u>	<u>\$ 368</u>	<u>\$ 3,000</u>
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 250	\$ -	\$ 250
03-030	Equipment Maint. & Repair	222	500	178	500
	Total Maintenance	<u>\$ 222</u>	<u>\$ 750</u>	<u>\$ 178</u>	<u>\$ 750</u>
Services					
05-200	Communication	\$ 762	\$ 750	\$ 387	\$ 750
	Total Services	<u>\$ 762</u>	<u>\$ 750</u>	<u>\$ 387</u>	<u>\$ 750</u>
Miscellaneous					
06-010	City Prosecutor	\$ 11,000	\$ 12,000	\$ 12,000	\$ 12,000
06-090	Dues & Subscriptions	662	1,400	454	1,400
07-010	Training	1,386	2,500	1,153	2,500
07-390	Insurance & Bonds	233	300	182	300
	Total Miscellenous	<u>\$ 13,281</u>	<u>\$ 16,200</u>	<u>\$ 13,789</u>	<u>\$ 16,200</u>
Capital Outlay					
09-230	Court Security	\$ 4,743	\$ 4,000	\$ 7,182	\$ 4,000
09-240	Court Technology	2,153	5,000	710	5,000
	Total Capital Outlay	<u>\$ 6,896</u>	<u>\$ 9,000</u>	<u>\$ 7,892</u>	<u>\$ 9,000</u>
Department Total		<u>\$ 106,175</u>	<u>\$ 130,575</u>	<u>\$ 102,612</u>	<u>\$ 133,467</u>

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.

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**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund	
Department - Library	01-5-21

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 133,084	\$ 170,360	\$ 149,269	\$ 186,493
01-040	Social Security	10,118	13,033	11,360	14,267
01-050	TMRS	10,488	12,709	12,242	13,108
01-070	Hospitalization	23,663	27,508	23,444	26,842
01-080	Workers Compensation	376	501	377	1,097
01-160	ICMA	2,681	5,455	2,759	5,743
01-240	Unemployment Compensation	-	-	994	-
01-250	Life Insurance	320	1,010	802	1,010
	Total Personnel Services	\$ 180,730	\$ 230,576	\$ 201,247	\$ 248,560
Supplies					
02-010	Office Supplies	\$ 2,939	\$ 2,700	\$ 1,077	\$ 2,700
02-040	Miscellaneous Supplies	3,277	5,000	5,134	5,000
02-100	Postage	384	500	293	500
	Total Supplies	\$ 6,600	\$ 8,200	\$ 6,504	\$ 8,200
Maintenance					
03-010	Building & Grounds	\$ 3,464	\$ 4,500	\$ 1,151	\$ 4,500
03-020	Ofc. Furniture, Fixture M&R	-	450	-	450
03-030	Equipment Maint. & Repair	1,594	3,000	577	3,000
	Total Maintenance	\$ 5,058	\$ 7,950	\$ 1,728	\$ 7,950
Services					
04-010	Electricity	\$ 8,804	\$ 9,000	\$ 8,976	\$ 9,000
04-100	Natural Gas	1,335	1,200	1,130	1,200
04-200	Communication	7,499	7,500	6,032	7,500
	Total Services	\$ 17,638	\$ 17,700	\$ 16,138	\$ 17,700

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Library 01-5-21

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Miscellaneous					
06-080	Periodicals	\$ 769	\$ 1,300	\$ 772	\$ 1,200
06-090	Dues & Subscriptions	970	400	266	400
06-270	Contract Services	9,459	11,000	11,293	11,000
07-010	Training	199	1,000	447	1,000
07-200	Reading Clubs	3,013	3,500	772	3,500
07-390	Insurance & Bonds	13,604	13,000	13,243	13,000
	Total Miscellaneous	\$ 28,014	\$ 30,200	\$ 26,793	\$ 30,100
Capital Outlay					
09-040	Books	\$ 16,232	\$ 16,000	\$ 8,260	\$ 16,500
09-240	Audiotapes	4,609	6,000	2,284	6,000
09-770	Equipment	3,142	4,000	520	4,000
09-860	Building Maint & Projects	-	5,000	-	5,000
	Total Capital Outlay	\$ 23,983	\$ 31,000	\$ 11,064	\$ 31,500
Department Total		\$ 262,023	\$ 325,626	\$ 263,474	\$ 344,010

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
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2019-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 87,409	\$ 95,525	\$ 49,732	\$ 100,253
01-020	Overtime	103	1,000	280	1,000
01-040	Social Security	6,680	7,308	3,801	7,669
01-050	TMRS	4,005	3,269	3,233	3,247
01-070	Hospitalization	9,641	7,869	7,815	6,367
01-080	Workers Compensation	3,097	138	2,846	669
01-160	ICMA	1,495	1,403	229	1,422
01-240	Unemployment Compensation			139	-
01-250	Life Insurance	331	354	218	359
	Total Personnel Services	\$ 112,761	\$ 116,866	\$ 68,293	\$ 120,986
Supplies					
02-010	Office Supplies	\$ 407	\$ 300	\$ 249	\$ 400
02-020	Minor Apparatus & Tools	-	500	160	500
02-040	Miscellaneous Supplies	2,094	2,000	1,041	500
02-050	Data Processing Supplies	-	500	-	500
02-160	Building Deposit Refunds	1,900	4,000	1,010	4,000
02-180	Recreation Supplies	123	500	-	3,500
	Total Supplies	\$ 4,524	\$ 7,800	\$ 2,460	\$ 9,400
Maintenance					
03-010	Building & Grounds	\$ 1,468	\$ 6,000	\$ 2,143	\$ 7,500
03-020	Furniture & Fixtures	-	250	36	1,500
03-030	Equipment Maint. & Repair	-	100	-	150
03-070	Parks	-	2,500	-	-
	Total Maintenance	\$ 1,468	\$ 8,850	\$ 2,179	\$ 9,150
Utilities & Telephone					
04-020	Electricity-City Parks	\$ 5,377	\$ 5,000	\$ 5,202	\$ 5,000
04-030	Electricity-Ball Parks	2,730	5,000	5,127	4,000
04-040	Electricity-Activity Building	5,515	9,000	5,937	9,000
04-200	Communication	1,472	1,000	1,396	1,500
	Total Services	\$ 15,094	\$ 20,000	\$ 17,662	\$ 19,500

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2019-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Materials & Contracts					
05-010	Summer Program	\$ 9,000	\$ 10,000	\$ 9,000	\$ 10,000
	Total Materials & Contracts	\$ 9,000	\$ 10,000	\$ 9,000	\$ 10,000
Miscellaneous					
06-090	Dues & Subscriptions	\$ -	\$ 100	\$ -	\$ -
07-390	Insurance & Bonds	7,898	7,000	18,961	7,000
07-600	Mo Pmt - Sr Citizens Association	22,000	24,000	24,000	24,000
	Total Miscellaneous	\$ 29,898	\$ 31,100	\$ 42,961	\$ 31,000
Capital Outlay					
09-770	Equipment	\$ -	\$ 2,500	\$ 2,479	\$ 5,000
09-860	Building Maintenance & Repairs	2,549	7,500	-	8,000
	Total Capital Outlay	\$ 2,549	\$ 10,000	\$ 2,479	\$ 13,000
Department Total		\$ 175,294	\$ 204,616	\$ 145,034	\$ 213,036

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
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Police 01-5-31

Acct #	Account Description	Actual 2019-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 1,663,028	\$ 1,813,431	\$ 1,801,781	\$ 1,950,233
01-020	Overtime	178,863	140,000	207,583	140,000
01-040	Social Security	137,842	138,691	151,352	149,156
01-050	TMRS	171,199	166,989	182,568	175,998
01-070	Hospitalization	230,003	227,673	216,954	227,065
01-080	Workers Compensation	27,677	35,970	26,216	76,876
01-160	ICMA	50,083	45,269	47,961	51,902
01-240	Unemployment Compensation	-	-	-	-
01-250	Life Insurance	8,881	9,129	9,865	13,010
	Total Personnel Services	<u>\$ 2,467,576</u>	<u>\$ 2,577,152</u>	<u>\$ 2,644,280</u>	<u>\$ 2,784,240</u>
Supplies					
02-010	Office Supplies	\$ 1,805	\$ 3,000	\$ 1,680	\$ 3,000
02-020	Minor Apparatus & Tools	14,184	10,000	6,598	10,000
02-030	Vehicle Supplies	63,625	70,000	50,470	60,000
02-040	Miscellaneous Supplies	2,244	2,000	2,038	2,000
02-050	Data Processing Supplies	9,852	10,000	8,717	10,000
02-051	System Maintenance and Support	17,502	15,000	-	15,000
	Total Supplies	<u>\$ 109,212</u>	<u>\$ 110,000</u>	<u>\$ 69,503</u>	<u>\$ 100,000</u>
Maintenance					
03-010	Building & Grounds	\$ 2,213	\$ 2,000	\$ 2,169	\$ 5,000
03-020	Furniture & Fixtures	-	200	5	200
03-030	Equipment Maint. & Repair	3,717	5,000	13,657	5,000
03-040	Motor Vehicles	18,729	12,000	18,710	22,000
	Total Maintenance	<u>\$ 24,659</u>	<u>\$ 19,200</u>	<u>\$ 34,541</u>	<u>\$ 32,200</u>
Utilities & Telephone					
04-010	Electricity	\$ 15,053	\$ 19,000	\$ 15,778	\$ 19,000
04-100	Natural Gas	4,058	3,500	1,477	3,500
04-200	Communication	25,701	25,000	26,235	25,000
04-201	Regional Radio Maintenance	13,946	10,000	384	10,000
	Total Services	<u>\$ 58,758</u>	<u>\$ 57,500</u>	<u>\$ 43,874</u>	<u>\$ 57,500</u>

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Police 01-5-31

Acct #	Account Description	Actual 2019-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Miscellaneous					
06-090	Dues & Subscriptions	\$ 7,496	\$ 5,000	\$ 3,496	\$ 5,000
06-120	Central Dispatching	460,214	526,000	525,731	544,000
06-140	Sane Examinations	4,818	4,000	1,766	4,000
06-160	Jail Contract	41,539	35,000	26,881	35,000
07-010	Training	11,443	10,000	7,446	10,000
07-012	Training - LEOSE Eligible	2,077	1,800	-	1,800
07-050	Auto Allowance/Reimburse	-	-	-	-
07-290	Uniform Allowance	16,946	11,000	12,241	11,000
07-295	Body Armor - BJP Eliogible	-	3,000	3,769	3,000
07-304	2017 Port Security Grant	-	-	-	-
07-306	2017 Jag Grant	-	-	-	-
07-307	2019 Jag Grant	-	-	13,717	-
07-390	Insurance & Bonds	52,677	60,000	30,546	60,000
07-400	Gameroom Expenses	-	-	4,783	-
07-420	Contingencies	5,224	5,000	300	5,000
	Total Miscellaneous	\$ 602,434	\$ 660,800	\$ 630,676	\$ 678,800
Capital Outlay					
09-010	Capital Outlay	\$ 92.00	\$ -	\$ -	\$ -
09-140	Automobile	-	140,000	173,993	55,000
09-760	Auto Equipment	-	1,000	-	1,000
09-860	Building Eng,Maint & Repair	-	-	31,700	2,000
	Total Capital Outlay	\$ 92	\$ 141,000	\$ 205,693	\$ 58,000
Department Total		\$ 3,262,731	\$ 3,565,652	\$ 3,628,567	\$ 3,710,740

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
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Fire 01-5-32

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 1,033,105	\$ 1,043,820	\$ 1,047,565	\$ 1,039,345
01-020	Overtime	90,853	75,000	119,746	85,000
01-040	Social Security	84,330	79,816	88,504	79,473
01-050	TMRS	106,074	97,239	107,676	94,848
01-070	Hospitalization	132,826	129,494	115,821	127,844
01-080	Workers Compensation	15,832	21,450	20,166	63,586
01-160	ICMA	30,510	29,490	34,564	32,812
01-240	Unemployment Compensation	-	-	149	-
01-250	Life Insurance	5,549	5,778	5,458	7,192
	Total Personnel Services	\$ 1,499,079	\$ 1,482,087	\$ 1,539,649	\$ 1,530,100
Supplies					
02-010	Office Supplies	\$ 911	\$ 2,000	\$ 1,385	\$ 2,000
02-020	Minor Apparatus & Tools	310	10,000	8,483	10,000
02-030	Vehicle Supplies	13,858	14,500	12,962	14,500
02-035	Class A Foam	820	2,000	1,600	2,000
02-040	Miscellaneous Supplies	4,442	5,900	3,657	5,900
02-050	Data Processing Supplies	1,736	2,000	1,390	2,000
02-130	Medical Supplies	1,522	1,800	1,648	1,800
	Total Supplies	\$ 23,599	\$ 38,200	\$ 31,125	\$ 38,200
Maintenance					
03-010	Building & Grounds	\$ 9,218	\$ 4,000	\$ 3,780	\$ 4,000
03-020	Furniture & Fixtures	-	500	148	500
03-030	Equipment Maint. & Repair	22,171	18,500	13,124	23,000
03-040	Motor Vehicles	311	2,500	479	2,500
03-100	SCBA Yearly Maint. & Inspection	5,346	4,550	4,657	4,550
03-105	Bunker Gear Inspections	3,335	3,500	3,499	3,500
03-110	Inspections - Pumpers	2,192	3,000	2,210	3,000
03-120	Certification Testing	350	3,000	1,831	3,000
03-220	Radio Maintenance	185	800	754	800
	Total Maintenance	\$ 43,108	\$ 40,350	\$ 30,482	\$ 44,850
Services					
04-010	Electricity	\$ 9,199	\$ 9,000	\$ 8,717	\$ 9,000
04-100	Natural Gas	2,851	3,500	2,641	3,500
04-200	Communication	5,000	7,000	6,208	9,000
	Total Services	\$ 17,050	\$ 19,500	\$ 17,566	\$ 21,500

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Fire 01-5-32

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Miscellaneous					
06-090	Dues & Subscriptions	\$ 1,750	\$ 2,000	\$ 2,345	\$ 2,000
06-100	Payments to Volunteers	3,575	3,900	3,900	3,900
07-010	Training	1,987	6,000	3,206	7,000
07-100	State Certification	1,493	1,500	1,545	2,000
07-170	Lamar Training	-	2,000	809	-
07-180	A&M Fire School	5,453	5,500	904	5,500
07-190	Sabine Chiefs Association	250	250	250	250
07-210	Fire Prevention	894	800	106	800
07-220	State Convention	709	750	484	750
07-250	Volunteer Pension	8,064	8,000	2,876	8,000
07-260	Uniform Service	7,144	9,500	8,210	9,500
07-300	2019 SHSP Grant	-	-	10,292	-
07-390	Insurance & Bonds	22,583	25,000	36,094	25,000
07-420	Contingencies	-	-	-	-
	Total Miscellaneous	\$ 53,902	\$ 65,200	\$ 71,021	\$ 64,700
Capital Outlay					
09-010	Capital Outlay	\$ 3,767	\$ 12,800	\$ 10,755	\$ 15,000
09-470	Air Packs	23,054	20,000	22,780	20,000
09-690	Bunker Sets	5,044	6,700	10,079	7,700
09-730	Fire Equipment	1,968	53,100	47,324	-
09-770	Equipment	7,934	8,100	7,000	9,100
	Total Capital Outlay	\$ 41,767	\$ 100,700	\$ 97,938	\$ 51,800
Department Total		\$ 1,678,505	\$ 1,746,037	\$ 1,787,781	\$ 1,751,150

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.

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Animal Control 01-5-33

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 45,836	\$ 41,266	\$ 42,938	\$ 43,420
01-020	Overtime	3,101	2,000	1,287	2,000
01-040	Social Security	3,687	3,157	3,372	3,322
01-050	TMRS	4,609	3,846	4,081	3,964
01-070	Hospitalization	9,626	7,869	7,247	6,367
01-080	Workers Compensation	1,113	1,320	1,017	3,246
01-160	ICMA	1,428	825	1,343	1,303
01-250	Life Insurance	487	287	420	344
	Total Personnel Services	\$ 69,887	\$ 60,570	\$ 61,705	\$ 63,966
Supplies					
02-010	Office Supplies	\$ 109	\$ 200	\$ 63	\$ 200
02-020	Minor Apparatus & Tools	-	500	315	500
02-030	Vehicle Supplies	2,019	3,500	1,711	3,500
02-040	Miscellaneous Supplies	311	500	-	500
	Total Supplies	\$ 2,439	\$ 4,700	\$ 2,089	\$ 4,700
Maintenance					
03-030	Equipment Maint. & Repair	\$ -	\$ 2,000	\$ -	\$ 2,000
03-040	Motor Vehicles	466	500	464	500
	Total Maintenance	\$ 466	\$ 2,500	\$ 464	\$ 2,500
Miscellaneous					
07-010	Training	\$ 462	\$ 2,000	\$ -	\$ 2,000
07-017	Veteranarian Fees	336	1,000	584	1,000
07-020	Spay/Neuter Program	-	5,000	-	5,000
07-260	Uniform Service	468	600	691	600
07-390	Insurance & Bonds	1,212	1,200	23,863	1,200
	Total Miscellaneous	\$ 2,478	\$ 9,800	\$ 25,138	\$ 9,800
Department Total		\$ 75,270	\$ 77,570	\$ 89,396	\$ 80,966

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
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 5,100	\$ 5,011	\$ 2,236	\$ 5,011
01-040	Social Security	371	383	169	383
01-050	TMRS	482	467	208	457
01-070	Hospitalization	553	-	202	-
01-080	Workers Compensation	-	55	-	-
01-250	Life Insurance	-	35	-	35
01-160	ICMA	204	200	94	200
	Total Personnel Services	\$ 6,710	\$ 6,151	\$ 2,909	\$ 6,086
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	\$ 126	\$ 500	\$ -	\$ 500
07-005	Reverse 911	2,123	4,000	3,831	4,000
07-010	Training	212	1,500	98	1,500
07-120	State Emergency Mgmt Conf	702	2,000	1,998	2,000
07-390	Insurance and Bonds	-	-	-	-
	Total Sundry	\$ 3,163	\$ 8,000	\$ 5,927	\$ 8,000
Capital Outlay					
09-770	Equipment	\$ -	\$ 2,500	\$ 2,535	\$ 2,500
	Total Capital Outlay	\$ -	\$ 2,500	\$ 2,535	\$ 2,500
Department Total		\$ 9,873	\$ 17,301	\$ 11,371	\$ 17,236

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.

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund	
Department - Animal Shelter	01-5-35

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 133	\$ -	\$ 81	\$ -
01-020	Overtime	5,734	8,250	5,210	8,250
01-040	Social Security	434	-	399	-
01-050	TMRS	555	-	488	-
01-070	Hospitalization	1,334	-	970	-
01-160	ICMA	101	-	138	-
	Total Personnel Services	\$ 8,291	\$ 8,250	\$ 7,286	\$ 8,250
Supplies					
20-020	Minor Apparatus & Tools	\$ -	\$ 50	\$ 105	\$ 50
02-040	Miscellaneous Supplies	970	2,000	1,957	2,000
	Total Supplies	\$ 970	\$ 2,050	\$ 2,062	\$ 2,050
Maintenance					
03-010	Building & Grounds	\$ 647	\$ 2,000	\$ 4,223	\$ 2,000
03-260	Crematorium Maintenance	2,194	1,000	9,793	1,000
	Total Maintenance	\$ 2,841	\$ 3,000	\$ 14,016	\$ 3,000
Services					
04-010	Electricity	\$ -	\$ 250	\$ -	\$ 250
04-060	Electricity-Crematorium	2,855	2,500	2,653	2,500
04-110	Natural Gas-Crematorium	5,925	7,000	5,645	7,000
04-200	Communication	778	1,000	123	1,000
	Total Services	\$ 9,558	\$ 10,750	\$ 8,421	\$ 10,750
Miscellaneous					
07-390	Insurance & Bonds	\$ 419	\$ 500	\$ -	\$ 500
	Total Miscellaneous	\$ 419	\$ 500	\$ -	\$ 500
Capital Outlay					
09-770	Equipment	\$ -	\$ 2,500	\$ -	\$ 2,500
	Total Capital Outlay	\$ -	\$ 2,500	\$ -	\$ 2,500
Department Total		\$ 22,079	\$ 27,050	\$ 31,785	\$ 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
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Inspections 01-5-38

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 138,232	\$ 132,310	\$ 142,683	\$ 138,773
01-020	Overtime	4,276	2,500	10,159	6,000
01-040	Social Security	10,822	10,122	11,271	10,616
01-050	TMRS	12,998	12,331	13,727	12,670
01-070	Hospitalization	18,935	15,694	21,617	20,475
01-080	Workers Compensation	516	495	517	1,282
01-160	ICMA	2,575	2,497	2,787	2,623
01-250	Life Insurance	146	804	207	1,029
	Total Personnel Services	\$ 188,500	\$ 176,753	\$ 202,968	\$ 193,468
Supplies					
02-010	Office Supplies	\$ 176	\$ 500	\$ 918	\$ 1,000
02-030	Vehicle Supplies	3,127	2,000	2,716	2,000
02-040	Miscellaneous Supplies	36	150	161	150
02-050	Data Processing Supplies	-	500	127	500
	Total Supplies	\$ 3,339	\$ 3,150	\$ 3,922	\$ 3,650
Maintenance					
03-020	Furniture & Fixtures	\$ 179	\$ 250	\$ -	\$ 250
03-030	Equipment Maint. & Repair	-	300	-	300
03-040	Motor Vehicles	486	2,500	302	2,500
	Total Maintenance	\$ 665	\$ 3,050	\$ 302	\$ 3,050
Services					
04-200	Communication	\$ 2,076	\$ 1,500	\$ 2,149	\$ 1,500
	Total Services	\$ 2,076	\$ 1,500	\$ 2,149	\$ 1,500
Miscellaneous					
06-090	Dues & Subscriptions	\$ 293	\$ 800	\$ -	\$ 500
07-010	Training	1,728	2,000	929	2,000
07-270	Contract Services	2,202	2,000	-	2,000
07-390	Insurance & Bonds	801	1,000	3,828	1,000
	Total Miscellaneous	\$ 5,024	\$ 5,800	\$ 4,757	\$ 5,500

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund	
Department - Inspections	01-5-38

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Capital Outlay					
09-560	Abatements & Demolition Program	\$ 11,752	\$ 25,000	\$ 18,469	\$ 25,000
09-840	Vehicles	-	25,000	24,553	25,000
	Total Capital Outlay	\$ 11,752	\$ 50,000	\$ 43,022	\$ 50,000
Department Total		<u>\$ 211,356</u>	<u>\$ 240,253</u>	<u>\$ 257,120</u>	<u>\$ 257,168</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
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 207,751	\$ 221,756	\$ 206,419	\$ 233,135
01-040	Social Security	14,995	16,964	15,392	17,835
01-050	TMRS	19,001	18,393	18,746	18,946
01-070	Hospitalization	31,984	27,508	30,727	34,582
01-080	Workers Compensation	313	495	-	669
01-160	ICMA	8,065	7,361	8,355	8,301
01-250	Life Insurance	847	1,235	1,111	1,534
	Total Personnel Services	\$ 282,956	\$ 293,712	\$ 280,750	\$ 315,002
Supplies					
02-010	Office Supplies	\$ 402	\$ 500	\$ 349	\$ 500
02-020	Minor Apparatus & Tools	-	50	-	50
02-030	Vehicle Supplies	301	750	803	750
02-040	Miscellaneous Supplies	419	-	459	-
02-050	Data Processing Supplies	384	750	276	750
	Total Supplies	\$ 1,506	\$ 2,050	\$ 1,887	\$ 2,050
Maintenance					
03-010	Building & Grounds	\$ 1,085	\$ 2,000	\$ 2,859	\$ 2,000
03-020	Furniture & Fixtures	49	500	510	500
03-030	Equipment Maint. & Repair	1,915	3,500	3,015	3,500
03-040	Motor Vehicles	29	250	15	250
	Total Maintenance	\$ 3,078	\$ 6,250	\$ 6,399	\$ 6,250
Services					
04-010	Electricity	\$ 33,190	\$ 42,500	\$ 34,372	\$ 42,500
04-100	Natural Gas	1,792	1,500	1,198	1,500
04-200	Communication	6,106	6,000	4,453	6,000
	Total Services	\$ 41,088	\$ 50,000	\$ 40,023	\$ 50,000

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Miscellaneous					
06-027	Contract Services	\$ 3,527	\$ 5,000	\$ 3,929	\$ 5,000
06-090	Dues & Subscriptions	892	1,000	2,058	2,500
06-190	Janitorial Services	1,179	2,000	1,029	2,000
07-010	Training	400	1,000	485	1,000
07-050	Auto Allowance/Reimbursement	-	-	-	7,200
07-390	Insurance & Bonds	8,136	7,000	5,031	7,000
	Total Miscellaneous	\$ 14,134	\$ 16,000	\$ 12,532	\$ 24,700
Capital Outlay					
09-510	Building Improvements	\$ -	\$ -	\$ -	\$ 30,000
09-860	Building Maint & Repairs	1,671	1,000	-	1,000
	Total Capital Outlay	\$ 1,671	\$ 1,000	\$ -	\$ 31,000
Department Total		\$ 344,433	\$ 369,012	\$ 341,591	\$ 429,002

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.

**City of Groves
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2020-2021**

EXPENDITURE DETAIL

General Fund	
Department - Garage	01-5-42

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 237,212	\$ 237,894	\$ 239,306	\$ 250,404
01-020	Overtime	2,881	4,000	7,270	4,000
01-040	Social Security	16,807	18,162	18,159	19,119
01-050	TMRS	22,783	22,127	22,874	22,818
01-070	Hospitalization	46,457	43,133	40,728	53,783
01-080	Workers Compensation	6,107	8,690	6,698	19,471
01-160	ICMA	7,444	7,384	8,139	7,772
01-250	Life Insurance	1,584	1,486	1,559	1,839
	Total Personnel Services	\$ 341,275	\$ 342,876	\$ 344,733	\$ 379,206
Supplies					
02-020	Minor Apparatus & Tools	\$ 2,569	\$ 2,500	\$ 2,052	\$ 2,500
02-030	Vehicle Supplies	3,296	3,000	3,168	3,000
02-040	Miscellaneous Supplies	3,469	3,000	2,636	3,000
02-060	Small Parts Stock	595	700	462	700
	Total Supplies	\$ 9,929	\$ 9,200	\$ 8,318	\$ 9,200
Maintenance					
03-010	Building & Grounds	\$ 858	\$ 1,500	\$ 1,500	\$ 1,500
03-020	Furniture & Fixtures	18	500	-	500
03-030	Equipment Maint. & Repair	876	1,500	1,143	3,000
03-040	Motor Vehicles	401	600	622	600
	Total Maintenance	\$ 2,153	\$ 4,100	\$ 3,265	\$ 5,600
Services					
04-100	Natural Gas	2,438	2,200	1,719	2,200
04-200	Communication	1,593	1,000	2,091	1,000
	Total Services	\$ 4,031	\$ 3,200	\$ 3,810	\$ 3,200
Contractual					
05-220	Disposal-Regulated Waste	\$ -	\$ -	\$ 240	\$ 1,000
	Total Contractual	\$ -	\$ -	\$ 240	\$ 1,000

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Garage 01-5-42

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Miscellaneous					
07-010	Training	\$ -	\$ 2,500	\$ -	\$ 1,000
07-260	Uniform Services	3,756	3,200	4,015	3,200
07-270	Tool Allowance	1,086	2,000	1,029	2,000
07-390	Insurance & Bonds	5,408	5,000	4,391	5,000
	Total Miscellaneous	<u>\$ 10,250</u>	<u>\$ 12,700</u>	<u>\$ 9,435</u>	<u>\$ 11,200</u>
Capital Outlay					
09-010	Capital Outlay	\$ -	\$ 10,000	\$ -	\$ 10,000
09-770	Equipment	-	6,500	334	20,000
	Total Capital Outlay	<u>\$ -</u>	<u>\$ 16,500</u>	<u>\$ 334</u>	<u>\$ 30,000</u>
Department Total		<u><u>\$ 367,638</u></u>	<u><u>\$ 388,576</u></u>	<u><u>\$ 370,135</u></u>	<u><u>\$ 439,406</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.

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund	
Department - Warehouse	01-5-43

Acct #	Account Description	Actual 2019-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-250	Life Insurance	\$ -	\$ 26	\$ -	\$ 26
	Total Personnel Services	\$ -	\$ 26	\$ -	\$ 26
Supplies					
02-010	Office Supplies	\$ 588	\$ 500	\$ 16	\$ 500
20-020	Minor Apparatus & Tools	40	50	-	50
02-040	Miscellaneous Supplies	-	-	-	-
02-050	Data Processing Supplies	-	-	-	-
	Total Supplies	\$ 628	\$ 550	\$ 16	\$ 550
Maintenance					
03-010	Building & Grounds	\$ 266	\$ 400	\$ 2,092	\$ 400
03-020	Furniture & Fixtures	-	-	-	-
03-030	Equipment Maint. & Repair	-	100	-	100
	Total Maintenance	\$ 266	\$ 500	\$ 2,092	\$ 500
Services					
04-100	Natural Gas	\$ 2,526	\$ 2,500	\$ 2,698	\$ 2,500
04-200	Communication	621	600	149	600
	Total Services	\$ 3,147	\$ 3,100	\$ 2,847	\$ 3,100
Miscellaneous					
07-390	Insurance & Bonds	\$ -	\$ 2,500	\$ 2,566	\$ 2,500
	Total Miscellaneous	\$ -	\$ 2,500	\$ 2,566	\$ 2,500
Department Total		\$ 4,041	\$ 6,676	\$ 7,521	\$ 6,676

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.

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Streets 01-5-44

Acct #	Account Description	Actual 2019-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 444,626	\$ 452,605	\$ 393,789	\$ 430,166
01-020	Overtime	33,715	25,000	21,641	25,000
01-040	Social Security	34,983	34,624	31,353	32,908
01-050	TMRS	45,106	42,183	38,284	39,274
01-070	Hospitalization	99,272	90,261	60,517	65,047
01-080	Workers Compensation	14,044	23,870	13,941	29,597
01-160	ICMA	8,419	9,473	8,056	11,300
01-250	Life Insurance	2,799	2,899	2,901	3,270
	Total Personnel Services	\$ 682,964	\$ 680,915	\$ 570,482	\$ 636,562
Supplies					
02-020	Minor Apparatus & Tools	\$ 1,847	\$ 2,000	\$ 2,071	\$ 2,000
02-030	Vehicle Supplies	34,350	35,000	32,077	35,000
02-040	Miscellaneous Supplies	3,327	4,000	3,384	4,000
02-050	Data Processing Supplies	-	500	900	500
02-080	Streets & Traffic Signs	12,159	15,000	7,825	15,000
	Total Supplies	\$ 51,683	\$ 56,500	\$ 46,257	\$ 56,500
Maintenance					
03-020	Furniture & Fixtures	\$ 197.00	\$ 250	\$ -	\$ 250
03-030	Equipment Maint. & Repair	27,283	20,000	34,594	20,000
03-040	Motor Vehicles	1,441	2,000	2,046	2,000
03-160	Traffic Signals	2,092	5,000	161	5,000
03-180	Street Striping	1,359	7,500	428	7,500
	Total Maintenance	\$ 32,372	\$ 34,750	\$ 37,229	\$ 34,750
Contractual					
05-030	Equipment Rental	\$ 19,451	\$ 20,000	\$ 37,437	\$ 20,000
05-070	Culverts and Drain Boxes	29,193	20,000	34,161	20,000
05-079	Stormwater Permits	22,151	17,500	15,505	17,500
05-100	Streets Materials	309,606	700,000	522,085	800,000
	Total Contractual	\$ 380,401	\$ 757,500	\$ 609,188	\$ 857,500

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Streets 01-5-44

Acct #	Account Description	Actual 2019-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Miscellaneous					
06-270	Contract Services	\$ 40,557	\$ 20,000	\$ 20,250	\$ 20,000
07-010	Training	164	500	-	500
07-260	Uniform Allowance	2,399	3,000	2,496	3,000
07-390	Insurance & Bonds	14,975	20,000	10,402	20,000
	Total Miscellaneous	<u>\$ 58,095</u>	<u>\$ 43,500</u>	<u>\$ 33,148</u>	<u>\$ 43,500</u>
Capital Outlay					
09-770	Equipment	\$ -	\$ 51,500	\$ 50,551	\$ 25,000
	Total Capital Outlay	<u>\$ -</u>	<u>\$ 51,500</u>	<u>\$ 50,551</u>	<u>\$ 25,000</u>
Department Total		<u><u>\$ 1,205,515</u></u>	<u><u>\$ 1,624,665</u></u>	<u><u>\$ 1,346,855</u></u>	<u><u>\$ 1,653,812</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.

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.

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 262,557	\$ 264,690	\$ 257,376	\$ 188,936
01-020	Overtime	4,536	5,000	3,171	5,000
01-040	Social Security	19,115	20,249	19,173	14,454
01-050	TMRS	23,314	24,669	21,748	17,250
01-070	Hospitalization	66,877	62,683	54,167	48,690
01-080	Workers Compensation	311	3,300	-	7,447
01-160	ICMA	1,578	1,755	1,863	1,852
01-250	Life Insurance	811	1,465	851	1,335
	Total Personnel Services	\$ 379,099	\$ 383,811	\$ 358,349	\$ 284,964
Supplies					
02-010	Office Supplies	\$ 6	\$ 100	\$ 157	\$ 100
02-020	Minor Apparatus & Tools	543	2,000	1,852	2,500
02-030	Motor Vehicle Supplies	12,205	9,000	9,813	9,000
02-040	Miscellaneous Supplies	2,239	-	1,123	-
	Total Supplies	\$ 14,993	\$ 11,100	\$ 12,945	\$ 11,600
Maintenance					
03-030	Equipment Maint. & Repair	\$ 8,519	\$ 10,000	\$ 7,079	\$ 10,000
03-040	Motor Vehicles	3,243	2,500	1,025	2,500
03-070	Parks	7,116	5,000	2,129	5,000
03-230	Parks Restroom Repairs	-	500	1,117	1,000
	Total Maintenance	\$ 18,878	\$ 18,000	\$ 11,350	\$ 18,500
Utilities & Telephone					
04-200	Communication	\$ -	\$ -	\$ 484	\$ -
	Total Utilities and Telephone	\$ -	\$ -	\$ 484	\$ -
Materials & Contracts					
05-030	Equipment Rental	\$ -	\$ 500	\$ 84	\$ 500
05-150	Texas Department of Corrections	1,056	7,500	2,952	1,000
	Total Materials & Contracts	\$ 1,056	\$ 8,000	\$ 3,036	\$ 1,500

Miscellaneous

07-260	Uniform Allowance	\$ 1,538	\$ 1,500	\$ 1,346	\$ 1,500
07-390	Insurance & Bonds	1,700	2,500	2,042	2,500
	Total Miscellaneous	\$ 3,238	\$ 4,000	\$ 3,388	\$ 4,000

Capital Outlay

09-010	Capital Outlay	\$ 237,952	\$ 50,000	\$ -	\$ -
09-770	Equipment	-	10,000	11,025	10,000
	Total Capital Outlay	\$ 237,952	\$ 60,000	\$ 11,025	\$ 10,000

Department Total

	\$ 655,216	\$ 484,911	\$ 400,577	\$ 330,564
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Miscellaneous

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

General Fund
Department - Special Items 01-5-99

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Maintenance					
03-010	Buildings & Grounds	\$ 4,746	\$ 3,000	\$ 6,379	\$ 5,000
	Total Maintenance	\$ 4,746	\$ 3,000	\$ 6,379	\$ 5,000
Services					
04-010	Electricity	\$ 5,823	\$ 5,000	\$ 3,958	\$ 4,000
04-090	Street Lighting	150,406	165,000	150,141	160,000
04-100	Natura; Gas	359		(359)	
	Total Services	\$ 156,588	\$ 170,000	\$ 153,740	\$ 164,000
Miscellaneous					
06-021	Citywide IT	\$ -	\$ -	\$ -	\$ 20,000
06-080	Bank Fees	28	-	10,000	-
06-090	Dues & Subscriptions	4,829	5,000	4,829	6,500
06-140	Advertising & Publicity	6,421	4,000	18,140	7,500
06-150	Chamber of Commerce	45,000	60,000	60,000	60,000
06-260	Hotel Tax Expenditure	24,790	25,000	28,698	25,000
07-400	Healthy Initiatives	300	1,000	-	1,000
07-410	Flu Shots	340	1,000	-	1,000
07-420	Contingencies	10,371	-	964	-
	Total Miscellaneous	\$ 92,079	\$ 96,000	\$ 122,631	\$ 121,000
Capital Outlay					
09-970	Transfer to Equip. Replacement	\$ -	\$ -	\$ -	\$ 100,000
	Total Capital Projects	\$ -	\$ -	\$ -	\$ 100,000
Total Special Items		\$ 253,413	\$ 269,000	\$ 282,750	\$ 390,000

SOLID WASTE FUND

**City of Groves
Annual Fiscal Budget
2020-2021**

SOLID WASTE FUND SUMMARY #05

Beginning Year Gross Fund Balance 10-01-19	\$	731,663
 FYE 2020		
Current Estimated Revenues	\$	1,617,240
Current Estimated Expenses		<u>(1,470,593)</u>
 Projected Gross Fund Balance 9-30-20	 \$	 <u>878,310</u>
 FYE 2021		
Estimated Gross Fund Balance 10-01-20	\$	878,310
Proposed Revenues		<u>1,725,000</u>
Total FYE 2021 Resources	\$	2,603,310
 Proposed M&O Expenditures	 \$	 (1,545,000)
Proposed Capital Outlay		<u>(180,000)</u>
Total Proposed Expenditures	\$	<u>(1,725,000)</u>
 Projected Undesignated Fund Balance 9-30-2021	 \$	 <u>878,310</u>

**City of Groves
Annual Fiscal Budget
2020-2021**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Solid Waste Fund

Revenue	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Solid Waste	\$ 1,596,556	\$ 1,658,000	\$ 1,573,417	\$ 1,700,000
Garbage Bags	11,783	12,000	10,978	10,000
Miscellaneous	12,123	10,000	32,845	15,000
Total Revenue	\$ 1,620,462	\$ 1,680,000	\$ 1,617,240	\$ 1,725,000
Expenditures				
Personnel Services	\$ 382,314	\$ 351,650	\$ 370,708	\$ 377,600
Supplies	119,829	117,800	104,672	126,400
Maintenance	68,269	78,100	116,253	83,700
Utilities	4,312	5,200	3,958	5,300
Contractual Services	500,584	515,000	461,398	540,000
Miscellaneous	413,769	412,250	413,429	412,000
Capital Outlay	-	200,000	175	180,000
Total Expenditures	\$ 1,489,077	\$ 1,680,000	\$ 1,470,593	\$ 1,725,000
Revenues Over(Under) Expenditures	\$ 131,385	\$ -	\$ 146,647	\$ -

**City of Groves
Annual Fiscal Budget
2020-2021**

STATEMENT OF REVENUES

Solid Waste Fund	05-4-00
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Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Permits, Fees & Other					
344-10	Solid Waste Sales	\$ 1,596,556	\$ 1,658,000	\$ 1,573,417	\$ 1,700,000
344-60	Garbage Bag Sales	11,783	12,000	10,978	10,000
344-96	Miscellaneous Garbage	7,808	6,000	3,088	10,000
360-00	Miscellaneous Income	4,315	4,000	417	5,000
	Total Permits, Fees & Other	<u>\$ 1,620,462</u>	<u>\$ 1,680,000</u>	<u>\$ 1,587,900</u>	<u>\$ 1,725,000</u>
Other Revenue					
906-25	FEMA	\$ -	\$ -	\$ 29,340	\$ -
	Total Other Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 29,340</u>	<u>\$ -</u>
Total Solid Waste Fund Revenue		<u>\$ 1,620,462</u>	<u>\$ 1,680,000</u>	<u>\$ 1,617,240</u>	<u>\$ 1,725,000</u>

Solid Waste

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

**City of Groves
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EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 248,710	\$ 250,235	\$ 252,109	\$ 261,446
01-020	Overtime	4,076	10,000	20,579	10,000
01-040	Social Security	18,927	19,048	21,244	19,989
01-050	TMRS	49,786	23,207	21,441	23,856
01-070	Hospitalization	50,250	35,422	44,497	36,931
01-080	Workers Compensation	6,494	7,920	6,512	18,930
01-160	ICMA	2,881	4,336	3,021	4,559
01-250	Life Insurance	1,190	1,482	1,305	1,889
	Total Personnel Services	\$ 382,314	\$ 351,650	\$ 370,708	\$ 377,600
Supplies					
02-010	Office Supplies	\$ 109	\$ -	\$ 63	\$ -
02-020	Minor Apparatus & Tools	63	100	25	200
02-030	Vehicle Supplies	89,076	70,000	67,666	80,000
02-040	Miscellaneous Supplies	488	500	138	-
02-100	Postage	7,200	7,200	8,400	7,200
02-440	Garbage Bags	-	15,000	16,700	19,000
02-600	Garbage Containers	22,893	25,000	11,680	20,000
	Total Supplies	\$ 119,829	\$ 117,800	\$ 104,672	\$ 126,400
Maintenance					
03-030	Equipment Maint. & Repair	\$ 9	\$ 100	\$ 70	\$ 200
03-040	Motor Vehicles	1,166	3,000	3,626	3,500
03-050	Solid Waste Trucks	67,094	75,000	112,557	80,000
	Total Maintenance	\$ 68,269	\$ 78,100	\$ 116,253	\$ 83,700
Utilities					
04-010	Electricity	\$ 4,126	\$ 5,000	\$ 3,958	\$ 5,000
04-200	Communication	186	200	-	300
	Total Services	\$ 4,312	\$ 5,200	\$ 3,958	\$ 5,300

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Contractual Services					
05-020	Landfill Fee	\$ 338,367	\$ 450,000	\$ 415,123	\$ 460,000
05-050	Container Service	66,814	20,000	42,786	40,000
05-100	Recycling	70,872	20,000	2,589	-
05-110	Demolition	2,856	-	-	-
05-160	Green Waste Contract	21,675	25,000	900	40,000
	Total Contractual Services	\$ 500,584	\$ 515,000	\$ 461,398	\$ 540,000
Miscellaneous					
06-140	Advertising & Publicity	\$ -	\$ 250	\$ -	\$ -
07-260	Uniform Service	957	1,000	1,240	1,000
07-390	Insurance & Bonds	22,700	20,000	21,189	20,000
	Total Miscellaneous	\$ 23,657	\$ 21,250	\$ 22,429	\$ 21,000
Capital Outlay					
09-770	Equipment	\$ -	\$ 200,000	\$ 175	\$ 180,000
	Total Capital Outlay	\$ -	\$ 200,000	\$ 175	\$ 180,000
Department Total		\$ 1,098,965	\$ 1,289,000	\$ 1,079,593	\$ 1,334,000

Miscellaneous

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Miscellaneous					
07-100	City Franchise Fee	\$ 390,112	\$ 391,000	\$ 391,000	\$ 391,000
	Total Miscellaneous	<u>\$ 390,112</u>	<u>\$ 391,000</u>	<u>\$ 391,000</u>	<u>\$ 391,000</u>
Department Total		<u>\$ 390,112</u>	<u>\$ 391,000</u>	<u>\$ 391,000</u>	<u>\$ 391,000</u>

SYSTEMS FUND

**City of Groves
Annual Fiscal Budget
2020-2021**

SYSTEMS FUND SUMMARY #11

Beginning Year Gross Fund Balance 10-01-19	\$ (45,448)
 FYE 2020	
Current Estimated Revenues	\$ 4,444,453
Current Estimated Expenses	<u>(4,878,391)</u>
 Projected Gross Fund Balance 9-30-20	 <u>\$ (479,386)</u>
 FYE 2021	
Estimated Gross Fund Balance 10-01-20	\$ (479,386)
Proposed Revenues	<u>5,252,700</u>
Total FYE 2021 Resources	\$ 4,773,314
 Proposed M&O Expenditures	 \$ (5,123,699)
Proposed Capital Outlay	<u>(129,000)</u>
Total Proposed Expenditures	\$ (5,252,699)
 Gross Fund Balance	 <u>\$ (479,385)</u>
 Restricted/Designated Fund Balance Items:	
Customer Deposits	\$ 764,890
	<u>\$ 764,890</u>
 Projected Undesignated Fund Balance 9-30-21	 <u>\$ (1,244,275)</u>

City of Groves
Annual Fiscal Budget
2020-2021

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Systems Fund

Revenue	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Septage Hauling	\$ 326,088	\$ 450,000	\$ 583,105	\$ 475,000
Water Taps	14,920	15,000	27,965	15,000
New Service	21,925	25,000	19,575	20,000
Wastewater Taps	12,600	12,000	15,750	12,000
Water Sales	1,537,193	1,935,000	1,629,284	2,013,600
Wastewater Sales	1,544,356	1,935,000	1,585,773	2,127,600
Sewer Maintenance Fee	351,703	448,290	353,231	390,000
System Extensions	3,136	5,000	-	5,000
Delinquent Penalties	239,232	194,500	127,049	192,500
Miscellaneous	226,415	1,500	102,721	2,000
Total Revenue	\$ 4,277,568	\$ 5,021,290	\$ 4,444,453	\$ 5,252,700
Expenditures				
Personnel Services	\$ 1,599,904	\$ 1,577,330	\$ 1,596,481	\$ 1,745,040
Supplies	548,421	556,500	531,518	595,500
Maintenance	206,027	553,200	366,144	544,700
Services	243,952	274,600	253,000	280,500
Miscellaneous	1,795,948	1,933,660	1,928,841	1,957,960
Capital Outlay	11,649	126,000	202,407	129,000
Transfers Out	205,642	-	-	-
Total Expenditures	\$ 4,611,543	\$ 5,021,290	\$ 4,878,391	\$ 5,252,700
Revenues Over(Under) Expenditures	\$ (333,975)	\$ -	\$ (433,938)	\$ -

**City of Groves
Annual Fiscal Budget
2020-2021**

STATEMENT OF REVENUES

System Fund	11-4-00
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Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Permits, Fees & Other					
330-50	Septage Hauling	\$ 326,088	\$ 450,000	\$ 583,105	\$ 475,000
344-30	Water Taps	14,920	15,000	27,965	15,000
344-35	New Service Fees	21,925	25,000	19,575	20,000
344-40	Wastewater Taps	12,600	12,000	15,750	12,000
344-50	Water Sales	1,537,193	1,935,000	1,629,284	2,013,600
344-70	Wastewater Sales	1,544,356	1,935,000	1,585,773	2,127,600
344-75	Sewer Maintenance Fee	351,703	448,290	353,231	390,000
344-80	System Extensions	3,136	5,000	-	5,000
344-85	Service Fees	6,240	12,000	4,033	10,000
344-90	Return Check Fee	2,850	2,500	2,975	2,500
351-30	Delinquent Penalties	230,142	180,000	120,041	180,000
360-00	Miscellaneous Income	129	500	3,726	1,000
369-30	Sale of Equipment	1,350	1,000	-	1,000
	Total Permits, Fees & Other	\$ 4,052,632	\$ 5,021,290	\$4,345,458	\$5,252,700
Miscellaneous Revenue					
370-00	GLO Harvey Grant	\$ -	\$ -	\$ 90,796	\$ -
375-11	2017 CDBG Grant	224,936	-	8,199	-
	Total Miscellaneous Revenue	\$ 224,936	\$ -	\$ 98,995	\$ -
Total Systems Fund Revenue		\$ 4,277,568	\$ 5,021,290	\$ 4,444,453	\$ 5,252,700

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
2020-2021**

EXPENDITURE DETAIL

Systems Fund
Department - Water Plant 11-5-63

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 328,510	\$ 317,142	\$ 285,132	\$ 333,941
01-020	Overtime	57,319	60,000	62,082	60,000
01-040	Social Security	26,442	24,261	26,655	25,546
01-050	TMRS	70,101	29,558	32,960	30,489
01-070	Hospitalization	61,718	58,828	56,564	61,425
01-080	Workers Compensation	6,205	10,560	12,307	14,655
01-160	ICMA	8,501	7,694	8,299	8,109
01-250	Life Insurance	2,501	1,951	2,652	2,516
	Total Personnel Services	\$ 561,297	\$ 509,994	\$ 486,651	\$ 536,681
Supplies					
02-010	Office Supplies	\$ 385	\$ 750	\$ 659	\$ 750
02-020	Minor Apparatus & Tools	889	500	50	500
02-030	Vehicle Supplies	2,569	1,500	1,145	1,500
02-040	Miscellaneous Supplies	-	-	45	-
02-050	Forms and Printing	-	400	-	400
02-090	Water Plant Supplies	15,292	10,500	8,702	10,500
02-100	Postage	-	1,000	30	1,000
02-110	Water Purchased	204,406	200,000	204,525	220,000
02-120	Chemicals	187,117	190,000	190,604	211,000
	Total Supplies	\$ 410,658	\$ 404,650	\$ 405,760	\$ 445,650
Maintenance					
03-010	Building & Grounds	\$ 7,853	\$ 7,500	\$ 7,254	\$ 7,500
03-020	Furniture & Fixtures	500	500	755	500
03-030	Equipment Maint. & Repair	296	500	708	500
03-040	Motor Vehicles	26	200	62	200
03-080	Water Plant	21,071	35,000	30,789	35,000
03-280	Water Tanks	-	2,500	-	4,000
	Total Maintenance	\$ 29,746	\$ 46,200	\$ 39,568	\$ 47,700
Services					
04-010	Electricity	\$ 3,777	\$ -	\$ 682	\$ 500
04-050	Electricity-Water Production	36,874	45,000	41,919	45,000
04-200	Communication	5,391	5,000	3,596	5,000
	Total Services	\$ 46,042	\$ 50,000	\$ 46,197	\$ 50,500

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

Systems Fund
Department - Water Plant 11-5-63

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Miscellaneous					
06-090	Dues & Subscriptions	\$ 50	\$ 250	\$ 320	\$ 250
06-180	Fees & Permits	15,497	17,500	15,462	17,500
06-220	Laboratory Charges	11,184	17,500	12,007	17,500
06-270	Contract Services	17,526	20,000	23,467	30,000
07-010	Training	5,380	3,000	1,240	3,000
07-100	Certification	666	500	111	500
07-260	Uniform Service	1,989	2,500	2,296	2,500
07-390	Insurance & Bonds	39,315	37,500	37,815	37,500
07-480	Water Utility Assoc. Dues	-	600	-	600
	Total Miscellaneous	\$ 91,607	\$ 99,350	\$ 92,718	\$ 109,350
Capital Outlay					
09-670	Equipment Replacement	\$ -	\$ 8,000	\$ 3,048	\$ 40,000
09-770	Equipment	8,727	20,000	19,590	6,000
09-880	Plant Equipment	-	-	-	20,000
09-885	Elevated Storage Tank	-	-	-	-
	Total Capital Outlay	\$ 8,727	\$ 28,000	\$ 22,638	\$ 66,000
Department Total		\$ 1,148,077	\$ 1,138,194	\$ 1,093,532	\$ 1,255,881

Wastewater Plant

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

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 197,005	\$ 213,557	\$ 252,740	\$ 226,502
01-020	Overtime	4,492	6,000	37,858	20,000
01-040	Social Security	14,518	16,337	22,886	17,327
01-050	TMRS	38,964	19,904	28,025	20,680
01-070	Hospitalization	36,840	39,189	42,184	38,304
01-080	Workers Compensation	2,345	3,520	12,307	7,528
01-160	ICMA	7,688	7,195	11,200	9,060
01-250	Life Insurance	1,100	1,360	556	1,658
	Total Personnel Services	\$ 302,952	\$ 307,062	\$ 407,756	\$ 341,059
Supplies					
02-010	Office Supplies	\$ 567	\$ 500	\$ 435	\$ 500
02-011	Supplies-Septage	-	-	70	-
02-020	Minor Apparatus & Tools	351	250	-	250
02-030	Vehicle Supplies	1,627	2,000	1,533	2,000
02-040	Miscellaneous Supplies	5,440	4,000	4,568	4,000
02-100	Postage	-	-	-	-
02-130	Wastewater Plant Supplies	984	1,000	3,678	1,000
02-140	Wastewater Plant Chemicals	74,674	90,000	72,319	90,000
02-200	Water Purchased - P.A.	299	250	305	250
	Total Supplies	\$ 83,942	\$ 98,000	\$ 82,908	\$ 98,000
Maintenance					
03-010	Building & Grounds	\$ 290	\$ 500	\$ 126	\$ 500
03-030	Equipment Maint. & Repair	1,313	1,000	1,475	1,000
03-040	Motor Vehicles	226	1,000	796	1,000
03-090	Lift Station	11,247	92,000	31,032	92,000
03-110	Plant	41,821	70,000	119,392	70,000
	Total Maintenance	\$ 54,897	\$ 164,500	\$ 152,821	\$ 164,500
Services					
04-010	Electricity	\$ 174,971	\$ 200,000	\$ 183,373	\$ 200,000
04-100	Natural Gas	4,135	5,000	5,106	5,000
04-200	Communication	5,945	5,000	5,559	5,000
	Total Services	\$ 185,051	\$ 210,000	\$ 194,038	\$ 210,000

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Miscellaneous					
05-170	Sludge Disposal	\$ 128,204	\$ 130,000	\$ 186,003	\$ 130,000
06-090	Dues & Subscriptions	-	100	3,440	100
06-180	Fees & Permits	37,954	40,000	30,300	40,000
06-220	Laboratory Charges	39,341	31,000	32,800	31,000
07-010	Training	1,250	1,250	510	1,250
07-100	Certification	111	500	333	500
07-260	Uniform Service	1,268	1,250	1,794	1,250
07-390	Insurance & Bonds	38,461	35,000	35,101	35,000
07-480	Water Utility Assoc. Dues	-	250	-	250
	Total Miscellaneous	\$ 246,589	\$ 239,350	\$ 290,281	\$ 239,350
Capital Outlay					
09-010	Capital Outlay	\$ 2,922	\$ 10,000	\$ 46,318	\$ 10,000
	Total Capital Outlay	\$ 2,922	\$ 10,000	\$ 46,318	\$ 10,000
Department Total		\$ 876,353	\$ 1,028,912	\$ 1,174,122	\$ 1,062,909

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
2020-2021**

EXPENDITURE DETAIL

Systems Fund
Department - Customer Service 11-5-66

Acct #	Account Description	Actual 2018-219	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 134,784	\$ 145,529	\$ 128,046	\$ 167,563
01-020	Overtime	7,003	4,000	8,170	5,000
01-040	Social Security	10,135	11,116	10,484	12,739
01-050	TMRS	23,595	13,543	11,805	14,023
01-070	Hospitalization	33,230	39,144	30,388	40,950
01-080	Workers Compensation	183	220	515	669
01-160	ICMA	3,969	4,070	4,368	5,730
01-240	Unemployment Compensation	671	-	464	-
01-250	Life Insurance	297	1,050	1,238	1,095
	Total Personnel Services	\$ 213,867	\$ 218,672	\$ 195,478	\$ 247,769
Supplies					
02-010	Office Supplies	\$ 2,930	\$ 4,000	\$ 4,627	\$ 4,000
02-020	Minor Apparatus & Tools	104	250	209	250
02-030	Vehicle Supplies	4,421	3,000	2,297	3,000
02-040	Miscellaneous Supplies	982	250	917	250
02-050	Forms and Printing	3,733	2,500	2,405	4,000
02-100	Postage	14,400	15,000	16,800	15,000
	Total Supplies	\$ 26,570	\$ 25,000	\$ 27,255	\$ 26,500
Maintenance					
03-020	Furniture & Fixtures	\$ 3,006	\$ 250	\$ 260	\$ 250
03-030	Equipment Maint. & Repair	4,599	5,000	1,444	5,000
03-040	Motor Vehicles	658	2,500	927	2,500
03-140	Meters	25,988	150,000	95,176	160,000
	Total Maintenance	\$ 34,251	\$ 157,750	\$ 97,807	\$ 167,750
Services					
04-100	Natural Gas	-	-	273	
04-200	Communication	\$ 1,595	\$ 1,500	\$ 2,239	\$ 2,000
	Total Services	\$ 1,595	\$ 1,500	\$ 2,512	\$ 2,000
Miscellaneous					
07-010	Training	\$ 1,288	\$ 1,500	\$ 235	\$ 1,500
07-260	Uniform Service	231	250	361	250
07-390	Insurance & Bonds	684	1,000	1,671	1,000
	Total Miscellaneous	\$ 2,203	\$ 2,750	\$ 2,267	\$ 2,750

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

Systems Fund	
Department - Customer Service	11-5-66

Acct #	Account Description	Actual 2018-219	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Capital Outlay					
09-140	Automobile	\$ -	\$ 27,000	\$ 24,553	\$ -
	Total Capital Outlay	\$ -	\$ 27,000	\$ 24,553	\$ -
Department Total		<u>\$ 278,486</u>	<u>\$ 432,672</u>	<u>\$ 349,872</u>	<u>\$ 446,769</u>

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
2020-2021**

EXPENDITURE DETAIL

Systems Fund
Department - Water Distribution 11-5-67

Acct #	Account Description	Actual 2019-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Personnel Services					
01-010	Salaries & Wages	\$ 308,636	\$ 341,978	\$ 313,262	\$ 381,847
01-020	Overtime	19,896	20,000	29,856	20,000
01-040	Social Security	22,759	26,125	26,641	29,175
01-050	TMRS	63,337	31,828	33,710	34,819
01-070	Hospitalization	81,564	86,355	85,254	95,809
01-080	Workers Compensation	16,619	27,500	-	48,442
01-160	ICMA	6,796	5,450	5,804	5,980
01-240	Unemployment Compensation	-	-	9,635	-
01-250	Life Insurance	2,181	2,366	2,434	3,458
	Total Personnel Services	\$ 521,788	\$ 541,602	\$ 506,596	\$ 619,530
Supplies					
02-010	Office Supplies	\$ 245	\$ 250	\$ 203	\$ 250
02-020	Minor Apparatus & Tools	3,639	3,000	1,504	5,000
02-030	Vehicle Supplies	17,982	20,000	11,338	20,000
02-040	Miscellaneous Supplies	5,348	5,000	2,530	-
02-050	Data Processing Supplies	-	500	-	-
02-100	Postage	37	100	20	100
	Total Supplies	\$ 27,251	\$ 28,850	\$ 15,595	\$ 25,350
Maintenance					
03-020	Furniture & Fixtures	\$ -	\$ 250	\$ -	\$ 250
03-030	Equipment Maint. & Repair	11,809	10,000	6,396	10,000
03-040	Motor Vehicles	1,242	1,500	1,603	1,500
03-060	Service Lines	22,563	23,000	17,070	23,000
03-240	Manhole Rehab	3,028	90,000	4,599	50,000
03-270	Water Lines	48,491	60,000	46,280	80,000
	Total Maintenance	\$ 87,133	\$ 184,750	\$ 75,948	\$ 164,750
Services					
04-200	Communication	\$ 614	\$ 600	\$ 149	\$ 3,000
	Total Services	\$ 614	\$ 600	\$ 149	\$ 3,000

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

Systems Fund
Department - Water Distribution 11-5-67

Acct #	Account Description	Actual 2019-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Miscellaneous					
05-030	Equipment Rental	\$ -	\$ 2,000	\$ -	\$ 2,500
06-040	Construction Materials	18,267	25,000	6,554	25,000
06-090	Dues & Subscriptions	-	-	900	2,500
06-270	Contract Services	5,038	5,000	2,055	5,000
07-010	Training	2,412	4,500	2,263	4,500
07-100	Certification	513	500	1,001	800
07-260	Uniform Service	2,321	2,000	2,730	3,000
07-390	Insurance & Bonds	6,755	25,000	7,559	25,000
07-480	Water Utility Assoc. Dues	-	-	111	-
	Total Miscellaneous	\$ 35,306	\$ 64,000	\$ 23,173	\$ 68,300
Capital Outlay					
09-030	Water Taps	\$ -	\$ -	\$ -	\$ -
09-500	Sewer Extensions	-	-	-	-
09-600	Heritage Point Subdivision	-	-	-	-
09-601	2017 CDBG Grant	\$ -	\$ -	\$ 6,265	\$ -
09-602	Glo Harvey Grant	\$ -	\$ -	\$ 52,082	-
09-770	Equipment	-	61,000	50,551	-
09-910	Heavy Equipment	-	-	-	53,000
	Total Capital Outlay	\$ -	\$ 61,000	\$ 108,898	\$ 53,000
Department Total		\$ 672,092	\$ 880,802	\$ 730,359	\$ 933,930

Miscellaneous

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

Systems Fund	
Dept. - Miscellaneous	11-5-99

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Services					
04-010	Electricity	\$ 10,650	\$ 12,500	\$ 10,104	\$ 15,000
	Total Services	\$ 10,650	\$ 12,500	\$ 10,104	\$ 15,000
Miscellaneous					
07-100	City Franchise Fee	\$ 1,417,642	\$ 1,518,210	\$ 1,518,210	\$ 1,518,210
07-420	Contingencies	300	-	-	-
07-580	Subdivider Rebates	2,301	10,000	2,192	20,000
	Total Miscellaneous	\$ 1,420,243	\$ 1,528,210	\$ 1,520,402	\$ 1,538,210
Interfund Transfers					
09-670	Transfer to Equipment Replace	\$ 205,642	\$ -	\$ -	\$ -
	Total Interfund Transfers	\$ 205,642	\$ -	\$ -	\$ -
Department Total		\$ 1,636,535	\$ 1,540,710	\$ 1,530,506	\$ 1,553,210

SALES TAX FUND

**City of Groves
Annual Fiscal Budget
2020-2021**

SALES TAX FUND SUMMARY #21

Beginning Year Gross Fund Balance 10-01-19	\$	30
 FYE 2020		
Current Estimated Revenues	\$	1,541,457
Current Estimated Expenses		<u>(1,446,000)</u>
 Projected Gross Fund Balance 9-30-20	 \$	 <u>95,487</u>
 FYE 2021		
Estimated Gross Fund Balance 10-01-20	\$	95,487
Proposed Revenues		<u>1,500,000</u>
Total FYE 2021 Resources	\$	1,595,487
 Proposed Transfer to General Fund	 \$	 (1,500,000)
Total Proposed Expenditures		<u>(1,500,000)</u>
 Projected Undesignated Fund Balance 9-30-21	 \$	 <u>95,487</u>

**City of Groves
Annual Fiscal Budget
2020-2021**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Sales Tax Fund

Revenue	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Sales Tax	\$ 1,430,335	\$ 1,441,000	\$ 1,539,863	\$ 1,496,500
Mixed Beverage Tax	3,120	4,000	1,513	3,000
Earnings of Investments	302	1,000	81	500
Total Revenue	<u>\$ 1,433,757</u>	<u>\$ 1,446,000</u>	<u>\$ 1,541,457</u>	<u>\$ 1,500,000</u>
Expenditures				
Transfers Out	\$ 1,588,100	\$ 1,446,000	\$ 1,446,000	\$ 1,500,000
Total Expenditures	<u>\$ 1,588,100</u>	<u>\$ 1,446,000</u>	<u>\$ 1,446,000</u>	<u>\$ 1,500,000</u>
Revenues Over(Under) Expenditures	<u>\$ (154,343)</u>	<u>\$ -</u>	<u>\$ 95,457</u>	<u>\$ -</u>

**City of Groves
Annual Fiscal Budget
2020-2021**

STATEMENT OF REVENUES

Sales Tax Fund	21-4-00
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Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Taxes					
313-00	Sales Tax Receipts	\$ 1,430,335	\$ 1,441,000	\$ 1,539,863	\$ 1,496,500
	Total Taxes	<u>\$ 1,430,335</u>	<u>\$ 1,441,000</u>	<u>\$ 1,539,863</u>	<u>\$ 1,496,500</u>
Miscellaneous					
320-00	Mixed Beverage Tax	\$ 3,120	\$ 4,000	\$ 1,513	\$ 3,000
361-10	Earnings on Investments	302	1,000	81	500
	Total Miscellaneous	<u>\$ 3,422</u>	<u>\$ 5,000</u>	<u>\$ 1,594</u>	<u>\$ 3,500</u>
Total Sales Tax Fund Revenue		<u><u>\$ 1,433,757</u></u>	<u><u>\$ 1,446,000</u></u>	<u><u>\$ 1,541,457</u></u>	<u><u>\$ 1,500,000</u></u>

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Interfund Transfers					
51-313	Transfer to General Fund	\$ 1,588,100	\$ 1,446,000	\$ 1,446,000	\$ 1,500,000
	Total Interfund Transfers	<u>\$ 1,588,100</u>	<u>\$ 1,446,000</u>	<u>\$ 1,446,000</u>	<u>\$ 1,500,000</u>
Department Total		<u>\$ 1,588,100</u>	<u>\$ 1,446,000</u>	<u>\$ 1,446,000</u>	<u>\$ 1,500,000</u>

INTEREST AND SINKING FUND

**City of Groves
Annual Fiscal Budget
2020-2021**

INTEREST & SINKING FUND SUMMARY #35

Beginning Year Gross Fund Balance 10-01-19	\$ 71,492
 FYE 2020	
Current Estimated Revenues	\$ 572,295
Current Estimated Expenses	<u>(572,841.00)</u>
 Projected Gross Fund Balance 9-30-20	 <u>\$ 70,946</u>
 FYE 2021	
Estimated Gross Fund Balance 10-01-20	\$ 70,946
Proposed Revenues	<u>567,799</u>
Total FYE 2021 Resources	\$ 638,745
 Proposed I&S Expenditures	 <u>\$ (567,799)</u>
Total Proposed Expenditures	<u>\$ (567,799)</u>
 Projected Undesignated Fund Balance 9-30-21	 <u>\$ 70,946</u>

**City of Groves
Annual Fiscal Budget
2020-2021**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Interest & Sinking Fund

Revenue	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Current Taxes	\$ 553,950	\$ 566,900	\$ 552,328	\$ 555,799
Delinquent Taxes	16,126	7,000	9,420	7,500
Current Penalty & Interest	4,441	2,000	4,349	1,500
Delinquent Penalty & Interest	7,300	3,000	3,670	2,000
Interest on Investments	7,704	3,000	2,528	1,000
Transfers	-	-	-	-
Total Revenue	<u>589,521</u>	<u>\$ 581,900</u>	<u>\$ 572,295</u>	<u>\$ 567,799</u>
Expenditures				
Principal	\$ 450,000	\$ 460,000	\$ 460,000	\$ 465,000
Interest	122,653	112,841	112,841	102,799
Contingencies	-	9,059	-	-
Total Expenditures	<u>\$ 572,653</u>	<u>\$ 581,900</u>	<u>\$ 572,841</u>	<u>\$ 567,799</u>
Revenues Over(Under) Expenditures	<u>\$ 16,868</u>	<u>\$ -</u>	<u>\$ (546)</u>	<u>\$ -</u>

**City of Groves
Annual Fiscal Budget
2020-2021**

STATEMENT OF REVENUES

Interest & Sinking Fund	35-4-00
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Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Taxes					
310-49	Current Taxes	\$ 553,950	\$ 566,900	\$ 552,328	\$ 555,799
310-48	Delinquent Taxes	16,126	7,000	9,420	7,500
319-00	Current Penalty & Interest	4,441	2,000	4,349	1,500
319-10	Delinquent Penalty & Interest	7,300	3,000	3,670	2,000
	Total Taxes	<u>\$ 581,817</u>	<u>\$ 578,900</u>	<u>\$ 569,767</u>	<u>\$ 566,799</u>
Permits, Fees & Other					
361-10	Interest on Investments	\$ 7,704	\$ 3,000	\$ 2,528	\$ 1,000
	Total Permits, Fees & Other	<u>\$ 7,704</u>	<u>\$ 3,000</u>	<u>\$ 2,528</u>	<u>\$ 1,000</u>
Total Interest & Sinking Revenue		<u>\$ 589,521</u>	<u>\$ 581,900</u>	<u>\$ 572,295</u>	<u>\$ 567,799</u>

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

Interest & Sinking Fund
Department - Debt Retirement 35-5

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Debt Retirement					
84-08-040	Principal	\$ 450,000	\$ 460,000	\$ 460,000	\$ 465,000
84-08-050	Interest	122,653	112,841	112,841	102,799
	Total Debt Retirement	<u>\$ 572,653</u>	<u>\$ 572,841</u>	<u>\$ 572,841</u>	<u>\$ 567,799</u>
Department Total		<u><u>\$ 572,653</u></u>	<u><u>\$ 572,841</u></u>	<u><u>\$ 572,841</u></u>	<u><u>\$ 567,799</u></u>

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Miscellaneous					
07-420	Contingencies	\$ -	\$ 9,059	\$ -	\$ -
	Total Miscellaneous	\$ -	\$ 9,059	\$ -	\$ -
Department Total		\$ -	\$ 9,059	\$ -	\$ -

**GROVES
ECONOMIC
DEVELOPMENT
CORPORATION
FUND**

**City of Groves
Annual Fiscal Budget
2020-2021**

ECONOMIC DEVELOPMENT FUND SUMMARY #30

Beginning Year Gross Fund Balance 10-01-19	\$ 515,798
 FYE 2020	
Current Estimated Revenues	\$ 770,469
Current Estimated Expenses	<u>(279,109)</u>
 Projected Gross Fund Balance 9-30-20	 <u>\$ 1,007,158</u>
 FYE 2021	
Estimated Gross Fund Balance 10-01-20	\$ 1,007,158
Proposed Revenues	<u>748,500</u>
Total FYE 2021 Resources	\$ 1,755,658
 Proposed EDC Expenditures	 <u>\$ (748,500)</u>
Total Proposed Expenditures	<u>\$ (748,500)</u>
 Projected Undesignated Fund Balance 9-30-21	 <u>\$ 1,007,158</u>

**City of Groves
Annual Fiscal Budget
2020-2021**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Economic Development Fund

Revenue	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Sales Taxes	\$ 715,167	\$ 720,500	\$ 769,931	\$ 748,250
Interest on Investments	21,281	200	538	250
Total Revenue	\$ 736,448	\$ 720,700	\$ 770,469	\$ 748,500
Expenditures				
Supplies	\$ 991	\$ 1,000	\$ 524	\$ 250
Miscellaneous	281,747	290,000	236,838	200,000
Materials & Contracts	612	1,000	3,410	1,000
Transfers	-	50,000	-	547,250
Capital Outlay	-	-	38,337	-
Total Expenditures	\$ 283,350	\$ 342,000	\$ 240,772	\$ 748,500
Revenues Over(Under) Expenditures	\$ 453,098	\$ 378,700	\$ 529,697	\$ -

**City of Groves
Annual Fiscal Budget
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STATEMENT OF REVENUES

Economic Development Fund 30-4-00

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Taxes					
313-00	Sales Taxes	\$ 715,167	\$ 720,500	\$ 769,931	\$ 748,250
	Total Taxes	\$ 715,167	\$ 720,500	\$ 769,931	\$ 748,250
Permits, Fees & Other					
361-10	Interest on Investments	\$ 206	\$ 200	\$ 99	\$ 250
370-00	Reimbursements	21,075	-	439	-
	Total Fees & Other	\$ 21,281	\$ 200	\$ 538	\$ 250
Total EDC Fund Revenue		\$ 736,448	\$ 720,700	\$ 770,469	\$ 748,500

**City of Groves
Annual Fiscal Budget
2020-2021**

EXPENDITURE DETAIL

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

Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Supplies					
02-040	Miscellaneous Supplies	\$ 991	\$ 1,000	\$ 524	\$ 250
	Total Services	\$ 991	\$ 1,000	\$ 524	\$ 250
Miscellaneous					
06-100	Grant Disbursement	\$ 87,512	\$ 90,000	\$ 43,643	\$ 20,000
06-270	Contract Services	28,103	11,000	18,195	5,000
07-100	Administration Fee	150,000	175,000	175,000	175,000
08-060	Fees & Charges	16,132	14,000	-	-
	Total Miscellaneous	\$ 281,747	\$ 290,000	\$ 236,838	\$ 200,000
Materials & Contracts					
05-040	Construction Materials	\$ 612	\$ 1,000	\$ 3,410	\$ 1,000
	Total Materials & Contracts	\$ 612	\$ 1,000	\$ 3,410	\$ 1,000
Capital Outlay					
5-010	Capital Outlay	\$ -	\$ -	\$ 36,837	\$ -
5-020	Fire Station	-	-	1,500	-
	Total Capital Outlay	\$ -	\$ -	\$ 38,337	\$ -
Transfers					
36-000	Transfers (Reserve for I&S)	\$ -	\$ 50,000	\$ -	\$ 547,250
	Total Transfers	\$ -	\$ 50,000	\$ -	\$ 547,250
Department Total		\$ 283,350	\$ 342,000	\$ 279,109	\$ 748,500

EQUIPMENT REPLACEMENT

**City of Groves
Annual Fiscal Budget
2020-2021**

EQUIPMENT REPLACEMENT FUND SUMMARY #55

Beginning Year Gross Fund Balance 10-01-19	\$ 307,758
FYE 2020	
Current Estimated Revenues	\$ 4,520
Current Estimated Expenses	<u>-</u>
Projected Gross Fund Balance 9-30-20	<u>\$ 312,278</u>
FYE 2021	
Estimated Gross Fund Balance 10-01-20	\$ 312,278
Proposed Revenues	<u>101,500</u>
Total FYE 2021 Resources	\$ 413,778
Projected Undesignated Fund Balance 9-30-21	<u>\$ 413,778</u>

**City of Groves
Annual Fiscal Budget
2020-2021**

SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

Equipment Replacement Fund

Revenue	Actual 2019-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2019-2020
Transfers In	\$ 205,642	\$ -	\$ 1,299	\$ 100,000
Interest on Investments	6,209	1,500	3,221	1,500
Total Revenue	<u>\$ 211,851</u>	<u>\$ 1,500</u>	<u>\$ 4,520</u>	<u>\$ 101,500</u>
 Revenues Over(Under) Expenditures	 <u>\$ 211,851</u>	 <u>\$ 1,500</u>	 <u>\$ 4,520</u>	 <u>\$ 101,500</u>

**City of Groves
Annual Fiscal Budget
2020-2021**

STATEMENT OF REVENUES

Equipment Replacement Fund	55-4-00
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Acct #	Account Description	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021
Operating Transfers In					
349-20	General Fund	\$ -	\$ -	\$ -	\$ 100,000
349-55	Solid Waste	-	-	1,299	-
390-00	Systems	205,642	-	-	-
	Total Operating Transfer:	<u>\$ 205,642</u>	<u>\$ -</u>	<u>\$ 1,299</u>	<u>\$ 100,000</u>
Permits, Fees & Other					
361-10	Interest on Investments	\$ 6,209	\$ 1,500	\$ 3,221	\$ 1,500
	Total Fees & Other	<u>\$ 6,209</u>	<u>\$ 1,500</u>	<u>\$ 3,221</u>	<u>\$ 1,500</u>
Total Equipment Replacement Rev		<u><u>\$ 211,851</u></u>	<u><u>\$ 1,500</u></u>	<u><u>\$ 4,520</u></u>	<u><u>\$ 101,500</u></u>

CAPITAL OUTLAY PURCHASES

**City of Groves
Annual Fiscal Budget
2020-2021**

Proposed Capital Outlay Purchases

General Fund		
Department	Description	Amount
Human Resources	Equipment	\$ 1,000
Total Human Resources		\$ 1,000
Finance	Computer/Software	\$ 100,000
Total Finance		\$ 100,000
Municipal Court	Court Security	\$ 4,000
	Court Technology	5,000
Total Municipal Court		\$ 9,000
Library	Books	\$ 16,500
	Audiotapes	6,000
	Equipment	4,000
	Building Maint. & Projects	5,000
Total Library		\$ 31,500
Parks & Recreation	Equipment	\$ 5,000
	Building Main. & Repairs	8,000
Total Parks & Recreation		\$ 13,000
Police	Automobile	\$ 55,000
	Auto Equipment	1,000
	Building Eng, Maint & Repair	2,000
Total Police		\$ 58,000
Fire	Air Packs	\$ 20,000
	Capital Outlay	15,000
	Bunker Sets	7,700
	Equipment	9,100
Total Fire		\$ 51,800
Emergency Mgmt.	Equipment	\$ 2,500
Total Emergency Mgmt.		\$ 2,500
Animal Shelter	Equipment	\$ 2,500
Total Animal Shelter		\$ 2,500

Inspections & Permits	Abatement & Demolition Vehicles	\$ 25,000
		25,000
Total Inspections & Permits		\$ 50,000
Public Works Admin.	Building Maint. & repairs	\$ 1,000
	Building Improvements	\$ 30,000
Total Public Works Admin.		\$ 31,000
Garage	Capital Outlay	\$ 10,000
	Equipment	20,000
Total Garage		\$ 30,000
Streets	Equipment	\$ 25,000
Total Streets		\$ 25,000
Property Maintenance	Capital Outlay	\$ -
	Equipment	10,000
Total Property Maintenance		\$ 10,000
Total General Fund		\$ 415,300
Solid Waste		
Solid Waste	Equipment	\$ 180,000
Total Solid Waste		\$ 180,000
Systems		
Water Plant	Equipment	\$ 40,000
	Plant Equipment	\$ 6,000
	Elevated Storage Tank	\$ 20,000
Total Water Plant		\$ 66,000
Wastewater Plant	Capital Outlay	\$ 10,000
Total Wastewater Plant		\$ 10,000
Water Distribution	Equipment	61,000
Total Water Distribution		\$ 61,000
Total Systems Fund		\$ 137,000

INTERFUND TRANSFERS

**City of Groves
Annual Fiscal Budget
2020-2021**

Proposed Interfund Transfers

General Fund	Source/Destination	Amount
Transfers In		
City Franchise Fee	Solid Waste	\$ 391,000
City Franchise Fee	Systems	1,518,210
Transfer	Sales Tax Fund	1,500,000
Administration Fee	EDC	175,000
Total Transfers In		<u>\$ 3,584,210</u>
Transfers Out		
Transfer	Equipment Replacement	100,000
Total Transfers Out		<u>\$ 100,000</u>
Total General Fund Transfers		<u>\$ 3,484,210</u>
Solid Waste Fund		
Transfers Out		
City Franchise Fee	General Fund	391,000
Total Transfers Out		<u>\$ 391,000</u>
Total Solid Waste Fund Transfers		<u>\$ 391,000</u>
Systems Fund		
Transfers Out		
City Franchise Fee	General Fund	1,518,210
Total Transfers Out		<u>\$ 1,518,210</u>
Total Systems Fund Transfers		<u>\$ 1,518,210</u>
Sales Tax Fund		
Transfers Out		
Sales Tax	General Fund	\$ 1,500,000
Total Transfers Out		<u>\$ 1,500,000</u>
Total Sales Tax Fund Transfers		<u>\$ 1,500,000</u>
Economic Development Corporation Fund		
Transfers Out		
Administration Fee	General Fund	\$ 175,000
Total Transfers Out		<u>\$ 175,000</u>
Total E.D.C. Fund Transfers		<u>\$ 175,000</u>
Equipment Replacement Fund		

**City of Groves
Annual Fiscal Budget
2020-2021**

Proposed Interfund Transfers

Transfers In		
Transfer	General Fund	\$ 100,000
Total Transfers In		<u>\$ 100,000</u>
Total Equipment Replacement Fund Transfers		<u>\$ 100,000</u>
Total Interfund Transfers		<u>\$ 7,168,420</u>
Net Interfund Transfers		<u>\$ -</u>

DEBT SCHEDULES

City of Groves
Annual Fiscal Budget
2020-2021

SUMMARY OF TOTAL BONDED INDEBTEDNESS

Issue/Series	Maturity	Issue	Balance
Certificates of Obligation 2013	2033	\$ 2,500,000	\$ 2,110,000
Certificates of Obligation 2016	2027	5,915,000	2,385,000
Total		<u>\$ 8,415,000</u>	<u>\$ 4,495,000</u>

City of Groves
Annual Fiscal Budget
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SCHEDULE OF DEBT REQUIREMENTS TO MATURITY

Year	Principal	Interest	Total
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
	\$ 4,495,000	\$ 596,658	\$ 5,091,658

City of Groves
Annual Fiscal Budget
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RECAP OF OUTSTANDING DEBT

Year	Principal	Interest 1st	Interest 2nd	Total	Principal Outstanding After Payment
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
2020-2021

CERTIFICATES OF OBLIGATION SERIES 2013

Year	Principal	Interest 1st	Interest 2nd	Total	Principal Outstanding After Payment
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
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CERTIFICATES OF OBLIGATION SERIES 2016

Year	Principal	Interest	Interest	Total	Principal Outstanding After Payment
		1st	2nd		
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.